



AYLESBURY VALE DISTRICT COUNCIL Democratic Services

Please ask for: Bill Ashton; bashton@aylesburyvaledc.gov.uk;
Switchboard: 01296 585858
Text Relay Prefix your telephone number with 18001

3 January 2019

CABINET

A meeting of the **Cabinet** will be held at **6.30 pm** on **Wednesday 16 January 2019** in **The Olympic Room - Aylesbury Vale District Council**, when your attendance is requested.

NOTE: There will be an informal session starting at 6.15 pm to give Members the opportunity to comment on issues on the Agenda. The press and public may attend as observers.

Membership: Councillors: A Macpherson (Leader), S Bowles (Deputy Leader), P Irwin, H Mordue, C Paternoster, Sir Beville Stanier Bt, P Strachan, J Ward and M Winn

Contact Officer for meeting arrangements: Bill Ashton; bashton@aylesburyvaledc.gov.uk;

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members to declare any interests.

3. FINAL BUDGET PROPOSALS FOR 2019/20 (Pages 3 - 28) Councillor Mordue Cabinet Member for Finance and Resources

To consider the attached report.

Contact Officer: Nuala Donnelly (01296) 585164

4. CAPITAL PROGRAMME UPDATE 2019/20 TO 2022/23 (Pages 29 - 42) Councillor Mordue Cabinet Member for Finance and Resources

To consider the attached report.

Contact Officer: Nuala Donnelly (01296) 585164

5. PUBLIC SECTOR EQUALITY DUTY (Pages 43 - 54) Councillor Winn Cabinet Member for Communities

To consider the attached report.

Contact Officer: Andy Barton (01296) 585430

6. AYLESBURY VALE ESTATES (AVE) BUSINESS PLAN (Pages 55 - 62)
Councillor Bowles
Deputy Leader and Cabinet Member for Economic Development

To consider the attached report.

Contact Officer: Teresa Lane (01296) 585006

7. EXCLUSION OF THE PUBLIC

The following matter is for consideration by Members "In Committee". It will therefore be necessary to

RESOLVE –

That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Paragraph indicated in Part 1 of Schedule 12A of the Act:-

Item No. 8 – Aylesbury Vale Estates (AVE) Business Plan

The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the report contains information relating to the financial or business affairs of organisations (including the Authority holding that information) and disclosure of commercially sensitive information would prejudice negotiations for contracts and land disposals or transactions.

8. AYLESBURY VALE ESTATES (AVE) BUSINESS PLAN (Pages 63 - 110)
Councillor Bowles
Deputy Leader and Cabinet Member for Economic Development

To consider the attached confidential information.

Contact Officer: Teresa Lane (01296) 585006

Cabinet
16 January 2019

BUDGET PLANNING 2019-20 AND BEYOND – FINAL PROPOSALS

Councillor Mordue

Cabinet Member for Finance and Resources

1 Purpose

- 1.1 Cabinet considered its initial budget proposals on the 18 December 2018. These were referred to, and will be considered by Finance and Services Scrutiny on 14 January 2019.
- 1.2 This report enables Cabinet to update its draft proposals in light of the views received from Scrutiny (updated verbally) and to take into account the Government's provisional announcement of Grant allocations following the Finance Settlement on 13 December 2018.
- 1.3 With the announcement of a single Unitary District Council for Buckinghamshire, the medium term plan has been constructed largely on the basis of continuing authority even though this is clearly not the situation. This approach provides the new unitary authority with an understanding of the pressures and opportunities facing Aylesbury Vale and its proposed solutions.
- 1.4 Based upon this, Cabinet is requested to make a final recommendation on next year's budget to Council.

2 Recommendations/for decision

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| <ol style="list-style-type: none">2.1 Cabinet is requested to:

Consider the comments received from Finance and Services Scrutiny Committee in relation to the budget proposals and make any changes as deemed appropriate and subject to any amendments Members wish to make,2.2 Recommend to Council<ol style="list-style-type: none">a. the budget for 2019/20 and the Medium Term Financial Plan as set out in summary form in the table at Appendix A.b an increase to Council tax of £5.00 (3.35%), the maximum allowable for lower tier councils.c the use of £1.48m of New Homes Bonus to meet the costs of the Connected Knowledge Programme in 2019-202.3 Agree the proposed Fees and Charges as set out in Appendix E2.4 Cabinet are also advised to recommend the level of the Band D Special Expenses charge for 2019/20 This is unchanged from the initial budget proposals (as set out in Appendix F). |
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3 Background

- 3.1 The report to Cabinet on 18 December 2018 presented a set of initial budget proposals for Cabinet's consideration.

- 3.2 The report highlighted that there was still uncertainty around a number of issues particularly further reductions in Government Grant, retained business rates and the New Homes Bonus
- 3.3 In the few weeks since the initial proposals were considered, work has continued to refine the budget assumptions contained within that report.
- 3.4 In practice, little has materially changed at a service level and so the significant elements of the final budget proposals are around the impact of the proposed Government Grant numbers and changes to other centrally funded support.
- 3.5 As set out in the draft proposals, the Connected Knowledge programme will be supported through the use of Council NHB reserves. The programme underpins many of the components of Service delivery and Commercial AVDC and therefore the ability to meet the financial agenda for the Council over the coming years.
- 3.6 The Final Recommended budget is attached to this report as Appendix A1. A summary of the changes, savings and pressures which have been used to arrive at the summary position are attached as Appendices A2, C and D.

4 Government Grant Update

- 4.1 The Government announced the draft Grant settlement for councils in the draft Finance Settlement on 13th December 2018.
- 4.2 Despite some indications that there might be significant changes, to reflect ongoing pressures on the wider local government sector, the Government largely honoured its commitments contained within the 4 year settlement and left the pre-announced Grant numbers mostly unchanged.
- 4.3 The important numbers of Revenue Support Grant and Baseline Business Rates were virtually the same as those announced for 2019/20 last year within the 4 year settlement. 2019/20 represents the last year of the 4 year settlement.
- 4.4 As anticipated, the Government has also provided extra resources in 2019/20 to cancel the 'negative RSG' adjustment to tariffs and top-up.
- 4.5 The confirmed financial impact of the change will benefit the Council by £687,000. This will be a non-recurrent re-alignment of funding.
- 4.6 Cabinet has previously agreed that the funding should be ring fenced to support likely and known pressures during 2019-20, to include £0.3m to support the ongoing housing growth agenda in Aylesbury Vale and the associated infrastructure schemes, such as HS2, East West Rail and the Oxford Cambridge expressway. It is recommended that the remaining £0.4m is allocated to meet the costs of the car park changes (replacement equipment) detailed in the Car Park Strategy.
- 4.7 The government has also announced that consultations on;
- The further progression of the Fair Funding Review in advance of Provisional Settlement 2019/20; and
 - The redesign of business rates retention by the end of the year.
- 4.8 A new system (Fair Funding), based on the Government consultation, will be introduced in 2020/21 alongside a Government wide Comprehensive Spending Review.

- 4.9 The Fair Funding Review will affect how funding is allocated and redistributed between local authorities from 2020 onwards. It is expected to use three main 'cost drivers': population, deprivation and sparsity, together with additional cost drivers related to specific local authority services.
- 4.10 Alongside the new methodology, in 2020/21, a new phase for business rates retention programme will also be introduced. The aim is for local authorities to retain 75% of business rates growth from 2020/21, and this is intended to be a lever and incentive for local authorities to grow their local economies.
- 4.11 As part of the Finance Settlement the Government has confirmed that a third phase of business rate retention pilots will go ahead from April 2019 with a 75% retention scheme
- 4.12 Buckinghamshire has been awarded Pilot Status for 75% Business Rates Retention in 2019/20. New 75% retention pilots in 2019/20 will increase the level of retained rates to the council but also provide the opportunity to test and gather information on the design of the new business rates retention system in preparation for 2020/21. The pilots will test authorities' administration, technical planning for implementation, and look at system maintenance; how the accounting, data collection and IT systems will work.
- 4.13 The actual gain from the revised rates initiative won't be known with any certainty until after the financial year has finished but it is estimated that the financial benefit to AVDC will be circa £1.6 million for AVDC.
- 4.14 The initial budget proposals for 2019/20 and for the period of the MTFP, do not propose any changes to the contribution from New Homes Bonus into the revenue budget. This remains at £1.178m
- 4.15 The Government have decided not to increase the New Homes Bonus (NHB) threshold further next year, and has provided an extra £18 million to fund this.
- 4.16 £5.99m will be received in 2019/20 for AVDC for NHB which includes previous year's delivery.
- 4.17 For NHB, 2019-20 represents the final year of funding agreed through the Spending Review 2015
- 4.18 The final funding allocation for 2019 to 2020 settlement will be laid before the House of Commons in February 2019.

5 Council Tax

- 5.1 The initial Budget Proposals proposed by Cabinet recommended increasing Council Tax by the assumed maximum expected amount of £5.00 (3.35%).
- 5.2 The finance settlement does not provide any more spending power, as councils can already increase council tax by 3 per cent or more due to the £5 flexibility.
- 5.3 The Finance Settlement confirmed the Council's ability to increase its Tax by this amount and so, for the reasons justified by Cabinet in December (i.e. as a means of partially mitigating the reductions in Government Grant and thereby protecting services valued by residents and businesses in the Vale), it is proposed that this maximum increase be implemented from 1 April 2019.
- 5.4 A Council Tax increase of £5.00 would generate £366,700 per annum and would represent an increase equivalent to 10 pence per week and will increase the Band D Council Tax for Aylesbury Vale District Council to £154.06.

5.5 In the finance settlement announcement, no changes were proposed in terms of referendum principles for town and parish councils. Government had previously confirmed that were deferring setting of referendum principles for town and parish councils for 3 years.

5.6 Council Tax Harmonisation will be something that the Shadow Council will need to consider as part of its preparation for the new council. To the best of officer's knowledge all councils in Buckinghamshire are continuing to exercise their current council tax strategies ahead of this work without specific reference to the potential decisions of the new council around harmonisation.

6 Reserves

6.1 Earmarked reserves represent the prudent saving of sums against the recognition of future financial events which, if not prepared for, would be difficult to deal with at the point they occur. In short, earmarked reserves are an essential part of sound financial planning.

6.2 The vast majority of reserves held are for legitimate reasons and the balances are reasonable given a fair assessment of the budgetary pressures that they are held against.

6.3 The size of the reserves and the different timespans over which they will be required present an opportunity to mitigate some of the unforeseeable pressures.

6.4 The total balance held in reserves is expected to dip significantly over the next 2 years as the pressures against which they are held materialise and the infrastructure schemes for which the New Homes Bonus is held are delivered.

6.5 Cabinet have agreed to repurpose the Business Rates Equalisation Reserve and the Interest Equalisation Reserve in order to provide the Council with initial financial capacity to respond to the costs of reorganisation.

7 Review of Fees and Charges

7.1 Fees and charges are reviewed as part of the annual budget setting review process.

7.2 Appendix E details proposed fees and charges to be levied by the Council for 2019/20.

8 Balances

8.1 The 2019-20 MTFP assumes a balanced budget with no use of balances.

8.2 The focus will now be primarily on 2019/20, but consideration will still be given to 2020 and beyond because of the obligation to hand Aylesbury Vale's affairs to its successor in a fit state. These efficiencies will contribute towards balancing the budgets in future years.

8.3 The working balances for 2019/20 are currently anticipated at £1.927m, marginally below the minimum assessed level for 2019/20 of £2m.

8.4 Appendix B provides detail on forecast General Reserve balances.

9 Medium Term Financial Plan (2019/20 and After)

- 9.1 The report sets out the issues facing the Council when developing budget proposals for 2019/20 and in terms of updating its Medium Term Financial Plan (MTFP).
- 9.2 The largest and most significant issue being the announcement of a single Unitary District Council for Buckinghamshire.
- 9.3 This fundamentally changes what will happen during the period of the proposed MTFP. This clearly removes the need for medium term planning for Aylesbury Vale as a single entity organisation, but the Council remains obligated to hand over its affairs to the new organisation in the best state it can. This means continuing to tackle known budgetary issues, generating new income streams and balancing its finances.
- 9.4 At this early stage, the financial implications of the announcement are yet to be fully understood. As thinking and understanding are progressed, the significant financial impacts will be reported to Members.
- 9.5 With the need to resource an implementation plan for the new council and the need to manage staffing costs across this transition period, Cabinet has previously agreed that the equalisation funds for business rates and interest be repurposed and made available to offset the transition costs associated with local government reorganisation, subject to any demands being placed upon them in 2019/20. This will provide initial flexibility, but there is no clear sense at this stage whether this is sufficient (when pooled with the other councils) to see through the reorganisation. As a consequence, this will need to be revisited.
- 9.6 The focus will now be primarily on 2019/20, but consideration will still be given to 2020 and beyond because of the obligation to hand Aylesbury Vale's affairs to its successor in a fit state.
- 9.7 The period of the MTFP will fall within the timescale for the UK to leave the European Union. No financial implications of the change have been incorporated into the current MTFP, although this is taken into account in the level of un-earmarked balances available. The implications for the Council will be wide ranging with likely impacts on value of the pound and spending powers, possible impact on local business and business rates and also impact on availability of workforce.
- 9.8 At its meeting in November, Cabinet agreed that as part of the budget setting process for 2019-20, the Council should adopt a corporate strategy for 2019/20 which is focused on:
- Ensuring that we are Financially fit, including ensuring our commercial approaches of the past continue and we continue to grow and diversify our income streams
 - Leading and the shaping place, ensuring we adopt VALP, and continue to cherish our towns, villages and areas whilst managing planned growth and regenerating our towns
 - Focusing on our Customers and our ongoing innovation in customer delivery and digitisation, and
 - Ensuring our Partners and Communities help us deliver our goals and we ensure they are included in our decision making.
- 9.9 By restating to Lead, Shape, and Enhance the economic, social and environmental wellbeing of the Vale, embedding AVDC values in the new unitary council, the Council starts to set out our 'legacy' for the new council.

- 9.10 The AVDC mission is to ensure that in its last year it delivers its aims and priorities and embeds its values in the new unitary council.
- 9.11 A balanced budget is presented for the years to 2021/22. Assumptions on income spend and efficiencies are very challenging to make for future years. The general principles of reducing costs and increasing income will remain the fundamental streams to addressing financial issues going forward.

10 Impact on the Budget Proposals

- 10.1 The initial Budget Proposal presented to Cabinet in December considered the options for balancing the budget in the event that the final budget numbers differed from those contained in the initial proposals.
- 10.2 The numbers announced in the draft Finance Settlement in December were (in so far that they affect revenue resources) only very marginally different to those assumed in the Cabinet's Initial Budget proposals.
- 10.3 The Revenue Support Grant for 2019/20 was provisionally set at £3,288,400 for 2019/20. This remains unchanged in the final budget for 2019/20. Although the core grant was reduced by £56,700 this was offset by an additional £56,700 from a funding redistribution of surplus Business Rate Levy.

11 Scrutiny of the Initial Budget Proposals

- 11.1 Because the Cabinet's meeting in January 2018 and the review of these draft proposals by Finance and Services Scrutiny Committee are only separated by a single day, Cabinet will need to be updated on the views of the Scrutiny Committee verbally at its meeting.

12 Special Expenses

- 12.1 This report also includes a recommendation on the Special Expenses budget for Aylesbury Town (Appendix F).
- 12.2 From an initial review of costs and service charged into this area, an increase in budget of £38,200 is anticipated. This is due mainly to the new maintenance and equipment contract.
- 12.3 It is anticipated that Band D Council Tax can remain the same in this area.

13 Options Considered

- 13.1 The report provides a commentary on the key elements of choice within the budget proposals and outlines the reasons for the recommendations.

14 Recommendations

- 14.1 These are set out within the report and summarised in paragraph 2.

15 Resource Implications

- 15.1 These are covered within the body of the report.

APPENDIX A1

Medium Term Financial Plan 2019-20 to 2022/23: Draft Proposals

Classification	2018/19 Base	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Civic Amenities	169,500				
Communities	1,462,800				
Economic Development	(955,400)				
Environment & Leisure	2,828,100				
Finance & Resources	5,972,600				
Leader	1,621,600				
Planning & Enforcement	(840,400)				
Strategic Planning & Infrastructure	1,160,100				
Waste & Licensing	5,514,800				
Plus: Inflation and known Savings/Growth	0	437,300	(85,000)	24,500	900,000
(Less): Unidentified Savings Still Required	0	0	0	0	(1,275,700)
Add: Savings in Excess of Requirement					
Service Spend Total	16,933,700	17,371,000	17,286,000	17,310,500	16,934,800
Contingency Items	101,000	158,700	177,100	133,800	133,800
Financing & Asset Charges	(1,048,800)	(1,048,800)	(1,048,800)	(1,048,800)	(1,048,800)
Transfer to Reserves	1,032,700	1,032,700	1,032,700	1,032,700	1,032,700
Transfer from Reserves	(357,000)	(357,000)	(357,000)	(357,000)	(357,000)
Net Transfers to Reserves	675,700	675,700	675,700	675,700	675,700
Investment Interest	(330,000)	(380,000)	(380,000)	(420,800)	(430,000)
Interest on Long Term Borrowing	2,694,300	2,460,600	2,452,300	2,443,600	2,443,600
AVE Receivables	(2,053,900)	(2,011,600)	(1,967,700)	(1,921,900)	(1,549,800)
Contribution to/(Use of) Balances	240,000	0	0	0	0
Less: Special Expenses	(862,300)	(900,400)	(922,900)	(946,000)	(969,700)
New Homes Bonus	(1,178,000)	(1,178,000)	(1,178,000)	(1,178,000)	(1,178,000)
Retained Business Rate Growth	(476,700)	(476,700)	(476,700)	(476,700)	(476,700)
Funding Requirement	14,695,000	14,670,500	14,617,000	14,571,400	14,534,900
Funded By:					
Government Grant	(3,826,500)	(3,288,400)	(2,750,300)	(2,212,200)	(1,674,100)
Collection Fund Transfer	(61,000)	(67,800)	(67,800)	(67,800)	(67,800)
AVDC Council Tax	10,807,500	11,314,300	11,798,900	12,291,400	12,793,000
Council Tax Base	72,507	73,447	74,181	74,923	75,672
Council Tax	£ 149.06	£ 154.06	£ 159.06	£ 164.06	£ 169.06
Percentage Increase	3.48%	3.35%	3.25%	3.14%	3.05%

Medium Term Financial Plan – 2019/20 to 2022/23

Summary of Changes

Classification	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Plus:					
<i>Unavoidable Pressure</i>		1,480,900	36,400	0	0
<i>Inflation, Pay and Increments</i>		872,800	901,000	1,030,400	1,060,200
<i>Major Projects</i>		0	0	0	0
Total	0	2,353,700	937,400	1,030,400	1,060,200
Less:					
<i>New Income and Efficiency Proposals</i>		(1,916,400)	(1,022,400)	(1,005,900)	(160,200)
<i>Major Projects</i>					
Total	0	(1,916,400)	(1,022,400)	(1,005,900)	(160,200)
Total Budgetary Pressure & Efficiencies Identified	0	437,300	(85,000)	24,500	900,000
Change in Available Resources					
Increase in Investment Interest		(50,000)	0	(40,800)	(9,200)
Decrease in Contribution From Reserves		0	0	0	0
Decrease in Capital Financing		0	0	0	0
Decrease in Borrowing Costs		(233,700)	(8,300)	(8,700)	0
Decrease in AVE Interest Payment		42,300	43,900	45,800	372,100
Increase in AVE Dividends		0	0	0	0
(Increase)/Decrease in Use of Balances		(240,000)	0	0	0
Increase in Contingency Provision		57,700	18,400	(43,300)	0
Increase in Collection Fund Surplus		(6,800)	0	0	0
Lower Government Grant - RSG		538,100	538,100	538,100	538,100
New Homes Bonus		0	0	0	0
Tax Base Growth		(140,100)	(113,100)	(118,000)	(122,900)
Additional Council Tax		(366,700)	(371,500)	(374,500)	(378,700)
Decrease/(Increase) in Special Expenses		(38,100)	(22,500)	(23,100)	(23,700)
Total Decrease/(Increase) in Resources	0	(437,300)	85,000	(24,500)	375,700
Savings Required	0	0	0	0	(1,275,700)
Net Change in Resources	0	0	0	0	0

APPENDIX B

**Budget Proposals – 2019/20 to 2022/23
General Fund Revenue Balances**

Classification	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Balance Brought Forward	1,977,000	1,927,000	1,927,000	1,927,000	1,927,000
Windfall Gains & Special Applications of Balances					
- HS2	(2,000)	0	0	0	0
- Website and E-Commerce Programme	0	0	0	0	0
- Commercial AVDC Change Project	0	0	0	0	0
- Commercial Activities	(50,000)	0	0	0	0
Restated Balance Position	1,925,000	1,927,000	1,927,000	1,927,000	1,927,000
Forecast (Overspend)/Underspend Assumption	(238,000)	0	0	0	0
Planned Addition to/(Use of) Balances	240,000	0	0	0	0
Net (Use of)/Contribution to Balances	2,000	0	0	0	0
Balance Carried Forward	1,927,000	1,927,000	1,927,000	1,927,000	1,927,000

Savings, Efficiencies and Income - 2019/20 - 2022/23 - Budget Planning					
Service Area	2019/20 £	2020/21 £	2021/22 £	2022/23 £	Proposal
Development Management	200,000	0	50,000	50,000	Increased income anticipated through additional planning applications and PPA's
Contact Review	30,100	0	0	0	Removal of one post of SG2 level (Year 3) as part of staffing review
CF overall	53,200	0	240,000	0	Savings arising from revision of team review
Benefits - Universal Credit	0	0	30,100	60,200	Future planned savings resulting from efficiencies anticipated from implementation of Universal Credit
Waste Services	200,000	25,000	0	0	Planned increase to Garden Waste Customer Base
Commercial Services	75,000	100,000	43,900	0	Planned increase to Commercial waste Customer Base following service review
Development Management	0	0	82,900	0	Future planned savings from DM Reserve
Contract Management	100,000	50,000	50,000	50,000	Savings realised from contract management, procurement and delivery efficiencies 19-20 and future years
Democratic Services	0	54,900	25,000		Removal of Democratic Service Manager Post
Forward Plans	0	0	164,000	0	Future planned savings from Forward plans reserve
Sale of Transactional Services	10,000	20,000	20,000	0	Sale of Payroll, Finance, (Transactional Services)
Finance, Recoveries & HR	0	37,500	0	0	Reduction in establishment due to improvement in process & automation
Waterside Theatre	25,000	25,000	0	0	ATG Contract Review - Scheduled reduction of management fee
Conference Centre	30,000	30,000	0	0	Conference Centre Lettings - Increase To Current Income Stream & Review Future Charges
Strategic Parking	0	0	50,000	0	Gateway Parking - future planned P&D Income
Properties	100,000	200,000	50,000	0	The Exchange -New Rental Income from new development
Crematorium	150,000	0	0	0	Partner Dividend payable 19/20
M&E Contract	100,000	50,000	0	0	Reduction In anticipated spend on reactive maintenance
Newly Identified as Part of 2019/20 Budget Planning Cycle					
Core Costs	40,000	0	0	0	Reduction Audit Fees in line with anticipated spend
Governance	80,000	0	0	0	Reduction GDPR costs in line with anticipated spend
Legal	7,000	0	0	0	Savings arising from cessation of legal casework system
SEED	40,000	0	0	0	Increased Commercial Income Streams
Assistant Directors	85,000	0	0	0	Management savings following staffing review
Commercial Property	76,500	0	0	0	Revision to achievable rental income in line with current income streams
Commercial Property	5,700	0	0	0	New income stream relating to Service Charges (public realm and Theatre)
Leisure Centres	28,000	0	0	0	Alignment of Leisure Centres Management Fee to contract value
Leisure Centres	15,000	0	0	0	Swan Pool – New Income Stream (Soft Play)
Sustainability	35,000	0	0	0	Cessation of service provision for sustainability and resultant savings
Commercial Property	80,000	0	0	0	Staff savings following business review (L8 post)
Commercial Property	9,900	0	0	0	Cessation of service provision for residential assets and lettings and resultant savings
Commercial Property	25,000	0	0	0	New income stream following catering contract review
Communications	22,500	0	0	0	Revision of budget to reflect current needs for research and development
Communities	10,700	0	0	0	Planned 5% reduction in Citizens Advice Aylesbury Vale Grant
Communities	10,000	0	0	0	Delivery of efficiencies within Community Development
Communities - CCTV	30,000	30,000			Potential savings due from transfer Of CCTV Services To Milton Keynes
Planned Development	14,000	0	0	0	Increased Monitoring Income, in line with current income streams
Homeless Trailblazers	23,800	0	0	0	Contribution of staff costs from grant provision
Waste Services	0	400,000	0	0	Anticipated future savings arising from Street & Horticultural Contract - In-House
Waste Services	0	0	200,000	0	Anticipated future savings arising as a result of redevelopment at Pembroke Road
Waste Services	125,000	0	0	0	Vehicle running costs reductions realised by new fleet procured 2017-18
Waste Services	50,000	0	0	0	Vehicle Fuel Reductions - New Fleet Procured 2017-18
Waste Services	30,000	0	0	0	Increased sale of bins from new developments
Total	1,916,400	1,022,400	1,005,900	160,200	

Budget Pressures - 2019/20 - 2022/23 - Budget Planning

Service Area	2019/20 £	2020/21 £	2021/22 £	2022/23 £	Proposal
Waste Services	200,000	0	0	0	UPM Contract Ceased - Recycling Credits Now Payable

Newly Identified as Part of 2019/20 Budget Planning Cycle

Comm Bus Strat	13,100	0	0	0	Income targets not achievable - revisions to 19/20 baseline
Bus, Corp Gov	7,000	0	0	0	Income targets not achievable - revisions to 19/20 baseline
Bus, Corp Gov	39,400	0	0	0	Re-instatement of Learning and Development Manager post
Bus, Corp Gov	22,500	0	0	0	Recurrent costs of new system developments for finance system (£20k) and project management office MO system costs (£2.5k)
Comm Property	83,600	0	0	0	Revision of realisable service charges due from Waterside South
Comm Property	44,000	0	0	0	Increased staffing costs to support service provision within Commercial property
Comm Property	40,000	0	0	0	Increased consultancy charges following staffing review (offset by savings realised)
Comm Property	26,500	25,000	0	0	Maintenance of the new Exchange North £25k for H&S + £25k for Sinking Fund Contribution + £1,500 for Artwork Maintenance)
Comm Property		11,400	0	0	Planned cost for 'Changing Places' Toilet - Annual Maintenance Charge
Comm Property	9,000	0	0	0	Annual fee for new Asset Management System
Comm Property	10,000	0	0	0	Income targets not achievable - revisions to 19/20 baseline
Comm Property	250,000	0	0	0	Rent Review at Waterside Properties given current market conditions
Comm Fulfillment	7,000	0	0	0	Additional marketing costs for Vale Lottery
Comm Fulfillment	14,000	0	0	0	Comms & Marketing: allocation of Budget to support corporate website
Comm Fulfillment	17,000	0	0	0	Comms & Marketing: allocation of Budget to support intranet capability
Comm Fulfillment	12,000	0	0	0	Allocation of budget for Modern Gov annual fee for Democratic Services
Comm Fulfillment	5,000	0	0	0	Income targets not achievable - revisions to 19/20 baseline
Comm Fulfillment	50,000	0	0	0	Additional staffing capacity for Strategy partnership team and additional community safety post following staff review
Business Strategy & Support	30,000	0	0	0	Additional Health & Safety Resource at Pembroke following risk assessment
Customer Fulfillment	50,000	0	0	0	Customer Relationship - Benefits Structure Review following Commercial Programme
Customer Fulfillment	130,000	0	0	0	Additional staffing for planning team to meet on-going service requirements and demands, as per 18/19 outturn
Customer Fulfillment	200,000	0	0	0	Increased Licencing & Hosting Costs Across AVDC, supporting Salesforce implementation
Digital & Transformation	80,000	0	0	0	IT Structure Review following Commercial Programme - Required To Meet Service Requirements
Digital & Transformation	25,000	0	0	0	Systems Administration Structure Review - Required To Meet Service Requirements
Waste Services	95,000	0	0	0	Management Structure Review To Meet On-going Service Requirements
Customer Fulfillment	6,500	0	0	0	Increased planned property maintenance costs in line with contractual agreements
Comm Property	14,300	0	0	0	Increased planned property maintenance costs in line with contractual agreements
Total	1,480,900	36,400	0	0	

Fees and Charges 2019-20

APPENDIX E

Democratic Services	2017/18	2018/19	2019/20
DVD of Webcasting Council Meetings	£85.00	£85.00	£85.00
Electoral Registration	2017/18	2018/19	2019/20
Sale of Full Register and the Notices of Alteration			
<ul style="list-style-type: none"> in data format, plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it 	£20.00	£20.00	£20.00
<ul style="list-style-type: none"> in printed format, plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it 	£10.00	£10.00	£10.00
For sale of the list of overseas electors:			
<ul style="list-style-type: none"> in data format, plus £1.50 for each 100 entries (or remaining part of 100 entries) in it 	£20.00	£20.00	£20.00
<ul style="list-style-type: none"> in printed format, plus £5 for each 100 entries (or remaining part of 100 entries) in it 	£10.00	£10.00	£10.00
Certain individuals/parties may purchase the marked register following an election			
<ul style="list-style-type: none"> plus £2 for printed and £1 for data versions per 1,000 entries. 	£10.00	£10.00	£10.00
Leisure	2017/18	2018/19	2019/20
Pitches / All Weather Pitches			
All Weather Pitch – Bedgrove – This facility has now closed			
Football Seniors Large Court	£20.00	N/A	N/A
Football Juniors Large Court	£11.50	N/A	N/A
Floodlights - Large Court	£8.00	N/A	N/A
Floodlights - Netball Court	£4.50	N/A	N/A
Netball - Senior per court	£12.50	N/A	N/A
Netball - Junior per court	£5.80	N/A	N/A
Junior Netball League- Season	£620.00	N/A	N/A
All Weather Pitch - MEADOWCROFT			
Peak Time-1/3rd area per hour	£25.00	£26.00	£27.00
Peak Time-2/3rd area per hour	£50.00	£52.00	£54.00
Peak Time-full area per hour	£75.00	£78.00	£81.00
Off peak time-1/3rd area per hour	£19.00	£20.00	£20.00
Off peak time-2/3rd area per hour	£38.00	£39.00	£41.00
Off peak time-full area per hour	£56.00	£58.00	£60.00
Flood lights-1/3rd area per hour	£12.50	£13.00	£13.00
Flood lights-2/3rd area per hour	£18.90	£20.00	£20.00
Flood lights-full area per hour	£31.00	£32.00	£33.00
Football Pitches Grass			
Adult pitch - per match at Fairford Leys	£83.50	N/A	N/A
Adult pitch - per match at all other venues (includes Fairford Leys from 2018/19)	£77.00	£80.00	£83.00
Juniors aged 14 to 17 years inclusive, playing on an adult pitch - per match at Fairford Leys	£58.00	N/A	N/A
Juniors aged 14 to 17 years inclusive, playing on an adult pitch - per match at all other venues (includes Fairford Leys from 2018/19)	£54.00	£56.00	£58.00
Juniors aged 13 years and under, playing on a junior pitch - per match at Fairford Leys	£49.50	N/A	N/A

Juniors aged 13 years and under, playing on a junior pitch - per match at all other venues (includes Fairford Leys from 2018/19)	£47.00	£49.00	£51.00
Mini-Soccer pitch - used by 10 year olds and under - per hour	£11.50	£12.00	£12.00
Off-pitch - space adjacent to pitches and changing room facilities.	£40.00	£42.00	£43.00
Cricket Square			
Adult-afternoon-per match (14:00 - 19:00)	£92.00	£96.00	£99.00
Insurance			
Insurance for any pitch hire	£2.50	£3.00	£3.50
Community Centres			
Alfred Rose Park, Bedgrove Park, Hawkslade Farm, Prebendal Farm and Southcourt			
All Community Bookings include Churches, Car Boots, Bazaars and Bank Holidays			
Monday to Friday			
8.00 - 13.00	£30.00	£30.50	£31.00
13.30 - 17.15	£30.00	£30.50	£31.00
17.45 - Close	£48.00	£48.00	£48.00
Saturday and Sunday			
8.00 - 13.00	£33.50	£34.50	£35.00
13.30 - 17.15	£33.50	£34.50	£35.00
17.45 - Close	£62.00	£63.00	£65.00
Private and commercial events include adult and children's parties and bank holidays			
Monday to Thursday			
8.00 - 13.00	£67.00	£70.00	£71.00
13.30 - 17.15	£67.00	£70.00	£71.00
17.45 - Close	£145.00	£145.00	£145.00
Friday Saturday and Sunday			
8.00 - 13.00	£65.00	£70.00	£71.00
13.30 - 17.15	£65.00	£70.00	£71.00
17.45 - Close (Friday and Saturday)	£185.00	£185.00	£185.00
17.45 - Close (Sunday Only)	£145.00	£145.00	£185.00
Committee Room at Alfred Rose			
Monday to Friday			
8.00 - 13.00	£22.50	£22.50	£22.50
13.30 - 17.15	£22.50	£22.50	£22.50
17.45 - Close	£31.50	£31.50	£31.50
Saturday and Sunday			
8.00 - 13.00	£22.50	£22.50	£22.50
13.30 - 17.15	£22.50	£22.50	£22.50
17.45 - Close	£44.50	£44.50	£44.50
Committee Room at Alfred Rose (parties) – from 2018/19 charges as per above			
Monday to Thursday			
8.00 - 13.00	£29.00	N/A	N/A
13.30 - 17.15	£29.00	N/A	N/A
17.45 – Close	£68.50	N/A	N/A
Friday, Saturday and Sunday			

8.00 - 13.00	£29.00	N/A	N/A
13.30 - 17.15	£39.00	N/A	N/A
17.45 - 23.30 (Friday and Saturday)	£68.50	N/A	N/A
17.45 - 22.30 (Sunday Only)	£58.00	N/A	N/A
Bank Holidays - as rates above other than New Years Eve			
New Years Eve	£280.00	£285.00	£285.00
Adhoc Prices			
2 Hour Mon - Fri 9.00-17.30 promotional rate	£20.00	£20.00	£21.00
2 Hour Mon – Fri early evening promotional rate	N/A	£31.00	£31.50
Alfred Rose Committee Room. (If Main Hall is booked, hire committee room for just an additional £10.00 per session)	£10.00	£10.00	£10.00
New early evening finish party rate	N/A	N/A	£115.00
Public Liability Insurance for voluntary groups, individuals and private parties			
	£8.00	£8.00	£8.00
Play Services (VAT exempt) – This facility has now closed			
Holiday Playscheme - 8.00 - 6.30	£30.00	N/A	N/A
Holiday Playscheme - 8.30 - 3.30	£22.50	N/A	N/A
Holiday Playscheme - 8.00 - 12.30	£16.00	N/A	N/A
Holiday Playscheme - 12.30 - 5.00	£16.00	N/A	N/A
After School Club - 3 - 6.00	£8.50	N/A	N/A
School Escort Service on Foot (daily charge)	£1.50	N/A	N/A
School Escort Service by Minibus (cost for 5 days)	£18.00	N/A	N/A
School Escort Service by Taxi (Buckingham Park)	£3.00	N/A	N/A
School Escort Service by Taxi (Elmhurst)	£2.00	N/A	N/A
Jonathan Page Play Centre - All Community Bookings - Main Hall			
Monday to Friday			
17.45 - Close	£45.00	N/A	N/A
Saturday, Sunday & Bank Holiday			
8.00 - 13.00	£40.00	N/A	N/A
13.30 - 17.15	£40.00	N/A	N/A
17.45 - Close	£70.00	N/A	N/A
Local Authority / Commercial Bookings - Main Hall			
Monday to Friday			
8.00 - 13.00	N/A	N/A	N/A
13.30 - 17.15	N/A	N/A	N/A
17.45 - Close	£130.00	N/A	N/A
Saturday, Sunday & Bank Holiday			
8.00 - 13.00	£65.00	N/A	N/A
13.30 - 17.15	£65.00	N/A	N/A
17.45 - Close	£150.00	N/A	N/A
All PRIVATE parties, not organised by companies, clubs where Public Liability insurance is not in place.	£7.00	N/A	N/A
Regular Activities			
Tuesday / Thursday Club	£6.00	£7.50	£7.50

Tuesday / Thursday Club – 10 week booking	N/A	N/A	£70.00
Doorways	£5.00	£5.75	£5.75
Energise Gold	£5.00	N/A	N/A
Ladies only swimming	N/A	£6.95	£7.15
Play Around the Parishes			
2 hour session	N/A	N/A	£432.00
2 hours with sports	N/A	N/A	£540.00
3 hour session	N/A	N/A	£468.00
3 hours with sports	N/A	N/A	£588.00
Family fun day 5 hours with sports	N/A	N/A	£948.00
Events on AVDC Land (See Notes below)	Per Week	Per Week	Per Week
Regular Activity i.e. Commercial Fitness trainer / personal trainer 1 or 2 sessions per week.	£10.00	£12.00	£12.00
Regular Activity - 3 or 4 sessions per week.	£18.00	£23.00	£23.00
Regular Activity - 5 or more sessions per week.	£24.00	£30.00	£30.00
	Per Day	Per Day	Per Day
Birthday party with only a small bouncy castle or small gazebo (for individuals looking to hire a park for a family party excluding 18 th or 21 st parties). This fee is not eligible for charity or public sector discount.	£30.00	£37.00	£38.00
Birthday party with a large bouncy castle, marquee or other equipment (for individuals looking to hire a park for a family party excluding 18 th or 21 st parties). This fee is not eligible for charity or public sector discount.	£60.00	£74.00	£75.50
Small event (i.e. expected attendance up to 300 people per day)	£240.00	£299.00	£306.00
Medium sized event (expected attendance of up to 999 per day)	£330.00	£412.00	£421.00
Fair or major ticketed event and also other events with expected attendance over 1000 per day.	£480.00	£599.00	£613.00
Get in/out days (for events which require the use of the land on days either side of the event day to set up and /or clear down)	£120.00	£150.00	£153.00
A discount may be applied for charitable “not for profit” events.			
Terms and conditions apply as per event booking agreement.			
A Free Park Hire for physical activity scheme is included to promote physical activity, which has specific eligibility criteria, applies to specific criteria and specific parks only. See scheme details for further information, terms and conditions.			
1. Terms and conditions apply to all event organisers.			
2. A discount may apply for registered charitable and not for profit community activities.			
3. The Council may require a refundable deposit to be paid in advance of an event as security. Any unused deposit will be refunded as soon as practicable following the event. However if the Council incurs costs and expenses arising from the event the deposit or a part thereof will be retained by the Council in payment or part payment of the amount owing. In the event of any shortfall between the deposit and the actual costs and expenses, the applicant will remain liable for payment of the balance on demand. Any additional costs or reinstatement costs including grounds maintenance, cleaning, litter picking or any other associated costs arising from the event which the Council incurs in the granting of this permission will be charged by the Council on an hourly rate for Officer time and any contractor costs will be passed to the event organiser e.g. clearance of litter after the event/reinstatement of land damaged as part of the event.			
4. Expected attendance numbers are included as a guideline to the size and extent of your event only. No refund will be provided if attendance numbers are lower than expected at your event. See events on AVDC land application pack for further details.			
5. Any event will be charged on a half day or whole day basis i.e. up to 12.00 is half day. There is no allowance for charging by the hour. Event organisers must therefore be off site by 12.00 or they will be charged the full day rate.			
6. Fees and deposit will be payable no later than 2 weeks before the event date. Once the event pack application has been completed and returned and signed off by AVDC officers, payment must be provided with the completed signed event agreement.			
7. If fees and deposit are not received by the deadline set, AVDC will not give permission for the event			

to proceed and access to the site will not be granted.			
Biodiversity and Trees	2017/18	2018/19	2019/20
Biodiversity Screening of Properties for Protected Species	£70.00	£74.00	£76.00
Specialist Tree Advice Relating to Planning	£70.00	£74.00	£76.00
Town Centre Management	2017/18	2018/19	2019/20
Letting of Space in the Town Centre to Commercial Promoters	£50.00- £100.00	£40.00- £110.00	£40.00- £110.00
Fee for Town Centre Partnership	£30.00- £3,000.00	£30.00- £3,000.00	£30.00- £3,000.00
Market Traders Pitch Fee (Depends upon day / trader)	£14.30- £35.70	£14.30- £35.70	£14.30- £35.70
Sponsorship	£100.00- £2,000.00	£100.00- £2,000.00	£100.00- £2,000.00
Pedlars at Christmas Events	£30.00	£30.00	£30.00
Funfair at Christmas Events	£1,200.00	£1,200.00	£1,200.00
Housing	2017/18	2018/19	2019/20
Advertising on Bucks Home Choice	£65.00	£69.00	£69.00
Advertising on Bucks Home Choice (Direct Access to System)	£52.00	£55.00	£55.00
Preferred Development Partners	£7,500.00	£7,500.00	£7500.00
Legal and Local Land Charges	2017/18	2018/19	2019/20
Full Official Search Fee	£112.90	£114.16	£139.20
LLC1 Form -			
Search in: the whole of the register	£24.10	£24.10	£30.00
Search in: any one part of the register	£2.50	£2.50	£3.00
Search in: additional parcel of land	£6.00	£6.00	£7.50
CON29R – Standard enquiries – One parcel of land only	£88.80	£90.06	£109.20
CON29R – Required enquiries – Additional parcels of land	£22.80	£22.80	£27.80
(Made up of LLC1 charge £7.50 and CON29R charge £20.30)			
CON29 – Optional enquiries			
- 4 Road proposals by private bodies	£0.00 ¹	£0.00 ¹	£0.00 ¹
- 5 Advertisements	£7.20	£7.20	£8.80
- 6 Completion notices	£7.20	£7.20	£8.80
- 7 Parks & countryside	£9.60	£9.60	£11.70
- 8 Pipelines	£12.00	£12.00	£14.60
- 9 Houses in multiple occupation	£15.60	£15.60	£19.00
- 10 Noise abatement	£15.60	£15.60	£19.00
- 11 Urban development areas	£7.20	£7.20	£8.80
- 12 Enterprise zones, local development order & bids	£9.60	£9.60	£11.70
- 13 Inner urban improvement areas	£7.20	£7.20	£8.80
- 14 Simplified planning zones	£7.20	£7.20	£8.80
- 15 Land maintenance notices	£7.20	£7.20	£8.80
- 16 Mineral consultation and safeguarding areas	£12.00 ²	£12.24 ²	£12.24 ²
- 17 Hazardous substance consents	£7.20	£7.20	£8.80
- 18 Environmental & pollution notices	£15.60	£15.60	£19.00
- 19 Food safety notices	£15.60	£15.60	£19.00
- 20 Hedgerow notices	£7.20	£7.20	£8.80
- 21 Flood defence & land drainage consents	£12.00 ²	£12.24 ²	£12.24 ²
- 22 Common land & town or village green	£15.60 ²	£15.96 ²	£15.96 ²
¹ Please note this Authority is unable to respond to enquiry 4. If the enquiry is requested a standard response reflecting this will be given.			
² The actual fee is subject to change to reflect any increase in search fees levied by the County Council			
Planning Radius Enquiry	£7.20	£7.20	£8.80

Local Land Charges	2017/18	2018/19	2019/20
Registration of a charge in Part 11 of the register (light obstruction notices)	£67.00	£67.00	£67.00
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	£2.50	£2.50	£2.50
Filing a judgment, order or application for the variation or cancellation of any entry in Part 11 of the register (light obstruction charges)	£7.00	£7.00	£7.00
Inspection of documents filed under rule 10 in respect of each parcel of land	£2.50	£2.50	£2.50
* Personal search in the whole or in part of the register in respect of one parcel of land	N/A	N/A	N/A
* In respect of each additional parcel, subject to a maximum of £16.00 (previously £13.00)	N/A	N/A	N/A
Official search (including issue of official certificate of search) in respect of one parcel of land:			
(a) in any one part of the register	£2.50	£2.50	£3.00
(b) in the whole of the register -			
(i) where the requisition is made by electronic means in accordance with rule 16; and	£24.10	£24.10	£30.00
(ii) in any other case	£24.10	£24.10	£30.33
(iii) in respect of each additional parcel of land	£6.00	£6.00	£7.50
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	£0.40	£0.40	£0.50
Property and Contracts Section	2017/18	2018/19	2019/20
DS1 (Mortgage vacating) and DS3 (for part of land in a charge). Administration Fee.	£50.00	£50.00	£50.00
Deed of Rectification	£450.00	£450.00	£450.00
Deed of Release	£450.00	£450.00	£450.00
Notice of Assignment of Lease of Mortgage	£50.00	£50.00	£50.00
Open Space Deed	£850.00	£850.00	£850.00
Deed Concerning: Grant of Release, Assignment of Lease, Licence for change of use, Licence to Occupy, Wayleave, Access to realty, Easement and Deed of Variation.	£450.00	£450.00	£450.00
Sale of Land	£450.00	£450.00	£450.00
Planning	2017/18	2018/19	2019/20
Monitoring and Administering S.106 Agreements			
Pre-commencement Contribution, if below £40,000	£400.00	£400.00	£400.00
Pre-commencement Contribution, above £40,000	£600.00	£600.00	£600.00
Payment at later date, multiple payments or on-site provision of affordable housing	£600.00	£600.00	£600.00
Provision of on-site open space:	Per acre		
• Not to be adopted	£1,000.00	£1,000.00	£1,000.00
• To be adopted (*)	£2,500.00	£2,500.00	£2,500.00
(*) if a bond is lodged, a bond fee is required.	£200.00	£200.00	£200.00
Pre-Application Advice – Householder & General Enquires			
Do I need planning permission? (including dropped curb)	£60.00	£64.00	£65.00
Will I get planning permission? – site visit	N/A	N/A	£130.00
Will I get planning permission? – desktop survey	£60.00	£64.00	£65.00
Do I need & Will I get permission	£90.00	£95.00	N/A
Planning History Check	£60.00	£64.00	£65.00
Validation Application			
Invalid Charge*			
- Planning application householder	£25.00	£26.00	£27.00
- Planning application – other	£50.00	£53.00	£54.00
Validity Check	£25.00	£26.00	£27.00
Invalid check LDO	£30.00	£32.00	£33.00

Invalid Charge * - where an application fails to meet requirement of our validation checklist and additional information is not received within the specified period the application will be disposed and charge levied.			
Pre-Application Advice – New Dwellings			
1 dwelling			
• written advice	£204.00	£212.00	£218.00
• office based meeting followed by written advice	£357.00	£371.00	£381.00
• subsequent meeting with follow up (additional charge)	£357.00	£371.00	£381.00
2-4 dwellings			
• written advice	£306.00	£318.00	£327.00
• office based meeting followed by written advice	£459.00	£477.00	£490.00
• subsequent meeting with follow up (additional charge)	£459.00	£477.00	£490.00
5-10 dwellings			
• written advice	£408.00	£424.00	£435.00
• office based meeting followed by written advice	£612.00	£636.00	£653.00
• subsequent meeting with follow up (additional charge)	£612.00	£636.00	£653.00
11-24 dwellings			
• written advice	£612.00	£636.00	£653.00
• office based meeting followed by written advice	£816.00	£848.00	£871.00
• subsequent meeting with follow up (additional charge)	£816.00	£848.00	£871.00
25-29 dwellings			
• written advice	£816.00	£848.00	£871.00
• office based meeting followed by written advice	£1,020.00	£1,060.00	£1,088.00
• subsequent meeting with follow up (additional charge)	£1,020.00	£1,060.00	£1,088.00
30-39 dwellings			
• written advice	£1,224.00	£1,272.00	£1,306.00
• office based meeting followed by written advice	£1,428.00	£1,484.00	£1,524.00
• subsequent meeting with follow up (additional charge)	£1,428.00	£1,484.00	£1,524.00
40-49 dwellings			
• written advice	£1,530.00	£1,590.00	£1,633.00
• office based meeting followed by written advice	£1,734.00	£1,802.00	£1,850.00
• subsequent meeting with follow up (additional charge)	£1,734.00	£1,802.00	£1,850.00
Over 50 dwellings	Bespoke or PPA	Bespoke or PPA	Bespoke or PPA
Pre-Application Advice – Other Proposals			
0-100m ²			
• written advice	£61.00	£64.00	£65.00
• office based meeting followed by written advice	£92.00	£95.00	£98.00
• subsequent meeting with follow up (additional charge)	£61.00	£64.00	£65.00
101-500m ²			
• written advice	£306.00	£318.00	£327.00
• office based meeting followed by written advice	£459.00	£477.00	£490.00
• subsequent meeting with follow up (additional charge)	£459.00	£477.00	£490.00
501-1,000m ²			
• written advice	£408.00	£424.00	£435.00
• office based meeting followed by written advice	£408.00	£424.00	£435.00
• subsequent meeting with follow up (additional charge)	£612.00	£636.00	£653.00

1,000-1,999m ²			
<ul style="list-style-type: none"> written advice office based meeting followed by written advice subsequent meeting with follow up 	£408.00	£424.00	£435.00
	£612.00	£636.00	£435.00
	£612.00	£636.00	£653.00
Over 2,000m ²	Bespoke or PPA	Bespoke or PPA	Bespoke or PPA
Listed Buildings Advice	2017/18	2018/19	2019/20
Pre purchase - Alterations – Extensions – Curtilage – Miscellaneous*			
<u>LB1: Desk assessment based on information submitted</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	£61.00	£64.00	£75.00
<ul style="list-style-type: none"> Additional hour 	£61.00	£64.00	£65.00
<u>LB2: As LB1 plus meeting on site</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	£184.00	£191.00	£196.00
<ul style="list-style-type: none"> Additional hour 	£61.00	£64.00	£65.00
<u>LB3: As LB2 completed within 10 working days</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	£306.00	£318.00	£327.00
<ul style="list-style-type: none"> Additional hour 	£61.00	£64.00	£65.00
Repairs			
<u>LB4: Desk assessment based on information submitted</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	N/A	N/A	£55.00
<ul style="list-style-type: none"> Additional hour 	N/A	N/A	£45.00
<u>LB5: As LB4 plus meeting on site</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	N/A	N/A	£150.00
<ul style="list-style-type: none"> Additional hour 	N/A	N/A	£45.00
<u>LB6: As LB5, completed within 10 working days</u>			
<ul style="list-style-type: none"> Initial request incl. first hour 	N/A	N/A	£200.00
<ul style="list-style-type: none"> Additional hour 	N/A	N/A	£45.00
Historic Buildings Pre Purchase Advice and Compliance Checking			
See simplified schedule of charges for 2019/20 as above			
Level 1 – Meeting on site with Historic Buildings Officer			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£184.00	£191.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£64.00	N/A
Level 2 – Urgent site meeting with Historic Buildings Officer (within maximum of 10 working days)			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£306.00	£318.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£64.00	N/A
Listed Buildings Repairs and Design Advice for Alterations and Extensions			
See simplified schedule of charges for 2019/20 as above			
Level 1 – Written advice only, based upon attached submitted material			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£61.00	£64.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£64.00	N/A
Level 2 – Meeting at the AVDC offices to discuss works with the Historic Buildings officer			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£61.00	£64.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£64.00	N/A
Level 3 – Site Meeting to discuss works with the Historic Buildings officer			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£184.00	£191.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£60.00	N/A
Level 4 – Urgent Site Meeting to discuss works with the Historic Buildings officer (within maximum of 10 working days)			
<ul style="list-style-type: none"> Initial Request Fee (first hour of officer time) 	£306.00	£318.00	N/A
<ul style="list-style-type: none"> Additional officer time 	£61.00	£64.00	N/A

Biodiversity & Trees			
Screening visit to advise whether an ecological assessment required	£71.00	£74.00	£76.00
Specialist tree advice relating to planning	£71.00	£74.00	£76.00
Enhanced Copy Document Service Charges			
Pre Application/Appeal			
• First A3/A4 side	£14.00	£15.00	£15.00
• Each additional side up to a maximum of 30 sides	£0.70	£1.00	£1.00
• A0, A1 or A2 plan	£19.00	£20.00	£21.00
Premium Service for fast track advice where appropriate			
	Bespoke	Bespoke	Bespoke
Parking Services			
	2017/18	2018/19	2019/20
Exchange St, Upper Hundreds, Waterside, Coopers Yard and Hale Street (1 hour max)			
30 minutes (Exchange Street only)	£0.80	£0.80	£0.80
Up to 1 hour	£1.50	£1.50	£1.50
Up to 2 hours (Waterside Levels 1&2 only, max stay 2 hours)	£2.00	£2.00	£2.00
Up to 3 hours	£2.50	£2.50	£2.50
Up to 4 hours	£3.50	£3.50	£3.50
Up to 5 hours	£5.00	£5.00	£5.00
Up to 24 hours	£8.00	£8.00	£8.00
Hampden House, Whitehall Street, Friarscroft, Walton Green, Walton Street, Aqua Vale and Swan Pool			
Up to 2 hours (Aqua Vale and Swan Pool only)	£2.00	£2.00	£2.00
Up to 4 hours (Aqua Vale and Swan Pool only)	£6.00	£6.00	£6.00
Up to 5 hours (Whitehall St, Hampden House and Walton St)	£2.50	£2.50	£2.50
Up to 24 hours (Friarscroft and Walton Green)	£3.00	£3.00	£3.00
Up to 24 hours (Hampden House, Walton St and Whitehall St)	£4.00	£4.00	£4.00
Up to 24 hours (Aqua Vale and Swan Pool)	£10.00	£10.00	£10.00
Anchor Lane (Blue Badge Holders Only)	Free	Free	Free
Sunday and Public Holidays	£1.50	£1.50	£1.50
Evening Charge (Aylesbury car parks)	N/A	N/A	N/A
Cornwalls Meadow, Wendover and Winslow Market Square.			
Up to 1 hour (Wendover and Winslow Market Square)	Free	Free	Free
Up to 2 hours (Winslow Market Square)	£0.20	£0.20	£0.20
Up to 2 hours (Wendover only)	£0.50	£0.50	£0.50
Up to 3 hours (Wendover only)	£0.70	£0.70	£0.70
Up to 3 hours (Cornwall Meadows)	£0.50	£0.50	£0.50
Up to 4 hours	£1.00	£1.00	£1.00
Up to 5 hours	£1.50	£1.50	£1.50
Up to 24 hours (Cornwalls Meadow)	£2.50	£2.50	£2.50
Up to 24 hours (Wendover)	£4.00	£4.00	£4.00
Western Avenue, Stratford Fields and Greyhound Lane	Free	Free	Free
Annual Permits			
• Exchange Street, Upper Hundreds and Waterside Level 3	£1,400.00	£1,400.00	£1,400.00
• Coopers Yards and Whitehall Street	£900.00	£900.00	£900.00
• Hampden House	£700.00	£700.00	£700.00
• Walton Street, Friarscroft and Walton Green	£800.00	£800.00	£800.00
Equipment Hire per day			
• Wheelchair	£3.00	£3.50	£3.50
• Scooter	£5.00	£5.50	£5.50

ENVIRONMENT AND HEALTH	2017/18	2018/19	2019/20
Dog Warden Fee	£25.00	£25.00	£25.00
Dog Warden Administration Costs	£50.00	£50.00	£50.00
Enforcement Activity			
Environmental Information Requests (per hour)	£25.00	£25.00	£25.00
Food Health Export Certificates	£33.00	£34.00	£35.00
Food Health Export Certificates posted plus scanned copy	£37.00	£38.00	£39.00
Food Health Export Certificates – Witnessed	£85.00	£88.00	£90.00
Acupuncture Licence	£148.00	£154.00	£158.00
Electrolysis Licence	£148.00	£154.00	£158.00
Piercing Licence	£148.00	£154.00	£158.00
Tattooing Licence	£148.00	£154.00	£158.00
Variation or change of name on licence	£26.00	£28.00	£28.00
Smoking in the workplace or work vehicle (£25.00 if paid in 15 days)	£50.00	£50.00	£50.00
Failure to display no smoking signs (£150.00 if paid in 15 days)	£200.00	£200.00	£200.00
Penalty for failure to comply with notice under the Smoke Alarm and Carbon Monoxide (England) Regulation 2014	£5,000.00	£5,000.00	£5,000.00
Public Health			
Dog Fouling Fixed Penalty Notice	£50.00	£50.00	£50.00
Provision of No Fouling Signage to Parishes (adhesive) (10 signs)	£8.00	£8.00	£8.00
Provision of No Fouling Signage to Parishes (metal)	£7.00	£7.00	£7.00
Water Sampling – Check monitoring for one location and risk assessment	£240.00	£249.00	£256.00
Water Sampling – Check monitoring for one location	£159.00	£165.00	£170.00
Water Sampling – Each additional location	£46.00	£48.00	£49.00
Water Sampling – Audit monitoring only up to	£500.00	£500.00	£500.00
Water Sampling – Risk assessment only – no water sampling	£135.00	£140.00	£144.00
Premises Licensing			
Personal Licence Application	£37.00	£37.00	£37.00
Copy Personal Licence	£10.50	£10.50	£10.50
Change of name or address notification for Personal Licence	£10.50	£10.50	£10.50
Premises / Club Premises Licence new application	R.V.	R.V.	R.V.
Premises Licence annual fee including club premises	R.V.	R.V.	R.V.
Application for a copy of premises licence or summary on theft, loss	£10.50	£10.50	£10.50
Change of name or address notification for Premises Licence	£10.50	£10.50	£10.50
Application to vary specified individual as premises supervisor	£23.00	£23.00	£23.00
Application to Transfer a Premises Licence	£23.00	£23.00	£23.00
Interim Authority Licence	£23.00	£23.00	£23.00
Club Premise – Application for a provisional statement	£315.00	£315.00	£315.00
Temporary Event Notice	£21.00	£21.00	£21.00
Miscellaneous Licensing			
Hiring of Horses (up to 10 horses) (plus vet fees)	N/A	N/A	£355.00
Hiring of Horses (up to 10 horses) as additional activity (plus vet fees)	N/A	N/A	£230.00
Hiring of Horses (10-20 horses) (plus vet fees)	N/A	N/A	£400.00
Hiring of Horses (10-20 horses) as additional activity (plus vet fees)	N/A	N/A	£272.00
Hiring of Horses (over 20 horses) (plus vet fees)	N/A	N/A	£442.00
Hiring of Horses (over 20 horses) as additional activity (plus vet fees)	N/A	N/A	£315.00
Hiring of Horses – additional horse admin fee	N/A	N/A	£15.00
Animal Boarding Establishment Licence Fee	N/A	N/A	£357.00
Animal Boarding Establishment Licence Fee (as additional activity)	N/A	N/A	£230.00
Home Boarding of Dogs	N/A	N/A	£290.00
Home Boarding Establishment (as additional activity)	N/A	N/A	£165.00
Breeding of Dogs Licence Fee (plus vet fees)	N/A	N/A	£335.00
Breeding of Dogs Licence Fee (as additional activity) (plus vet fees)	N/A	N/A	£208.00
Pet Shop Licence Fee	N/A	N/A	£357.00
Pet Shop Licence Fee (as additional activity)	N/A	N/A	£230.00
Keeping Training Animals for Exhibit	N/A	N/A	£227.00
Keeping Training Animals for Exhibit (as additional activity)	N/A	N/A	£163.00

Riding Establishment Licence Fee (fee plus £15.00 per horse/pony)	£270.00	£275.00	N/A
Animal Boarding Establishment Licence Fee (New)	£450.00	£486.00	N/A
Animal Boarding Establishment Licence Fee (Renewal)	£110.00	£119.00	N/A
Home Boarding Establishment (New)	£140.00	£152.00	N/A
Home Boarding Establishment (Renewal)	£100.00	£108.00	N/A
Breeding of Dogs Licence Fee (New)	£450.00	£486.00	N/A
Breeding of Dogs Licence Fee (Renewal)	£110.00	£119.00	N/A
Pet Shop Licence Fee (New)	£230.00	£249.00	N/A
Pet Shop Licence Fee (Renewal)	£125.00	£135.00	N/A
Dangerous Wild Animals New Licence Fee (2 years) (plus vet fee)	£385.00	£400.00	£410.00
Dangerous Wild Animals Licence Renewal Fee (2 years) (plus vet fee)	£245.00	£254.00	£261.00
Zoo Licence (New) (plus vet fee)	£624.00	£649.00	£666.00
Zoo Licence (Renewal) (plus vet fee)	£624.00	£649.00	£666.00
Administration Fee – replacement licence, change of address etc.	£25.00	£26.00	£27.00
Street Trading			
Consent Daytime	£6,775.00	£6,775.00	£6,775.00
Consent Evening	£4,246.00	£4,246.00	£4,246.00
Consent Wendover	£2,121.00	£2,121.00	£2,121.00
Kingsbury Pavement licence application fee	£600.00	£600.00	£616.00
Kingsbury Pavement licence application fee – annual renewal fee	£600.00	£600.00	£616.00
Sex Establishment licence (New/Variation/Transfer)	£2,020.00	£2,020.00	£2075.00
Non Contested Sex Establishment licence (Renewal)	£480.00	£480.00	£490.00
Contested Sex Establishment Renewal	£2,020.00	£2,020.00	£2,075.00
Gambling Act			
Premises licence – new application	£1,836.00	£1,908.00	£1,959.00
Premises licence – annual fee	£243.00	£252.00	£259.00
Premises licence – application to vary	£659.00	£685.00	£703.00
Premises licence – application to transfer	£637.00	£662.00	£680.00
Premises licence – application for re-instatement	£644.00	£669.00	£687.00
Premises licence – application for provisional statement	£1,836.00	£1,908.00	£1,959.00
Premises licence – application (provisional statement holders)	£644.00	£669.00	£687.00
Copy of Gaming Act licence	£15.50	£16.00	£17.00
Notification of change of circumstances	£26.00	£27.00	£28.00
Unlicensed family entertainment centre – new application or renewal	£300.00	£300.00	£300.00
Small Society Lottery – new application	£40.00	£40.00	£40.00
Small Society Lottery – annual renewal fee	£20.00	£20.00	£20.00
Club Gaming Permit – new application	£200.00	£200.00	£200.00
Club Gaming Permit – annual fee	£50.00	£50.00	£50.00
Club Gaming Permit – renewal fee	£200.00	£200.00	£200.00
Club Gaming Machine Permit (renewable after 10 years)	£200.00	£200.00	£200.00
Alcohol Licensed Premises Gaming Machine Notification (2 or less)	£50.00	£50.00	£50.00
Alcohol Licensed Premises Gaming Machine Notification Transfer(2 or less)	£25.00	£25.00	£25.00
Alcohol Licensed Premises Gaming Machine Notification (more than 2)	£150.00	£150.00	£150.00
Alcohol Licensed Premises Notification Annual Fee (more than 2)	£50.00	£50.00	£50.00
Alcohol Licensed Premises Notification Transfer Fee (more than 2)	£25.00	£25.00	£25.00
Prize Gaming Permit – new application	£300.00	£300.00	£300.00
Prize Gaming Permit – renewal	£300.00	£300.00	£300.00
Prize Gaming Permit – variation	£100.00	£100.00	£100.00
Administration Fee – replacement licence, change name etc.	£25.00	£25.00	£25.00
Miscellaneous fees – copy of permit	£15.00	£15.00	£15.00
Scrap Metal			
Scrap Metal site – new application (3 year licence)	£624.00	£649.00	£666.00
Scrap Metal site – renewal (3 year renewal)	£364.00	£378.00	£389.00
Scrap Metal Collectors – new application (3 year licence)	£322.00	£335.00	£344.00
Scrap Metal Collectors – renewal (3 year licence)	£119.00	£124.00	£127.00
Variation of licence type i.e. change from site to collector	£151.00	£157.00	£161.00

Variation of licence i.e. name, site address, named site managers	£65.00	£68.00	£70.00
Reprint of licence	£37.00	£38.00	£39.00
Vehicle window cards	£62.00	£65.00	£66.00
Application assistance	£78.00	£81.00	£83.00
HMO Licensing			
Mandatory licence fee – application	£572.00	£595.00	£595.00
Mandatory licence fee – assistance with application (per hour)	£52.00	£54.00	£54.00
Mandatory licence fee – application administration fee (per 30 minutes)	£10.50	£11.00	£11.00
Additional S527 licence fee – application	£572.00	£595.00	£595.00
Additional S527 licence fee – application (Year 2 to 5 of scheme)	£572.00	£595.00	£595.00
Additional S527 licence fee – assistance with application (per hour)	£52.00	£54.00	£56.00
Additional licence fee – application administration fee (per 30 minutes)	£10.50	£11.00	£11.00
Discount for Accredited Landlords	N/A	N/A	£80.00
Discount for HMOs where the Energy Performance Certificate (EPC) is graded A-C	N/A	N/A	£30.00
Discount for new HMOs, where a valid application is submitted without officer intervention and within 3 months of occupation of an HMO	N/A	N/A	30%
Discount for a HMO Licence renewal application prior to expiry of existing licence	N/A	N/A	30%
LAPPC (Local Authority Pollution Prevention and Control)			
Application fee – standard process (includes solvent emission)	£1,650.00	£1,650.00	£1,650.00
Additional fee for operating without a permit	£1,188.00	£1,188.00	£1,188.00
PVR I, SWOBS and dry cleaners	£155.00	£155.00	£155.00
PVR I & II combined	£257.00	£257.00	£257.00
VRs and other reduced fee activities	£362.00	£362.00	£362.00
Reduced fee activities – additional fee for operating without a permit	£71.00	£71.00	£71.00
Mobile plant	£1,650.00	£1,650.00	£1,650.00
Mobile plant for the third to seventh applications	£985.00	£985.00	£985.00
Mobile plant for the eighth and subsequent applications	£498.00	£498.00	£498.00
If application is for a combined part B and waste application add extra	£310.00	£310.00	£310.00
Annual Subsistence – standard process low	£772.00 (+£104.00)*	£772.00 (+£104.00)*	£772.00 (+£104.00)*
Annual Subsistence – standard process medium	£1,161.00 (+156.00)*	£1,161.00 (+156.00)*	£1,161.00 (+156.00)*
Annual Subsistence – standard process high	£1,747.00 (+£207.00)*	£1,747.00 (+£207.00)*	£1,747.00 (+£207.00)*
Annual Subsistence – PVR I, SWOBS and Dry Cleaners Low	£79.00	£79.00	£79.00
Annual Subsistence – PVR I, SWOBS and Dry Cleaners Medium	£158.00	£158.00	£158.00
Annual Subsistence – PVR I, SWOBS and Dry Cleaners High	£237.00	£237.00	£237.00
Annual Subsistence – PVR I & II combined Low	£113.00	£113.00	£113.00
Annual Subsistence – PVR I & II combined Medium	£226.00	£226.00	£226.00
Annual Subsistence – PVR I & II combined High	£341.00	£341.00	£341.00
Annual Subsistence – VRs and other reduced fees Low	£228.00	£228.00	£228.00
Annual Subsistence – VRs and other reduced fees Medium	£365.00	£365.00	£365.00
Annual Subsistence – VRs and other reduced fees High	£548.00	£548.00	£548.00
Annual Subsistence – Mobile plant for first and second permits Low	£626.00	£626.00	£626.00
Annual Subsistence – Mobile plant for first and second permits Medium	£1,034.00	£1,034.00	£1,034.00
Annual Subsistence – Mobile plant for first and second permits High	£1,551.00	£1,551.00	£1,551.00
Annual Subsistence – Mobile plant for third to seventh permits Low	£385.00	£385.00	£385.00
Annual Subsistence – Mobile plant for third to seventh permits Medium	£617.00	£617.00	£617.00
Annual Subsistence – Mobile plant for third to seventh permits High	£924.00	£924.00	£924.00
Annual Subsistence – Mobile plant for eighth & subsequent permits Low	£198.00	£198.00	£198.00
Annual Subsistence – Mobile plant for eighth & subsequent permits Med	£316.00	£316.00	£316.00
Annual Subsistence – Mobile plant for eighth & subsequent permits High	£473.00	£473.00	£473.00
*the additional amounts in brackets must be charged where a permit is for a combination Part B and waste installation			
Late payment fee	£52.00	£52.00	£52.00

Transfer and Surrender – Standard process	£169.00	£169.00	£169.00
Transfer and Surrender – Standard process partial transfer	£497.00	£497.00	£497.00
New operator at low risk fee activity	£78.00	£78.00	£78.00
Reduced fee activities – partial transfer	£47.00	£47.00	£47.00
Temporary transfer – first transfer	£53.00	£53.00	£53.00
Temporary transfer – repeat following enforcement or warning	£53.00	£53.00	£53.00
Substantial change – standard process	£1,050.00	£1,050.00	£1,050.00
Substantial change – where change results in a new PPC activity	£1,650.00	£1,650.00	£1,650.00
Substantial change – reduced fees activities	£102.00	£102.00	£102.00
Contract Services	2017/18	2018/19	2019/20
Garden Waste			
Garden Waste	£40.00	£45.00	£45.00
Garden Waste administration fee for non direct debit payers	£0.00	£0.00	£0.00
Street Bins			
Dog Bin and Installation	£374.00	£380.00	£315.00
Dog Bin Relocation	£126.00	£130.00	£130.00
Dog Bin Empty – from 2018/19 annual charge, prior years per empty			
- 52 empties	£1.38	£61.50	£63.50
- 78 empties	£1.33	£88.00	£91.00
- 104 empties	£1.30	£115.00	£119.00
Litter Bins	£61.00	£63.00	£118.00
Waste Container Charges			
Full set (new home – including kitchen caddy & bags)	£120.00	£120.00	£120.00
Replacement food caddy	£10.00	£10.00	£10.00
Replacement refuse bin	£30.00	£30.00	£30.00
Replacement recycling bin	£10.00	£10.00	£10.00
Other			
Bulky Waste Collection - minimum charge for up to three items	£75.00	£75.00	£75.00
Bulky Waste Collection – charge for each additional item to a maximum of 8 items	£5.00	£5.00	£5.00
Removal of waste from private land (including managing agents requests)	£150.00	£155.00	£155.00
Waste Sacks (50 sacks)	£90.00	£95.00	£100.00
Recycling Sacks (100 sacks)	£85.00	£90.00	£95.00
MOT Licence (Taxi)	£50.00	£52.00	£52.00
MOT Licence (External)	£40.00	£44.00	£44.00
MOT Retest	£25.00	£26.00	£26.00
Street Naming and Numbering	2017/18	2018/19	2019/20
House name change	£60.00	£64.00	£64.00
Alias house name addition/change	£60.00	£64.00	£64.00
New dwelling(s) in existing street	£175.00	£185.00	£185.00
New dwelling(s) in a new street (charge per street)	£260.00	£276.00	£276.00
New dwelling in existing street (discounted for using out BC services)	£131.25	£139.00	£139.00
New dwelling(s) in a new street (charge per street) (discounted for using our BC services)	£195.00	£207.00	£207.00
Rename of a street when requested by residents	£340.00	£360.00	£360.00
Rename of a street – charge per property	£32.00	£34.00	£34.00

AYLESBURY SPECIAL EXPENSES - SUMMARY BUDGET 2019/20

	2017/18 Actual	2018/19 Original Budget	2018/19 Forecast	2019/20 Estimate Budget
	£	£	£	£
Aylesbury Market	3,251	(400)	2,600	1,100
Parks and Recreation Grounds				
Parks Administration	304,771	238,100	240,000	241,700
Alfred Rose Park	35,393	42,400	53,300	54,300
Bedgrove Park	59,605	64,700	59,000	59,500
Edinburgh Playing Fields	44,765	51,500	54,200	54,400
Meadowcroft Playing Fields	42,160	67,000	74,800	80,400
Vale Ground	31,458	15,900	30,700	11,300
Walton Court Sports Ground	28,868	45,300	38,600	39,000
Fairford Leys Sports Ground	60,855	85,200	83,900	85,100
	607,875	610,100	634,500	625,700
Community Centres				
Management	74,211	75,200	75,200	74,200
Bedgrove	44,094	55,600	56,800	58,500
Southcourt	56,651	48,400	48,500	43,500
Alfred Rose	63,159	50,400	54,700	56,800
Prebendal Farm	46,804	42,400	43,700	51,300
Quarrendon & Meadowcroft	92,683	60,200	56,200	64,800
Haydon Hill	16,889	14,600	14,600	18,200
	394,492	346,800	349,700	367,300
Asset Rental Adjustment	(90,218)	(91,800)	(91,800)	(91,800)
Total Net Expenditure	915,399	864,700	895,000	902,300
General Reserve				
Balance Brought Forward	(552,189)	(496,089)	(467,390)	(413,990)
Expenditure in Year	915,399	864,700	895,000	902,300
Precept - Band D	(828,100)	(839,400)	(839,400)	(849,300)
	(464,890)	(470,789)	(411,790)	(360,990)
Balance Carried Forward	(464,890)	(470,789)	(411,790)	(360,990)
Interest on Balances	(2,500)	(2,400)	(2,200)	(1,900)
	(467,390)	(473,189)	(413,990)	(362,890)

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Cabinet
16 January 2019

CAPITAL PROGRAMME UPDATE 2019/20-2022/23
Councillor Howard Mordue
Cabinet Member for Finance and Resources

1 Purpose

- 1.1 This report gives an update on the capital programme for the current year and sets out a revised programme for 2019/20 onwards. Scrutiny's comments will be passed to Cabinet for review as required under policy framework requirements. After consideration of the review by scrutiny, Cabinet will be required to make formal proposals to Council on 6 February 2019.

2 Recommendations/for decision

- | | |
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| 2.1 | Consider the updated Capital Programme for 2019/20 onwards, (as set out in Appendix A), in light of the comments made by Finance and Services Scrutiny Committee and if in agreement; |
| 2.2 | Recommend to Council:
a) The Capital Programme for 2019/20 |

3 Executive summary

- 3.1 This report sets out the Capital Programme for 2019/20 onwards for finalisation following its consideration by the Finance and Services Scrutiny Committee. Because the Scrutiny Committee only met on the 14th January 2019 the views of the Committee will be relayed verbally.
- 3.2 As reported to Cabinet in December 2018 the focus of the capital programme is on delivery of existing schemes which have already been approved by Council.
- 3.3 The plan reflects the Council strategy to ensure both the prudent use and the maximisation of available capital resources.
- 3.4 The Cabinet report of 18 December 2018 also made reference to an additional request for funding from the Aylesbury Vale Enterprise Zone Board.
- 3.5 The capital programme for 2019/20 has now been updated to reflect the inclusion of this investment proposal at Westcott. Aylesbury Vale District Council is the Accountable Body for the Aylesbury Vale Enterprise Zone. The proposed funding of £1.2 million will be recovered through a combination of loan repayment and recoupment from Business Rates collected and retained from the Enterprise Zone and more detail is set out later within this report.
- 3.6 The CIPFA revised 2017 Prudential and Treasury Management Codes require, for 2019-20, all local authorities to prepare an additional report setting out the Council's Capital Strategy.
- 3.7 To comply with statutory requirements, an expanded, but still abridged (because of unitary) capital strategy is presented within the Treasury Management Strategy Report being presented to the Finance and Services Scrutiny Committee and comments will be fed back before being presented to Council in February 2019. The key principles of the capital strategy are set out in this paper to allow Cabinet Members to cross reference whilst considering this update of the capital programme.

4 Background

- 4.1 The Council maintains an integrated strategic capital programme which is divided into three main sections.
- Major Projects – These being the largest and highest profile.
 - Housing Schemes – Being the housing enabling and housing grant based schemes.
 - Other Projects – Being all the other schemes included within the capital programme.
- 4.2 The programme is reviewed annually with the current programme being last approved and adopted at Council in February 2018. Since then, the programme has been altered and amended on several occasions in response to organisational pressures, and agreements with Cabinet and Council where necessary, this report reflects all those changes.
- 4.3 At the time of writing the report, the Secretary of State has confirmed his decision to create a single Unitary District Council for Buckinghamshire which will come into existence in May 2020.
- 4.4 This fundamental change will happen during the period of the proposed capital plan. This clearly removes the need for medium term planning for Aylesbury Vale as a single entity organisation, as the new organisation will want to determine its own priorities, but the Council remains obligated to handover its affairs to the new organisation in the best state it can.
- 4.5 At this early stage, the financial implications of the announcement are yet to be fully understood. As thinking and understanding are progressed, the significant financial impacts will be reported to Members.
- 4.6 Future investment and borrowing decisions may be influenced by the outcome of the unitary arrangements.
- 4.7 This report provides an updated position with respect to forecast receipts and the position with regards to current and future major investment projects.

5 Capital Resources

- 5.1 This report sets out the high level issues facing the Council in terms of developing its Capital plans.
- 5.2 In addition to the unitary decision, there remain a number of other key uncertainties, e.g. financial impact Brexit and changes to the economy. Economic and interest rate forecasting remain difficult with so many external influences weighing on the UK.
- 5.3 Investment returns are likely to remain low during 2019/20 but appear to be on a gently rising trend over the next few years.
- 5.4 Borrowing interest rates have been volatile so far in 2018-19 and have increased modestly since the summer. The policy of avoiding new borrowing by running down spare cash balances has served AVDC well over the last few years and the intention is to continue to do this where balances allow.
- 5.5 The focus of the capital plan will now be primarily on 2019/20, but consideration will still be given to 2020 and beyond because of the obligation to hand Aylesbury Vale's affairs to its successor in a fit state.

- 5.6 A number of external and internal factors do have a bearing on the available resources for the capital programme. Changes in anticipated resources effectively increase or reduce the level of resources available to fund new schemes and so impact directly on the Council decisions to invest or borrow resources.
- 5.7 The changes in anticipated resources which need to be factored into the programme are as follows:
- Revenue Contribution – Currently there is a proposed £400,000 contribution from revenue to supplement existing capital resources. In the Provisional Finance Settlement on 6 December 2018, the Government announced the removal of Negative Revenue Support Grant (RSG) and financial impact of the proposed change will benefit the Council by almost £0.7m. This is a non-recurrent re-alignment of funding. Given the non-recurrent nature of the proposed additional funding, it has been recommended to Cabinet, (as part of the Revenue Budget), that the funding will be ring fenced to support likely and known pressures during 2019-20, specifically £0.4m to meet the costs of the car park changes detailed in the Car Park Strategy.
 - Reserve utilisation of £4.5m for the Town Centre Regeneration. This scheme has previously been agreed by Council.
 - Borrowing will be required to support the capital programme. The plan includes £8m of borrowing to support spend on Silverstone Enterprise Zone and also Pembroke Road. The revenue costs of the borrowing are included in the agreed business plans. The level of borrowing will be managed in year and only actioned after cash balances have been utilised.
 - Share of house sale receipts from VAHT - these flow from the stock transfer agreement and run for 25 years from the transfer date. The number of sales has been forecast to be 14 for 2018/19, with the same number being forecast for 2019/20 equating to sales of an estimated £1.5millions. The number of residual RTB house sales has consistently fallen over the last couple of years.
 - Asset Sales - these are sums released from disposal of Council owned assets, mainly land or property. The generation of any significant receipts from the Council's current reduced asset base is no longer possible, but periodically some small receipts are received from parcels of land and capital repayments from some loans. No asset sales have been assumed for 2019/20, but does include £0.440m in 2019/20 for AVE loan repayments
 - Lottery, Grants & Section 106 – This relates to external resources not related to asset sales.
- 5.8 The table below sets out the available resources at the beginning of 2018/19 and projected resources during 2018/19 and 2019/20, before any expenditure has been taken into account.

	Current Resources	Resources Projection
	Apr-18	Mar-19
	£'000s	£'000s
Balance of Capital Resources	8,311	6,131
Share of Right to Buy Receipts	1,500	1,500
Asset Sales		
Lottery, Grants and Section 106	2,080	4,940
Revenue Contributions (NHB)	327	
Revenue Contributions		400
Total End of Year	12,218	12,971

6 Capital Expenditure

- 6.1 The capital programme is attached as Appendix A. As it is split into three sections, Major Projects, Housing Schemes and Other Projects, these are covered separately.
- 6.2 Major Projects: The following are listed under the Major Projects section – Pembroke Road depot, Silverstone Heritage Centre, Silverstone Enterprise Zone and the Town Centre Regeneration. The capital programme includes the latest forecast costs for the individual schemes and reflects the current position.

Depot - Pembroke Road

- The scheme to develop existing waste and recycling depot site at Pembroke Road continues. The scheme was agreed by Council in October 2016.
- The total scheme cost is £9.2 million. The scheme includes £1.9 million for the provision of expanded vehicle testing facilities and the business decision to continue with this element of the scheme is still under review.
- The report and business case was predicated on the cost of the scheme being met from borrowing, whilst recognising that the amount might be reduced if there is additional capital resources received during the year. Expenditure incurred thus far for the scheme (mainly design and demolition) has been funded from the balances of unallocated capital resources. The Programme presented in the Appendix includes an assumption of borrowing for the scheme. However, it is proposed that all unallocated capital resources are allocated in the first instance in lieu of borrowing as a mechanism to reduce borrowing costs. The borrowing costs have been included in the business case for the development.
- The review of resources undertaken within this report continues to balance the Council's need to invest in schemes with the anticipated unallocated resources available to it. Borrowing is not usually earmarked for individual purposes but instead intended to cover any gap between spending and income.

Silverstone Heritage Centre

- At its meeting on the 14th September 2016 Council agreed to be part of a joint funding arrangement for a new Silverstone Heritage Centre by contributing £2 million by way of a loan facility.
- This is levered a £9.3m Heritage Lottery fund award and financial commitments provided by surrounding councils and the two LEPS. Together, this provides a maximum loan facility.

- The Silverstone management team presented to Finance and Services Scrutiny Committee in October 2018. Progress on the development is good and there is an anticipated opening dates of the facilities in spring of 2019.

Silverstone Enterprise Zone

- In Autumn 2017 Council agreed to provide Capital funding for enabling works for the Silverstone Enterprise Zone in the form of a of £5.00m loan to be repaid from the additional Business Rates generated on site.
- Aylesbury Vale is the accountable body for the 3 Enterprise Zones and so borrows the sums required for infrastructure development on behalf of the constituent bodies. It also collects the Business Rates payable and offsets its borrowing costs from these receipts.
- There is no net cost to the Council of this decision, but the borrowing decision needs to be reflected to the Council's approved programme.

Westcott Enterprise Zone – Space Catapult Innovation Centre

- The Enterprise Zone status awarded to Aylesbury Vale allows all business rates collected within the Zones to be retained by the local authority and used for investment in infrastructure and other economic development initiatives for a period of 20 years.
- The bid to Government for Enterprise Zone status in Aylesbury Vale included the proposed delivery business plan, which set out proposed funding priorities. The investment at Westcott was one of these.
- Two key facilities have recently opened within the emerging 'Space Cluster' at Westcott EZ (5G Step Out Centre and Business Incubation Centre). These are both operated by the Satellite Applications Catapult (SAC).
- The SAC is one of 9 'Catapults' set up nationally by BEIS and funded by Innovate UK. The SAC is a not-for-profit company whose primary objective is to promote, develop and facilitate the commercialisation and advancement of the satellite applications industry.
- The SAC's Space Cluster facilities at Westcott offer start-up businesses in the rocket propulsion, 5G, satellite and other space related sectors opportunities to utilise specialised equipment that would otherwise not be affordable / available, take advantage of free supported workspace, and obtain expert business and technical support.
- The third element of the SAC's strategy for the Westcott Space Cluster is the provision within the next 12 – 18 months of an Innovation Centre to provide accommodation for start-up businesses emerging through the 5G / BIC facilities, from elsewhere at Westcott, or from other outside companies where location within the Westcott Space Cluster would be beneficial.
- The original proposal for the Innovation Centre is supported by Bucks Thames Valley LEP (BTVLEP) with the award of £2m Local Growth Fund (LGF) funding (50% loan/50% grant). SAC and BTVLEP entered into an Agreement for the LGF funding in December 2017. Under the agreement

the facility is due to be completed by December 2019. There is therefore pressure to progress the project as soon as possible to meet this timescale, but also to maximise the potential for the facility to rapidly provide accommodation to support emerging space industry related initiatives at Westcott and from elsewhere.

- It has become apparent in recent months that significant changes are occurring in the space industry nationally, including the focus on producing smaller / lower cost satellites. This, coupled with the space industry interest shown in the emerging Westcott Space Cluster (evidenced by the significant attendance at the October 2018 launch event) and the announcement by Rockspring (the site owner) that it is looking to deliver c.1,900m² speculative 'move on' employment space in the EZ alongside the Innovation Centre, provides the opportunity to refocus the Innovation Centre and its proposed facilities to ensure it meets the latest and future industry requirements.
- Further discussions have been held with the SAC, Rockspring and other prospective partners (e.g. Leicester University and the Manufacturing Technology Centre in the context of Apprenticeships / skills support) regarding the Innovation Centre project. The SAC have provided a Business Case seeking EZ funding of £1.2m to add to the £2m LGF funding to support the expanded and enhanced Innovation Centre. Independent Consultants, Hewdon Consulting, have appraised the project for AVEZ, and have provided an Appraisal Report. The positive conclusions of Hewdon's project appraisal are outlined further below.
- In summary the Innovation Centre will fulfil the following functions:
 - Provide growth space for incubatees from Westcott BIC and 5 G Centre – ensuring companies can remain at Westcott, and expand;
 - Be a hub for University researchers, promoting collaboration with industry and more effective knowledge and people exchange;
 - Act as a landing ground for companies wishing to set-up at Westcott or establish collaborations on 'neutral territory';
 - Provide space for production engineering development and be a platform for rapid expansion and creation of production capabilities and jobs at Westcott;
 - Act as an initial focus for training activities at Westcott.
 - Provide a footprint for educational activities relating to Space and careers within, with an emphasis on manufacturing, which is accessible to all;
 - The production engineering capability (d) is the major addition to the original concept, and is driven by recent developments in the space sector, and the planned introduction of indigenous small to medium launch capability aimed at the growth market of small satellites and satellite constellations.
 - In addition to the provision of production space, the revised proposal also increases the size of the Innovation Centre (from

1,000m² to 1,200m²) and enhances the building's specification (from a basic industrial unit) to create a 'gateway' building at the entrance of the Space Cluster site.

- The Business case put forward by the Satellite Catapult and supported by the Enterprise Zone Board proposes that the £1.2 million of funding for the project is split £600,000 Loan and £600,000 grant. As its Accountable Body, the Enterprise Zone Board is seeking for AVDC to borrow the £1.2m funding and to recover this (plus any interest costs) from the EZ retained business rates.
- The Borrowing will be reduced by repayment of the 50% loan element (£0.6m plus interest) by SAC which will occur in 2 staged payments (as provided for in the BTVLEP / SAC Agreement). This would serve to reduce the net EZ cost of the project to £0.6m. In addition the building will generate business rates for retention by AVEZ of approximately £30,000 per annum.
- The balance of £600,000 (the Grant element) will be repaid by the Enterprise Zone from the retained Business Rates. There are currently sufficient unallocated business rates receipts to fund the estimated repayment, even without the development of new business rates paying premises. This scheme is therefore considered affordable by the Enterprise Zone Board.
- It is proposed that the EZ funding is provided to BTVLEP and that BTVLEP amends its existing Grant and Loan Agreements with SAC to reflect the increased funding from the EZ. This (subject to further detailed discussion with AVDC / BTVLEP) seems to provide the simplest mechanism for provision of funding.
- A separate funding agreement will need to be put in place between AVDC / BTVLEP relating to the provision of the EZ funding and return of the 50% loan funding. As BTVLEP has no legal company status of its own its accountable body is Bucks County Council.
- The Council, will require BTVLEP to secure a charge over the property (if achievable) but will ultimately seek underwriting from BTVLEP (via Bucks CC) for the Loan element of the transaction.
- If the Council is supportive, the detail of the funding agreement (together with a legal review and state aid review) will need to be refined to protect the Council's interests.
- Business Case Independent Appraisal : Hewdon Consulting's Project Appraisal (November 2018) concludes that the project is robust and that the Innovation Centre as now proposed would be a positive addition to the Westcott Space Cluster.
- Hewdon's detailed conclusions are summarised below:-
- The increase in project scope and costs are brought about by changes in external factors that increase the importance of the project to the local and national economy;
- The revised project results in a larger and better specified building that justifies the additional cost;

- SAC is a well-financed government-sponsored body with experience of operating a similar Hub at Harwell and has also just completed the Business Incubation Centre and 5G Centre at Westcott;
- SAC has experience of operating similar buildings but not of building them. It has hired an experienced project manager to oversee the project but BTVLEP/AVEZ may need to monitor progress more closely than normal for such projects;
- The operating budget for the centre is sensible and occupancy targets are ambitious but achievable;
- The investment case is robust and can be justified by the contribution to UK productivity from each job created and by the lack of deadweight or displacement;
- The existing LGF loan agreement provides a five year facility at a rate of 1.37% unsecured. As this is below market rate, it implies that the aid to the project is in excess of 50% and may create a state aid problem. This may need further advice;
- the loan is secured by a mortgage against SAC's leasehold interest in the building which may not provide adequate security and this should be tested by an independent valuation although in Hewdon's view this is probably an acceptable risk;
- If the additional funding is financed by AVDC, half will be secured as a loan on the building (assuming that provides adequate security) but AVDC will need to recoup at least some of its grant from retained rates on other EZ buildings;
- it seems sensible to pass EZ funding to BTVLEP who can put in place variations to existing contract documentation with SAC – which will need some variation anyway to cope with the change to scope.

The Hewdon conclusions support the investment in the scheme as a central part of the development of this Enterprise Zone. The Funding provided by Aylesbury Vale can be covered by existing retained Business Rates being delivered from the existing 3 Enterprise Zones. The roll of the LEP and the County Council (as its Accountable Body) provides sufficient security and confidence of repayment to justify provision of funding in accordance with this request.

As with the Silverstone Enterprise Zone scheme above, there is no net cost to the Council of this decision, but the borrowing decision needs to be reflected to the Council's approved programme

Town Centre Regeneration

- At a meeting of its full Council on Wednesday 19 September, AVDC agreed to invest in the rejuvenation of the Aylesbury Town centre public spaces. The planned investment into Kingsbury and Market Square will address the operational and aesthetic challenges, while making

improvements to the safety, sustainability and accessibility of the areas. The improvements will also look to emphasise Kingsbury as the gateway to the old town, celebrating Aylesbury's rich heritage as a market town.

- The funding will be sourced from specifically earmarked funding and grants, including: existing Section 106 funding allocated to Aylesbury town centre, a Heritage Lottery Funding Townscape Grants bid and New Homes Bonus. This will enable AVDC to achieve its prospects without the need to borrow.
- Although Council required the scheme to be re-presented once further planning work has taken place, the full provision has been included in the Capital Programme in order to reserve the funding.

6.3 Housing Schemes

- The main element of funding within this category relates to the Council's housing enabling function.
- The programme presented here proposes that all receipts from RTB and the affordable housing element of New Homes Bonus are ring-fenced for the purpose of affordable housing investment.

6.4 Other Projects

A number of new projects are included as well as provision for schemes that have been delayed for reasons outside of the Council's control.

- Notable other projects in this section of the Capital Programme include £1.25m for the purchase of new vehicles to support bringing the provision of the Street Cleaning and Horticulture contract in-house. The vehicles are required in order to provide the statutory functions of the horticulture services and would be required whether the existing contract was extended or the service brought in-house.
- The programme allows for a rolling replacement for 5 food waste vehicles.
- The car parking strategy agreed by Cabinet in December 2018 outlined a need for capital funding to upgrade payment equipment in AVDC car parks in other towns across the Vale. Provision for this equipment has been included in the capital plan for 2019/20, together with a contribution from Revenue to fund the cost of these works.
- Finally, spend on Community Centre renewal, funded by the receipts from the sale of Elmhurst Community Centre some years ago, and also some play area renewal work. In these cases the prioritisation of Section 106 funds (of which £10m are held for open spaces and leisure purposes) will be made before any capital expenditure.

6.5 Members will note that the major development for the Exchange is due for completion in 2018/19 with no further expenditure planned. The Exchange scheme commenced in January 2017 and consists of restaurants, one and two bedroom apartments above and a new public square. The scheme also provides commercial space.

6.6 Council approved the proposed Commercial Property Strategy described in the report, including a capital fund of £100m to be met from borrowing

from the Public Works Loans Board, and a revenue budget of £100,000 from the New Homes Bonus (NHB) Fund. Work is still on-going in order to timetable how these investments may be made and as such is summarised in the programme but is subject to change with market conditions and as opportunities arise. As yet no draw down has taken place, and is now unlikely given the unitary decision.

- 6.7 Although not a funding pressure the programme for 2019/20 includes provision for a payment to be made for the transfer of deferred developer sums to Coldharbour Farm Parish Council for the maintenance of the riverine corridor which runs through Fairford Leys. This sum was previously provided by the developer for the maintenance obligations as part of the original land transaction. Transfer of this sum to the Parish Council has been previously agreed, but long delayed whilst the legal ownership is resolved.

7 Capital Strategy

- 7.1 The CIPFA revised 2017 Prudential and Treasury Management Codes require, for 2019-20, all local authorities to prepare an additional report setting out the Council's Capital Strategy.
- 7.2 The purpose of the Capital Strategy is to drive the authority's capital investment ambition over a 20-30 year time frame, whilst also ensuring appropriate capital expenditure, capital financing and treasury management in the context of the sustainable, long term delivery of services.
- 7.3 The capital programme for the council would normally be a long term ambition, with the lifetime of new and existing assets stretching far into the future. The obligation for maintaining and improving council dwellings and operational buildings is very long term and as such should be considered accordingly in financial and asset management planning.
- 7.4 The development of the Capital Strategy for AVDC is disadvantaged by the uncertainty resulting from the unitary decision. However, to comply with statutory requirements, an expanded, but still abridged strategy, (reflecting a single year planning period) will still be presented alongside the Treasury Management Strategy in January 2019. However, the key principles of the strategy are set out below for contextual consideration.
- 7.5 The Capital Strategy for AVDC for 2019-20 will focus on core principles that underpin the council's capital programme in the short term only and the issues and the risks that will impact on the delivery of the programme; and the governance framework required to ensure the capital programme is delivered and provides value for money for residents of Aylesbury Vale.
- 7.6 Within a shorter timeframe the focus of the capital strategy is towards the delivery and implementation of existing capital schemes.
- 7.7 Within the short term timeframe the capital programme may still be amended by the introduction of urgent, high priority capital schemes. The programme will need to be flexible to ensure that the capital programme can incorporate schemes to meet the requirements or opportunities that arise. As part of capital programme and resource management, schemes

may be phased over multiple years due to factors such as complexity, resourcing, legal and planning requirements.

- 7.8 The development, management and monitoring of capital investments for 2019/20 will remain under the control of AVDC.
- 7.9 The overriding objective of asset management within the council is to achieve a corporate portfolio of property assets that is appropriate, fit for purpose and affordable. The council's property portfolio now mainly consist of small land holdings and our operational buildings i.e. offices, leisure facilities, public conveniences etc.
- 7.10 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.
- 7.11 The Council will not borrow more than, or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.
- 7.12 Risk is an important aspect of the consideration of any proposed capital or investment proposal. The risks will be considered in line with the risk management strategies we have in place and commensurate with the council's low risk appetite.
- 7.13 The Treasury Management Strategy for 2019-20, to be presented to Council for approval, will include detail on expenditure plans and the associated prudential indicators.
- 7.14 The development of capital investments beyond 2020 will ultimately be delivered by the new Authority.

8 Options considered

- 8.1 The proposed capital programme represents the allocation of anticipated resources in accordance with corporate priorities and agreed decisions since the last updated programme.

9 Reasons for Recommendation

- 9.1 The Council is required to set a capital budget for the coming financial year and proper financial management incorporates a longer term view of capital activity. Regular review and updating of resource availability and capital investment plans is essential, especially when a number of major schemes are running in parallel.
- 9.2 The CIPFA Prudential Code (December 2017) includes the requirement to produce a Capital Strategy.

10 Resource implications

- 10.1 Each of the additions of the Capital Programme made since the last formal reviews were accompanied by a detailed Business Case. These reviews included the detail revenue implications, both of the detailed proposal and any financing costs assumptions within it.
- 10.2 The revenue costs are incorporated into the initial Budget Planning report included elsewhere on this agenda.

Contact Officer Nuala Donnelly 01296 585164
Background Documents Capital Programme 2017/18 to 2021/22 Cabinet November 2017

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Cabinet
16 January 2019

PUBLIC SECTOR EQUALITY DUTY
Councillor Mark Winn
Cabinet Member for Communities

1 Purpose

- 1.1 This report provides an assessment of the Council's performance against the Public Sector Equality Duty and meets the requirements of Regulation 2 of the Equality Act 2010 (Specific Duties) Regulations 2011.

2 Recommendations/for decision

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 Cabinet is asked to consider the contents of the latest AVDC's Equality Report, along with any comments made by Scrutiny Committee, and approve its publication (to meet the Council's Statutory Duty). |
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3 Supporting information

- 3.1 The attached report was submitted to the Finance and Services Scrutiny Committee earlier this month, and provides information about the work that AVDC has done over the last year to meet our equality duty. The Council aims to place equality and diversity at the heart of everything it does.
- 3.2 Any comments made at the Scrutiny Committee will be reported verbally.

4 Options considered

- 4.1 None – Statutory Requirement

5 Reasons for Recommendation

- 5.1 Comply with Statutory Duty

6 Resource implications

- 6.1 None

Contact Officer	Andy Barton - 01296 585430
Background Documents	None

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Aylesbury Vale District Council



Equality Report 2018

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Introduction

This document provides information about the work that Aylesbury Vale District Council has done over the last year to meet our equality duty. The Council aims to place equality and diversity at the heart of everything it does.

The Equality Act 2010 requires the Council to pay due regard to the way it can:

1. Eliminate discrimination, harassment, victimisation
2. Promote equality of opportunity for everyone
3. Encourage good relations between people of different backgrounds

These are called the three aims of the public sector duty.

These aims are supported by specific duties intended to improve performance on the above general duty. These specific duties require us to publish our equality objectives at least every four years and equality data annually, to show:

1. How the authority has paid due regard to the 3 aims of the public sector duty.
2. That the authority consciously thought about the 3 aims of the public sector duty in its decision making.
3. Data relating to our employees - we have over 150 employees within our organisation.
4. Information relating to people affected by our policies and service.

Section 1: Our Residents

Aylesbury Vale is situated 40 miles west of London and 65 miles south east of Birmingham. It is 350 square miles of leafy Buckinghamshire countryside. It is within an hour's drive of Heathrow, Gatwick, Luton and Stansted airports. It is also home to the world-famous National Spinal Injuries Centre at Stoke Mandeville hospital and is the birthplace of the Paralympic movement.

Population

There are just over 196,000 people living in Aylesbury Vale; making it the second largest non-metropolitan district in the country.

- We have slightly more women (51%) than men (49%) living in the district.
- 17% of our population are over 65 years of age, slightly less than the UK figure (18%).
- 19% of our population are under 15 years of age, slightly higher than the UK as a whole (18%)

The following information is taken from the 2011 Census.

Health and Disability

In 2011, almost nine out of every ten (86%) residents of Aylesbury Vale described themselves as being in good or very good health (81% in England and Wales). In 2011, 11% of residents described themselves as being of fair health with 3% and 1% describing themselves as being of bad or very bad health, respectively.

Nearly one in seven residents (14%) described themselves as having a long-term health problem or disability that limits their day-to-day activities, which had lasted, or was expected to last, at least 12 months - a 12% increase since 2001.¹

Religion

Those affiliated with the Christian religion remained the largest group; 62% of Aylesbury Vale (59% in England and Wales). However, the number of residents who stated that their religion was Christian in 2011 was fewer than in 2001. This followed the national trend; the size of this group decreased by 12% to 62% of the Aylesbury Vale population in 2011, down from 74% in 2001. Nationally for England and Wales, the size of the Christian group decreased 13 percentage points to 59% in 2011, down from 72% in 2001.

The size of the group who stated that they had no religious affiliation has increased by 71% since 2001, from 16% in 2001 to 26% in 2011. There was a 25% increase in this group for England and Wales.

Other religions accounted for 6% of the Aylesbury Vale population in 2011. The largest group being those who stated they were of the Muslim religion (4%). Those who did not state a religion accounted for 7%.

Ethnic Group

In 2011, most residents of Aylesbury Vale belonged to the White ethnic group (90%), having decreased from 94% of the population in 2001. Nationally in England and Wales in 2011, most

¹ In 2011 this question was structured differently to 2001 and therefore can only be considered as broadly comparable between Census years

residents belonged to the White ethnic group (86%).

The Non-White Ethnic Group population increased by 83% in Aylesbury Vale and accounts for 10% of the population. In the non-white resident population, 2.2% were of Mixed or Multiple ethnic groups, 5.8% were from the Asian or Asian British (including Chinese) group, 1.9% were from the Black or Black British group and a further 0.4% were from Other ethnic groups (including Arabs in 2011, but not including Chinese in 2001 or 2011).

In 2011, within Aylesbury Vale 10% of households (12% in England and Wales) had partners or household members of different ethnic groups, a 51% increase since 2001.

Usual residents born outside of the UK

In 2011, 11% of Aylesbury Vale residents stated they were born outside of the UK, with just under half (44%), arriving in the last 10 years (4.7% of Aylesbury Vale's population). This is similar to England and Wales, where just over 13% of residents were born outside of the UK with just over half arriving in the last 10 years.

The nine most reported countries of birth of foreign born, usual residents for Aylesbury Vale, account for just over half of all residents born outside of the UK (51%). The most reported countries of birth for Aylesbury Vale are: Pakistan (1.3%), India (0.7%), Poland (0.7%), Ireland (0.7%), South Africa (0.5%), Germany (0.5%), the Caribbean (0.4%), United States (0.3%), South-East Asia excluding the Philippines (0.4%), and all other countries of birth (excluding the UK) 5.3%.

Household language

The 2011 Census collected information for the first time on main language and English language skills. In 2011, all usual residents in 94% of households spoke English as a main or preferred language. This is slightly higher than the average for England and Wales at 91%.

In 3.4% of households, at least one adult (16+) spoke English as their main or preferred language and in 0.5% of households no adults, but at least one child, spoke English as a main or preferred language. In the remaining 2.2% of households there were no residents who had English as a main or preferred language. It should be noted these statistics cannot be taken as a measure of English speaking proficiency, but as a resident's preferred or main language.

Sexual Orientation

Questions on sexual orientation were not included in the 2011 census so figures for Aylesbury Vale are not available. The Office for National Statistics has produced figures for sexual orientation from its 2016 Annual Population Survey for the UK as a whole.

- In 2016, 2% of the UK population aged 16 and over identified themselves as lesbian, gay or bisexual (LGB).
- More males (2.3%) than females (1.6%) identified themselves as LGB in 2016.
- The population who identified as LGB in 2016 were most likely to be single, never married or civil partnered, at 70.7%.
- The population aged 16 to 24 were the age group most likely to identify as LGB in 2016 (4.1%).
- Around 0.8% of adults identified themselves as bisexual, with women (0.9%) being more likely than men to do so (0.6%).
- London had the highest percentage of adults identifying themselves as LGB at 2.7%, while 2.1% of adults identified themselves as LGB in the South East.

Section 2: Our Staff

The AVDC Commercial Change programme, which reviewed all departments with the intent to ensure our employees display the behaviours required for a more financially stably future, closed in Summer 2017.

Establishment

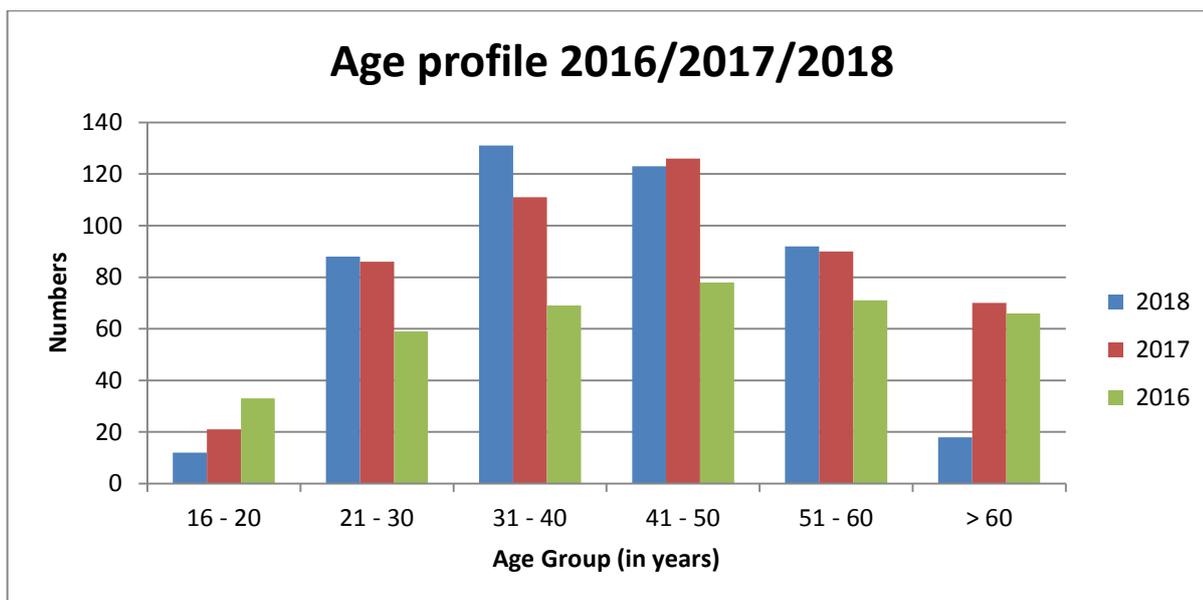
As of 31 March 2018, AVDC employed 466 people (439 last year), an increase of 27 people over the year. Additionally, over the last year Full Time Equivalent (FTE) posts increased from 421 to 467. All figures in this report cover only contracted staff. Casual workers, agency staff, apprentices, volunteers and members are not included in this report.

Flexible Working

The number of people working full-time increased from 360 to 394, whilst the number of part-time employees reduced from 79 to 61. Part-time working accounts for 13% of the workforce.

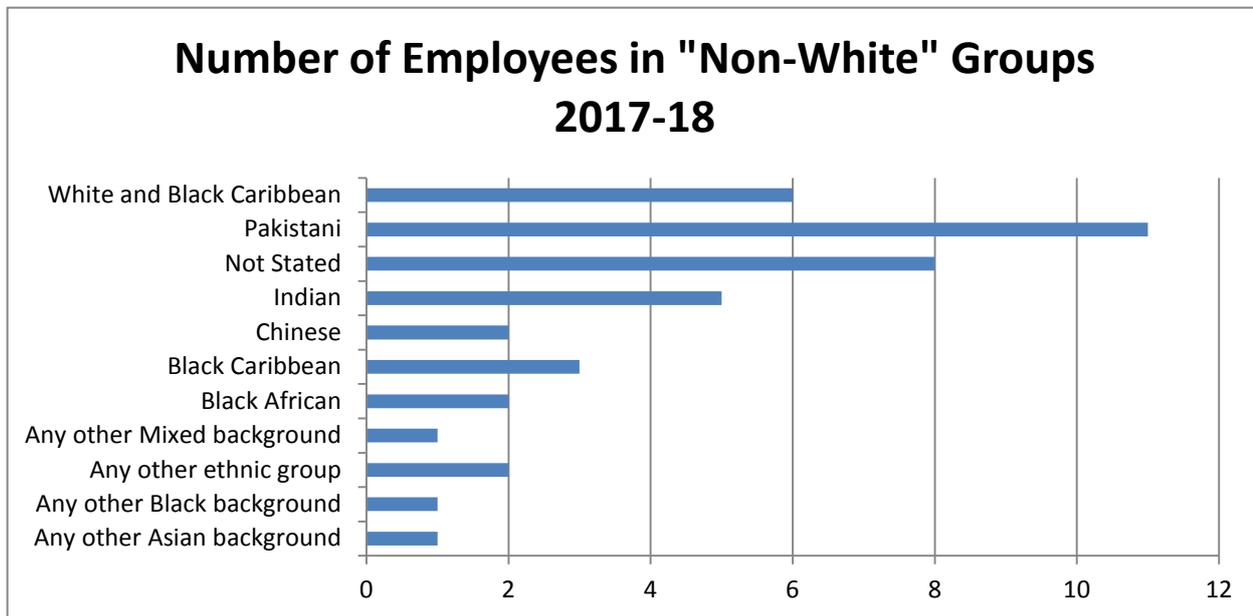
Age Profile

The March 2018 figures would seem to indicate the impact of the Commercial AVDC change programme, specifically a churn of approximately one third of staff. There was a continued rise in the age categories 21-30 and 31-40, and a significant reduction in the 60+ age group.



Ethnicity

In March 2018, there were 58 employees who did not state their ethnicity, of the remaining 408 employees, 343 (89.7%) white British, white other or white Irish. The remaining 10.3% of the workforce have defined themselves to be from one or other of various recognised minority ethnic groups shown below.



The 2011 Census indicates that White British made up 85.2% of the local Aylesbury Vale population, with the national (English) average at 79.8%. The broader "white group" (White, White Other and White Irish) nationally makes up 89.7% of the community; the same as AVDC employees who declared their ethnicity.

Disability

At 31 March 2018, there were 16 employees (15 in 2017) who considered themselves to have a disability under the provisions of The Equalities Act 2010, which represents 3.4% of the workforce. This may be related to the workforce age profile changing since initiation of the Commercial AVDC change programme.

As at 31 st March	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Percentage	4.6%	4.3%	4.3%	4.5%	4.2%	3.6%	3.1%	3.4%	3.4%	3.4%

Gender

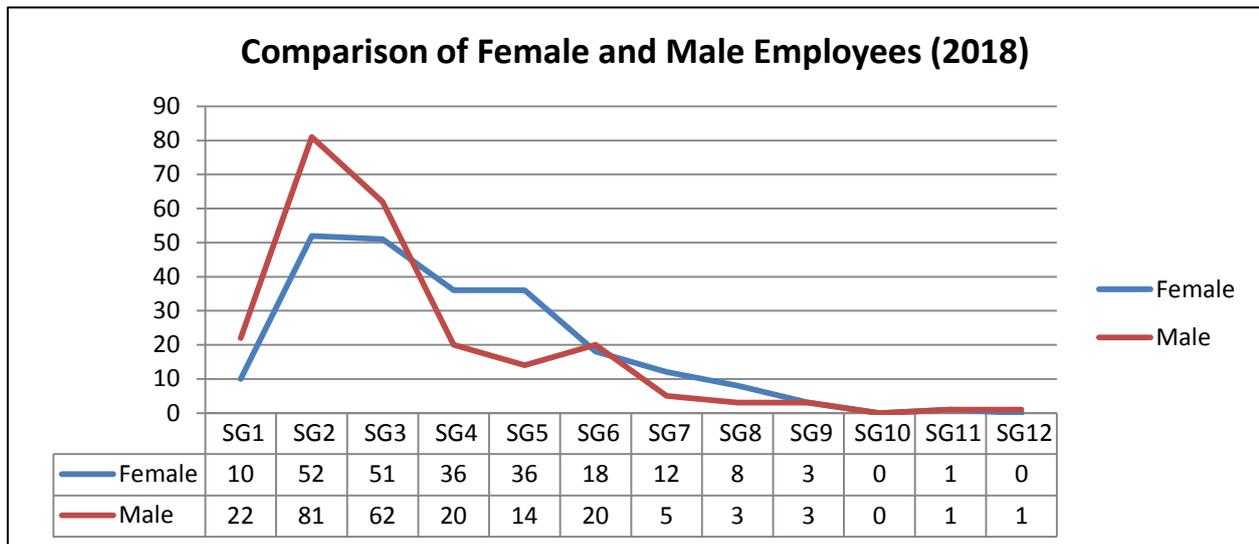
At 31 March 2018, the Council employed 466 people, of which 232 (49.8%) were female and 234 (50.2%) were male. This is comparative to last year and reflects an even distribution of leavers with the previous 12 months.

AVDC has a 50:50 gender profile, which can fluctuate, but as can be seen from the following chart for 2018, generally there were more males in the lower grades (SG1-SG3), and more females in both the central bands (SG4-SG5), almost parity exists at the start of the senior bands (SG6) and the more senior roles (SG7-SG8).

AVDC published its first Equal Pay report in 2017 and will do so again in 2018 and that report will

provide greater granularity around gender differentiation.

The very high proportion of males at the lowest grade are employed within Recycling and Waste and reflects an inability to attract a significant number of females in the roles of Loader and Driver.



Training

We run a number of training and awareness sessions for staff which address the equalities duties and responsibilities of the Council covering topics such as disability awareness, hate crimes, and customer handling. The most directly relevant of these are set out below. Due to these being largely new modules there is only data for around a quarter of a year at the time of writing this report (note - depot staff are trained in a different way to the office based staff and hence are excluded from the figures below).

Hate crime E-Learning:

- 149 staff have completed the E-Learning or 37% of the organisation

Equality Act 2010 E-Learning

- 68 people have completed or 17% of the organisation

Equality in the Workplace

- 66 people have completed or 16% of the organisation

Section 3: Our Equalities Activity

Set out below are a number of examples of how we are complying with the Duty, but moreover, are working to ensure that all our customers are able to use our services on an equal basis.

Information and Data Sharing

- The increased corporate use of Census and Health Inequality Data
- An on-going corporate project focusing on Business Intelligence and Customer Insight.
- There are currently various pilot schemes taking place. The objective is to map all available data sources, and we have launched our new Information Management Strategy
- A Bucks wide Data sharing agreement is in place. Individual agreements are in place between specific partners.

Equality Impact Assessments(EIA)

- Use of a Corporate Guidance/toolkit for Equality Impact Assessments.
- EIAs prepared for all major projects. Findings are shared where they are completed and mitigating actions identified as appropriate.
- EIAs have been used to assess community needs and impact before removal of some AVDC services through the Commercial Programme
- Equality analysis and impact assessment has informed decision-making and facilitated different, tailored services that have improved outcomes in various services
- EIAs are a routine part of the project management approach

Community Engagement

- Various engagement activities have been held in different venues and they have been designed to encourage everyone to participate.
- We offer variations to standard services for people with protected characteristics e.g. assisted and clinical waste collection services. We offer an assisted collection for the for the disabled or the elderly and short-term arrangements for the other groups e.g. pregnancy/recovering from operations
- We are aware of different communities and their different needs and is evidenced by different collection methods, e.g. bags, bins as appropriate
- In collaboration with local police, we are attending meetings for sensory disability communities to raise awareness of disability hate crime. The same applies to religious communities; we are hosting a religious leaders forum (discussing religious hate crime) and engaging with the LGBT community.
- Staff training to take place for general disability awareness
- We organise ladies only swimming and have expanded this to offer an additional beginners ladies only swimming session address gender and religious equality issues.
- We continue to deliver our weekly dance sessions and weekly activity/swimming sessions for young people with disabilities.

- We have designed leaflets/posters/communications/events to promote positive relations. e.g. Play in the park
- We engage communities through events, consultations, public meetings etc.
- IAG's have been held in people's own environment/venues where possible. When using AVDC venues we have ensured that these are inclusive venues (hearing aid, light adjustments etc) e.g. Paralympic Flame celebration.
- Following an enquiry about provision of a palantypist or speech to text writer, to translate meetings in real time, we are investigating the need to provide this in the future.
- We are aware that vulnerable people/communities are participating more in events e.g. Schools in CSE awareness projects, Women's group linking with Women's Aid/TVP, Supporting disability (BuDS) projects, Local Conversation initiative in Southcourt and HCN
- Adult Learning (BCC) have encouraged our elderly community to be more familiar with online engagement platforms
- We organised the Paralympic Heritage Flame Lighting event, which took place on 1 March 2018, at Stoke Mandeville Stadium.
- The Aylesbury Vale Times is now available in large print or CD (on request)
- We are also aware that protected groups are participating across a wider range of specific activities. e.g. solid wall insulation activities within the Asian community
- Our Alexa skill has been well received by a number of blind users of our services, and we have extended this to include 'Find my bin day'.
- Our Chat service has been welcomed by some deaf users of our services as a way they can access our services on a more equal footing.

Cabinet
16 January 2019

AYLESBURY VALE ESTATES (AVE) – BUSINESS PLAN 2019/2022

Councillor S Bowles

Deputy Leader and Cabinet Member for Economic Development

1. Purpose

- 1.1. To enable Cabinet to consider the draft AVE Business Plan covering the period 2019 – 2022.

2. For Decision

- 2.1 To consider whether there are any issues that should be drawn to the attention of AVE. (The views of the Economy and Business Development Scrutiny Committee are set out below).

3. Supporting Information

- 3.1 Attached is a copy of a report considered by the Economy and Business Development Scrutiny Committee at its meeting on 10 December, 2018. This sets out the context of the partnership and the key objectives of the draft Business Plan. The draft Plan itself is contained in the confidential section of the Cabinet agenda. It covers the period 2019 – 2022, with the detail focus being on the 2019/20 financial year.

Whilst the Scrutiny Committee was encouraged that AVE was effective at collecting rents, and that dividends were expected to be returned to the Council over the next two years, concern was expressed over proposed site disposals and the Business Plan's over-reliance on these disposal receipts within the financial model.

Members felt that disposals might be due to the demand for dividends being paid and that once a site was disposed of, it was permanently off the portfolio. The Committee was also concerned about strategic work regarding Hale Leys. Specifically, Members had hoped to hear more ideas on how Hale Leys could adapt to the difficulties currently being experienced in the retail market, and what AVE's objectives were for the centre.

4. Options Considered/Reasons for Recommendations

- 4.1 To determine whether there are any matters that should be addressed by AVE.

4. Resource Implications

These are set out in the Scrutiny Committee report.

Contact Officer: Teresa Lane (01296) 585006.

Background documents: These are listed in the attached report.

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1 Purpose

- 1.1 To give the Committee the opportunity to consider a draft Business Plan prepared by Aylesbury Vale Estates LLP (AVE) for 2019 – 2022 and to pass their comments on to Cabinet for consideration.

2 For decision

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 To agree the comments the Committee wishes to make on the draft Business Plan (set out at Appendices 1 – 3 in the confidential pages of this report) for consideration by Cabinet. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3 Supporting information

Context of the Partnership

- 3.1 As the Committee will be aware, AVDC and Akeman Partnership LLP (Akeman) set up AVE as a Limited Liability Partnership (LLP) in October 2009. The selection of the Council's private sector partner (who make up 50% of the Partnership) followed a competitive dialogue procurement process and upon completion of the agreement the Council sold the majority of its industrial and commercial estate to AVE LLP at market value.
- 3.2 The original objectives of AVE (which remain) were to:
1. To improve, repair (if applicable) and maintain the Property
 2. To enhance, maintain and improve AVDC's income stream generated from the Property:
 3. To positively influence and promote development and economic growth in the Area through the development, improvement and maintenance of the Property, together with pro-active asset management.
- 3.3 The Partnership is governed by a formal, detailed Members' Agreement and managed by a Partnership Board on which the Council has three representatives - currently Cllr Whyte, Cllr Julie Ward and Teresa Lane (Assistant Director Commercial Property and Regeneration). Akeman Asset Management LLP (the appointed Asset Managers) produced a draft Partnership Business Plan for AVE as part of their bid, which was approved by the Cabinet in June 2009. The final version of the Plan formed part of the completion documentation approved in October 2009. The Board meets on a regular basis to review progress against the original objectives and Business Plan and monitor performance of the appointed Asset Managers.
- 3.4 The Partnership Members' Agreement requires AVE to update the Business Plan on an annual basis for approval by the shareholders. In the case of AVDC this is through this Scrutiny Committee and Cabinet. The private sector partner have their own separate mechanism for reviewing and agreeing the business plan and this process is complete by the time the draft Plan is considered by the Scrutiny Committee. Any amendments to the Business Plan after consideration by AVDC's committees, have also to be agreed to by the private sector partners. To date this process has not presented any difficulties.

- 3.5 The updated Business Plan is a critical document. The Members' Agreement requires the Business Plan to set out AVE's objectives for the life of the Partnership (ie 20 years) and the annual overarching objectives for each accounting period. In particular the Plan must include a statement that AVE's business shall be operated with a view to producing the best risk adjusted profit obtainable and to maximise the risk adjusted rate of return to the Council and Akeman. Subject to agreement between AVE, Akeman and the Council, the Plan is also expected to include the following matters (based on a 3 year projection where appropriate):-
- Strategic business objectives and targets
 - Gross and net rental income projections, including assessment of operating costs, rental voids, rent arrears and any other losses and receipts
 - Annual portfolio valuation prepared to a standard acceptable for AVDC financial reporting purposes
 - Confirmation that the financial covenants regarding loan to value and interest cover are being maintained
 - Projections of estimated receivable rent and confirmation of compliance with maintaining portfolio income levels
 - Proposals for working capital budget, any new capital investments and reinvestments plus any distributions to partners
 - Performance against key indicators and targets indicate levels of achievement
- 3.6 Once approved, the Business Plan provides the framework within which the AVE Board works, similar in effect to the Budget and Policy Framework set by Council for the Cabinet. Accordingly if the Board wish to pursue any substantive action which is not provided for in the Business Plan they must obtain specific authority from the Council (either by a Cabinet or Cabinet member decision) and Akeman Partnership LLP – the private sector partner..
- 3.7 The draft Business Plan is contained within the confidential pages as Appendix 1. It covers the period 2019 – 2022 with the detail focus on the 2019/20 financial year. Members are asked to note that in order to reflect any consequences of the AVE Business Plan in the 2019/20 AVDC budget setting, the timing of this report means that the attached business plan can only review performance of the 18/19 Business Plan for the period 1 April – 30 September 2018. A full review of the 2018/19 performance, will, therefore, be reported to the June 2019 Scrutiny and Cabinet meetings.
- 3.8 The AVE cash flow is attached as Appendix 2 and the Hale Leys Business cash flow as Appendix 3.
- 3.9 Members are asked to note that the Business Plan necessarily includes a range of assumptions about the future plans of tenants and trends in the wider market. Some of these may come to pass, some may not. Members will see that in Section 3, a 'base case' Business Plan is presented on the assumption that certain scenarios are likely to occur and an 'enhanced case' is also presented but on the understanding that these scenarios whilst possible, are less likely to occur.

The 2018/19 Business Plan was presented on a 'base case' only.

4. Summary of key issues in the Plan

- 4.1 The Business Plan is introduced by a number of key headlines, some of which are worth summarising in this covering open report. The financial information relating to the asset management initiatives /developments are contained within the confidential pages.

Progress against the 2018/19 Business Plan

Distributions

- AVE is on track to make the planned £600k distribution to its Members ie £300k each. The timing of the distribution is likely to be in the last quarter of the 18/19 financial year following the capital receipt from the sale of one of its high value, low income generating assets for development.

Asset management initiatives/developments

- Sales of other low income generating assets have been completed or are underway- Aylesbury Town Hall Arches has been sold to Bucks County Council. The sale of the former Scout Hut site in Adams Close, Buckingham is pending subject to achieving planning permission. Both these sales were approved by AVDC Cabinet in line with the Members' Agreement and the governance procedures for the sale of either non-core assets or community assets.
- Lidl signed a contract with AVE to buy and build a store on the front part of the Stocklake site partly occupied by Askeys. The application was considered in August 2018 and was deferred with approval delegated to officers pending the resolution of some conditions, the key one relating to traffic management. The final sale price will be determined when approval is granted.
- Contracts have been exchanged with a residential developer for the area of land known as Gatehouse phase 2. A reserved matters application was submitted in August 2018 and is still being dealt with. As with the Stocklake site, the final sale price will be determined when the reserved matters which are the responsibility of AVE have been discharged.
- Whilst it is good news that a new lease is in place with Cinram Novum Ltd for the Sony site, progress has been made on the longer term plans for redevelopment of the site for commercial//residential. A planning application is expected to be submitted in early 2019.
- New signage has been erected on the Rabans Lane industrial estate and a new website has been designed with the launch imminent.

Occupancy levels

- The multi-let industrial estate has seen an unprecedented demand for units and as at end of September the vacancy level was 2.1%. Various asset management initiatives to improve the estate ranging from new signage (as referred to above), new quarterly tenants meetings, and completing works to refurbish the units, has contributed to the demand for the units.
- As a reflection of the demand, 2018/19, has seen a focus (as agreed) on reducing the non-commercial tenants occupying space on the estate. Several community organisations occupying space on a 'free basis' until demand increased were offered the opportunity to stay and pay the market rate discounted or move. Whilst the AVE Board appreciated the important work these community groups contributed, its overriding obligation was and is to meet the objectives set out in the Members' Agreement.
- Hale Leys, like all other shopping centres in sub-regional towns similar to Aylesbury's size, has continued to feel the pressure of the internet and during this financial year, a number of tenants have been persuaded to relocate to Friars Square Shopping Centre including Clarks and Vision Express. The Asset Managers are working hard to let the vacant units and reduce the vacancy from the 23% recorded at the end of September.

Key Performance Targets

The information below is a combination of 2017/18 year end performance information and part year information.

- The vacancy across the entire portfolio as at 30 September 2018 was 7.08% (23.2% Hale Leys and 2.1% AVE portfolio). The year end target vacancy is 3.8%. Letting Hale Leys will remain the focus but the challenge to enable this target to be met. .
- The total return of the portfolio over the 12 months to 31 March 2018 changed from positive from the previous year to a negative one. This was due to the difficult trading conditions in the retail market. The independent valuation of the whole portfolio takes place at each year end but since inception, investors have received an annual return of 12.7% (assuming set up costs are spread evenly over the period of the Partnership).
- The budgeted portfolio income for the financial year ending 31 March 2018 was exceeded by 1.4% and AVE is on target to meet its income target for 2018/2019.
- No bad debts have been written off to date in 2018/19 although it is noted that a number of payment plans are in place..
- The 3-month collection rate for the portfolio for the September 2018 quarter was 91.7%. This outperforms the 3 month KPI of 90% but falls short of the 3 month KPT of 97%. The 12 month collection rate was

99.9%, outperforming the 12 month KPI of 95% but falling slightly short of hitting the 12 month KPT of 100%.

- The Loan to Value as at 31 March 2018 was 72.2%, just below the maximum limit of 75%.

Looking forward – 1 April 2019 onwards

- 4.2 The core aims remain the same in line with the original objectives agreed in 2009:
- a. Increased investor revenue flows; and
 - b. Support for the Council's economic development programme
- 4.3 The key strategies identified in order to achieve these core aims for 2019/2022 are in summary:
- Sale of high value assets with low income, for reinvestment into higher income assets
 - Pay off expensive debt in order to reduce cost of finance and reduce amortisation
 - Target a distribution of £600,000 pa
 - Maintain current levels of occupancy within the industrial portfolio
 - Hale Leys - maintain current tenants, let vacant units and improve future income stream
 - Review all non-core and community assets and sell/develop where possible
- 4.4 It is encouraging to note that AVE has submitted both a base case and an enhanced case for the 20/19/2022 Business Plan period. The details of each of the strategies under the two scenarios are set out in the confidential pages of the report. However, it is reasonable to say that from shareholders' perspectives, the ability of the Partnership to sustain the target distribution may be a challenge unless the capital receipts relating to the Stocklake and Gateway sites can be secured and preferably close to the net sales forecasts set out in the 2018/19 Business Plan. These receipts will enable AVE to deliver on some of its other strategies ie in the first instance pay of expensive debt in 2019/20 and in 2020/21, invest in new income generating properties to increase the surplus revenue available to comfortably cover operating costs.
- 4.5 After the sale of the two sites mentioned in Section 3 above, AVE will have almost completed its review of the portfolio and the opportunity to sell the high value, low income generating sites within the portfolio. It's therefore important that AVE continues to explore the potential for developing the former Sony site but not only from the point of view of generating a capital receipt but also as an income generating opportunity by retaining some of the site to potentially build out new commercial space to let. This would capitalise on the increased market demand for space (providing it is of the right size and type) whilst helping to support the local economy and encourage employment growth in the area. New income would also give more certainty around the distribution payment.

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