



## **DEMOCRATIC AND ELECTORAL SERVICES**

|                |                     |              |                                      |
|----------------|---------------------|--------------|--------------------------------------|
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Dear Councillor

## **OVERVIEW AND SCRUTINY COMMITTEE**

The next meeting of the Overview and Scrutiny Committee will be held as follows:

**DATE: MONDAY, 30TH JANUARY, 2017**

**TIME: 6.00 PM**

**VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

### **Director of Resources**

To: The Overview and Scrutiny Committee

Mr Hollis  
Mr Harding  
Mr Bastiman  
Mrs Lowen-Cooper  
Mr Read  
Mr Sangster  
Mr Walters MBE  
Mrs Gibbs

### **Audio/Visual Recording of Meetings**

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).



## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

### **SUPPLEMENTARY AGENDA**

|   | (Pages)          |
|---|------------------|
| <b>4. Budget &amp; Council Tax Report 2017/18</b>   |                  |
| To consider the report of the Director of Resources.  | <b>(5 - 14)</b>  |
| <i>Appendix A</i>   | <b>(15 - 18)</b> |
| <i>Appendix B</i>   | <b>(19 - 20)</b> |
| <i>Appendix C</i>   | <b>(21 - 26)</b> |
| <i>Appendix D</i>   | <b>(27 - 28)</b> |
| <i>Appendix E</i>   | <b>(29 - 48)</b> |
| <i>Appendix F</i>   | <b>(49 - 50)</b> |
| <b>13. Exclusion of Public</b>  |                  |
| The Chairman to move the following resolution:-   |                  |
| “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 Part 1 of Schedule 12A to the Act.” |                  |
| <b>14. Farnham Park Trust Outturn Update</b>  | <b>(51 - 58)</b> |

The next meeting is due to take place on Monday, 20 March 2017

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|----------------------------|--|
| <b>SUBJECT:</b>            | <b>Budget &amp; Council Tax Report 2017/18</b> |
| <b>REPORT OF:</b>          | <b>Ralph Bagge, Leader of the Council</b>      |
| <b>RESPONSIBLE OFFICER</b> | <b>Jim Burness, Director of Resources</b>      |
| <b>REPORT AUTHOR</b>       | <b>Jim Burness, Director of Resources</b>      |
| <b>WARD(s) AFFECTED</b>    | <b>All</b>                                     |

## 1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2017/18 in order for the Cabinet to make recommendations to Council on 1<sup>st</sup> March regarding the Council's budget and council tax for 2017/18.

## 2. Recommendations

### Revenue Budget 2017/18

- 1) Approve the Revenue budget for 2017/18 as summarised in the table in para 5.13 and recommend this to Council.
- 2) Agree the following use of earmarked reserves for 2017/18.
  - a) Local Development Plan, £268k
  - b) Transformation Reserve, £5k
- 3) Approve a budget requirement of £7,782k, which will result in a District council tax of £153.00 for a Band D property.
- 4) Confirm the level of fees and charges for 2017/18 (Appendix E).
- 5) Note the advice of the Director of Resources (Appendix C).

### Setting the Council Tax

- 6) Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 1<sup>st</sup> March, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

### Medium Term Financial Strategy

- 7) To note the comments in the report on the Council's financial position in respect of the years following 2017/18 and the updated Medium Term Forecast.

### Farnham Park Trust

**8) Agree to recommend to Council the revenue and capital budgets for 2017/18 summarised in Appendix F.**

**3. Executive Summary**

- 3.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax. It also outlines the main issues affecting the Council's future financial position, as it is prudent to consider not just a single financial year in isolation.

**4. Reason for Recommendations**

- 4.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 4.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

**5. Information**

- 5.1 This report is divided into a number of sections that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report the Cabinet needs to make recommendations to the Council meeting in March where the council tax, including the element relating to preceptors, will be decided.

**Contents of Report**

|           |  |
|-----------|--|
| Section A | Financial Context and Base Budget position |
| Section B | Investment Income and Grants               |
| Section C | Budget Requirement and Council Tax Issues  |
| Section D | Medium Term Financial Strategy Update      |
| Section E | Advice of Director of Resources            |

**Section A - Financial Context and Base Budget position**

- 5.2 In December the Cabinet considered the budget position in the light of the funding position facing the Council in the coming years, and agreed a draft budget. The draft Portfolio budgets had been considered by the Policy Advisory Groups. The budgets included no unavoidable

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expenditure, but would take into account savings expected to arise from the joint working with Chiltern DC. The overall approach also aimed to follow the objectives of the Medium Term Financial Strategy of balancing income and expenditure and strengthening the Council's financial position, that had been agreed by Member in Autumn 2016.

- 5.3 On 15<sup>th</sup> December the Government announced the provisional Local Authorities financial settlement for 2017/18.
- 5.4 For South Bucks the following table shows the key figures for 2017/18.

|                               | 2014/15<br>£'000 | 2015/16<br>£'000 | 2016/17<br>£'000 | 2017/18<br>£'000 |
|-------------------------------|------------------|------------------|------------------|------------------|
| Business Rate Baseline        | 11,701           | 11,925           | 12,024           | 11,712           |
| Business Rate Tariff          | -10,716          | -10,921          | -11,012          | -10,680          |
| Baseline Need                 | 985              | 1,004            | 1,012            | 1,032            |
| Revenue Support Grant         | 1,161            | 871              | 436              | 57               |
| Settlement Funding Assessment | 2,146            | 1,875            | 1,448            | 1,089            |
| Year on Year Change (£k)      |                  | -271             | -427             | -359             |
| Year on Year Change (%)       |                  | -13%             | -23%             | -25%             |

- 5.5 The table illustrates the continuing material reduction in funding to the Council that had been anticipated on the basis of the Council having accepted the Government's offer of a 4 Year confirmed funding arrangement. The known funding reductions will continue until 2019/20 and South Bucks DC will no longer receive Revenue Support Grant after 2017/18. It will also from 2018/19 be subject to a tariff or "negative RSG" payment. This is due to the fact that in the funding system South Bucks is seen as a low needs and high resource authority.
- 5.6 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.
- 5.7 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. As South Bucks and two other Bucks Districts, Chiltern and Aylesbury Vale, expect to have business rate growth, they formed a pool for 2016/17 in order to retain more of the growth<sup>1</sup>, and will be continuing this in 2017/18.

**Section B – Investment Income and Grants**

- 5.8 The Council's Treasury Management Strategy for 2017/18 which is being recommended to Cabinet following consideration by the Resources PAG, sets out the approach aiming to deliver investment income for 2017/18 of £200k. This is a significant reduction on historic figures are

<sup>1</sup> Report to Cabinet October 2015

reflects the Council's strategic decision to undertake prudential borrowing from 2017/18 as part of the funding strategy for its Medium Term Financial Strategy<sup>2</sup>. The Council will therefore be reducing its investment funds.

- 5.9 An important source of grant funding for the authority is the New Homes Grant that currently rewards authorities for each new home by providing a grant. In 2017/18 the basis of this funding was changed by Government, and whilst this reduced the funding the Council receives it is still a significant income stream. The cumulative funding the Council will receive in 2017/18 from this source is £1,103k, a reduction on the current year of £376k.
- 5.10 The changes made by the Government on the New Homes Grant were:
- Reducing the period funding is received from six years to five for the 2017/18 allocation, and four years thereafter.
  - having a minimum baseline for housing growth numbers of 0.4%, above which additional funding would be received. For South Bucks this is approximately 130 units.
- 5.11 The Government has indicated that during 2017/18 it may consider further changes such as linking payments to authorities having in place an approved Local Plan, and having different payments for houses created after appeal from those approved by the authority without going to appeal.

### **Section C – Budget Requirement and Council Tax Issues**

- 5.12 Since the December Cabinet meeting there have been a few amendments to the draft budget:
- Adjustment to the level of Property & Estates staff costs chargeable to the Capital Programme in the context of the proposed programme for 2017/18. This reduces net revenue expenditure by £68k.
  - Information from Government on the level of the Council Tax Administration Grant and other Grants for 2017/18, an additional £34k
  - Estimated additional income in 2017/18 from the Council Tax and Housing Benefit recovery project, £60k.
  - In the light of the advice from the Pension Fund Actuary an increase in the employers pension fund contributions of £82k compared to £50k in the draft budget (See Appendix A for more detail).
  - Revised estimates for the cost of the Gerrards Cross former police station site prior to its redevelopment, £11k.

<sup>2</sup> Report to Cabinet/Council October 2016



- Decision to implement a Community Infrastructure Levy (CIL) as part of the new Joint Local Plan. The SBDC cost of this, £50k, is to be funded from the Local Plan earmarked reserve, so there is no net implication for the budget or council tax.
- Surplus on council tax collection retained by South Bucks, £22k.
- Increase in interest costs on proposed borrowing in 2017/18 for the Capital Programme, £33k.

5.13 The overall effect of these changes is summarised in the following table. The Budget Requirement of £7,782k will result in a council tax increase of £5 which is the maximum permitted for the Council by the Government. The Budget Requirement is 5.5% less than the current year. Appendix E contains the schedule of the proposed fees & charges for the 2017/18 budget.

| <b>Revenue Budget 2017/18</b>         | Cabinet report<br>15 Dec 16<br>£'000 | Savings<br>£'000 | Other Adjust<br>£'000 | Current Figures<br>£'000 |
|---------------------------------------|--------------------------------------|------------------|-----------------------|--------------------------|
| Environment Portfolio                 | 2393                                 |                  | +5                    | 2398                     |
| Healthy Communities Portfolio         | 1264                                 |                  | +16                   | 1280                     |
| Resources Portfolio                   | 3219                                 | -142             | +47                   | 3124                     |
| Sustainable Development               | 1035                                 |                  | +75                   | 1110                     |
| <b>Total PAG Budgets</b>              | <b>7911</b>                          | <b>-142</b>      | <b>+143</b>           | <b>7912</b>              |
| Capital Charges etc                   | 211                                  |                  |                       | 211                      |
| Borrowing – Interest costs            | 100                                  |                  | +33                   | 133                      |
| Borrowing – Repayment costs           | -                                    |                  |                       | -                        |
| Investment Income                     | -200                                 |                  |                       | -200                     |
| Additional Pension Fund Contributions | 50                                   |                  | -50                   | -                        |
| Use of Earmarked Reserves             |                                      |                  |                       |                          |
| - LDD                                 | -218                                 |                  | -50                   | -268                     |
| - Economic Development Reserve        | -5                                   |                  |                       | -5                       |
| - Use of General Reserve              | -183                                 |                  | +183                  | -                        |
| <b>Budget Requirement</b>             | <b>7665</b>                          | <b>-142</b>      | <b>+259</b>           | <b>7782</b>              |
| Business Rates                        | -1532                                |                  | -                     | -1532                    |
| RSG                                   | -57                                  |                  | -                     | -57                      |
| New Homes Grant                       | -1026                                |                  | -77                   | -1103                    |
| Other Govt Grants                     | -80                                  |                  | -20                   | -100                     |
| C/Tax Collection Fund Surplus         | -                                    |                  | -22                   | -22                      |
| <b>Precept on Collection Fund</b>     | <b>4970</b>                          | <b>-142</b>      | <b>+140</b>           | <b>4968</b>              |

5.14 The draft budget proposes using reserves as follows:

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- Local Development Document (LDD) reserve, £268k.
- Economic Development Reserve £5k.

- 5.15 The proposed 2017/18 budget does not require any use of the General Reserve. This is an improvement of £183k on the position reported to Cabinet in December.
- 5.16 The draft budget has been discussed at the Overview & Scrutiny Committee and any comments received will be made known to members at the meeting.
- 5.17 The latest budget monitoring information shows that the forecast level of General reserves at the end of the current financial year to be £2.4m. Section E of the report contains the Director of Resources advice on the level of reserves.

**Section D – Medium Term Financial Strategy**

- 5.18 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out show how the Council's corporate aims can be progressed within the likely level of resources available to the Council. The strategy which was reviewed by the Cabinet in October and an update version approved by the Council. The key principles of the Strategy are.
- The matching of expenditure and income in the medium term
  - Optimising the use of Council assets to deliver or help finance Council priorities
  - Aligning new expenditure to key Council priorities and to continue to provide value for money
  - Having in place sound financial processes to control and monitor expenditure
  - Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves
- 5.19 The strategic direction of the Strategy is unchanged from the Autumn, but Appendix B updates the financial projections in the context of the proposed 2017/18 budget. The main changes since the Strategy was approved in October relate to the financing implications of the Capital Programme and revisions to the New Homes Bonus funding arrangements. The following table summarised the updated financial projection.

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|   | 2017/18<br>BUDGET | 2018/19<br>BUDGET | 2019/20<br>BUDGET | 2020/21<br>BUDGET | 2021/22<br>BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | £'000             | £'000             | £'000             | £'000             | £'000             |
| <b>Government Grants/Business Rates etc</b> | (3,015)           | (2,589)           | (2,292)           | (2,032)           | (2,111)           |
| <b>Service Expenditure</b>                  | 7,912             | 7,793             | 7,391             | 7,214             | 7,382             |
| <b>Financing Costs</b>                      |                   |                   |                   |                   |                   |
| Notional Interest Payable - Capswood        | 211               | 193               | 174               | 154               | 132               |
| Borrowing Costs - Interest                  | 133               | 348               | 458               | 515               | 560               |
| Borrowing Costs - MRP Repayment             | 0                 | 265               | 431               | 485               | 544               |
|   | 343               | 806               | 1,064             | 1,154             | 1,235             |
| <b>Contributions to / (from) Reserves</b>   |                   |                   |                   |                   |                   |
| Contribution to / (from) LDF Fund           | (268)             | (268)             | (268)             | (268)             | (268)             |
| Contribution to / (from) specific reserves  | (5)               | 0                 | 0                 | 0                 | 0                 |
| Contribution to / (from) general reserves   | 0                 | 0                 | (70)              | (75)              | (75)              |
| Revenue Funding of Capital Programme        | 0                 | 0                 | 0                 | 0                 | 0                 |
| <b>Use of Reserves</b>                      | (273)             | (268)             | (338)             | (343)             | (343)             |
| <b>Precept Required</b>                     | 4,967             | 5,742             | 5,825             | 5,993             | 6,164             |
|   | 0                 |                   |                   |                   |                   |
| <b>COUNCIL TAX CALCULATION</b>              |                   |                   |                   |                   |                   |
| Tax base (no. Band D equivalents)           | 32,465            | 32,815            | 33,215            | 33,515            | 33,815            |
| Tax Rate (£/Band D)                         | 153.00            | 158.00            | 163.00            | 168.00            | 173.00            |
| <b>Precept Collectable</b>                  | 4,967             | 5,185             | 5,414             | 5,630             | 5,850             |
| <b>Savings Required</b>                     | 0                 | (557)             | (411)             | (363)             | (314)             |
| Savings per MTFS (Oct 2016)                 | 0                 | (333)             | (377)             | (420)             | (293)             |

5.20 The forecast table shows the potential future funding gap for the Authority that needs to be addressed from 2018/19 onwards. From 2020/21 onwards an estimate has been made of £300k for the cost to the Council of the outcomes of the Government's "Fair Funding" review of local authority funding, and the full rebasing of the business rates top up and tariff arrangements.

5.21 The Medium Term Financial Strategy identifies that the future funding gap will be addressed by a combination of:

- Maximising the return from the investment in income generating projects
- Optimise the major income streams by minimising costs and overheads, and having appropriate charging strategies.

- Improve efficiency through the Stronger in Partnership Programme.

**Section E – Advice of Director of Resources**

5.22 The detailed advice of the Director of Resources as the Authority’s statutory financial officer is set out in Appendix C. In summary the key points of the advice are as follows.

- The estimates for 2017/18 have been prepared in a thorough and professional manner.
- The key budget risks and sensitivities have been identified.
- The main financial risks to the Council for the coming year have been assessed as follows.
  - Shortfall on income targets, (See Appendix D Sensitivity Analysis).
  - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
  - The costs of temporary accommodation, and supporting solutions to the temporary accommodation issue.
  - Letting income for the Capswood offices

Specific earmarked reserves exist to cover some of these matters.

5.23 The suggested prudent level of general reserves for 2017/18 is £950k. As there is no planned use of the General Reserve in 2017/18 the prudent level of reserves will be achieved, and also would keep reserves above the £1,250k aimed for within the Medium Term Financial Strategy.

5.24 In the medium term the Authority will continue to face the risks in delivering its corporate plan objectives in the context of the continuing limitation of external funding resources.

5.25 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

| Risk   | Response   |
|--|--|
| Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases. | Key to managing this risk will be identifying further savings for the years from 2018/19 onwards.<br>In addition monitoring and forecasting council tax and business rate income will be important.                                      |
| Savings from income generating capital investment do not materialise to the planned levels.  | Sound business cases need to be prepared for each project within the overall programme of investment projects. External advice in place as appropriate to support the projects where in-house skills or capacity will not be sufficient. |

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| Risk   | Response  |
|--|---|
|  | Financial capacity available to accommodate slippage or rephrasing of projects.   |
| Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.                      | Temporary accommodation budgets monitored. Funding made available via s106 agreements and other sources are effectively used. Planning policies seek to narrow the supply and demand gap. |
| Uncertainty over cost and nature of arrangements for the disposal of waste and recycling material collected could lead to higher costs than necessary. | Costs will need to be monitored and negotiations undertaken as appropriate with the disposal authority and with the Council's waste collection contractor.                                |

**6. Consultation**

6.1 The draft budget has been considered by the Overview & Scrutiny Committee.

**7. Options**

7.1 The report sets out the position based on increasing the district element of the council tax to £153.00.

7.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available to fund the capital programme, strengthen reserves, and the funding gap increasing in future years.

7.3 There is also the option of increasing the Council by more than the referendum threshold of £5. However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

**8. Corporate Implications**

8.1 The strategic and financial risks facing the Authority are set out in the report.

8.2 The Council is also required to approve a budget for the Farnham Park Charity's activities. The South Buckinghamshire Panel has already considered the detailed budget and fees and charges. Appendix F summarises the budgets for approval and referral to Council.

**9. Links to Council Business Plan**

9.1 The Council’s code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council’s objectives.

**10. Next Steps**

10.1 The report and Cabinet’s decisions will form the basis of the Council tax decision of the Council on 1<sup>st</sup> March.

10.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

|                           |             |
|---------------------------|-------------|
| <b>Background Papers:</b> | <b>None</b> |
|---------------------------|-------------|

## APPENDIX A PENSION FUND REVALUATION 2016

### Overall Position of the Bucks Fund

1. For the Bucks Fund as a whole the key changes since the last revaluation in 2013 are summarised in the following table.

|                             | 2016   | 2013   | Change |
|-----------------------------|--------|--------|--------|
| No of active members        | 24,597 | 20,692 | +19%   |
| No of deferred pensioners   | 28,530 | 22,271 | +28%   |
| No of pensioners            | 16,710 | 14,551 | +21%   |
|                             |        |        |        |
| Total pay of active members | £429m  | £378m  | +13%   |
| Total pension payments      | £79m   | £69m   | +15%   |
|                             |        |        |        |
| Fund Deficit                | £339m  | £388m  | -£49m  |
| Funding Level               | 87%    | 82%    | +5%    |

2. Going forward from 2018 the intention is for the fund management of the Pension Fund's assets to be merged with that of nine other funds as a jointly owned company "Brunel Pensions Partnership". This is expected to result over time in delivering savings from economies of scale from being part of a Fund of £20bn+, compared to £2bn+ for the current BCC fund.

3. The Actuary provides information to employers for them to use when considering their funding strategy to meet their pension obligations. In general terms these can be summarised as:

- How they estimate the assets of the fund will grow over time (discount rate)
- How contributions from employees will increase (pay increases)
- Inflation rates which will influence pension liabilities
- Longevity assumptions which will influence pension liabilities

4. The key assumptions for the Actuary in the 2016 Valuation are as follows.

|  | 31 March 2016      | 31 March 2013      |
|--|--------------------|--------------------|
| Discount Rate                          | 5.4%               | 6.1%               |
| Pay increases – long term              | 3.9%               | 4.5%               |
| - short term                           | CPI to 2020        | CPI to 2015        |
| RPI                                    | 3.3%               | 3.5%               |
| CPI                                    | 2.4%               | 2.7%               |
| Post-retirement mortality              | 85% of S2PA tables | 90% of S1PA tables |
| Allowance for improved life expectancy | 1.5%               | 1.5%               |

### Position for SBDC

5. Currently in respect of current employees the Council is contributing £562k. In respect of this contribution for current employees for future pension benefits, the Actuary advises that the Council's annual contribution should increase by £82k. This is a consequence of the overall reduction in the discount rate, which affects the Fund's assets, being greater than the reduction in inflation forecasts which impact on the liabilities, and a reduction in the expectation of growth in pay. Not increasing the contribution would probably result in the Pension Fund deficit increasing.

6. The calculated pension fund deficit for the Council at 31<sup>st</sup> March 2016 was £6.5m. The Actuary's advice is that authorities should not aim to increase the deficit recovery period from the current level of 17 years, and ideally should plan to reduce it.

### South Bucks – Key Data

| South Bucks                 | 2016 | 2013 | Change |
|-----------------------------|------|------|--------|
| No of active members        | 131  | 124  | +5.6%  |
| No of deferred pensioners   | 194  | 170  | +14.1% |
| No of pensioners            | 235  | 217  | +8.3%  |
|                             |      |      |        |
| Total pay of active members | 3757 | 3616 | +3.9%  |
| Total pension payments      | 1752 | 1667 | +5.1%  |
|                             |      |      |        |
| Fund Deficit                | 6452 | 6900 | -6.5%  |
| Funding Level               | 85%  | 83%  | +2.0%  |

### Summary of Movements between 2013 -2016

| South Bucks                    | £m   |
|--------------------------------|------|
| Deficit 2013                   | 6.9  |
| Interest                       | +1.2 |
| Change in market conditions    | -0.4 |
| Contributions made             | -1.2 |
| Member movements               | -0.5 |
| Change in Actuarial assumption | +0.6 |
| Overall Pool changes           | -    |
| Other changes                  | -0.1 |
| Deficit 2016                   | 6.5  |

7. The current annual deficit payment is £510k. The Actuary's view is that this needs to increase in order to continue to reduce the deficit recovery period. The additional payments can be as a lump sum or on an annual basis.

### Issues Employers Need to Consider

8. Taking into account the information from the Actuary there are a number of issues the Council needs to consider.

- The advice of the Actuary that the employer's contribution rate in respect of current employees should increase



- The funding strategy for managing the deficit

9. The decisions the Council takes on these matters constitutes its financing strategy in respect of the Pension Fund. The administering body as a whole for the Fund has a responsibility set down in legislation<sup>1</sup> of ensuring that, in the long term, an LGPS pension fund has sufficient assets to meet pensions liabilities. This is achieved by the Funding Strategy whose purpose is to establish a clear and transparent fund-specific funding strategy which would identify how employers' pension liabilities are best met going forward.

10. Under Section 13 of the Public Service Pensions Act 2013, the Government Actuary's Department (GAD) must, following an actuarial valuation, report on whether the rate of employer contributions to the pension fund are set at an appropriate level to ensure the solvency of the pension fund and long term cost efficiency of the Scheme so far as relating to the pension fund. CIPFA has issued guidance to administering authorities for when considering funding strategies, the key part of which reminds authorities that securing solvency and long term cost efficiency is a regulatory requirement, where as a constant contribution rate is only a desirable outcome.

11. The Council needs to inform the Actuary by March 2017 what its intentions are in terms of contribution rates and deficit recovery periods. This will be following decisions taken as part of setting the budget for 2017/18 in February 2017.

12. The funding options open to the Council can be summarised as:

- Lump sum contribution towards the deficit.
- Increase employers contributions in respect of 1) current employees, and 2) the historic deficit.
- Stepped increase in any employers contributions
- Combination of these options

13. Based on the advice from the Actuary if the Council made no change to its level of contributions or any lump sum contributions, then the implications would be that the size of the deficit would increase and the period over which it is planned to be eliminated.

14. The Council when coming to its decision can take a view whether it disagrees with the Actuary's assumptions and will basis its funding strategy on what it feels is a more likely set of assumptions, e.g. investment returns and bond yields; increase in pay.

15. Increasing the contribution rate for current employees by £82k, in line with the Actuary's advice, combined with an increase in the deficit contribution of £70k in 2018/19, would continue the planned reduction of the deficit to 14 years by 2020. A stepped increase in

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<sup>1</sup> Public Service Pensions Act 2013

contributions of £150k was built into the Medium Term Financial Strategy, therefore the suggested increases are in line with expectations. The Council does not have sufficient unallocated or earmarked reserves to make an additional material lump sum contribution.

**APPENDIX B**

|   | <b>2017/18</b> | <b>2018/19</b> | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> |
|---|----------------|----------------|----------------|----------------|----------------|
|   | <b>BUDGET</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  |
|   | £'000          | £'000          | £'000          | £'000          | £'000          |
| <b>Income</b>                                   |                |                |                |                |                |
| Non Domestic Rates (NDR) - Baseline             | (1,033)        | (1,062)        | (1,096)        | (1,129)        | (1,163)        |
| Non Domestic Rates (NDR) - Growth               | (500)          | (500)          | (600)          | (300)          | (300)          |
| Revenue Support Grant                           | (57)           | 0              | 0              | 0              | 0              |
| New Homes Grant                                 | (1,103)        | (827)          | (910)          | (967)          | (1,013)        |
| General Grants - Transition Grant               | (80)           | 0              | 0              | 0              | 0              |
| General Grants - Other                          | (20)           | 0              | 0              | 0              | 0              |
| Tariff / Top Up Adjustment                      | 0              | 0              | 414            | 414            | 414            |
| Interest & Investment Income Receivable         | (200)          | (200)          | (100)          | (50)           | (50)           |
| Collection fund (surplus)/deficit - Council Tax | (22)           | 0              | 0              | 0              | 0              |
|   | <b>(3,015)</b> | <b>(2,589)</b> | <b>(2,292)</b> | <b>(2,032)</b> | <b>(2,111)</b> |

|   |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
| <b>Service Expenditure</b>                  |              |              |              |              |              |
| Environment Portfolio                       | 2,398        | 2,446        | 2,495        | 2,545        | 2,596        |
| Healthy Communities Portfolio               | 1,281        | 1,306        | 1,383        | 1,410        | 1,438        |
| Resources Portfolio                         | 3,123        | 3,245        | 3,310        | 3,377        | 3,444        |
| Sustainable Development Portfolio           | 1,110        | 1,132        | 1,155        | 1,178        | 1,201        |
| <b>New Pressures</b>                        |              |              |              |              |              |
| Additional Pension Deficit Contribution     | 0            | 70           | 70           | 70           | 70           |
| Council Elections - Fund from reserves      | 0            | 0            | 70           | 0            | 0            |
| Waste retender - Procurement Costs          | 0            | 0            | 0            | 75           | 75           |
| Waste retender - Cost Change                | 0            | 0            | 0            | 0            | 0            |
| Infrastructure Mitigation (ie HS2)          | 0            | 0            | 0            | 0            | 0            |
| <b>New Savings</b>                          |              |              |              |              |              |
| Planning Shared Service                     | 0            | (23)         | (86)         | (114)        | (114)        |
| Net additional income from GX car park      | 0            | (194)        | (234)        | (253)        | (243)        |
| Increased income from car parks generally   | 0            | (90)         | (90)         | (90)         | (90)         |
| Revs & Benefits - End of Northgate contract | 0            | 0            | 0            | 0            | 0            |
| Phase 3 Stronger in Partnership Savings     | 0            | (100)        | (200)        | (250)        | (250)        |
| Net additional income from Police Site      | 0            | 0            | (182)        | (384)        | (396)        |
| Net additional income from New Projects     | 0            | 0            | (300)        | (350)        | (350)        |
|   | <b>7,912</b> | <b>7,793</b> | <b>7,391</b> | <b>7,214</b> | <b>7,382</b> |

|                                      |     |     |     |     |     |
|--------------------------------------|-----|-----|-----|-----|-----|
| <b>Other Expenditure</b>             |     |     |     |     |     |
| Notional Interest Payable - Capswood | 211 | 193 | 174 | 154 | 132 |
| Borrowing Costs - Interest           | 133 | 348 | 458 | 515 | 560 |

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|  | 2017/18<br>BUDGET | 2018/19<br>BUDGET | 2019/20<br>BUDGET | 2020/21<br>BUDGET | 2021/22<br>BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| Borrowing Costs - MRP Repayment (40 years) | 0                 | 265               | 431               | 485               | 544               |
|  | <b>343</b>        | <b>806</b>        | <b>1,064</b>      | <b>1,154</b>      | <b>1,235</b>      |

| <b>Contributions to / (from) Reserves</b>  |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|
| Contribution to / (from) LDF Fund          | (268)        | (268)        | (268)        | (268)        | (268)        |
| Contribution to / (from) specific reserves | (5)          | 0            | 0            | 0            | 0            |
| Contribution to / (from) general reserves  | 0            | 0            | (70)         | (75)         | (75)         |
| Revenue Funding of Capital Programme       | 0            | 0            | 0            | 0            | 0            |
|  | <b>(273)</b> | <b>(268)</b> | <b>(338)</b> | <b>(343)</b> | <b>(343)</b> |

|                         |              |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Precept Required</b> | <b>4,967</b> | <b>5,742</b> | <b>5,825</b> | <b>5,993</b> | <b>6,164</b> |
|-------------------------|--------------|--------------|--------------|--------------|--------------|

0

| <b>COUNCIL TAX CALCULATION</b> |              |              |              |              |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| Tax base                       | 32,465       | 32,815       | 33,215       | 33,515       | 33,815       |
| Tax Rate (Band D)              | 153.00       | 158.00       | 163.00       | 168.00       | 173.00       |
| <b>Precept Collectable</b>     | <b>4,967</b> | <b>5,185</b> | <b>5,414</b> | <b>5,630</b> | <b>5,850</b> |

|                         |          |              |              |              |              |
|-------------------------|----------|--------------|--------------|--------------|--------------|
| <b>Savings Required</b> | <b>0</b> | <b>(557)</b> | <b>(411)</b> | <b>(363)</b> | <b>(314)</b> |
|-------------------------|----------|--------------|--------------|--------------|--------------|

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## **APPENDIX C**

### **CHIEF FINANCIAL OFFICER REPORT**

.1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.

- The robustness of the estimates it makes when calculating its budget requirement.
- The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.

#### **Robustness of Estimates**

.2 The process for preparing the budgets started in the Autumn of 2016. From the outset the budget development was influenced by a number of key factors.

- The need to keep expenditure and likely resources into balance given the limitations on increases in council tax and the significant reductions in government grant.
- The national economic picture that affects many of the Council's main income streams and levels of housing expenditure.
- The need to resource the implications of the Council's business plan to enable progress on its corporate aims.

.3 During 2016 the Authority has continued its working with Chiltern DC and has completed the programme of service reviews to explore opportunities for joint working. The savings from the completed service reviews are reflected in the 2017/18 budgets. As in recent years the 2017/18 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.

.4 The budget process has rigorously limited new expenditure to only the unavoidable minimum.

.5 The financial position of the Council clearly indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years. The continued focus on delivering savings is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.

.6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.

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- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.
  - The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.
  - The budgets are informed by the results of the 2016/17 budget monitoring and recognise those issues that are unavoidable and would carry through into 2017/18.
  - The budget identified the on-going cost of Council decisions taken since March 2016.
- .7 The detailed budget have been scrutinised by:
- Officers
  - Portfolio Holders
  - PAGs
- .8 Any savings proposals have been reviewed in order to be satisfied of their robustness, and their impact on the Council's corporate aims, and on the residents/users of services. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 The key issue of investment income and costs of borrowing have been assessed in the context of the treasury management strategy for the Authority, and this sets out how the proposed income for 2017/18 will be achieved, and levels of borrowing undertaken.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

### **Adequacy of Reserves**

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA) on local authority reserves and balances. In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.

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- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council only has four earmarked reserves where it has full control over their deployment. As at 31st March 2016 these stood at:
- Local Development Document (LDD) Reserve £668k
  - Insurance Fund, £34k
  - Disaster & Emergency Relief Fund, £27k
  - Economic Development Reserve £80k
  - Transformation Reserve £253K
- .15 The LDD reserve will be applied to help offset the costs of developing the joint Local Plan with Chiltern DC, which is a statutory obligation, and is running over a number of financial years. The current estimate is that £268k will be applied in 2017/18 but this will be kept under review during the course of the financial year.
- .16 The insurance reserve is reviewed annually at the end of each financial year in order to assess whether the current level of the fund is considered adequate. Similarly the Disaster & Emergency Relief Fund, which is primarily applied to deal with flooding incidents is reviewed annually.
- .16 The Transformation Reserve is to provide funding towards the initial one off costs associated with joint working projects, or other projects that will improve efficiency by transforming services, it is estimated that £50k will be used in 2017/18 to support projects in the Capital programme.
- .17 In considering the level of general reserves in addition to the cash flow requirements the following factors are considered:

| Budget assumptions                                    | Financial standing and management  | Comment on SBDC position  |
|---|--|---|
| The treatment of inflation and interest rates         | The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates) | The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy. |
| Estimates of the level and timing of capital receipts | The Authority's track record in budget and financial management  | The forecast of future capital receipts reviewed over the course of the budget process to ensure it   |

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| Budget assumptions  | Financial standing and management  | Comment on SBDC position   |
|---|--|--|
|   |  | is realistic. At present no major receipts are anticipated in the coming years.  |
| The treatment of demand led pressures   | The Authority's capacity to manage in-year budget pressures  | The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2017/18 budget.<br>There are quarterly budget review meetings with members to review the current year's position and future years' issues. |
| The treatment of savings/efficiency gains   | The strength of financial information and reporting arrangements   | The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.  |
| The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments | The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level | The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2017/18 are highlighted below.  |
| The availability of other funds to deal with major contingencies  | The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.  | The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as LDD, major enforcement actions etc.  |

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- .18 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .19 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets, (See Appendix D Sensitivity Analysis).
  - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
  - The costs of temporary accommodation, and supporting solutions to address temporary accommodation issues. Specific earmarked reserves exist to cover some of these matters.
  - Letting income for the Capswood offices
- .20 The budget sensitivity of a number of key budget areas has been assessed as part of the risk assessment process on the budget. The detail of the analysis is attached (Appendix D). Based on the budget experience of the current year it would be prudent to allow for the possibility of some income shortfalls, and for costs planning enforcement or inquiries.
- .21 In the longer term there will be the risks of:
- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases. Key to managing this risk will be identifying further savings for the years from 2018/19 onwards.
  - The costs of reaching and enforcing the Council's planning decisions, or responding to national infrastructure proposals. This would include major public inquiries.
  - The costs of the Authority's waste collection and recycling services in the context of Bucks CC's disposal arrangements.
- .21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £950k for the forthcoming financial year, exclusive of any specific contingencies for local development plan work, transformation or insurance. This figure is made up as follows.

|                                       | £k  |
|---------------------------------------|-----|
| 7½% Net Cost of Services              | 600 |
| Potential shortfall on income targets | 100 |

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|  |       |
|--|-------|
| Potential additional temporary accommodation costs | 100   |
| Planning inquiries or infrastructure consultations | 50    |
| Capswood Letting Income                            | 100   |
|  | <hr/> |
|  | 950   |

### **Legal Considerations**

- .22 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of South Bucks District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.
- .24 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.
- .25 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

**Jim Burness**  
**Director of Resources**  
**February 2017**

## Appendix D

### Budget Sensitivity Analysis 2017/18

| Change in Demand                         | Worsen Budget Position |                        | 2017/18<br>Budget<br>£ | Improve Budget Position |                      |
|--|------------------------|------------------------|------------------------|-------------------------|----------------------|
|  | 10%<br>Decrease<br>£   | 5%<br>Decrease<br>£    |                        | 5%<br>Increase<br>£     | 10%<br>Increase<br>£ |
|  | Car Park Income        | -96,957                |                        | -48,479                 | -969,570             |
| Car Park Income - Excess Charges         | -5,000                 | -2,500                 | -50,000                | 2,500                   | 5,000                |
| Development Management Income            | -58,000                | -29,000                | -580,000               | 29,000                  | 58,000               |
| Land Charge Fees                         | -13,500                | -6,750                 | -135,000               | 6,750                   | 13,500               |
| Recycling Credits                        | -33,500                | -16,750                | -335,000               | 16,750                  | 33,500               |
| Green Waste                              | -32,800                | -16,400                | -328,000               | 16,400                  | 32,800               |
| Licensing Income - Taxis (SBDC Share)    | -13,154                | -6,577                 | -131,539               | 6,577                   | 13,154               |
| Licensing Income - Other (SBDC Share)    | -13,758                | -6,879                 | -137,577               | 6,879                   | 13,758               |
| Building Control Income (SBDC Share)     | -40,290                | -20,145                | -402,900               | 20,145                  | 40,290               |
| Difference                               | -306,959               | -153,479               |                        | 153,479                 | 306,959              |
| <b>Change in Interest Earnings</b>       | 20%<br>Decrease        | 10%<br>Decrease        |                        | 5%<br>Increase          | 10%<br>Increase      |
| Interest earnings                        | -40,000                | -20,000                | -200,000               | 10,000                  | 20,000               |
| Difference                               | -40,000                | -20,000                |                        | 10,000                  | 20,000               |
| <b>Other Significant Financial Risks</b> | Worst<br>Case<br>£     | Slightly<br>Worse<br>£ | 2017/18<br>Budget<br>£ | Slightly<br>Better<br>£ | Best<br>Case<br>£    |
| Planning appeals - legal costs           | 75,000                 | 30,000                 | 10,000                 | 5,000                   | 0                    |
| Planning enforcement - legal costs       | 75,000                 | 30,000                 | 20,000                 | 10,000                  | 0                    |
|  | 150,000                | 60,000                 | 30,000                 | 15,000                  | 0                    |
| Difference                               | -120,000               | -30,000                |                        | 15,000                  | 30,000               |
| <b>Grand Total</b>                       | <b>-466,959</b>        | <b>-203,479</b>        |                        | <b>178,479</b>          | <b>356,959</b>       |

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# ENVIRONMENT PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| REFUSE COLLECTION  | General ledger code        | 2016/17<br>£                     | 2017/18<br>£                     |
|--|----------------------------|----------------------------------|----------------------------------|
| Provision and delivery of wheeled bins to new developments (per bin)                           | G520-0937                  | 27.00                            | 40.00                            |
| Recycling container charges to developers (per unit)   |                            |                                  |                                  |
| Recycling box & lid  | G520-0937                  |                                  | 4.50                             |
| Food waste bins  | G520-0937                  |                                  | 4.50                             |
| Kitchen food caddies   | G520-0937                  |                                  | 3.50                             |
| Bulk Bins - Bin Hire per year (3)  |                            |                                  |                                  |
| 340 Litre  | G520-0902                  | 44.00                            | 44.00                            |
| 660 Litre  | G520-0902                  | 83.00                            | 83.00                            |
| 1100 Litre   | G520-0902                  | 136.00                           | 136.00                           |
| Sale of Black Sacks (1a)<br>(Min of £5 if paid by debit/Credit card)                           | G520-0831                  | 3.80                             | 3.80                             |
| Sale of compostable caddy liners (roll of 40) (1a)<br>(Min of £5 if paid by debit/Credit card) | G520-0831                  | 2.50                             | £2.50 to £10                     |
| Sale of Litter Pickers (1a)  | G520-0831                  |                                  | 10.74                            |
| Bulky Items - Up to 3 items (3)  | G520-0840                  | 35.00                            | 36.00                            |
| Bulky Items for residents on means tested benefits (up to 3 items) (3)                         | G520-0840                  | 15.00                            | 15.00                            |
| Special Empty of Contaminated Bins - 2 Wheeled (per bin) (3)                                   | G520-0937                  |                                  | 30.00                            |
| Special Empty of Contaminated Bins - 4 Wheeled (per bin) (3)                                   | G520-0937                  |                                  | 75.00                            |
| Green Waste Collection - Early Bird (renew Feb/March) (3)                                      | G520-0830                  | 36.00                            | N/A                              |
| Green Waste Collection - Standard Charge (3)   | G520-0830                  | 46.00                            | 38.00                            |
| Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge (3)                     | G520-0937                  | 172.00                           | 172.00                           |
| Refuse Collection charge – Schedule 2 waste – 240 ltr per year (3)                             | G520-0937                  | 63.00                            | 63.00                            |
| Wheelie Bin hire charge for above properties - 240 ltr per year (3)                            | G520-0937                  | 20.00                            | 20.00                            |
| Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll (3)                       |                            | £1.25 per<br>bag (Roll of<br>52) | £1.50 per<br>bag (Roll of<br>52) |
| Disclaimed Vehicle (3)   | G520-0854                  | 73.00                            | 75.00                            |
| Graffiti removal from private property per hour (1a)   | G520-0937                  | 166.00                           | 166.00                           |
| <b>MOORING FEES</b>  | <b>General ledger code</b> | <b>2016/17<br/>£</b>             | <b>2017/18<br/>£</b>             |
| Per day (1a)   | 3530-0870                  | 8.00                             | 8.00                             |
| <b>STREET NAME PLATES (3)</b>  | <b>General ledger code</b> | <b>2016/17<br/>£</b>             | <b>2017/18<br/>£</b>             |
| 1 only plate   | 3552-0937                  | 288.00                           | 294.00                           |
| 2 plates   | 3552-0937                  | 426.00                           | 435.00                           |
| 1 plate (cul-de-sac)   | 3552-0937                  | 343.00                           | 350.00                           |
| 2 plates (cul-de-sac)  | 3552-0937                  | 481.00                           | 490.00                           |

**ENVIRONMENT PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2017**

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>STREET NAMING</b>  | <b>General<br/>ledger code</b> | <b>2016/17<br/>£</b> | <b>2017/18<br/>£</b>  |
|---|--------------------------------|----------------------|-----------------------|
| <b><u>Existing Properties</u></b>   |                                |                      |                       |
| House name change (1b)  | 3552-0937                      | 89.00                | 90.00                 |
| <b><u>Numbering / Naming of New Properties (3)</u></b>  |                                |                      |                       |
| 1 property  | 3552-0937                      | 250.00               | 180.00                |
| 2 to 5 properties   | 3552-0937                      | 250.00               | 258.00                |
| 6 to 25 properties  | 3552-0937                      | 328.00               | 335.00                |
| 26 to 75 properties   | 3552-0937                      | 384.00               | 392.00                |
| 76 to 100 properties  | 3552-0937                      | 466.00               | 480.00                |
| 100+ properties   | 3552-0937                      | 579.00               | TBC with<br>developer |
| Additional charge where this includes naming of a street (3)  | 3552-0937                      | 398.00               | 406.00                |
| <b><u>Rename of Street - where requested by residents (Apportioned across number of addresses) (1b)</u></b> |                                |                      |                       |
| Note rarely carried out.  |                                |                      |                       |
| 1 to 5 properties   | 3552-0937                      | 982.00               | 1,000.00              |
| 6 to 25 properties  | 3552-0937                      | 1,255.00             | 1,280.00              |
| 26 to 75 properties   | 3552-0937                      | 1,564.00             | 1,600.00              |
| 76 + Properties   | 3552-0937                      | 2,148.00             | 2,200.00              |
| <b><u>Renumbering of Street - where requested by residents (1b)</u></b>                                     |                                |                      |                       |
| Note rarely carried out.  |                                |                      |                       |
| 1 to 5 properties   | 3552-0937                      | 982.00               | 1,000.00              |
| 6 to 25 properties  | 3552-0937                      | 1,255.00             | 1,280.00              |
| 26 to 75 properties   | 3552-0937                      | 1,564.00             | 1,600.00              |
| 76 plus Properties  | 3552-0937                      | 2,148.00             | 2,200.00              |

# ENVIRONMENT PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| CEMETERIES  | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|---|------------------------|--------------|--------------|
| <b>Earthen Grave (3)</b>                          |                        |              |              |
| All Plots #(6)                                    | 3541/3543-0834         | 750.00       | 800.00       |
| Childrens Plot #(7)                               | 3541/3543-0834         | 270.00       | 280.00       |
| All plus interment fee #                          | 3541/3543-0851         | 120.00       | 130.00       |
| Common Grave                                      | 3541/3543-0851         | 120.00       | 130.00       |
| <b>Cremated Remains (3)</b>                       |                        |              |              |
| Plot for 2 interments #(1)                        | 3541/3543-0834         | 300.00       | 330.00       |
| Plot for 4 interments #(1)                        | 3541/3543-0834         | 550.00       | 570.00       |
| Plus interment fee #                              | 3541/3543-0851         | 170.00       | 180.00       |
| Interment of Ashes in grave                       | 3541/3543-0851         | 240.00       | 260.00       |
| <b>Memorials (1a)</b>                             |                        |              |              |
| Full size Kerb stones (2)*                        | 3541/3543-0852         | 103.00       | 105.00       |
| Flat tablets and Wedges (3)*                      | 3541/3543-0852         | 96.00        | 96.00        |
| Small tablets and Wedges (3)* 1ft sq or less      | 3541/3543-0852         | 48.00        | 50.00        |
| Headstones  | 3541/3543-0852         | 144.00       | 160.00       |
| Small Headstone & Kerb (Children's Sections only) | 3541/3543-0852         | 162.00       | 162.00       |
| Full Memorial                                     | 3541/3543-0852         | 247.00       | 265.00       |
| Further inscriptions                              | 3541/3543-0852         | 72.00        | 72.00        |
| Tree (Incl planting & aftercare)                  | 3541/3543-0852         | 144.00       | 160.00       |
| <b>Woodland Burials (3)</b>                       |                        |              |              |
| All plots (8)#                                    | 3541/3543-0834         | 800.00       | 850.00       |
| Plus interment fee                                | 3541/3543-0851         | 120.00       | 130.00       |
| All cremated remains plot (5)#                    | 3541/3543-0834         | 534.00       | 570.00       |
| All cremated remains plot (6)#                    | 3541/3543-0834         | 300.00       | 330.00       |
| Plus interment fee #                              | 3541/3543-0851         | 170.00       | 180.00       |
| Scattering of Ashes under turf in woodland        |                        |              |              |
| <b>Other Charges (3)</b>                          |                        |              |              |
| Book of Remembrance (per line)                    | 3541/3543-0852         | 20.00        | 20.00        |
| Excavation if required                            | 3541/3543-0854         | 470.00       | 470.00       |
| 1 further interment on existing plot              | 3541/3543-0851         | 240.00       | 260.00       |
| Transfer fee                                      | 3541/3543-0834         | 70.00        | 70.00        |
| Copy of Deed                                      | 3541/3543-0834         | 30.00        | 35.00        |
| New licence                                       | 3541/3543-0834         | 30.00        | 35.00        |

### NOTES

1. Parkside & Holtspur only
2. Shepherds Lane & Holtspur only
3. Flat tablet Parkside only
4. Parkside only
5. 4 interments permitted
6. 2 interments permitted
7. Holtspur cemetery only
8. 1 interment permitted

# Surcharge of £200 for non residents of the district

\* Charges added together for full memorial

For further details please contact Cemetery Superintendent at:  
Parkside Cemetery, Windsor Road, Hedgerley Tel: 01753 662426  
or South Bucks District Council, Capswood, Oxford Road, Denham  
Bucks, UB9 4LH Tel 01895 837200

# ENVIRONMENT PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| MEMORIAL GARDENS                   |          | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|------------------------------------|----------|------------------------|--------------|--------------|
| <b><u>Type of Garden</u></b> (3)   | Term of  |                        |              |              |
| <b><u>(No. of Interments)</u></b>  | Licence  |                        |              |              |
| Centre of lawn (1)                 | 25 years | 3493-0834              | 320.00       | 325.00       |
| Edge of shrubbery AC (2)           | 50 years | 3493-0834              | 970.00       | 980.00       |
| Edge of shrubbery No 2/4/6/7 (2)   | 50 years | 3493-0834              | 890.00       | 895.00       |
| Main Avenue Trees (4)              | 50 years | 3493-0834              | 1,950.00     | 1,950.00     |
| A12 A & B (4)                      | 50 years | 3493-0834              | 2,900.00     | 2,950.00     |
| A12 C-E                            | 50 years | 3493-0834              | 1,950.00     | 1,950.00     |
| B 6 E-I (4)                        | 50 years | 3493-0834              | 1,950.00     | 1,950.00     |
| Garden C Section (4) Standard Rose | 50 years | 3493-0834              | 1,750.00     | 1,800.00     |
| E 5 C-F (2)                        | 50 years | 3493-0834              | 920.00       | 950.00       |
| E 5 A (4)                          | 50 years | 3493-0834              | 1,840.00     | 1,900.00     |
| G42 B-G                            | 50 years | 3493-0834              | 3,000.00     | 3,100.00     |
| G 62-100 (2)                       | 50 years | 3493-0834              | 2,500.00     | 2,600.00     |
| G 121-145 Edge of Shrubbery        | 50 years | 3493-0834              | 890.00       | 895.00       |
| Garden H Section 34a,b,c (4)       | 50 years | 3493-0834              | 1,840.00     | 1,860.00     |
| Garden H Section 60 c (4)          | 50 years | 3493-0834              | 1,840.00     | 1,860.00     |
| Garden H Section 92a (4)           | 50 years | 3493-0834              | 1,840.00     | 1,860.00     |
| Garden H Section 92b (6)           | 50 years | 3493-0834              | 1,840.00     | 1,860.00     |
| J East (2) 322, 323 Rose Parterre  | 50 years | 3493-0834              | 990.00       | 990.00       |
| J South (4) 121 Parterre           | 50 years | 3493-0834              | 2,040.00     | 2,080.00     |
| KG Colonnade (2)                   | 50 years | 3493-0834              | 2,200.00     | 2,250.00     |
| KG Colonnade Family Garden (4)     | 50 years | 3493-0834              | 6,000.00     | 6,500.00     |
| L230-233, 236, 238-241 (2)         | 50 years | 3493-0834              | 1,580.00     | 1,600.00     |
| L237 (2)                           | 50 years | 3493-0834              | 1,580.00     | 1,600.00     |
| L234-235 (4)                       | 50 years | 3493-0834              | 2,960.00     | 2,960.00     |
| M Gardens (2) M265-298,M420-440    | 50 years | 3493-0834              | 1,550.00     | 1,600.00     |
| M Family Garden (8) M309-323       | 50 years | 3493-0834              | 4,500.00     | 4,600.00     |
| M 441-450 (2)                      | 50,years | 3493-0834              | 890.00       | 895.00       |
| Oak Dell Scattering (1)            | -        | 3493-0834              | 210.00       | 220.00       |
| O Edge of Shrubbery (2)            | 50 years | 3493-0834              | 890.00       | 895.00       |
| P204-255 (2)                       | 50 years | 3493-0834              | 890.00       | 895.00       |
| R garden R54 (6) Gated Garden      | 50 years | 3493-0834              | 4,700.00     | 4,800.00     |
| R garden R55 (8) Gated Garden      | 50 years | 3493-0834              | 5,700.00     | 5,800.00     |
| R garden R56 (10) Gated Garden     | 50 years | 3493-0834              | 6,700.00     | 6,800.00     |
| R Gardens R60-65 (4) Magnolia      | 50 years | 3493-0834              | 1,990.00     | 2,100.00     |
| R Gardens R70-R110 (2)             | 50 years | 3493-0834              | 890.00       | 895.00       |

*Number in ( ) is number of interments*



# ENVIRONMENT PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| MEMORIAL GARDENS                            | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|---|------------------------|--------------|--------------|
| <u>Other Fees</u>                           |                        |              |              |
| Interment Fee (3)                           | 3493-0851              | 120.00       | 120.00       |
| Grave Preparation (3)                       | 3493-0834              | 140.00       | 150.00       |
| Licence Transfer Fee (name change) (1a)     | 3493-0834              | 70.00        | 70.00        |
| Relicence fee 2 (1a)                        | 3493-0834              | 580.00       | 590.00       |
| Licence – Placing a bench for 10 years (4)  | 3493-0852              | 270.00       | 280.00       |
| Commemorative Plaques – staked (1a)         | 3493-0852              | 150.00       | 155.00       |
| Commemorative Plaques – mounted (1a)        | 3493-0852              | 190.00       | 195.00       |
| Memorial Wall Plaque & Licence 6X2          | 3493-0852              | 120.00       | 125.00       |
| Memorial Wall Plaque & Licence 6X4 Z area   | 3493-0852              | 200.00       | 250.00       |
| Plaque refurbishment                        | 3493-0852              | 40.00        | 45.00        |
| Maintenance of Individual Garden            | 3493-0858              | POA          | POA          |
| Trees for Sale (from) (1a)                  | 3493-0367              | POA          | POA          |
| Book of Remembrance (1a)                    | 3493-0852              | 20.00        | 20.00        |
| Benches                                     | 3493-0852              | POA          | POA          |
| Bench Maintenance (coat with teak oil)      | 3493-0852              | 50.00        | 50.00        |
| Carved lettering (1a)                       | 3493-0852              | POA          | POA          |
| Stone Benches – straights (1a)              | 3493-0852              | POA          | POA          |
| Stone Benches – curved (1a)                 | 3493-0852              | POA          | POA          |
| Venue for wedding photographs (1a)          | 3493-0916              | 90.00        | 45.00        |
| Venue for filming per day from              | 3493-0916              | 520.00       | 520.00       |
| New licence                                 | 3493-0834              | 30.00        | 35.00        |
| Transfer ashes to Biodegradable Container   | 3493-0851              | 20.00        | 20.00        |
| <u>Perpetuity Licences (3)</u>              |                        |              |              |
| 1 <sup>st</sup> & 2 <sup>nd</sup> interment | 3493-0851              | 5.25         | 5.25         |
| 3 <sup>rd</sup> & 4 <sup>th</sup> interment | 3493-0851              | 10.50        | 10.50        |
| 5 <sup>th</sup> & subsequent interments     | 3493-0851              | 15.75        | 15.75        |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES  | General<br>ledger code | 2016/17<br>£  | 2017/18<br>£  |
|---|------------------------|---------------|---------------|
| <b><u>Hackney Carriages/Private Hire Vehicle Licences (3)</u></b>                 |                        |               |               |
| One year Hackney Carriage Vehicle Licence Grant                                   | LI01-0886              | 399.00        | 399.00        |
| One year Hackney Carriage Vehicle Licence Renewal                                 | LI01-0886              | 300.00        | 300.00        |
| Returnable plate deposit  | 9681-9402              | 55.00         | 55.00         |
| One year Private Hire Vehicle Licence Grant                                       | LI01-0914              | 329.00        | 329.00        |
| One year Private Hire Vehicle Licence Renewal                                     | LI01-0914              | 250.00        | 250.00        |
| Returnable plate deposit  | 9681-9402              | 55.00         | 55.00         |
| One year Dispensation Certificate (per vehicle)                                   | LI01-0914              | 65.00         | 65.00         |
| Replacement internal licence  | LI01-0914              | 15.00         | 15.00         |
| Replacement plate   | LI01-0914              | 25.00         | 25.00         |
| Transfer of Vehicle (from one owner to another)                                   | LI01-0914              | 90.00         | 90.00         |
| Change of Vehicle   | LI01-0914              | 67.00         | 67.00         |
| <b><u>Drivers' Licences (3)</u></b>   |                        |               |               |
| One Year Hackney Carriage Drivers Licence Grant                                   | LI01-0885              | 161.00        | 161.00        |
| One Year Hackney Carriage Drivers Licence Renewal                                 | LI01-0885              | 95.00         | 95.00         |
| Three Year Hackney Carriage Drivers Licence Grant                                 | LI01-0885              | 435.00        | 435.00        |
| Three Year Hackney Carriage Drivers Licence Renewal                               | LI01-0885              | 256.00        | 256.00        |
| Returnable badge deposit  | 9681-9402              | 20.00         | 20.00         |
| One Year Private Hire Vehicle Drivers Licence Grant                               | LI01-0913              | 161.00        | 161.00        |
| Three Year Private Hire Vehicle Drivers Licence Grant                             | LI01-0913              | 435.00        | 435.00        |
| Three Year Private Hire Vehicle Drivers Licence Renewal                           | LI01-0913              | 256.00        | 256.00        |
| Returnable badge deposit  | LI01-0913              | 20.00         | 20.00         |
| Replacement badge   | LI01-0913              | 15.00         | 15.00         |
| <b><u>Operators Licence (3)</u></b>   |                        |               |               |
| One year Private Hire Vehicle Operator's Licence<br>(One vehicle only) Five years | LI01-0910              | 663.00        | 663.00        |
| (One vehicle only) One year   | LI01-0910              | 155.00        | 155.00        |
| (Two to four vehicles) Five Years   | LI01-0910              | 913.00        | 913.00        |
| (Two to four vehicles) One Year   | LI01-0910              | 205.00        | 205.00        |
| (Five to ten vehicles) Five Years   | LI01-0910              | 1,163.00      | 1,163.00      |
| (Five to ten vehicles) One Year   | LI01-0910              | 255.00        | 255.00        |
| (Over ten vehicles) Five Years  | LI01-0910              | 1,413.00      | 1,413.00      |
| (Over ten vehicles) One Year  | LI01-0910              | 305.00        | 305.00        |
| Knowledge Test Fee (1st test free)  | LI01-0910              | 25.00         | 25.00         |
| <b>Disclosure and Barring Scheme cost of DBS plus £7 handling</b>                 | LI01-0910              | 52.50         | 52.50         |
| <b><u>Animal Boarding (3) (includes 1 vets fee) (New)</u></b>                     |                        |               |               |
| Renewal Animal Boarding (3) (includes 1 vets fee)                                 | LI01-0896              | 496.00        | 496.00        |
| Small animal boarding establishment (includes vet fee)                            |                        | 243.00        | 243.00        |
|   |                        | 369.00        | 369.00        |
| <b><u>Dog Breeding (3) new (includes vets fee)</u></b>                            |                        |               |               |
| Renewal dog breeding includes 1 vet fee)  | LI01-0882              | 525.00        | 525.00        |
|   |                        | 329.00        | 329.00        |
| <b><u>Combination of above 2 (3)</u></b>  |                        |               |               |
|   | LI01-0882              | 329.00        | 329.00        |
| <b><u>New Dangerous wild animals</u></b>  |                        |               |               |
|   |                        | 350.00        | 350.00        |
|   |                        | Plus Vet fees | Plus Vet fees |
| <b><u>Dangerous Wild Animals (3)</u></b>  |                        |               |               |
|   | LI01-0940              | 150.00        | 150.00        |
|   |                        | Plus Vet fees | Plus Vet fees |
| <b><u>Pet Shops (3)</u></b>   |                        |               |               |
| New pet shop  |                        | 477.00        | 477.00        |
| Fish only (renewal) or  | LI01-0893              | 278.00        | 278.00        |
| If licensed for sale of mammals (renewal)   | LI01-0893              | 278.00        | 278.00        |
|   |                        | Plus Vet fees | Plus Vet fees |
| <b><u>Riding Establishments (3) (new)</u></b>                                     |                        |               |               |
|   | LI01-0883              | 192.00        | 192.00        |
|   |                        | Plus Vet fees | Plus Vet fees |
| Renewal of Riding establishments  |                        | 150.00        | 150.00        |
|   |                        | Plus Vet fees | Plus Vet fees |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES  | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|---|------------------------|--------------|--------------|
| <b><u>Mobile Homes</u></b>  |                        |              |              |
| New Licence   | LI01-0937              | 434.00       | 434.00       |
| Annual Renewal fee  | LI01-0937              | 351.00       | 351.00       |
| Deposit/Change of Site Rules  | LI01-0937              | 47.00        | 47.00        |
| Transfer of Site Licence  | LI01-0937              | 117.00       | 117.00       |
| <b><u>Licensing Act 2003 Fees – Statutory Fees</u></b>  |                        |              |              |
| <b><u>New Premises/Club Premises/Variation applications</u></b>                                   |                        |              |              |
| Band A 0 - £4, 300  | LI01-0970/1            | 100.00       | 100.00       |
| Band B £4,300 - £33,000   | LI01-0970/1            | 190.00       | 190.00       |
| Band C £33,000 - £87,000  | LI01-0970/1            | 315.00       | 315.00       |
| Band D £87,000 - £125,000   | LI01-0970/1            | 450.00       | 450.00       |
| Band D* £87,000 - £125,000  | LI01-0970/1            | 900.00       | 900.00       |
| Band E £125,001 – and above   | LI01-0970/1            | 635.00       | 635.00       |
| Band E* £125,001 – and above  | LI01-0970/1            | 1,905.00     | 1,905.00     |
| <b><u>New Premises /Club Premises Applications / Variation applications – Additional Fees</u></b> |                        |              |              |
| Where 5000 or more people will be on the premises   |                        |              |              |
| 5,000 – 9,999   | LI01-0970/1            | 1,000.00     | 1,000.00     |
| 10,000 – 14,999   | LI01-0970/1            | 2,000.00     | 2,000.00     |
| 15,000 – 19,999   | LI01-0970/1            | 4,000.00     | 4,000.00     |
| 20,000 – 29,999   | LI01-0970/1            | 8,000.00     | 8,000.00     |
| 30,000 – 39,999   | LI01-0970/1            | 16,000.00    | 16,000.00    |
| 40,000 – 49,999   | LI01-0970/1            | 24,000.00    | 24,000.00    |
| 50,000 – 59,999   | LI01-0970/1            | 32,000.00    | 32,000.00    |
| 60,000 – 69,999   | LI01-0970/1            | 40,000.00    | 40,000.00    |
| 70,000 – 79,999   | LI01-0970/1            | 48,000.00    | 48,000.00    |
| 80,000 – 89,999   | LI01-0970/1            | 56,000.00    | 56,000.00    |
| 90,000 and over   | LI01-0970/1            | 64,000.00    | 64,000.00    |
| <b><u>Annual Maintenance Fees - Premises /Club Premises</u></b>                                   |                        |              |              |
| Band A 0 - £4, 300  | LI01-0970/1            | 70.00        | 70.00        |
| Band B £4,300 - £33,000   | LI01-0970/1            | 180.00       | 180.00       |
| Band C £33,000 - £87,000  | LI01-0970/1            | 295.00       | 295.00       |
| Band D £87,000 - £125,000   | LI01-0970/1            | 320.00       | 320.00       |
| Band D* £87,000 - £125,000  | LI01-0970/1            | 640.00       | 640.00       |
| Band E £125,001 – and above   | LI01-0970/1            | 350.00       | 350.00       |
| Band E* £125,001 – and above  | LI01-0970/1            | 1,050.00     | 1,050.00     |
| <b><u>Additional Annual Maintenance Fees</u></b>  |                        |              |              |
| Where 5000 or more people will be on the premises   |                        |              |              |
| 5,000 – 9,999   | LI01-0970/1            | 500.00       | 500.00       |
| 10,000 – 14,999   | LI01-0970/1            | 1,000.00     | 1,000.00     |
| 15,000 – 19,999   | LI01-0970/1            | 2,000.00     | 2,000.00     |
| 20,000 – 29,999   | LI01-0970/1            | 4,000.00     | 4,000.00     |
| 30,000 – 39,999   | LI01-0970/1            | 8,000.00     | 8,000.00     |
| 40,000 – 49,999   | LI01-0970/1            | 12,000.00    | 12,000.00    |
| 50,000 – 59,999   | LI01-0970/1            | 16,000.00    | 16,000.00    |
| 60,000 – 69,999   | LI01-0970/1            | 20,000.00    | 20,000.00    |
| 70,000 – 79,999   | LI01-0970/1            | 24,000.00    | 24,000.00    |
| 80,000 – 89,999   | LI01-0970/1            | 28,000.00    | 28,000.00    |
| 90,000 and over   | LI01-0970/1            | 32,000.00    | 32,000.00    |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES   | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|--|------------------------|--------------|--------------|
| <b><u>Personal Licence - Statutory Fees</u></b>                |                        |              |              |
| Grant of Licence   | LI01-0972              | 37.00        | 37.00        |
| Renewal of Licence   | LI01-0972              | 37.00        | 37.00        |
| <b><u>Other Fees Payable</u></b>                               |                        |              |              |
| Provisional Statement Applications                             | LI01-0970/1            | 315.00       | 315.00       |
| Replacement Licence after loss/theft                           | LI01-0970/1            | 10.50        | 10.50        |
| Notification of change of name or address                      | LI01-0970/1            | 10.50        | 10.50        |
| Application to vary a Designated Premises Supervisor           | LI01-0970/1            | 23.00        | 23.00        |
| Transfer of a premises licence/club premises certificate       | LI01-0970/1            | 23.00        | 23.00        |
| Interim Authority Notice                                       | LI01-0970/1            | 23.00        | 23.00        |
| Notification of Interest by Freeholder                         | LI01-0970/1            | 21.00        | 21.00        |
| Temporary Event Notices  | LI01-0973              | 21.00        | 21.00        |
| <b><u>Gambling Act 2005 - Statutory Fees</u></b>               |                        |              |              |
| <b><u>Licensed Premises Gaming Machine Permit</u></b>          |                        |              |              |
| Grant  | LI01-0990              | 150.00       | 150.00       |
| Existing operator Grant  | LI01-0990              | 100.00       | 100.00       |
| Variation  | LI01-0990              | 100.00       | 100.00       |
| Transfer   | LI01-0990              | 25.00        | 25.00        |
| Annual Fee   | LI01-0990              | 50.00        | 50.00        |
| Change of name   | LI01-0990              | 25.00        | 25.00        |
| Copy of Permit   | LI01-0990              | 15.00        | 15.00        |
| <b><u>Licensed Premises Automatic Notification Process</u></b> |                        |              |              |
| On notification  | LI01-0990              | 50.00        | 50.00        |
| <b><u>Club Gaming Permits</u></b>                              |                        |              |              |
| Grant  | LI01-0990              | 200.00       | 200.00       |
| Grant (Club Premises Certificate holder)                       | LI01-0990              | 100.00       | 100.00       |
| Existing operator Grant  | LI01-0990              | 100.00       | 100.00       |
| Variation  | LI01-0990              | 100.00       | 100.00       |
| Renewal  | LI01-0990              | 200.00       | 200.00       |
| Renewal (Club Premises Certificate holder)                     | LI01-0990              | 100.00       | 100.00       |
| Annual Fee   | LI01-0990              | 50.00        | 50.00        |
| Copy of Permit   | LI01-0990              | 15.00        | 15.00        |
| <b><u>Club Machine Permits</u></b>                             |                        |              |              |
| Grant  | LI01-0990              | 200.00       | 200.00       |
| Grant (Club Premises Certificate holder)                       | LI01-0990              | 100.00       | 100.00       |
| Existing operator Grant  | LI01-0990              | 100.00       | 100.00       |
| Variation  | LI01-0990              | 100.00       | 100.00       |
| Renewal  | LI01-0990              | 200.00       | 200.00       |
| Renewal (Club Premises Certificate holder)                     | LI01-0990              | 100.00       | 100.00       |
| Annual Fee   | LI01-0990              | 50.00        | 50.00        |
| Copy of Permit   | LI01-0990              | 15.00        | 15.00        |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES  | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|---|------------------------|--------------|--------------|
| <b><u>Family Entertainment Centre Gaming Machine</u></b>      |                        |              |              |
| Grant   | LI01-0975              | 300.00       | 300.00       |
| Renewal   | LI01-0975              | 300.00       | 300.00       |
| Existing operator Grant                                       | LI01-0975              | 100.00       | 100.00       |
| Change of name  | LI01-0975              | 25.00        | 25.00        |
| Copy of Permit  | LI01-0975              | 15.00        | 15.00        |
| <b><u>Prize Gaming Permits</u></b>                            |                        |              |              |
| Grant   | LI01-0975              | 300.00       | 300.00       |
| Renewal   | LI01-0975              | 300.00       | 300.00       |
| Existing operator Grant                                       | LI01-0975              | 100.00       | 100.00       |
| Change of name  | LI01-0975              | 25.00        | 25.00        |
| Copy of Permit  | LI01-0975              | 15.00        | 15.00        |
| <b><u>Small Lotteries &amp; Amusement for Raffles (3)</u></b> |                        |              |              |
| Registration  | LI01-0894              | 40.00        | 40.00        |
| Annual Fee  | LI01-0894              | 20.00        | 20.00        |
| <b><u>Gambling Act Premises Licence Fees</u></b>              |                        |              |              |
| <b><u>Application Fee</u></b>                                 |                        |              |              |
| Regional Casino Premises Licence                              | LI01-0975              | 15,000.00    | 15,000.00    |
| Large Casino Premises Licence                                 | LI01-0975              | 10,000.00    | 10,000.00    |
| Small Casino Premises Licence                                 | LI01-0975              | 8,000.00     | 8,000.00     |
| Bingo Premises Licence  | LI01-0975              | 3,500.00     | 3,500.00     |
| Adult Gaming Centre Premises Licence                          | LI01-0975              | 2,000.00     | 2,000.00     |
| Betting Premises (Track) Licence                              | LI01-0975              | 2,500.00     | 2,500.00     |
| Family Entertainment Centre Premises Licence                  | LI01-0975              | 2,000.00     | 2,000.00     |
| Betting Premises (Other) Licence                              | LI01-0974              | 3,000.00     | 3,000.00     |
| <b><u>Application Fee for Premises with a Provisional</u></b> |                        |              |              |
| Regional Casino Premises Licence                              | LI01-0975              | 8,000.00     | 8,000.00     |
| Large Casino Premises Licence                                 | LI01-0975              | 5,000.00     | 5,000.00     |
| Small Casino Premises Licence                                 | LI01-0975              | 3,000.00     | 3,000.00     |
| Bingo Premises Licence  | LI01-0975              | 1,200.00     | 1,200.00     |
| Adult Gaming Centre Premises Licence                          | LI01-0975              | 1,200.00     | 1,200.00     |
| Betting Premises (Track) Licence                              | LI01-0975              | 950.00       | 950.00       |
| Family Entertainment Centre Premises Licence                  | LI01-0975              | 950.00       | 950.00       |
| Betting Premises (Other) Licence                              | LI01-0974              | 1,200.00     | 1,200.00     |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES                                     | General<br>ledger code | 2016/17<br>£ | 2017/18<br>£ |
|--|------------------------|--------------|--------------|
| <b>Annual Fee</b>                            |                        |              |              |
| Regional Casino Premises Licence             | LI01-0975              | 15,000.00    | 15,000.00    |
| Large Casino Premises Licence                | LI01-0975              | 10,000.00    | 10,000.00    |
| Small Casino Premises Licence                | LI01-0975              | 5,000.00     | 5,000.00     |
| Converted Casino Premises Licence            | LI01-0975              | 3,000.00     | 3,000.00     |
| Bingo Premises Licence                       | LI01-0975              | 1,000.00     | 1,000.00     |
| Adult Gaming Centre Premises Licence         | LI01-0975              | 1,000.00     | 1,000.00     |
| Betting Premises (Track) Licence             | LI01-0975              | 1,000.00     | 1,000.00     |
| Family Entertainment Centre Premises Licence | LI01-0975              | 750.00       | 750.00       |
| Betting Premises (Other) Licence             | LI01-0974              | 600.00       | 600.00       |
| <b>Transfer Application Fee</b>              |                        |              |              |
| Regional Casino Premises Licence             | LI01-0975              | 6,500.00     | 6,500.00     |
| Large Casino Premises Licence                | LI01-0975              | 2,150.00     | 2,150.00     |
| Small Casino Premises Licence                | LI01-0975              | 1,800.00     | 1,800.00     |
| Converted Casino Premises Licence            | LI01-0975              | 1,350.00     | 1,350.00     |
| Bingo Premises Licence                       | LI01-0975              | 1,200.00     | 1,200.00     |
| Adult Gaming Centre Premises Licence         | LI01-0975              | 1,200.00     | 1,200.00     |
| Betting Premises (Track) Licence             | LI01-0975              | 950.00       | 950.00       |
| Family Entertainment Centre Premises Licence | LI01-0975              | 950.00       | 950.00       |
| Betting Premises (Other) Licence             | LI01-0974              | 1,200.00     | 1,200.00     |
| <b>Variation Application Fee</b>             |                        |              |              |
| Regional Casino Premises Licence             | LI01-0975              | 7,500.00     | 7,500.00     |
| Large Casino Premises Licence                | LI01-0975              | 5,000.00     | 5,000.00     |
| Small Casino Premises Licence                | LI01-0975              | 4,000.00     | 4,000.00     |
| Converted Casino Premises Licence            | LI01-0975              | 2,000.00     | 2,000.00     |
| Bingo Premises Licence                       | LI01-0975              | 1,750.00     | 1,750.00     |
| Adult Gaming Centre Premises Licence         | LI01-0975              | 1,000.00     | 1,000.00     |
| Betting Premises (Track) Licence             | LI01-0975              | 1,250.00     | 1,250.00     |
| Family Entertainment Centre Premises Licence | LI01-0975              | 1,000.00     | 1,000.00     |
| Betting Premises (Other) Licence             | LI01-0974              | 1,500.00     | 1,500.00     |
| <b>Provisional Statement Application Fee</b> |                        |              |              |
| Regional Casino Premises Licence             | LI01-0975              | 15,000.00    | 15,000.00    |
| Large Casino Premises Licence                | LI01-0975              | 10,000.00    | 10,000.00    |
| Small Casino Premises Licence                | LI01-0975              | 8,000.00     | 8,000.00     |
| Bingo Premises Licence                       | LI01-0975              | 3,500.00     | 3,500.00     |
| Adult Gaming Centre Premises Licence         | LI01-0975              | 2,000.00     | 2,000.00     |
| Betting Premises (Track) Licence             | LI01-0975              | 2,500.00     | 2,500.00     |
| Family Entertainment Centre Premises Licence | LI01-0975              | 2,000.00     | 2,000.00     |
| Betting Premises (Other) Licence             | LI01-0974              | 3,000.00     | 3,000.00     |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES  | General<br>ledger code         | 2016/17<br>£  | 2017/18<br>£  |
|---|--------------------------------|---|---|
| <b><u>Application for Reinstatement Fee</u></b>   |                                |   |   |
| Regional Casino Premises Licence  | LI01-0975                      | 6,500.00  | 6,500.00  |
| Large Casino Premises Licence   | LI01-0975                      | 2,150.00  | 2,150.00  |
| Small Casino Premises Licence   | LI01-0975                      | 1,800.00  | 1,800.00  |
| Converted Casino Premises Licence   | LI01-0975                      | 1,350.00  | 1,350.00  |
| Bingo Premises Licence  | LI01-0975                      | 1,200.00  | 1,200.00  |
| Adult Gaming Centre Premises Licence  | LI01-0975                      | 1,200.00  | 1,200.00  |
| Betting Premises (Track) Licence  | LI01-0975                      | 950.00  | 950.00  |
| Family Entertainment Centre Premises Licence  | LI01-0975                      | 950.00  | 950.00  |
| Betting Premises (Other) Licence  | LI01-0974                      | 1,200.00  | 1,200.00  |
| Change of Circumstances Fee   | LI01-0975                      | 50.00   | 50.00   |
| Duplicate Licence Fee   | LI01-0975                      | 25.00   | 25.00   |
| <b><u>Sex Establishments/Sexual Entertainment Venues</u></b>  |                                |   |   |
| Grant of Licence  | LI01-0976                      | 3,277.00  | 3,500.00  |
| Annual Renewal of Licence   | LI01-0976                      | 3,277.00  | 3,500.00  |
| Transfers   | LI01-0976                      | 3,277.00  | 3,500.00  |
| Variations  | LI01-0976                      | 3,277.00  | 3,500.00  |
| <b><u>Scrap Metal Dealers</u></b>   |                                |   |   |
| Site licence  | LI01-0889                      | 500.00  | 500.00  |
| Mobile licence  | LI01-0889                      | 250.00  | 250.00  |
| Variation   | LI01-0889                      | 50.00   | 50.00   |
| Badge/vehicle   | LI01-0889                      | 25.00   | 25.00   |
| <b><u>Miscellaneous</u></b>   |                                |   |   |
| Registration of:- Acupuncturists Tattooists, Ear Piercing<br>and Electrolysis Premises (3)                                    | LI01-0937                      | 185.00  | 185.00  |
| New personal licences for;  |                                |   |   |
| Acupuncturist (3)   | LI01-0937                      | 169.00  | 169.00  |
| Tattooists (3)  | LI01-0937                      | 169.00  | 169.00  |
| Electrolysis (3)  | LI01-0937                      | 169.00  | 169.00  |
| Ear Piercing (3)  | LI01-0937                      | 169.00  | 169.00  |
| <b>ENVIRONMENTAL HEALTH SERVICES</b>  |                                |   |   |
|   | <b>General<br/>ledger code</b> | <b>2016/17<br/>£</b>  | <b>2017/18<br/>£</b>  |
| Food Certificates Export / Condemnation (3)   | EH01-0937                      | 137.00 + officer time<br>(£47p/h) & collection/<br>disposal | 137.00 + officer time<br>(£47p/h) & collection/<br>disposal |
| Pre application work - associated with S61 Control of<br>Pollution Act (Prior consent for work on construction<br>sites) (1b) | EH01-0937                      | £50 per hour  | £50 per hour  |
| Expedited processing of applications made for prior<br>consent for work on construction sites (noise) (1b)                    | EH01-0937                      | £50 per hour  | £50 per hour  |
| <b><u>Stray Dog Fees</u></b>  |                                |   |   |
| Statutory Fee (3)   | 3630-0875                      | 25.00   | 25.00   |
| Administration Fee (1b)   | 3630-0875                      | 20.00   | 20.00   |
| Kennelling fees per day (1b)  | 3630-0875                      | 15.50   | 15.50   |
| Collection of fees charge by SBDC (1b)  | 3630-0875                      | 15.00   | 40.00   |
| Stray Dog Collection Charge (1b)  | 3630-0875                      | 95.00   | 98.00   |
| Discretionary Stray dog returned to owner from<br>Kennels (1b)  | 3630-0875                      | 70.00   | 75.00   |
| Discretionary Stray dog returned to owner not gone to<br>kennel or in transit to kennel (1b)                                  | 3630-0875                      | 70.00   | 70.00   |
| Stray Dogs Out of Hours (1b)  | 3630-0875                      | 145.00  | 145.00  |

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| ENVIRONMENTAL HEALTH SERVICES   | General<br>ledger code | 2016/17<br>£                           | 2017/18<br>£                              |
|---|------------------------|--|---|
| <b>Food Hygiene Courses:</b>  |                        |  |   |
| In-house group Hygiene Awareness Courses (4)  | EH01-0937              |  | 308.00                                    |
| Improving your food hygiene rating (1/2 day) Minimum 7 delegates (4)  | EH01-0937              |  | 51.00                                     |
| Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates) (4)        | EH01-0936              |  | 31.00                                     |
| Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates (4) | EH01-0937              |  | 112.00                                    |
| Level 2 Courses: Online e-learning course Food Hygiene courses per candidate (4)                                  | EH01-0936              |  | 25.00                                     |
| Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch) (4)                                    | EH01-0937              |  | 86.00                                     |
| BII Level 2 Personal License Holder course (4)  | EH01-0937              |  | 620.00                                    |
| Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates) (4)           | EH01-0937              |  | 311.00                                    |
| Level 2 Manual Handling per candidate (4)   | EH01-0937              |  | 86.00                                     |
| Level 2 COSHH Course (1/2 day course) per candidate (4)   | EH01-0937              |  | 51.00                                     |
| Level 3 Risk Assessment Course per candidate (4)  | EH01-0937              |  | 178.00                                    |
| <b>Miscellaneous:</b>   |                        |  |   |
| Food Hygiene Rating Scheme re-inspection (4)  | EH01-0937              |  | cost recovery                             |
| Pre-inspection advisory visit up to 6 hours consultancy (4)   | EH01-0937              |  | 306.00<br>Additional hours at<br>£47/hour |
| SFBB packs for existing businesses (4)  | EH01-0937              |  | 15.00                                     |
| Investigating High Hedges complaints (3)  | EH01-0937              | 420.00                                 | 450.00                                    |
| Other Services  | EH01-0937              | At cost (officers recharge rate) + 15% | At cost (officers recharge rate £47 p/h)  |



# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| MISCELLANEOUS SERVICES  | General<br>ledger code | 2016/17<br>£   | 2017/18<br>£   |
|---|------------------------|--|--|
| Public health funerals (3)  | EH01-0937              | cost of recovery of funeral and crematorium charges plus £47/hour officer charge     | cost of recovery of funeral and crematorium charges plus £47/hour officer charge |
| Formulation of professional opinion on subject requested (3)                          | EH01-0937              | 64.00<br>(minimum charge 64.00)  | 64.00<br>(minimum charge 64.00)  |
| Charge for provision of witness statements under Acts of Parliament (3)               | EH01-0937              | 64.00<br>(minimum charge 62.00)  | 64.00<br>(minimum charge 64.00)  |
| Photographs in connection with the above (1a)   | EH01-0937              | 5.70   | 5.70   |
| Application for loudspeaker in street consent (3)                                     | EH01-0937              | 43.00  | 43.00  |
| Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (3)           | EH01-0937              | 155.00   | 155.00   |
| Water Sampling at Private Supplies:   |                        |  |  |
| Revised charges from Private Water Supply Regulations                                 |                        |  |  |
| PWS Risk assessment   | EH01-0937              | 500.00   | 500.00   |
| PWS risk based sampling   | EH01-0937              | 100.00   | 100.00   |
| PWS Investigation   | EH01-0937              | 100.00   | 100.00   |
| PWS Granting authorisation  | EH01-0937              | 100.00   | 100.00   |
| Analysing Samples Reg 10  | EH01-0937              | 25.00  | 25.00  |
| Analysing Samples Check monitoring  | EH01-0937              | 100.00   | 100.00   |
| Analysing Samples Audit monitoring  | EH01-0937              | 500.00   | 500.00   |
| (No fee is payable where samples are taken and  |                        |  |  |
| Photocopy Charge (1a)   | EH01-0937              | 10p per sheet  | 10 p per sheet   |
| Return of Non Statutory and Governmental Questionnaires                               | EH01-0937              | Cost to be advised based on officers recharge rate and discretion to waive or adjust |  |
| Provision of Non Statutory professional services in reply to commercial organisations | EH01-0937              | Cost to be advised based on officers recharge rate and discretion to waive or adjust |  |
| Provision of CIEH accredited training courses   | EH01-0937              | Cost of training provision and examination + administration and accommodation.       |  |

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>PEST CONTROL</b>                  | <b>General</b>     | <b>2016/17</b>                            | <b>2017/18</b>                            |
|--------------------------------------|--------------------|---|---|
| Charges payable direct to contractor | <b>ledger code</b> | <b>£</b>                                  | <b>£</b>                                  |
| Rats (1a)                            | n/a                | 39.50                                     | 39.50                                     |
| Mice (1a)                            | n/a                | 39.50                                     | 39.50                                     |
| Wasps (1a)                           | n/a                | 39.00                                     | 39.00                                     |
| Glis (1a)                            | n/a                | 84.00 plus returnable<br>deposit for cage | 84.00 plus returnable<br>deposit for cage |
| Other public health insects (1a)     | n/a                | 68.00                                     | 68.00                                     |

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

**RESOURCES PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2017**

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 6.00 p.m. 2017/18 8.00 a.m. to 8.00 p.m.</b> |                  |                  |                                 |                  |                  |
|---|------------------|------------------|---------------------------------|------------------|------------------|
| <b>General ledger code</b>  | <b>2016/17 £</b> | <b>2017/18 £</b> | <b>General ledger code</b>      | <b>2016/17 £</b> | <b>2017/18 £</b> |
| <b><u>Altons</u></b>  | 3466-0863        |                  | <b><u>Penncroft</u></b>         | 3467-0863        |                  |
| Up to 1 hour  | 1.20             | 1.30             | Up to 1 hour                    | 1.20             | 1.30             |
| Up to 2 hours   | 1.70             | 1.90             | Up to 2 hours                   | 1.80             | 1.90             |
| Up to 3 hours   | 2.20             | 2.50             | Up to 3 hours                   | 2.40             | 2.50             |
| Up to 4 hours   | 3.10             | 3.20             | Up to 4 hours                   | 3.10             | 3.20             |
| Up to 8 hours   | na               | 5.00             | Up to 8 hours                   | na               | 5.60             |
| Up to 12 hours  | 4.50             | 6.00             | Up to 12 hours                  | 5.50             | 6.60             |
| Sunday/Public Holiday   | 1.10             | 1.20             | Sunday/Public Holiday           | 1.00             | 1.20             |
| <b><u>Bulstrode Way</u></b>   | 3474-0863        |                  | <b><u>Station Road</u></b>      | 3477-0863        |                  |
| Up to 1 hour  | 1.20             | 1.30             | Up to 1 hour                    | 1.20             | 1.30             |
| Up to 2 hours   | 1.80             | 1.90             | Up to 2 hours                   | 1.80             | 1.90             |
| Up to 3 hours   | 2.40             | 2.50             | Up to 3 hours                   | 2.40             | 2.50             |
| No Long Stay  | -                | -                | Up to 4 hours                   | 3.10             | 3.20             |
| Sunday/Public Holiday   | 1.00             | 1.20             | Up to 8 hours                   | na               | 5.00             |
|   |                  |                  | Up to 24 hours                  | 4.50             | 6.50             |
|   |                  |                  | Sunday/Public Holiday           | 1.00             | 1.20             |
| <b><u>Jennery Lane</u></b>  | 3470-0863        |                  | <b><u>Summers Road</u></b>      | 3472-0863        |                  |
| Up to ½ hour  | 0.50             | 0.60             | Up to ½ hour                    | 0.40             | na               |
| Up to 1 hour  | 1.00             | 1.10             | Up to 1 hour                    | 0.70             | FREE             |
| Up to 2 hours   | 1.20             | 1.30             | Up to 2 hours                   | 0.90             | 1.00             |
| No Long Stay  | -                | -                | Up to 3 hours                   | 1.30             | 1.40             |
| Sunday/Public Holiday   | 1.00             | 1.20             | Up to 24 hours                  | 2.10             | 2.20             |
|   |                  |                  | Sunday/Public Holiday           | 1.00             | 1.20             |
| <b><u>Neville Court</u></b>   | 3471-0863        |                  | <b><u>Broadway – (Beac)</u></b> | 3473-0863        |                  |
| Up to 2 hours   | 0.30             | 0.40             | Up to ½ hour                    | 0.40             | 0.50             |
| Up to 4 hours   | 0.50             | 0.60             | Up to 3 hours                   | 1.00             | 1.10             |
| Up to 24 hours  | 1.00             | 1.10             | Up to 24 hours                  | 1.40             | 1.50             |
| Sunday/Public Holiday   | 1.00             | 1.20             | Sunday/Public Holiday           | 1.00             | 1.20             |
| <b><u>Packhorse Road</u></b>  | 3475-0863        |                  | <b><u>Warwick Road</u></b>      | 3468-0863        |                  |
| Up to 1 hour  | 1.20             | 1.30             | Up to 1 hour                    | 1.20             | 1.30             |
| Up to 2 hours   | 1.80             | 1.90             | Up to 2 hours                   | 1.80             | 1.90             |
| Up to 3 hours   | 3.40             | 3.50             | Up to 3 hours                   | 2.40             | 2.50             |
| Up to 4 hours   | 4.20             | 4.30             | Up to 4 hours                   | 3.10             | 3.20             |
| Up to 8 hours   | na               | 6.60             | Up to 8 hours                   | na               | 5.00             |
| Up to 24 hours  | 6.50             | 7.20             | Up to 12 hours                  | 4.50             | 6.00             |
| Sunday/Public Holiday   | 1.00             | 1.20             | Sunday/Public Holiday           | 1.00             | 1.20             |

**RESOURCES PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2017**

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>CAR PARKS - SEASON TICKETS (1a)</b>                      |           | <b>General ledger code</b> | <b>2016/17 £</b> | <b>2017/18 £</b> | <b>General ledger code</b>         | <b>2016/17 £</b>                             | <b>2017/18 £</b>                             |
|---|-----------|----------------------------|------------------|------------------|------------------------------------|--|--|
| <b>Altons</b>   | 3466-0864 |                            |                  |                  | <b>Station Road</b>                | 3477-0864                                    |  |
| 3 Monthly   |           |                            | 220.00           | 293.00           | 3 Monthly                          |  | 270.00 317.00                                |
| 6 Monthly   |           |                            | 410.00           | 552.00           | 6 Monthly                          |  | 490.00 598.00                                |
| 12 Monthly  |           |                            | na               | 1,035.00         | 12 Monthly                         |  | na 879.00                                    |
| Residents out of hours (12 mnthly)                          |           |                            | 344.00           | 275              | Residents out of hours (12 mnthly) |  | 353.00 282.00                                |
| <b>Neville Court</b>  | 3471-0864 |                            |                  |                  | <b>Summers Road</b>                | 3472-0864                                    |  |
| 3 Monthly   |           |                            | 45.00            | 53.00            | 3 Monthly                          |  | 140.00 107.00                                |
| 6 Monthly   |           |                            | 90.00            | 101.00           | 6 Monthly                          |  | 270.00 202.00                                |
| 12 Monthly  |           |                            | na               | 189              | 12 Monthly                         |  | na 379.00                                    |
| Residents out of hours (12 mnthly)                          |           |                            | 68.00            | 54.00            | Residents out of hours (12 mnthly) |  | 182.00 146.00                                |
| <b>Packhorse Road</b>                                       | 3475-0864 |                            |                  |                  | <b>The Broadway</b>                | 3473-0864                                    |  |
| 3 Monthly   |           |                            | 290.00           | 351.00           | 3 Monthly                          |  | 50.00 73.00                                  |
| 6 Monthly   |           |                            | 540.00           | 662.00           | 6 Monthly                          |  | 100.00 138.00                                |
| 12 Monthly  |           |                            | na               | 1,242.00         | 12 Monthly                         |  | na 258.00                                    |
| Residents out of hours (12 mnthly)                          |           |                            | 390.00           | 312.00           | Residents out of hours (12 mnthly) |  | 60.00 48.00                                  |
| <b>Penncroft</b>  | 3467-0864 |                            |                  |                  | <b>Warwick Road</b>                | 3468-0864                                    |  |
| 3 Monthly   |           |                            | 270.00           | 322.00           | 3 Monthly                          |  | 220.00 293.00                                |
| 6 Monthly   |           |                            | 490.00           | 607.00           | 6 monthly                          |  | 410.00 552.00                                |
| 12 Monthly  |           |                            | na               | 1,138.00         | 12 Monthly                         |  | na 1,035.00                                  |
| Residents out of hours (12 mnthly)                          |           |                            | 371.00           | 297.00           | Residents out of hours (12 mnthly) |  | 353.00 282.00                                |
| <b>Jennery Lane</b>   | 3470-0864 |                            |                  |                  | <b>Bulstrode Way</b>               | 3474-0864                                    |  |
| 3 Monthly   |           |                            | 140.00           | 107.00           | 3 Monthly                          |  | 270.00 317.00                                |
| 6 Monthly   |           |                            | 270.00           | 202.00           | 6 monthly                          |  | 490.00 598.00                                |
| 12 Monthly  |           |                            | na               | 379.00           | 12 Monthly                         |  | na 1,121.00                                  |
| Residents out of hours (12 mnthly)                          |           |                            | 210.00           | 168.00           | Residents out of hours (12 mnthly) |  | 364.00 298.00                                |
| Issue of replacement Season Ticket                          |           |                            |                  | 5.00             |                                    |  |  |
| <b>CAR PARKS - EXCESS CHARGES</b>                           |           | <b>General ledger code</b> |                  |                  | <b>General ledger code</b>         | <b>2016/17 £</b>                             | <b>2017/18 £</b>                             |
| Paid within 14 Days (3)                                     |           |                            |                  |                  | 3490-0865                          | 40.00  | 40.00  |
| Otherwise (3)   |           |                            |                  |                  | 3490-0865                          | 80.00  | 80.00  |
| <b>DATA PROTECTION ACT</b>                                  |           | <b>General ledger code</b> |                  |                  | <b>General ledger code</b>         | <b>2016/17 £</b>                             | <b>2017/18 £</b>                             |
| Subject Access Request (1a)                                 |           |                            |                  |                  | 2305-0937                          | 10.00  | 10.00  |
| <b>MISCELLANEOUS</b>  |           |                            |                  |                  |                                    | <b>2016/17 £</b>                             | <b>2017/18 £</b>                             |
| Permission for works at Council property or related matters |           |                            |                  |                  |                                    | Variable hourly rate appropriate for officer | Variable hourly rate appropriate for officer |

**RESOURCES PORTFOLIO**  
**REVISED CHARGES FROM 1 APRIL 2017**

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>SECTION 106 AGREEMENTS (1b)</b>                    | <b>General ledger code</b> | <b>2016/17<br/>£</b>   | <b>2017/18<br/>£</b>   |
|---|----------------------------|--|--|
| Deed of Variations                                    | LE01-0937                  | 230.00   | Fee subject  |
| New Agreements  | LE01-0937                  | 270.00   | Fee subject  |
| - individual  | LE01-0937                  | variable   | variable   |
| - others i.e. affordable housing/landscape management |                            | hourly rate<br>based on<br>actual time<br>(min £800<br>plus VAT) | hourly rate<br>based on<br>actual time<br>(min £800<br>plus VAT) |
| Comments/approval of Unilateral Obligations           | LE01-0937                  | variable   | variable   |
|   |                            | hourly rate<br>based on<br>actual time<br>(min £500<br>plus VAT) | hourly rate<br>based on<br>actual time<br>(min £500<br>plus VAT) |

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of Legal & Democratic Services/ Director of Resources.

| <b>LAND CHARGES</b>                              | <b>General ledger code</b> | <b>2016/17<br/>£</b> | <b>2017/18<br/>£</b> |
|--|----------------------------|----------------------|----------------------|
| Form LLC1  | 2316-0873                  | 25.00                | 25.00                |
| Con29R – Required Enquiries                      | 2316-0873                  | 78.00                | 78.00                |
| Total LLC1 & CON29R                              | 2316-0873                  | <b>103.00</b>        | <b>103.00</b>        |
| CON 29O Enquiries – <b>Each</b> Optional Enquiry | 2316-0873                  | 15.00                | 15.00                |
| Additional Enquiries (Solicitors own questions)  | 2316-0873                  | 25.00                | 25.00                |
| <b>Additional Parcels of Land:</b>               |                            |                      |                      |
| Form LLC1  | 2316-0873                  | 5.00                 | 5.00                 |
| Form CON29R                                      | 2316-0873                  | 20.00                | 20.00                |

## SUSTAINABLE DEVELOPMENT PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| <b>BUILDING CONTROL</b> | <b>General<br/>ledger code</b> | <b>2016/17<br/>£</b> | <b>2017/18<br/>£</b> |
|-------------------------|--------------------------------|----------------------|----------------------|
|-------------------------|--------------------------------|----------------------|----------------------|

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1<sup>st</sup> October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

| <b>PHOTOCOPYING (1a)</b>              | <b>General<br/>ledger code</b> | <b>2016/17<br/>£</b> | <b>2017/18<br/>£</b> |
|---------------------------------------|--------------------------------|----------------------|----------------------|
| A4 Sheet B/W                          | 4356-0833                      | 10p                  | 10p                  |
| A4 Sheet Colour                       | 4356-0833                      | 20p                  | 20p                  |
| A3 Sheet B/W                          | 4356-0833                      | 20p                  | 20p                  |
| A3 Sheet Colour                       | 4356-0833                      | 40p                  | 40p                  |
| Large maps re-produced by the Plotter | 4356-0833                      | 10.00                | 10.00                |

These charges apply to:

- Decision Notice (Planning)/Appeal Decisions
- Tree Preservation Orders
- Legal Agreements, etc.

| <b>PLANNING ADVICE AND INFORMATION</b> | <b>General<br/>ledger code</b> | <b>2016/17<br/>£</b> | <b>2017/18<br/>£</b> |
|--|--------------------------------|----------------------|----------------------|
|--|--------------------------------|----------------------|----------------------|

### Pre-Application Advice (1b)

|  |           |        |        |
|--|-----------|--------|--------|
| Administration Charges (per hour)  |           |        |        |
| - Head of Service  | 4356-0937 | 220.00 | 220.00 |
| - Area Team Manager  | 4356-0937 | 170.00 | 170.00 |
| - All other planning officers/equivalent service posts                             | 4356-0937 | 150.00 | 150.00 |
| - Assistant Planning Officer/Customer Service Officers or equivalent service posts | 4356-0937 | 100.00 | 100.00 |
| Site Visits – Flat Rate per officer  | 4356-0937 | 100.00 | 100.00 |

# SUSTAINABLE DEVELOPMENT PORTFOLIO

## REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| PLANS, POLICIES AND PUBLISHED INFORMATION<br>(Prices include Postage/Packing) (2)   | General<br>ledger code | 2016/17<br>£  | 2017/18<br>£  |
|---|------------------------|---|---|
| South Bucks Core Strategy (Adopted February 2011)   | PP01-0837              | 17.50   | 17.50   |
| South Bucks District Local Plan 1999 (consolidated version)   | PP01-0837              | 20.00   | 20.00   |
| South Bucks Development Plan Proposals Map  | PP01-0837              | 20.00   | 20.00   |
| Core Strategy Inspectors Report (January 2011)  | PP01-0837              | 4.20  | 4.20  |
| Statement of Community Involvement (Adopted 2007)   | PP01-0837              | 8.60  | 8.60  |
| Local Development Scheme (March 2010)   | PP01-0837              | 4.80  | 4.80  |
| Residential Design Guide SPD (October 2008)   | PP01-0837              | 9.40  | 9.40  |
| <br>  |                        |   |   |
| Annual Monitoring Report (published in January each year)   | PP01-0837              | price based on<br>normal<br>photocopying<br>charges | price based on<br>normal<br>photocopying<br>charges |
| <br><i>Other LDF documents, including those relating to earlier stages in the Core Strategy process and evidence base studies are available to download from the Council's website or can be made available in hard form on request (these are charged at normal photocopying [and postage, if relevant] charges)</i> |                        |   |   |
| <br><b>Conservation Area Leaflets / Appraisals</b>  |                        |   |   |
| Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987).  | PP01-0837              | 1.00  | 1.00  |
| Boveney (1996), Burnham (2002)  | PP01-0837              | price based on<br>normal<br>photocopying<br>charges | price based on<br>normal<br>photocopying<br>charges |
| Dorney (1996) was sponsored   |                        | Free  | Free  |
| Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents.  | PP01-0837              | price based on<br>normal<br>photocopying<br>charges | price based on<br>normal<br>photocopying<br>charges |

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## **APPENDIX F**

### **Farnham Park Trust Budgets**

**To be added after South Buckinghamshire Panel - 2<sup>nd</sup> February**

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