



## Cabinet agenda

Date: Thursday 5 January 2023 (please note change of day)

Time: 10.00 am

Venue: The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF

### Membership:

M Tett (Leader), Cllr A Macpherson (Deputy Leader and Cabinet Member for Health and Wellbeing), G Williams (Deputy Leader and Cabinet Member for Climate Change and Environment), S Bowles (Cabinet Member for Communities), S Broadbent (Cabinet Member for Transport), J Chilver (Cabinet Member for Accessible Housing and Resources), A Cranmer (Cabinet Member for Education and Children's Services), C Harriss (Cabinet Member for Culture and Leisure), P Strachan (Cabinet Member for Planning and Regeneration) and M Winn (Cabinet Member for Homelessness and Regulatory Services)

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<b>Agenda Item</b>	<b>Page No</b>
<b>1 Apologies</b>	
<b>2 Minutes</b>	<b>5 - 10</b>

To approve as a correct record the Minutes of the meeting held on 6 December 2022.

- 3**      **Declarations of interest**
- 4**      **Hot Topics**
- 5**      **Question Time**  
**Written question from Councillor Robin Stuchbury to Councillor Peter Strachan, Cabinet Member for Planning and Regeneration and Councillor Gareth Williams, Deputy Leader and Cabinet Member for Climate Change and Environment**  
**Sewage Infrastructure/Capacity with planned development**  
“Could the Cabinet Members please provide an explanation about the arrangements in place to check on the adequacy of sewage infrastructure/capacity, and on any likely sewage discharge and other impacts on local rivers and streams (e.g. River Ouse, Buckingham), when granting planning permissions for developments? Related to this, what can the Council do, e.g. by liaising with local water companies such as Anglian Water, relating to the output outflows of sewage from developments?”
- 6**      **Forward Plan (28 Day Notice)** **11 - 30**
- 7**      **Select Committee Work Programme** **31 - 38**  
For Cabinet to note the Select Committee Work Programme.
- 8**      **Council Tax Base 2023-24** **39 - 48**
- 9**      **Draft Revenue budget and Capital Programme** **49 - 218**
- 10**     **Buckinghamshire Education Strategy 2022 - 2027** **219 - 256**
- 11**     **Work Smart Estates Strategy** **257 - 280**
- 12**     **Adoption of Local Heritage List** **281 - 310**
- 13**     **UK Shared Prosperity Fund Project recommendations and governance** **311 - 328**
- 14**     **High Wycombe Asset Disposal Strategy** **329 - 334**
- 15**     **Exclusion of the public (if required)**  
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

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

<b>16</b>	<b>Confidential Minutes</b>	<b>335 - 336</b>
<b>17</b>	<b>Confidential Appendix - Adoption of Local Heritage List</b>	<b>337 - 340</b>
<b>18</b>	<b>Confidential Appendix - UK Shared Prosperity Fund Project recommendations and governance</b>	<b>341 - 342</b>
<b>19</b>	<b>Confidential Appendices - High Wycombe Asset Disposal Strategy</b>	<b>343 - 354</b>
<b>20</b>	<b>Date of next meeting</b> 14 February 2023 at 10am	

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## Cabinet minutes

Minutes of the meeting of the Cabinet held on Tuesday 6 December 2022 in The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF, commencing at 10.00 am and concluding at 10.45 am.

### Members present

M Tett, Cllr A Macpherson, G Williams, S Bowles, S Broadbent, J Chilver, A Cranmer, C Harriss, P Strachan and M Winn

### Others in attendance

P Martin and R Stuchbury

### Agenda Item

#### 1 Apologies

There were no apologies for absence.

#### 2 Minutes

**RESOLVED – That the Minutes of the Meeting held on 15 November 2022 were agreed as a correct record.**

#### 3 Declarations of interest

There were no declarations of interest.

#### 4 Hot Topics

The following hot topics were discussed:-

Cabinet Member for Education and Children’s Services

Last week the Council hosted the green schools Dragons’ Den challenge, where Waddesdon Church of England School won with their idea of installing 20 RE:GEN bikes in the school gym to generate renewable energy to enable savings of £17,000. Four schools took part including Waddesdon C of E School, The Grange, Buckingham School and John Colet. Students had the opportunity to work with local green businesses and discuss ‘green careers’ with council colleagues – from country parks to waste and recycling, and ecology to flood preparedness.

Cabinet Member for Transport

Free parking was being offered to residents over the Christmas period which hopefully would attract residents back to the high street.

<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/parking/check-for-free-parking-over-the-christmas-period/>

The Council had already done a lot of gritting and temperatures were monitored daily to assess what maintenance was required. In relation to the cold snap expected shortly the Cabinet Member asked residents to drive carefully when winter conditions were expected.

#### Cabinet Member for Planning and Regeneration

Reference was made to a controversial planning application for Tralee Farm in Holmer Green, High Wycombe. The Planning Inspectorate had issued their decision following a planning appeal. Following the Public Inquiry in July which concluded at the end of September, the planning appeal was dismissed and the costs application by the appellant was also dismissed. Hopefully this would reinforce the premise that schemes submitted by landowners meet the requirements of planning policy and that developers would align their proposals to bring forward comprehensive development across the whole of the allocation.

Planning enforcement sat at the heart of the planning system and without it legislation would be meaningless. The Cabinet Member had read a report that many Councils considered themselves under staffed in this regard and have difficulty recruiting staff. This was not the case in Buckinghamshire who had a well-resourced team who were achieving good results to uphold the planning system. This Council was fourth outside the city of London authorities in terms of enforcement cases.

#### Cabinet Member for Communities

The Cabinet Member referred to the cost of living crisis and how Community Boards were supporting this with around 30 projects currently with Boards for consideration including various ideas such as food hampers, Christmas presents and supporting Christmas events. The Boards were working closely with the Helping Hands Team to maximise the benefits of these projects and would be seeking to continue the support into the New Year.

The Council had received the Silver Award for the Employers Network for Equality and Inclusion – Talent Inclusion and Diversity Evaluation. The TIDE Scheme measured the Council's performance and progress and this was an improvement on the Bronze award received last year.

#### Cabinet Member for Homelessness and Regulatory Services

On 1 December the Council started the Winter Warmth Programme for rough sleepers and units have been procured in Wycombe and Aylesbury to provide another option for rough sleeping during the winter period. There were 15 units in Wycombe and 4 in Aylesbury.

In relation to mould in any rented properties the Cabinet Member urged residents to contact their landlord if there were any issues and if no help was forthcoming to get in touch with environmental health. He also mentioned that he had a meeting about this issue this week with local housing associations.

Cabinet Member for Culture and Leisure

The Chiltern Lifestyle Centre had been open one year and was going from strength to strength. The National Paralympic Heritage Trust would receive a tree from Buckingham Palace which would be installed at Stoke Mandeville Stadium. He also promoted the two pantomimes at Wycombe and Aylesbury theatres.

Leader

The Leader referred to the Inspire Bucks Programme where organisers were looking for toys for children from deprived areas and backgrounds such as Ukrainian children. He also referred to a Strategy being launched next week in relation to the Integrated Care System which addressed the way health and social care was provided across Buckinghamshire, Oxfordshire and some of Berkshire.

<https://www.inspirebucks.charity/>

## 5 Question Time

The following response to the Cabinet question was noted:-

Question from Councillor Robin Stuchbury to Councillor Angela Macpherson, Deputy Leader and Cabinet Member for Health and Wellbeing

**“From October 2023, the Government will introduce a new £86,000 cap on the amount anyone in England will need to spend on their personal care over their lifetime. In addition, the upper capital limit (UCL), which is the point at which people becoming eligible to receive some financial support from the local authority, will be raised to £100,000 from the current £23,500. As a result, people with less than £100,000 of chargeable assets will never contribute more than 20%. I understand in introducing this change, the Government will need to introduce an amendment to the Care Act 2014 and the way people will be means tested which is subject to Parliamentary approval.**

Under the Care Act 2014, charges must not reduce people's income below a certain amount but local authorities can allow people to keep more of their income if they wish. This amount is known as the Minimum Income Guarantee (MIG). This would allow people receiving means tested support to keep more of their own income for those receiving care in their home and personal expenses allowances for care residence. It was indicated the cap will cover daily living costs for people in care homes and people will remain responsible for their daily living costs throughout their care journey, including after they reach the cap. These are very large changes to the way the local authority will work in a caring environment to support vulnerable adults. It is obvious that a large percentage of the councils funding is penultimately through the social care precept, which is and has grown close to 12% of the council tax Buckinghamshire Council collects.

As we enter the financial year 2023/2024 what is the financial planning in respect to these changes in legislation? The purchasing of four Wood Place care homes could be more financially challenging in the fiscal years, 23, 24,25, then they were

**in the previous years of both the legacy County Council and the early years of Buckinghamshire Council. What modelling is being undertaken and is the ability of the council to collect increases in social care allowance/social care precept being considered by Cabinet or does Cabinet not agree with undertaking any rises in the social care precept due to their political stance? This is an important question due to the cost of living crisis many of our constituents find themselves in across a broad income spectrum within Buckinghamshire.”**

RESPONSE from Councillor Macpherson

In its autumn budget statement on 17th November, the government announced that the social care charging reforms described in the question are now delayed by two years to October 2025.

As part of our preparation to implement the social care charging reforms, we modelled the likely number of residents that will benefit from the proposed changes. The government has always indicated that the cost of the changes would be fully funded but we believe that the cost has been underestimated. The postponement of the implementation date to 2025 provides both the Council and the government with more time to prepare for the financial impact of the reforms.

Also in the autumn budget statement, the government announced that councils could increase the social care precept by 2% (up from the current 1%). Buckinghamshire Council has this under consideration as part of its medium term financial planning to address the increasing cost of social care provision.

**6 Forward Plan (28 Day Notice)**

The Leader introduced the Forward Plan and commended it to all Members of the Council and the public, as a document that gave forewarning of what Cabinet would be discussing at forthcoming meetings.

**RESOLVED – That the Cabinet Forward Plan be noted.**

**7 Select Committee Work Programme**

The Leader introduced the Forward Plan and commended it to all Members of the Council and the public, as a document that gave forewarning of what Select Committees would be discussing at forthcoming meetings.

**RESOLVED – That the Select Committee Work Programme be noted.**

**8 Aylesbury Link Roads, Housing Infrastructure Fund negotiation and South East Aylesbury Link Road Phase 1 and 2 - Project update, delivery and funding**

Cabinet noted that in Aylesbury, the scale of development as set out in the Vale of Aylesbury Local Plan (VALP) would result in cumulative impacts that required link roads spread across a range of sites and which were not readily deliverable by a single landowner or developer. For this reason and to address cash flow issues a wide-ranging package of infrastructure to support housing delivery and funded by

HIF was agreed. The scale of the link roads delivery and the need to coordinate multiple developers and other external funding was proving extremely challenging. Cost inflation, energy prices and unseen issues means that cost estimates have risen substantially over the past year, and there was now not enough funding to meet all infrastructure commitments.

The Council was engaged in negotiation with Homes England regarding reallocation and reprofile of HIF funding. This would also require agreement of DfT, DLUHC and The Treasury. The Council was in discussions with all parties. It should be noted that the funding sources proposed were all external and therefore this project did not require any further Buckinghamshire Council funding. The next link road to be delivered was the South East Aylesbury Link Road - a strategically important dual carriageway link road that would provide part of the link road network around Aylesbury. The project would provide a new route connecting the new Stoke Mandeville Relief Road, Lower Road, Wendover Road, and the new Southern Link Road in the Hampden Fields development. The road could be delivered if government departments agreed with the proposals that the council was putting forward.

The Leader reported that one of the issues facing Aylesbury Town was congestion which was due to local traffic and traffic passing through Aylesbury heading up to areas such as Bicester or Oxford. The Council had been developing a strategy on this for a number of years; sections of those roads had already come into effect such as Berryfields, Weedon Hill and Kingsbrook and further sections were being looked at near the Woodlands development along the A41 and Hampden Fields. This section today looked at the new road between the Wendover Road and new Stoke Mandeville Relief Road and was a key link road. It was a short piece of road but it was very complicated as it went over a railway and there were technical issues in relation to the embankment and also green planting and the environment needed to be taken into account. There would also be roundabouts at both ends of this road which would interface with HS2's work and the roads that they were required to provide. There were substantial financial issues and the costs had escalated dramatically over the last few years and this report was trying to regularise this situation. All this resulted in significant implications for the Council but it was the only way to deliver this important part of the relief road around Aylesbury. The Corporate Director for Planning, Growth and Sustainability reported that there was government funding to build these roads but this report was required to allow the Council to continue negotiations with the Government to spend this funding more flexibly.

Cabinet Members were in support of this proposal as this infrastructure was crucial to support current developments and future planned developments. Residents had regularly expressed concern about the congestion around Aylesbury. A Member commented on the 200% increase on steel prices; bitumen had also increased by 30% which reflected global rises in prices. Another Member complimented the work of officers on this project including the negotiations with Homes England and HS2. In response to a question about the need for infrastructure being built first before

houses the Corporate Director commented that this was the policy of the Council however, this piece of road was complicated with the number of landowners and developers involved. It was important to notify residents of the reasons for any roadworks which would add to the congestion.

#### **RESOLVED**

1. That the approach the Council is taking to negotiate with Homes England, HS2 and the Department for Transport to use external funding to help deliver the Aylesbury link roads be noted and endorsed, including negotiating extra flexibility of the £172m Housing Infrastructure Fund (HIF) to ensure delivery continues.
2. That authority is delegated to the Corporate Director, Planning, Growth and Sustainability, in consultation with the Leader and the Section 151 Officer, to:
  - (a) finalise the budget for the project (and HIF programme), following further target cost considerations, and subsequently varying HIF financial contributions in conjunction with Homes England.
  - (b) agree the HS2 funding contract for the Bridge Assurance in Phase 1 of works.
  - (c) subject to recommendation (a) and (b) above, award contracts in 2023 for the phased construction of works, subject to the target cost and all other project related forecast costs being within the budget. This would commence with work on new junctions on Wendover Road and Lower Road. These contracts include detailed design fees, utilities costs, main construction contracts and land acquisition costs.
3. That the draft budget and release of funding for the delivery of Phase 1 and Phase 2 of SEALR to a combined value of £112.8m be approved. This is subject to the final budgets (which may increase or decrease as detailed in recommendation 2a.), agreements of request to vary HIF funding, and external funding. Details are set out in confidential Appendices B & C.

#### **9 Exclusion of the public (if required)**

##### **RESOLVED**

That the press and public be excluded for the following items as they were exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because they contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

#### **10 Confidential appendix to Aylesbury Link Roads, HIF and SEALR**

Cabinet noted the confidential appendices.

#### **11 Date of next meeting**

5 January 2023 at 10am



## Buckinghamshire Council Cabinet/Leader forward plan

### The local authorities (executive arrangements) (meetings and access to information) (England) regulations 2012

This is a notice of an intention to make a key decision on behalf of Buckinghamshire Council (regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (regulation 5).

A further notice (the 'agenda') will be published no less than five working days before the date of the decision meeting and will be available via the Buckinghamshire Council website ([Cabinet agendas](#) / [Leader decisions](#)).

All reports will be open unless specified otherwise.

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>Cabinet 5 January 2023</b>				
<b>Adoption of Local Heritage List</b> Adoption of a Buckinghamshire-wide Local Heritage List (Phase 1)		Councillor Peter Strachan Ian Thompson		26/10/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Buckinghamshire Education Strategy 2022 - 2027</b> The Buckinghamshire Education Strategy is a refresh of the Education and Skills Strategy that was approved in 2018. Following initial collaboration and engagement and a public consultation process, the Education Strategy has been shaped and developed with a focus on 5 key priority areas in order to further improve educational provision for children and young people in Buckinghamshire.</p>		Councillor Anita Cranmer  Simon James		8/6/22
<p><b>Council Tax Base 2023-24</b> To set Buckinghamshire Council's Council Tax Base for the following financial year</p>		Councillor Martin Tett  Dave Skinner		7/11/22
<p><b>Draft Revenue budget and Capital Programme</b> To agree the draft budget</p>		Councillor Martin Tett  Dave Skinner		7/11/22
<p><b>High Wycombe Asset Disposal Strategy</b> To review a report proposing site disposal in High Wycombe.</p>	Chiltern Villages	Councillor John Chilver  John Reed	Part exempt <i>(para 3)</i>	26/10/22
<p><b>UK Shared Prosperity Fund allocation of funding</b> Paper outlining recommendations and approach to allocating UK Shared Prosperity Funding</p>		Councillor Martin Tett  Ian Thompson	Part exempt <i>(para 3)</i>	7/12/22



Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Work Smart Estates Strategy</b> The report recommends a strategy which achieves a reduction in operational estate footprint based on operational need whilst aligning with the agreed Work Smart principles and objectives.</p>	Abbey; Amersham & Chesham Bois; Aylesbury North; Aylesbury North West	Councillor John Chilver  John Reed	Part exempt ( <i>para 3</i> )	7/12/22
<b>Cabinet 14 February 2022</b>				
<p><b>Budget Scrutiny 2023 Report</b> To consider the budget scrutiny report from the Budget Scrutiny Inquiry Group.</p>		Councillor Ralph Bagge  Chris Ward		23/11/22
<p><b>Capital and Investment Strategy</b> To recommend the Strategy to Full Council</p>		Councillor John Chilver  Mark Preston		21/12/22
<p><b>Council Access Point improvement</b> Feasibility paper to move the 3 CAP+ sites out of main council offices into larger library locations</p>		Councillor John Chilver, Councillor Clive Harriss  Sarah Murphy-Brookman		23/11/22
<p><b>Council Tax Second Home Premium</b> Government regulation has changed to enable a 100% premium to be introduced for council tax bills on seconds homes.</p>		Councillor Martin Tett  Mark Preston		23/11/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Highways Frameworks 1 &amp; 2 Award</b> To agree the award for the frameworks of the Highways Services.</p>		<p>Councillor Steve Broadbent  Kevin Goad</p>	<p>Part exempt (<i>para 3</i>)</p>	<p>8/9/22</p>
<p><b>Medium Term Financial Plan and Capital Programme</b> For Cabinet to recommend the final budget to Council</p>		<p>Councillor Martin Tett  Dave Skinner</p>		<p>7/11/22</p>
<p><b>Place Based Growth Model</b> A proposed new model of strategic governance across Buckinghamshire that aims to strengthen the work currently undertaken by partners including supporting and developing key sectors, providing a strong and independent business voice, taking forward skills delivery and combining this with a wider focus on health, equality, education, place and regeneration.</p>		<p>Councillor Martin Tett  Richard Ambrose</p>		<p>23/12/22</p>
<p><b>Q3 Budget Monitoring Report 2022-23</b> Quarterly report</p>		<p>Councillor John Chilver  Dave Skinner</p>		<p>7/11/22</p>
<p><b>Q3 Performance Report 2022-23</b> Quarterly report</p>		<p>Councillor John Chilver  Matthew Everitt</p>		<p>7/11/22</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Safer Buckinghamshire Plan 2023-26</b> To ratify the Safer Buckinghamshire Plan for 2023-26.</p> <p>Buckinghamshire Council is a statutory member of the Safer Buckinghamshire Board which is the statutory Community Safety Partnership for Buckinghamshire.</p> <p>A key responsibility of the Safer Buckinghamshire Board is to maintain the Community Safety Plan for Buckinghamshire, based upon the strategic assessment of crime and community safety in the county, public engagement and other insight into crime and the causes of crime in Buckinghamshire.</p>		<p>Councillor Steve Bowles</p> <p>Dr Jane O'Grady</p>		7/10/22
<p><b>Woodlands In Principle CPO</b> Seeking authority to proceed with an In-Principle CPO (compulsory purchase order) process</p>	Aston Clinton & Bierton	<p>Councillor John Chilver</p> <p>John Reed</p>	Part exempt ( <i>para 3</i> )	17/1/22
<p><b>Woodlands strategy for negotiated acquisition</b> Recommendations to Cabinet regarding the freehold interest in the Woodlands development site.</p>	Aston Clinton & Bierton	<p>Councillor John Chilver</p> <p>John Reed</p>	Part exempt ( <i>para 3</i> )	17/1/22
<b>Cabinet 21 March 2022</b>				

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Food and Health and Safety Service Plan and policies</b> The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an annual service plan that demonstrates how the authority will work to deliver its food safety and health and safety service. The Office for Product Safety and Standards also requires local authorities to produce and publish their enforcement policies and to ensure that they comply with The Regulator's Code.</p>		<p>Councillor Mark Winn  Ian Snudden</p>		21/12/22
<b>Cabinet 11 April 2022</b>				
<p><b>Buckinghamshire Healthy Ageing Strategy 2022-28</b> To approve the Council's Healthy Ageing Strategy 2023-2028. The Healthy Ageing Strategy sets out how the Council and its partners will work to make Buckinghamshire more age friendly, which is a priority in the Joint Health and Wellbeing Strategy. This will support Buckinghamshire residents to live healthy, fulfilling, and independent lives for as long as possible, to 'age well'.</p>		<p>Councillor Angela Macpherson  Dr Jane O'Grady</p>		23/12/22
<b>December 2022 Leader Decisions</b>				

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Buckingham School - Emergency Access</b> To install various measures outside The Buckingham School including:</p> <ul style="list-style-type: none"> <li>- Emergency Access</li> <li>- Bus Stand clearway restriction</li> <li>- No waiting at any time restrictions</li> </ul>	Buckingham West	Councillor Steve Broadbent  Daniel Pearson		7/11/22
<p><b>Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Partnership (BOB ICP) Joint Committee</b> Approval for the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS) to establish an Integrated Care Partnership through a Joint Committee</p>		Councillor Angela Macpherson  Gill Quinton		8/6/22
<b>January 2023 Leader Decisions</b>				
<p><b>A404 / A4155 Westhorpe Junction Improvements Scheme</b> The proposed scheme has not been approved by National Highways so it is recommended that the project should not be considered for construction and is closed.</p>	Flackwell Heath, Little Marlow & Marlow South East; Marlow	Councillor Steve Broadbent  Richard Lumley		7/12/22
<p><b>Adult Social Care Travel Assistance Policy</b> To agree the travel assistance policy for Adult Social Care</p>		Councillor Angela Macpherson  Tracey Ironmonger		22/9/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Assets of Community Value</b> To agree the changes to procedure for managing Buckinghamshire Council's Assets of Community Value and Community Right to Bid Process</p>		<p>Councillor Steve Bowles  Nick Graham</p>		8/9/22
<p><b>Aston Clinton - Traffic Calming</b> Vertical traffic calming and speed limit reduction</p>	Aston Clinton & Bierton	<p>Councillor Steve Broadbent  Simon Glover</p>		19/3/20
<p><b>Bierton Traffic Calming</b> Public consultation is to be carried out on a traffic calming scheme along the A418 through Bierton. The proposals include; narrowings, chicanes, build-outs, and pedestrian, cycle, and bus stop improvements. Public consultation and the delivery of a traffic calming scheme was secured as a s106 obligation of the nearby Kingsbrook development.</p>	Aston Clinton & Bierton	<p>Councillor Steve Broadbent  Christine Urry</p>		25/5/22
<p><b>Buckinghamshire Combatting Drugs Strategy</b> To agree the Buckinghamshire Multi-Agency Combatting Drugs Strategy.  This will support delivery of the government's 10 year strategy to reduce drug use, drug-related crime, deaths and other harms.</p>		<p>Councillor Angela Macpherson  Dr Jane O'Grady</p>		8/9/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Budget Adjustments to the Approved Capital Programme</b> To approve changes to the Approved Capital Programme</p>		<p>Councillor John Chilver  Sue Palmer</p>		14/9/20
<p><b>Business Case for the recommissioning of The Vines (respite service for Children and Young People)</b> To agree the Business Case for the recommissioning of The Vines - a six bedded unit providing residential short breaks to disabled young people aged 11 – 19 years old with behaviours that challenge which is due for renewal on 1st April 2022. This is for a 2 year contract with one year extension.</p>		<p>Councillor Anita Cranmer  Tracey Ironmonger</p>	Part exempt (para 3)	18/8/21
<p><b>Calvert Parking Restrictions</b> Recommendations:</p> <p>a. To approve the making of the Traffic Regulation Order (TRO) for the scheme outlined in this report.</p> <p>b. That responders to the Statutory Consultation be informed of the Cabinet Member for Logistics Decision.</p> <p>c. The TRO be made as advertised as made at set out in the statutory consultation:</p> <p>Introduce two bus stop clearways on Brackley Lane, Calvert and double yellow lines ("No Waiting at any Time") at the junction of Brackley Lane and Werner Terrace, opposite the bus stop clearways, and across vehicular accesses.</p>	Grendon Underwood	<p>Councillor Steve Broadbent  Tara Rutland</p>		26/10/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Chilterns Beechwoods Mitigation Strategy</b> Report to consider the recreational disturbance mitigation strategy for Ashridge Commons and Woods.</p>	<p>Amersham &amp; Chesham Bois; Aylesbury South East; Chesham; Chess Valley; Chiltern Ridges; Great Missenden; Ivinghoe; Little Chalfont &amp; Amersham Common; Penn Wood &amp; Old Amersham</p>	<p>Councillor Peter Strachan  Simon Meecham</p>		<p>18/10/22</p>
<p><b>CYP Integrated Therapies</b> Recommission of the Buckinghamshire Children and Young People's Integrated Therapies service</p>		<p>Councillor Anita Cranmer  Marie-Claire Mickiewicz</p>	<p>Part exempt <i>(para 3)</i></p>	<p>30/6/22</p>
<p><b>Denham Local Priority</b> Key Decision Report for the S106 Denham Local Priority Scheme.</p>	<p>Denham</p>	<p>Councillor Steve Broadbent  Daniel Pearson</p>		<p>28/9/22</p>



Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Future Commissioning of Supported Living Contracts</b> Decision on the future commissioning intentions for Supported Living Block contracts and decision to go out to advert for multiple Supported Living services following the upcoming expiry of existing contracts.</p>		<p>Councillor Angela Macpherson  Tracey Ironmonger</p>	<p>Part exempt (<i>para 3</i>)</p>	<p>18/10/22</p>
<p><b>Haddenham Parking Restrictions</b> Scheme proposing to introduce parking restrictions on Tibbs Road, Haddenham.</p>	<p>Bernwood</p>	<p>Councillor Steve Broadbent  Daniel Pearson</p>		<p>24/3/22</p>
<p><b>Harmonisation of Pest Control Fees</b> The harmonisation of policy and fees regarding which residents are able to access subsidised pest control treatment.</p>		<p>Councillor Mark Winn  Jacqui Bromilow</p>		<p>30/8/22</p>
<p><b>Hicks Farm Rise, High Wycombe - Proposed Traffic Calming</b> Public consultation is to be carried out on a vertical traffic calming scheme along Hicks Farm Rise between Baring Road and Gayhurst Road. The proposals include; advance warning signs and speed cushions.</p>	<p>Totteridge &amp; Bowerdean</p>	<p>Councillor Steve Broadbent  Bestman Agu</p>		<p>26/10/22</p>
<p><b>Horns Lane, High Wycombe</b> Delivery options for development of 50 residential houses</p>	<p>Booker, Cressex &amp; Castlefield</p>	<p>Councillor John Chilver  John Reed</p>	<p>Part exempt (<i>para 3</i>)</p>	<p>30/6/22</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Prestwood Recreation Ground</b> The granting of a lease of Prestwood Recreation Ground to the Parish.</p>	Great Missenden	Councillor John Chilver  John Reed	Part exempt ( <i>para 3</i> )	7/11/22
<p><b>Public Spaces Protection Order extensions</b> Four Public Spaces Protection Orders (PSPO's) are due to expire in March/April 2023 and will be extended for a further three years. Public and members consultation will begin shortly.</p>	Abbey; Amersham & Chesham Bois; Booker, Cressex & Castlefield; Chalfont St Giles; Chalfont St Peter; Chesham; Chess Valley; Chiltern Ridges; Chiltern Villages; Cliveden; Great Missenden; Little Chalfont & Amersham Common; Penn Wood & Old Amersham; Ridgeway East; Ridgeway West; Terriers & Amersham Hill	Councillor Steve Bowles  Stuart McNair		7/11/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Russet Street/Worcester Street, Berryfields, Aylesbury – Prohibition of Motor Vehicles Traffic Regulation Order</b>            Proposal to introduce a ‘Prohibition of Motor Vehicles’ Traffic Regulation Order (TRO) on Russet Street/Worcester Street, Berryfields, Aylesbury.</p>	Stone & Waddesdon	Councillor Steve Broadbent  David Cairney		16/6/22
<p><b>Stablebridge Road, Aston Clinton - 30mph Speed Limit T.R.O</b>            Decision regarding the introduction of a 30mph speed limit restriction on a section of Stablebridge Road.</p> <p>A decision will only be required if there are objection/s during its statutory consultation period.</p>	Aston Clinton & Bierton	Councillor Steve Broadbent  Bestman Agu		26/10/22
<p><b>Station Road, Quainton - Proposed Traffic Calming Build Out</b>            Barwood Homes propose to fully fund and construct a Traffic Calming Build Out on Station Road, Quainton. This is to facilitate the widening of the existing footway to 1.5m beside No.17 Station Road. Works would be carried out via a Section 278 Legal Agreement.</p>	Great Brickhill	Councillor Steve Broadbent  Darryl Bonsor		22/10/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Stoke Mandeville Parallel Crossing</b> Recommendations:</p> <p>To proceed to the implementation of the Stoke Mandeville Parallel Crossing scheme as set out in the statutory consultation.</p> <p>The local people are concerned with traffic not slowing down as they approach the existing zebra crossing outside Stoke Mandeville school. As part of these works, we will be upgrading the existing zebra crossing to a parallel crossing to include cyclists. As part of these works, we will also be including relevant improvements so that the crossing is more conspicuous, this will be achieved with LED beacons and coloured anti-skid road surfacing.</p>	Wendover, Halton & Stoke Mandeville	Councillor Steve Broadbent  Tara Rutland		26/10/22
<p><b>Tree Planting Programme, Part of Burcott Hall and part of Soulbury Road Farm, Wing</b> Tree Planting Programme on Council owned land</p>	Wing	Councillor Gareth Williams  David Johnson	Part exempt (para 3)	22/9/22
<p><b>VCSE Stabilisation Fund</b> This report details a proposal to create a VCSE Stabilisation fund using a portion of the Buckinghamshire Lottery Community Fund. The purpose of the fund is to ensure the stability of the VCSE sector within Buckinghamshire and ensure they are able to support the Opportunity Bucks programme as the sector faces rising cost of living / inflationary pressures.</p>		Councillor Martin Tett  Gail Hudson	Part exempt (para 3)	23/12/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Westbury Puffin Crossing</b> Recommendations:</p> <p>To proceed to implementation of the A422 Brackley Road, Westbury Puffin Crossing scheme as set out in the statutory consultation.</p> <p>There is currently an uncontrolled crossing point on the A422 Brackley Road near the junction of Main Street, Westbury; a puffin crossing linking both sides of the village would provide pedestrians a safe route to these amenities.</p>	Buckingham West	Councillor Steve Broadbent  Tara Rutland		26/10/22
<b>February 2023 Leader Decisions</b>				
<p><b>A355 Bowl Barrow Way - New Speed Limit and Clearway</b> Report to be written with recommendations upon the conclusion of a statutory consultation on proposal to introduce new speed limit and clearway</p>	Beaconsfield	Councillor Steve Broadbent  Ujjwal Kakkar		21/12/22
<p><b>A41 Gatehouse Road, Aylesbury - amendments to parking restrictions</b> To write report following statutory consultation for changes to the parking restrictions outside the new Sainsbury's Aylesbury development</p>	Aylesbury North West	Councillor Steve Broadbent  John Pateman		23/12/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>A413 Winslow - 30mph speed limit extension</b> Report to be written with recommendations upon the conclusion of a statutory consultation on proposal to extend the 30mph speed limit on A413 Winslow (near to junction with Furze Lane)</p>	Winslow	Councillor Steve Broadbent  John Pateman		7/12/22
<p><b>All-age Autism Strategy</b> To agree the All-age Autism strategy for Buckinghamshire</p>		Councillor Angela Macpherson  Simon Brauner-Cave		11/5/22
<p><b>Annual Fee Uplift for Adult Social Care Providers 2023/24</b> To approve proposals for fee increases to adult social care providers to support care market sustainability in Buckinghamshire.</p>		Councillor Angela Macpherson  Tracey Ironmonger		21/12/22
<p><b>Award of Consultancy Services via ESPO (Eastern Shires Purchasing Organisation) Framework Lot 2d General Finance</b> To award the Financial consultancy contract to provide support across Neighbourhood Services</p>		Councillor Gareth Williams  Gurbaksh Badhan	Part exempt (para 3)	23/11/22
<p><b>Award of Consultancy Services via ESPO (Eastern Shires Purchasing Organisation) Framework Lot 8b Environmental and Sustainability</b> To award the Engineering consultancy contract to provide support across Neighbourhood Services</p>		Councillor Gareth Williams  Gurbaksh Badhan	Part exempt (para 3)	23/11/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p><b>Award of Consultancy Services via ESPO (Eastern Shires Purchasing Organisation) Framework Lot 8h Waste and Recycling</b> To award the Technical consultancy contract to provide support across Neighbourhood Services</p>		<p>Councillor Gareth Williams Gurbaksh Badhan</p>	<p>Part exempt (para 3)</p>	<p>23/11/22</p>
<p><b>CYP Integrated Therapies Strategy</b> Sign off of CYP Integrated Therapies Strategy</p>		<p>Councillor Anita Cranmer Marie-Claire Mickiewicz</p>	<p>Part exempt (para 3)</p>	<p>30/6/22</p>
<p><b>Domiciliary Care Procurement Vehicle</b> Decision to go out to tender to procure domiciliary care services for adults in Buckinghamshire.</p>		<p>Councillor Angela Macpherson Erica Taylor</p>	<p>Part exempt (para 3)</p>	<p>2/3/22</p>
<p><b>Market Sustainability Plan</b> To agree the Market Sustainability Plan.  As part of its adult social care reform programme, the government requires local authorities to submit a Market Sustainability Plan in February 2023. The Market Sustainability Plan requires councils to identify the key risks to the adult social care market and plans to address those risks, including how the council will move towards a fair cost of care over the next 3 years.</p>		<p>Councillor Angela Macpherson Tracey Ironmonger</p>		<p>26/10/22</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<b>The Courtyard, High Wycombe</b> Disposal options for surplus land in High Wycombe.	Abbey	Councillor John Chilver  John Reed	Part exempt ( <i>para 3</i> )	10/11/22
<b>March 2023 Leader Decisions</b>				
<b>Recommissioning of Buckinghamshire Healthy Adult Programme (0-19 Years) Public Health Nursing Services</b> To agree the recommissioning of the Buckinghamshire Healthy Child Programme (0-19 Years) Public Health Nursing Services contract. This will be based on the current model, with some amendments to meet the revised national guidance. And to also agree to delegate authority for award of the contract to the appropriate officer following the procurement process.		Councillor Angela Macpherson  Tracey Ironmonger		23/12/22



Individual Leader decisions (in consultation with the Cabinet Member) are not discussed at meetings – a report is presented to the Cabinet Member and the Leader will decide whether to sign the decision.

If you have any questions about the matters contained in this forward plan, please get in touch with the contact officer. If you have any views that you would like the cabinet member to consider please inform the democratic services team in good time ahead of the decision deadline date. This can be done by telephone 01296 382343 or email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk). You can view decisions to be made and decisions taken on the council's website.

The council's definition of a 'key decision' can be seen in part 1 of the council's [constitution](#).

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually five working days before the date of the meeting. Paper copies may be requested using the contact details below.

\*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt (private) information as defined in part I of schedule 12a of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1 - Information relating to any individual

Paragraph 2 - Information which is likely to reveal the identity of an individual

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6 - Information which reveals that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment

Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of schedule 12a of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343  
[democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)

## Select Committee Work Programmes 2022/23

**Children's and Education Select Committee** (Chairman: Cllr Julie Ward, Scrutiny Officer: Katie Dover)

Date	Topic	Description & Purpose	Lead Officer	Contributors
26 January 2023	Education Standards Report	For the Select Committee to receive the assessment outcomes for the years 2021/22 for children and young people in Buckinghamshire	Simon James	Simon James Anita Cranmer John Macilwraith
	Education Strategy 2022-27	To receive an update on the agreed Strategy	Simon James	Simon James Anita Cranmer John Macilwraith
	Update on Children's Mental Health (CAMHS to present)	To receive an update on service provision following the increased demand post-Covid	Richard Nash/John Macilwraith	CAMHS representatives – Donna Clarke? Grant Macdonald/Nick Broughton Anita Cranmer John Macilwraith
	Update on progress of recommendations on Social Worker recruitment & retention report	For the Select Committee to receive an update on departmental progress against the recommendations in the rapid review group's report	Richard Nash	Richard Nash Anita Cranmer
	Update on Progress of SEND Written Statement of Action	The first update following the report to 30 <sup>th</sup> June 22 Select Committee on the SEND inspection	Richard Nash	Richard Nash John Macilwraith
23 March 2023	Fostering and Adoption Service	To receive an overview of the service and hear progress through 2021/22	Palvinder Kudhail	Anita Cranmer Richard Nash John Macilwraith

	MacAlistair report – independent review of children’s social care	Information report update	Palvinder Kudhail	Palvinder Kudhail
	Out of County Placements	To update the committee on the current challenges with regards to out of county placements	Richard Nash/John Macilwraith	John Macilwraith

**Communities and Localism Select Committee** (Chairman: Mimi Harker, Scrutiny officer: Kelly Sutherland)

<b>Date</b>	<b>Topic</b>	<b>Description and Purpose</b>	<b>Lead Officer</b>	<b>Contributors</b>
17 January 2023	HS2	A discussion with HS2 focussing on their engagement with communities impacted by construction and the opportunities available through their community investment funding.	Laura Leech	Peter Martin
	Community Board Review – 6-month progress report	The Select Committee will review the progress of work on implementation of recommendations made in the Community Board review report which was presented to Cabinet on 10 <sup>th</sup> May 2022.	Roger Goodes/ Wendy Morgan-Brown	Steve Bowles
8 <sup>th</sup> February 2023	Violence against Women and Girls	The Select Committee will review how the Council and Partner organisations are working together to prevent violence against women and girls.	Gideon Springer	Zahir M for Public Health
	Film Office	Members will learn about the work of the newly established Buckinghamshire Film Office.	Ruth Bryant	Clive Harriss, Sophie P, Ruth Bryant
19 April 2023	Devolution	The Select Committee will receive an update on devolution of services and assets and assess how effectively the Council has delivered devolution at pace.	Matt Everitt/ Tim Weetman	Steve Bowles
	Community Resilience Update (TBC)	Members will receive an update from the Resilience Service on their work with town and parish councils to strengthen community resilience.	Vince Grey	Steve Bowles, Vince Grey, Lloyd Jeffries
	Town and Parish Charter	Members will receive an update on the implementation of the Town and Parish Charter Action Plan.	Simon Garwood	Steve Bowles, Roger Goodes, Simon Garwood

**Finance and Resources Select Committee** (Chairman: Ralph Bagge, Scrutiny officer: Chris Ward)

<b>Date</b>	<b>Topic</b>	<b>Description &amp; Purpose</b>	<b>Lead Officer</b>	<b>Contributors</b>
9 – 13 January 2023	Budget Scrutiny		All Corporate and Service Directors	Cabinet Members, Deputies, Corporate and Service Directors
23 February 2023	Budget Inquiry 2022 Recommendations: 12-month review	To receive an update on the process of the budget scrutiny recommendations made in January 2022	David Skinner	Martin Tett
	Budget Performance Monitoring Q3	To review the Quarter 3 Budget Monitoring Report	David Skinner	John Chilver
	Q3 Performance Report 2022-23	To review the Quarter 3 Performance Report	Matthew Everitt Holly Pedrick	John Chilver
	Work Smart Programme	To receive an update on the programme and the Estates Strategy	Sarah Murphy-Brookman John Reed	John Chilver
6 April 2023	Sickness Absence	To consider the sickness absence ‘deep dive’ report that the Committee expressed an interest in.	Sarah Murphy-Brookman Sarah Keyes	John Chilver
	External Property Companies	Report on the performance and business plans of the Council's companies: AVE, Consilio, London Road Management Company, and Buckinghamshire Advantage	John Reed	John Chilver
	External Company Governance Annual Update	To receive a report following one year of the new governance arrangements with the external property companies	John Reed	John Chilver

**Growth, Infrastructure and Housing Select Committee** (Chairman: David Carroll, Scrutiny officer: Tom Fowler)

<b>Date</b>	<b>Topic</b>	<b>Description &amp; Purpose</b>	<b>Lead Officer</b>	<b>Contributors</b>
16 February 2023	Local Plan, LTP and Infrastructure Plan – How do these crucial plans link together? **	An opportunity for members to understand and discuss the synergies between the emerging Local Plan, Local Transport Plan and Infrastructure Plan.	Steve Bambrick, Darran Eggleton, Richard Lumley,	Peter Strachan, Steve Broadbent, Martin Tett?
	Planning Enforcement Plan review and update	The Select Committee will review the effectiveness of the Planning Enforcement Plan in light of an up to date performance report.	Darran Eggleton	Gary Hall, Darran
6 April 2023	Member Engagement in Planning – 12-month progress update	The Select Committee will review the progress of work on implementation of the 6 recommendations made in the Member Engagement in Planning review which was presented to Cabinet on 1 <sup>st</sup> March 2022.	Steve Bambrick/Chrissy Urry	Peter Strachan

**Health and Adult Social Care Select Committee** (Chairman: Jane MacBean, Scrutiny officer: Liz Wheaton)

Date	Topic	Description & Purpose	Lead Presenters	Contributors
9 February 2023	South Central Ambulance Service	A recent CQC inspection report rated the overall service as “inadequate” (published in August 2022). An improvement plan has been developed and the Committee will review this plan and evaluate the service improvements.	Will Hancock, Chief Executive	Andy Battye Mark Begley
	Maternity Services	Following the publication of the Ockenden report, the Committee received assurances from Buckinghamshire Healthcare Trust in relation to the findings. This item provides an opportunity for Members to receive an update on this service.	Karen Bonner, Chief Nurse	
	Adult Social Care Workforce	An opportunity for Members to explore in more detail the current social worker workforce, particularly the social worker academy.	TBC	TBC



20 April 2023	PCN Inquiry – 6 month recommendation monitoring	For the Committee to receive a progress report on the implementation of the recommendations made in the HASC’s Inquiry into Primary Care Development in Buckinghamshire.	TBC	
Item to be confirmed	Dementia Services	This issue has already been identified as part of Adult Social Care’s refreshed Better Lives Strategy. The Committee will hear about the progress made in developing services to meet the needs of people with dementia and their carers and review how this delivers against the national agenda.	TBC	
	Adult Social Care – Quality Assurance Framework	The Committee will hear from adult social care colleagues about the quality assurance framework which underpins service delivery.	TBC	

**Transport, Environment and Climate Change Select Committee** (Chairman: Bill Chapple, Scrutiny officer: Chris Ward)

Date	Topic	Description & Purpose	Lead Officer	Contributors
2 February 2023	East West Rail	To receive an update on the project	Dr Laura Leech Richard Lumley Susan Browning	Steve Broadbent Peter Martin EWR Reps
	Public Transport	To receive a report including progress on Demand Responsive Pilots	Richard Barker Lindsey Vallis James Loader	Steve Broadbent
	Waste Options Appraisal & Strategy *	To provide Members with information regarding: the work being undertaken to assess the future operational arrangements relating to waste collection & street scene services; and the planned approach regarding the Council's future Waste Strategy.	Richard Barker Martin Dickman Claire Oakins Graham Neale-Flower	Gareth Williams
30 March 2023	HS2	To receive an update on the project	Dr Laura Leech Richard Lumley	Steve Broadbent Peter Martin HS2 Reps
	New Highways Model	To hear details regarding the mobilisation of the new Highways model	Richard Barker Kevin Goad David Farquhar	Steve Broadbent
	Air Quality Monitoring in Buckinghamshire	To provide an overview of air quality monitoring across the county	Ben Coakley	Gareth Williams

\* This item is subject to waste performance improvement



## Report to Cabinet

<b>Date:</b>	<b>5<sup>th</sup> January 2023</b>
<b>Title:</b>	<b>Council Tax Base Setting 2023/24</b>
<b>Relevant councillor(s):</b>	Martin Tett, Leader
<b>Author and/or contact officer:</b>	<b>David Skinner</b>
<b>Ward(s) affected:</b>	<b>All</b>
<b>Recommendations:</b>	<p><b>Approve the Buckinghamshire Council’s provisional tax base for the year 2023/24 as 228,997.95.</b></p> <p><b>To note the Buckinghamshire Council’s collection rate for the year 2023/24 is 98.3%.</b></p>
<b>Reason for decision:</b>	<b>It is a requirement to set the Council Tax Base as at 30<sup>th</sup> November and inform the other Preceptors.</b>

### 1. Executive summary

- 1.1 In 2023/24, the provisional tax base for the year is 228,997.95 which is 1.76% higher than 2022/23.
- 1.2 The increase in tax base from last year arises from:
  - a) Slight reduction in Council Tax Reduction Scheme; this increased the base by 638 band D equivalent properties;
  - b) Increasing the collection rate from 98.2% to 98.3%; this increased the base by 229 band D equivalent properties;
  - c) Adjustments in respect of changes in the number of chargeable dwellings, discounts or premiums; this will increase the base by 3100.21 band D equivalent properties.

## **2. Content of report**

### **2.1 Background**

- a) The Local Authorities Calculation of Council Tax Base (England) Regulations 2012 prescribe rules for the calculation of the Council Tax base.
- b) On an annual basis, all local authorities are required to calculate a Council Tax Base which is used to set the level of Council Tax. The process is governed by the Local Authorities' (Calculation of Tax Base) Regulations 1992.

### **2.2 Methodology**

- a) The tax base is set having regard to:
  - i. The Valuation List;
  - ii. Current exemptions, reductions and discounts;
  - iii. Discretionary discounts;
  - iv. Anticipated developments that may occur during the year;
  - v. Expected long term collection rate;
  - vi. Local discounts and premiums arising from the Council Tax Support Scheme.

### **2.3 The basic methodology for calculating the tax base is as follows:**

- a) Calculations are made of the 'relevant amount' for the year in respect of the valuation bands shown in the Council's Valuation List as at the end of November. For each band, this amount represents the estimated full year equivalent number of chargeable dwellings listed in the band after taking into account the impact of disabled band reductions and discounts.
- b) The 'relevant amounts' for each band are then aggregated and expressed as an equivalent number of band D dwellings.
- c) The Council then multiplies this aggregate of all relevant amounts by the estimated collection rate for the year. The resulting figure is the Council Tax Base for the year
- d) The rules for calculating the Council Tax Base for any part of a Council's area (e.g. a parish, or that part of its area to which a levy or special levy relates) are the same as the rules for calculating the Council Tax Base for the whole of its area for that year, and the same estimated collection rate must be used.

### **2.4 Local discounts and premiums arising from the Council Tax Support Scheme and Council Tax Reforms brought in from 1 April 2014 have been taken into account in the tax base calculation. The calculation is based on the current position in terms of numbers on the Council Tax Reduction Scheme (CTR).**

- 2.5 The result of this calculation for each band and each part of the area is then scaled to a Band D equivalent by reference to the ratios laid down in Section 5 of the 1992 Act and summarised below.

Band	A	B	C	D	E	F	G	H
Weighting	6/9	7/9	8/9	1	11/9	13/9	15/9	2

- 2.6 The estimate of the collection rate is the main area over which the Council has any discretion. Recommendation 2 seeks approval for an estimated collection rate of 98.3% which has been estimated by reference to past experience of Council Tax collection, including the current observable conditions.
- 2.7 Collection rates will be monitored, and any adjustments will be reflected in the calculation of the 2023/24 surplus or deficit.

### 3. Other options considered

- 3.1 As stated in para 2.6, the Council has discretion over setting the collection rate. Setting a higher rate would increase revenue. Any potential deficit created by the collection rate falling below the rate can be managed in future years. Changing the assumption around the collection rate would also impact on the receipts of major preceptors.

## 4. Legal and financial implications

### 4.1 Key Financial Risks

<b><u>Demand for Housing</u></b>		
<u>Description</u>	<u>Key Indicators</u>	<u>Mitigation</u>
Inflation without growth, increasing building costs, financial regulation, and mortgage availability	<ul style="list-style-type: none"> <li>Inventory of House builders' unsold homes</li> <li>Weak wage growth</li> <li>Unemployment %A</li> </ul>	Monitoring House builder performance; adjust growth forecasts; and minimise use of prior year surplus
<b><u>Supply of Housing</u></b>		
<u>Description</u>	<u>Key Indicators</u>	<u>Mitigation</u>
Increasing building costs, lack of industry skills and capacity, changes to regulations and taxes, for example stamp duty on Buy to Let purchases.	<ul style="list-style-type: none"> <li>New government initiatives</li> <li>Build cost inflation</li> </ul>	Monitoring inflation; adjust growth forecasts; and minimise use of prior year surplus (reserve)
<b><u>Credit Risk</u></b>		
<u>Description</u>	<u>Key Indicators</u>	<u>Mitigation</u>
Default of debt owed by taxpayer.	<ul style="list-style-type: none"> <li>Debtor days' ratio</li> <li>Lifetime credit losses</li> <li>Aging profile</li> </ul>	Adjust collection rate in future period.

## **5. Consultation with local councillors & community boards**

5.1 Not applicable.

## **6. Communication, engagement & further consultation**

6.1 The provisional tax base will be provided to other preceptors (e.g. parishes).

## **7. Next steps and review**

7.1 The Council Tax Base report will be taken to Cabinet for approval on 5<sup>th</sup> January 23.

## **8. Background papers**

8.1 Appendix 1: Council Tax Base of each of the parts of Buckinghamshire Council.

## Appendix 1

Cabinet considers the information provided in this report and approve that:

- (i) In accordance with the provisions of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 the amount calculated by Buckinghamshire Council (i) as its Council Tax base for the whole of its area for the year 2023/24 shall be **228,997.95** and (ii) as the Council tax Base for each of the parts of its area for the year 2023/24 shall be:-

Parish	2023/24
Addington	72.37
Adstock	169.05
Akeley	218.79
Amersham	6977.46
Ashendon	131.79
Ashley Green	473.13
Aston Abbots	195.25
Aston Clinton	2203.67
Aston Sandford	30.38
Aylesbury Town	19087.34
Barton Hartshorn	39.97
Beachampton	83.91
Beaconsfield	6408.92
Berryfields	2901.09
Biddlesden	52.41
Bierton	849.24
Bledlow-cum-Saunderton	1342.43
Boarstall	81.38
Bradenham	225.04
Brill	525.73
Broughton Hamlet	34.77
Buckingham Park	843.33
Buckingham Town	5579.04
Buckland	385.69
Burnham	5035.77
Calvert Green	393.53
Chalfont St Giles	3198.46
Chalfont St Peter	6802.87
Charndon	124.86
Chartridge	865.54
Chearsley	296.65
Cheddington	808.84

<b>Parish</b>	<b>2023/24</b>
Chenies	154.5
Chepping Wycombe	6469.16
Chesham	8288.68
Chesham Bois	1660.1
Chetwode	39.8
Chilton	134.3
Cholesbury	508.77
Coldharbour	1808.3
Coleshill	326.08
Creslow	7.1
Cublington	175.41
Cuddington	298.16
Denham	3650.53
Dinton with Ford & Upton	467.32
Dorney	366.07
Dorton	76.16
Downley	1967.22
Drayton Beauchamp	78.25
Drayton Parslow	278.85
Dunton	50.62
East Claydon	191.07
Edgcott	114.84
Edlesborough, Dagnall & Northall	1392.76
Ellesborough	437.61
Farnham Royal	3171.9
Fawley (Parish Meeting)	149.29
Fleet Marston	22.14
Foscote	17.45
Fulmer	347.57
Gawcott with Lenborough	346.56
Gerrards Cross	4777.61
Granborough	271.81
Great & Little Hampden	173.06
Great & Little Kimble cum Marsh	511.36
Great Brickhill	422.46
Great Horwood	497.7
Great Marlow	726.86
Great Missenden	4954.06
Grendon Underwood	455.44
Haddenham	2996.84
Halton	354.28
Hambleton	842.5



<b>Parish</b>	<b>2023/24</b>
Hardwick	149.16
Hazlemere	4040.96
Hedgerley	406.82
Hedsor (Parish Meeting)	83.94
High Wycombe Charter	24033.51
Hillesden	97.98
Hoggeston	50.85
Hogshaw	33.29
Hughenden	4099.82
Hulcott	56.61
Ibstone	145.7
Ickford	383.48
Ivers	4807.98
Ivinghoe	423.44
Kingsbrook	1338.34
Kingsey	75.77
Kingswood	40.23
Lacey Green	1260.28
Lane End	1468.97
Latimer and Ley Hill	518
Leckhampstead	93.29
Lillingstone Dayrell with Luffield Abbey	50.24
Lillingstone Lovell	75.21
Little Chalfont	3160.84
Little Horwood	241.86
Little Marlow	814.4
Little Missenden	3171.27
Long Crendon	1262.34
Longwick-cum-Ilmer	929.9
Ludgershall	194.21
Maids Moreton	342.48
Marlow Bottom	1532.02
Marlow Town	6908.63
Marsh Gibbon	479.71
Marsworth	322.82
Medmenham	517.92
Mentmore	231.33
Middle Claydon	71.97
Mursley	323.1
Nash	219.34
Nether Winchendon	80.38

<b>Parish</b>	<b>2023/24</b>
Newton Longville	778.65
North Marston	326.87
Oakley	508.65
Oving	234.63
Padbury	387.71
Penn	2409.64
Piddington & Wheeler End	264.27
Pitchcott	28.31
Pitstone	1395.82
Poundon	55.18
Preston Bissett	135.79
Princes Risborough	3801.36
Quainton	609.98
Radclive cum Chackmore	118.28
Radnage	392.51
Seer Green	1227.66
Shabbington	254.91
Shalstone	59.71
Slapton	279.8
Soulbury	399.65
Steeple Claydon	1119.63
Stewkley	865.97
Stoke Hammond	825.58
Stoke Mandeville	2911.88
Stoke Poges	2359.48
Stokenchurch	1986.73
Stone with Bishopstone & Hartwell	1179.05
Stowe	159.45
Swanbourne	187.75
Taplow	1435.09
The Lee	410.54
Thornborough	310.27
Thornton	59.55
Tingewick	547.99
Turville	217.84
Turweston	111.76
Twyford	203.74
Upper Winchendon	41.98
Waddesdon	766.84
Water Stratford	64.96
Watermead	949.04

<b>Parish</b>	<b>2023/24</b>
Weedon	208.81
Wendover	3440.85
West Wycombe	546.63
Westbury	224.47
Westcott	176.42
Weston Turville	1950.01
Wexham	930.17
Whaddon	228.09
Whitchurch	484.92
Wing	1158.23
Wingrave with Rowsham	758.76
Winslow Town	2179.91
Wooburn and Bourne End	4970.23
Woodham	23.61
Worminghall	286.33
Wotton Underwood	88.37

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## Report to Cabinet

<b>Date:</b>	5 <sup>th</sup> January 2023
<b>Title:</b>	<b>Draft Revenue budget and Capital Programme</b>
<b>Cabinet Member(s):</b>	Cllr Martin Tett - Leader
<b>Contact officer:</b>	David Skinner, Service Director Finance  Matt Strevens, Head of Corporate Finance, ext. 3181
<b>Ward(s) affected:</b>	All
<b>Recommendations:</b>	<p><b>Cabinet is asked to;</b></p> <ul style="list-style-type: none"> <li>- <b>note and consider the outcome of the Budget Consultation (Appendix 4).</b></li> <li>- <b>note the current risks associated with the draft budget proposals.</b></li> <li>- <b>approve the draft revenue budget and capital programme (Appendix 1-3).</b></li> <li>- <b>agree the proposal that delegation be sought from Council to Cabinet for up to £100m of new capital schemes, funded through Prudential Borrowing, to be added to the Capital programme where robust financial business cases are made (para 7.4).</b></li> <li>- <b>Agree the Schedule of Fees &amp; Charges for 2023/24 (Appendix 5).</b></li> <li>- <b>note that a supplementary report, the formal Council Tax Resolution, will accompany the final Budget to full Council.</b></li> </ul>
<b>Reason for decision:</b>	To approve a draft budget and capital programme that can then undergo scrutiny and challenge prior to the final budget for Buckinghamshire Council being approved by the Council on the 22nd February 2023.

## **1. Executive summary**

- 1.1 The revenue budget presented within this report is for the financial year 2023/24. The decision was taken to prepare a one-year budget due to the extremely high levels of volatility in the economic environment and the uncertainties surrounding future Local Government funding.
- 1.2 Local Government funding remains very uncertain in the medium term due to proposed changes to the Local Government funding regime, potential reviews of Business Rates and Council Tax, and the implementation of key Government policies regarding Adult Social Care reform and the 'Levelling Up' agenda.
- 1.3 The Autumn Statement laid out the Government's funding totals and priorities for the period 2023/24 to 2027/28. Actual allocations to individual authorities have been confirmed through the Provisional Local Government Settlement on 19<sup>th</sup> December and only provide certainty for 2023/24. These are broadly in line with the draft budget and any implications will be considered in the new year / final budget.
- 1.4 Changes to the revenue budget are largely focussed around changes in costs as a result of the significant increase in inflation, service demand and income (both service and corporate), and the recognition of the ongoing risks relating to global economic conditions and the wider Local Government funding regime.
- 1.5 The draft budget proposed is built on the proposed Council Tax base and assumes a 2.99% increase in basic Council Tax and a 2% increase for the Adult Social Care Precept, giving a total increase of 4.99%. This is the maximum allowable without triggering a local referendum and is still significantly below the rate of inflation at 11.1% at the end of October.
- 1.6 The Capital programme is presented over 4 years as many schemes span across multiple financial years. The Council currently has borrowing headroom of £100m. Where schemes are brought forward with a financially viable business case these schemes can be added to the Capital Programmes subject to Cabinet approval.

## **2. Content of report**

- 2.1 This report sets out the draft 1-year revenue budget and 4-year capital programme for Buckinghamshire Council.
- 2.2 This includes updates on the latest estimated funding position, service budget pressures and the key financial risks facing the Council in the future.
- 2.3 The Council Tax Resolution report will be presented as a separate report as part of the final budget in February and will contain the final information from the other

precepting authorities leading to the total Council Tax for the area, which full council is required to approve.

- 2.4 This report does not include special expenses budgets. Discussions are ongoing with the relevant committees to agree special expenses budgets for 2023/24, and these will also be presented alongside the final budget. The level of precept charged in Special Expenses areas forms part of the Council tax referendum threshold calculation, so final Council Tax levels cannot be finalised until this matter is agreed.

### **3. The wider economic environments impact on the Council's budgets**

- 3.1 The importance of robust financial planning over the medium-term is recognised in supporting and evidencing the financial sustainability of the council at a time when a number of other Local Authorities are finding themselves under significant financial stress.
- 3.2 This is evidenced in recent years by the number of Section 114 notices issued, which is when a Council is unable to set a balanced budget, or operate within the budget agreed, and requests for Capitalisation directives to allow capital resources to be deployed to fund ongoing revenue expenditure.
- 3.3 In addition there are currently a number of reviews of other Local Authority finances being undertaken where the government believes unnecessary and ill-considered investment risks have been taken (largely funded through borrowing).
- 3.4 In addition a number of County authorities have suggested that current pressures are unmanageable and that without Government consideration of their purpose and the requirements placed on Local Authorities that there will be many more Section 114 notices issued in the near future.
- 3.5 The Covid-19 pandemic was one of the key influences when agreeing the budget for 2022/23 to 2025/26. The previous budget forms the basis for this latest budget, and as such included assumptions on future demand post-Covid and income recovery following the significant decreases in service income levels as a result of the changes to normal life resulting from the pandemic.
- 3.6 The following factors have been considered and addressed within the draft budget proposals presented alongside this report;
- 3.7 Global economic impacts;
- a) The conflict in the Ukraine has given rise to a number of new pressures. The level of support offered to the Ukrainian military effort is contributing to an increase in Government borrowing which is likely to impact future funding settlements. In addition the reduction in Russian energy supply has created a price pressure on energy from other sources, leading to significant inflation in the energy market. Finally the UK has provided safe haven for

many Ukrainian refugees, which is putting pressure on local services and on national finances.

- b) Immigration and asylum seeking remain at high levels as a result of political volatility in other parts of the world, and Buckinghamshire is supporting refugees from numerous countries.
- c) The global supply chain is still feeling the effects of the Covid-19 pandemic, where factories around the globe have been closed to prevent spread of the virus, and the transporter ship incident in the Suez canal, which resulted in failures in logistics and significantly increased transportation costs.

### 3.8 National economic conditions

- a) The governments response to the exceptionally high costs of energy has been to introduce the Energy Price Guarantee scheme for the period until 31<sup>st</sup> March 2023. This is funded by borrowing and has increased the governments projected debt costs significantly.
- b) As inflation has risen the Monetary Policy Committee has increased interest rates from historic lows to 3%, which is above their target of 2%. This has further increased the Governments debt costs.
- c) The current prediction of the Monetary Policy Committee and the Office for Budget Responsibility is that the UK is entering a recession which will last approximately 2 years. This is likely to impact on tax receipts and the costs of social support, both nationally and locally.
- d) The impact of this is most notable through the Autumn Statement, where whilst spending is broadly maintained in the first 2 years, further years see significant tightening of public spending in order to fund the additional borrowing required to support the nation through the energy crisis and recession.
- e) At a local level the economic downturn is likely to impact both through increased demand for services to residents, and pressure on income both from service budgets and through Council Tax and potentially Business Rates.

### 3.9 Continued covid recovery

- a) Service demand and income were significantly changed through the pandemic, and many of these changes have become base-lined within our budget proposals. Levels of income and excess demand have been considered in context of the recovery plans for 'living with Covid'.

3.10 This draft budget reflects the estimated impacts of the new pressures identified above, along with the continued recovery of income and demand levels as the 'new



normal' of a post-pandemic world emerges. The assumptions behind these impacts are kept under constant review, and when presented to Cabinet the final budget papers will reflect the latest estimates available.

#### **4. Spending Round 2023 and the Provisional Local Government Finance Settlement**

- 4.1 The Government's Autumn Statement, presented to the House on 17 November included some significant announcements impacting on Local Government. Key to these were;
- Delaying the implementation of the Adult Social care reforms by 2 years to October 2025;
  - Repurposing of Adult Social care reform funding to support budget pressures in Social Care, through the creation of a new Social Care grant;
  - Additional ringfenced funding for the Council and through the Better Care Fund to support the process of discharge from hospital;
  - An increase to the Adult Social Care Precept referendum threshold to 2% (from 1%);
  - An increase in the basic Council Tax referendum threshold to 2.99% (from 1.99%);
- 4.2 Estimates of the impact of these announcements on the Council's funding and future expenditure have been included in the draft Revenue Budget.
- 4.3 The allocations of additional funding for Social Care are expected to follow the Government's usual allocation methodology, where initial allocations are made using the Relative Needs Formula. This is then adjusted to take account of each Council's ability to raise additional funding through the ASC Precept. The allocations assume that Councils maximise the ASC Precept, and since Buckinghamshire Council has a high level of Council Tax income our calculated share is adjusted downwards significantly. The effect of this mechanism is that we are effectively choosing to under-fund the Council based on the Relative Needs Formula by not utilising the maximum uplift for the ASC Precept.
- 4.4 The long-proposed changes to Local Authority funding regime through the Fair Funding Reforms may significantly impact the distribution basis for Government funding from 2024/25 onwards, and as such, funding for 2024/25 onwards remains significantly uncertain.
- 4.5 The Provisional Local Government Finance Settlement was published on 19<sup>th</sup> December and provided detailed allocations for 2023/24. Given the timing it has not been possible to fully consider the implications of these figures, and as such this Draft Budget is based on estimates. The implications of the Provisional Settlement

are broadly consistent with the Draft Budget and will be considered in the new year / final budget.

## **5. Developing the budget proposals**

- 5.1 The draft budget proposed has been developed by building on the budget agreed by Full Council in February 2022. This covered the period 2022/23 to 2024/25. This latest budget covers the period 2023/24 only.
- 5.2 Whilst the budget presented covers only 2023/24, plans have been developed in the background for 2024/25 and 2025/26 to ensure the continued financial sustainability of the Council. Given the high level of uncertainty then these plans will be reviewed and monitored as more information is released.
- 5.3 The ongoing recovery from the Covid-19 pandemic was the major focus of the last budget agreed by Full Council. Whilst these are still considered within the budget setting process the predominant factor in the budget for 2023/24 is the current and projected high levels of inflation, and continuing growth in demand within our services.
- 5.4 Each Portfolio Holder has been supported by officers to produce a set of draft revenue budgets and capital programme proposals which support the delivery of the Corporate Plan and which address the growth and inflationary pressures identified above.
- 5.5 Previously agreed budget plans were reviewed to ensure they still remain valid, and amendments were made to reflect the latest intelligence on deliverability and robustness.
- 5.6 The volatility of inflation has meant that developing these proposals has been more complex than in recent years. Inflation does not affect all our services in the same way, as they have differing cost drivers. Significant work has been undertaken to understand, review and quantify the likely future impacts of inflation included within the proposed budget.
- 5.7 Growth assumptions have been reviewed using the latest available evidence, and future growth assumptions updated on this basis.
- 5.8 In addition to this a series of savings proposals were developed to ensure the budget could be balanced. These have been reviewed and prioritised by Cabinet to ensure the minimum of impact on our residents.
- 5.9 A review of the Capital programme was also conducted to ensure that existing schemes continue to be appropriate. Inflation is a significant factor within the development of the Capital Programme, as it is with the revenue budget. New capital project bids have been reviewed and evaluated, and the programme amended to ensure it remains in line with the Councils priorities.

5.10 The robustness of existing and new budget proposals will continue to be monitored as part of normal financial management protocols and significance changes to current assumptions will be considered prior to the presentation of the final budget. Any amendments required as a result will be reflected in the final budget, to ensure that the budget remains robust and appropriate.

## 6. The Draft Revenue Budget

6.1 This budget covers the financial year 2023/24 and provides a 'best estimate' which reflects the uncertainties in future costs and demand levels, national policy, global and national economic conditions and Local Government funding.

6.2 Key assumptions within this budget are;

- a) A continuing slow recovery in Council Tax and Business Rates receipts as the economy recovers from the significant shocks experienced in 2020 and 2021;
- b) A continuing recovery in service income (Rental income, parking charges, planning income, etc.);
- c) Continued increased service costs both from heightened levels of inflation and to meet additional demand arising;
- d) Appropriate levels of contingencies and reserves are held to manage the high levels of risk and uncertainty in budget proposals.

6.3 Overall, the draft budget includes **growth pressures of £33.2m** and **£30.0m of inflationary pressures** in 2023/24, with offsetting savings / efficiencies and **increased income of £30.4m** in 2023/24.

6.4 Growth and Inflation added to this budget reflect the increase in costs of service delivery resulting from specific inflation experienced within individual service budgets and the projected increase in demand as a result in growth in the number of service users.

6.5 The overall revenue budget, with each portfolio's element expanded, can be found in **Appendix 1**.

6.6 The key portfolio budget proposals contained within the draft revenue budget are:

- **Growth pressures of £33.3m**, including;
  - £12.1m in Children's Services, due to increased cost of placements, and demand pressures particularly around Unaccompanied Asylum-Seeking Children.
  - £10.1m in Health & Wellbeing due to increased Adult Social Care placement costs.
  - £3.7m in Homelessness & Regulatory Services largely from increased Temporary Accommodation.

- £3.8m in Transport, largely from Home to School Transport.
- **Inflationary pressures of £30.0m**, including;
  - £14.8m in Health & Wellbeing.
  - £6.1m in Transport on Home to School contracts and Highways contracts
  - £5.2m in Education & Children’s Services on placement costs
  - £2.4m in Accessible Housing & Resources on Energy costs
  - £1.3m in Climate Change & Environment on Waste contracts
- **Proposed savings of £10.1m**, across all portfolios, including;
  - £2.8m in Education & Children’s Services
  - £2.7m in Health and Wellbeing
  - £1.2m in Accessible Housing & Resources
  - £1.0m in Transport
- **Increased service income of £21.0m**, including;
  - £11.8m additional income from the Energy for Waste plant
  - £2.2m of additional property rental income
  - £1.8m in Health & Wellbeing from increased client charges
  - £1.8m increase parking income as usage recovers post-covid
- **Proposed net use of £4.8m of Portfolio Earmarked Reserves** to fund one-off and project costs (see Appendix 3 for details)

6.7 It is proposed to **increase basic Council Tax by 2.99%**.

6.8 In addition, it is proposed that an **Adult Social Care Precept of 2%** be levied in 2023/24. In line with Government requirements this **additional £7.6m** of funding is all allocated to offset the **£10.1m growth pressures and £14.8m of inflationary pressures** in Adult Social Care budgets.

6.9 The following reflects the key changes in corporate budgets;

- An **increase in Council Tax receipts of £23.2m** through the increase proposed, an increase in the collection rate to 98.3%, and a 1.35% growth in the Council Tax base. Once agreed the implications of the actual Tax Base will be considered and included in the final budget.
- A forecast **Council Tax surplus of £3.5m** from 2022/23
- An **increase in Business Rates retained locally of £8.0m** due to the high level of Business Rates multiplier as at September, and delays to Local Government funding reforms
- An **increase of £5.5m in un-ringfenced grants**, based on the Autumn Statement announcements
- A **reduction in New Homes Bonus of £3.3m**, in line with previous government announcements
- An **increase of £0.6m in Treasury management income** due to increased interest rates on investments
- The **use of £4.8m of Corporate Reserves** as agreed in the previous MTFP (£1.36m from General Fund and £3.45m from Earmarked Reserves to smooth savings plans and to address Collection fund accounting arrangements for deficit spreading)

- Increases in corporate contingencies to mitigate the increased risk (especially for Social Care costs, market sustainability and inflation) arising from the current economic conditions;

6.10 Details of proposed budget changes can be found in **Appendix 3**.

6.11 Whilst this budget provides the best available estimates for the 2023/24 financial year, as previously reported there is significant risk around future income, cost and funding projections. The external environment is continuously monitored, and significant and material changes will be reported and included within the final budget presented to full Council on 22<sup>nd</sup> February.

## 7. The Draft Capital Programme

7.1 The Capital programme covers the period 2023/24 to 2026/27, in the recognition that capital projects are often multi-year projects and the uncertainty arising from the pandemic can be managed in other ways.

7.2 A Capital programme review was conducted which covered the existing Capital programme, new capital bids and the prioritisation of those bids for inclusion in the programme to get to a recommended capital programme. The Corporate Capital Investment Board was consulted during this process to provide a steer on the approach to prioritisation.

7.3 A review of the current programme was undertaken during the year in response to the increasing levels of construction inflation. This included a moratorium on uncommitted projects. Opportunities were identified for reducing, reprofiling or removing projects where they were uncommitted, including delaying projects beyond the current planning window in order to create some headroom for new bids. Alongside this the available capital resources were reviewed and future funding estimated.

7.4 Once again it is proposed that **a recommendation is made to Council in February for delegation to be given to Cabinet to add up to £100m worth of schemes to the capital programme, to be funded through prudential borrowing, subject to a robust business case being approved.** This will enable additional priorities, such as regeneration and housing projects, to come forward and be added to the capital programme once positive business cases are fully developed. The prudential borrowing facility may also be used to provide capital loans to our property company Consilio, our joint venture property company Aylesbury Vale Estates and the Enterprise Zone should there be a financially viable and robust business case.

7.5 The overall Capital programme totals **£494.3m** over 4 years. Each Portfolio's element of the Programme can be seen in **Appendix 2**.

7.6 Key highlights within the draft programme are:

- **£33.7m** to support Economic Growth & Regeneration projects;
- **£142.5m** on schools, and school improvement projects;
- **£118.9m** on Strategic Highways maintenance including;
  - i. **£63.1m** on major highway resurfacing schemes;
  - ii. **£13.3m** on Plane & Patch (smaller planned and reactive repairs);
  - iii. **£12.0m** on failed roads;
  - iv. **£6.4m** on Footway repairs;
  - v. **£6.8m** on Street Lighting repairs, replacement and maintenance;
- **£106.7m** on Strategic Transport & Infrastructure;
- **£20.7m** investment in Waste, primarily on vehicle replacement and household recycling centres;
- **£20.0m** to support Housing and Homelessness including affordable housing action plans and disabled facilities grants;
- **£14.3m** on Climate Change and Flood Management.

7.7 All revenue consequences of the Capital programme, including Interest and debt costs and the Minimum Revenue Provision required under Local Authority Accounting guidance have been included in the draft revenue Budget.

## **8. Fees & Charges**

8.1 A review of Fees & Charges has been undertaken as part of the development of the budget proposals included in this report. The starting assumption was that Fees & Charges should be uplifted by 9%, as this was the inflation rate at the time the review was initiated. Portfolios have reviewed the options to achieve a balance to increases in fees & charges, and the results are reflected in the Revenue budget proposals presented

8.2 The schedule of proposed Fees and Charges for 2022/23 is included as Appendix 5.

8.3 Charges for Traded Services to other organisations (including Schools) are not included in this schedule, however it is proposed these should be increased by 6% for pay inflation as it is more representative for those services offered.

8.4 **It is recommended that the schedule of Fees and Charges for 2023/24 and the proposed uplift of 6% for traded services are approved.**

## 9. Financial Risks and uncertainties

9.1 Whilst every effort is made to ensure the budget proposals are robust, deliverable and support financial sustainability there are significant risks identified in the proposed draft budget.

9.2 The table below identifies the key risks to these budget proposals:

<p>Inflation and national economic conditions</p>	<p>Global economic instability, along with supply chain interruptions are continuing to impact on inflation levels within the UK economy, which are currently above 10%. This will impact both in terms of pay pressures and the costs of our supply chain. Whilst Covid-19 related factors are diminishing, the impact of geo-political tensions and conflict are significant and uncertain. As such forecasts are that inflation will return to more normal levels, but the longevity and voracity of these impacts is uncertain.</p> <p>Given the response to inflation has been to increase interest rates, it is forecast that the United Kingdom will enter a period of recession for approximately 2 years. This may impact both costs through increased demand for services and funding through reductions in local tax receipts.</p>
<p>Central Government funding</p>	<p>The Covid-19 pandemic has left the Government with unprecedented levels of debt, and with interest rates rising the Government will have to take decisions to balance the national budget. This may result in reductions to funding available to the Council over the medium-term.</p> <p>The Government has long promised to reform the allocation of funding to Local Authorities. This is now expected to be enacted from 2024/25 at the earliest. Changes to this methodology could have a negative impact on the funding for the Council if our calculated level of need, and hence future funding allocation reduces significantly.</p> <p>The ‘Levelling Up’ agenda has the intention of reducing regional disparities. Without additional funding to raise the level of funding for higher need areas there is likely</p>

	to be a movement of funding from ‘better’ funded areas to those with ‘greater’ need. This is likely to see funding moved from the South East to those areas assessed as higher need.
Geo-political tensions	The current level of political tension across the globe is interrupting supply chains, contributing to the current high levels of inflation, and creating additional burdens on nation states through increased costs in supporting friendly nations in conflicts and through support to those displaced by conflict. The uncertainty and global impact of these tensions and conflicts means that future inflation forecasts and costs of further support are potentially very unpredictable.
Complexity and demand in Social Care & Client Transport	Social care and Client Transport budgets remain subject to significant variations in terms of both demand and inflation. This is being exacerbated by the pressure on hospitals to discharge patients to free bed-space. This is seeing clients leave hospital with higher needs than in normal times. Whilst all reasonable efforts have been made to predict these pressures based on information available estimates remain volatile and uncertain.
Social Care Provider market & Care Reforms	The Care Act places a statutory duty for local authorities with responsibility for adult social care in managing the market including, where necessary, making provision for the continuity of care if social care providers close. Although the reforms are now delayed the move to a Fair Cost of Care has seen an increase in fees, however market sustainability remains a concern.  In Children’s Social Care the national market has become sub-optimal, with demand significantly outpacing supply. This has contributed significantly to increasing placement costs in the current year. Whilst these are expected to continue in the short-term, this draft budget assumes a partial rebalancing of supply and demand in the medium-term.
The Covid-19 pandemic	The Covid-19 pandemic continues to present a risk to the Council’s budgets. Whilst this risk has reduced from previous years, new variants and further lockdowns



	<p>and supporting interventions continue to present a risk to the budget proposals made.</p> <p>The global nature of the economy means that the council is still exposed to the impacts of Covid outbreaks around the world.</p> <p>In addition new changes to demand for services are continuing to arise as a consequence of the pandemic.</p>
Long-term societal change	<p>The pandemic required immediate changes to the way we all live our lives. Whilst some of these were short-lived, others persist as both businesses and individuals consider how they wish to live and work in the future. The medium-term impacts on local economic activity are still unclear.</p>

9.3 A robust risk management approach will be taken to monitor, manage and mitigate these risks through the delivery of these draft budget plans.

9.4 Whilst the revenue budget proposals within this report include increased reserves and contingencies against these increased risks, our General Fund (non-allocated) balances are also at a reasonable level (approximately 10% of Net Operating budget). These balances are held against the risk of unforeseen events and provide a strong buffer against unexpected events. Close management of these risks is required to ensure the sustainability of the Council.

## **10. Reserves and Contingencies**

10.1 Contingency budgets are held primarily to act as a mitigation for risks within the budget, and to hold budgets corporately until such time as they can be allocated to the appropriate Portfolio budgets. Within these risks is the possibility that proposed budget changes cannot be delivered (either fully or partially) or that changes to the proposals need to be made in order to mitigate individual risks which are identified as the parameters of proposals are progressed.

## **11. Legal and financial implications**

11.1 This report is fundamentally about the financial position of the Council and implications are covered within the body of the report.

## **12. Equalities**

- 12.1 When considering the budget it is necessary to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010 which are to:
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 12.2 There are a number of budget proposals that may impact on service users. The impacts of those proposals, both positive and negative, are considered in a number of ways. These can include engagement and consultation and equality impact assessments (EqIAs) both new and updated/reviewed to identify any equalities issues which need to be considered as part of the decision making process. As well as the statutory protected groups, EqIAs will consider the impacts on further vulnerable groups, identify mitigations and improvement measures as well as feeding into a cumulative impact assessment for the Council.
- 12.3 At this stage the majority of the draft proposals are at a high level, and we are unable to ascertain how they may or will specifically impact on our communities and the people within them until the proposals are more detailed. We are however aware that reductions in services or increases in fees or charges are more likely to impact on those who are already vulnerable, including older people, those with disabilities, carers, those facing financial difficulty and those in more deprived areas of the authority. Where the proposals will deliver service improvements, changes to services or targeted interventions these will also impact on those groups.
- 12.4 Once draft proposals are agreed and the further options and parameters identified the proposals will each be subject to their own EqIAs, consultation and assessment procedures to allow all relevant factors to be taken into account.

## **13. Corporate implications**

- 13.1 Actions resulting from consideration of this report may influence future expenditure in areas of concern / interest.

## **14. Local councillors & community boards consultation & views**

- 14.1 A public consultation on priorities and budgets was conducted between 12<sup>th</sup> October and 20<sup>th</sup> November 2022.

- 14.2 1,805 responses were received, with 1,797 of these responses being from residents. This compares very well with recent response rates (circa 300 in 2021). More than 2/3rds of respondents either agreed with or were not opposed to the proposals presented.
- 14.3 A report on the results of this consultation exercise can be found as **Appendix 4** to this report.

## **15. Next steps and review**

- 15.1 In mid-January the Budget Scrutiny Committee will review and challenge the budget proposals made by each Portfolio Holder and make recommendations on potential changes to the budget.
- 15.2 Following the announcement of the Final Local Government Settlement, the implications of these announcements will be considered, and amendments may be required to the draft budget. Options will be discussed and agreed by officers and members and any changes presented as part of the final budget.
- 15.3 The final budget will be presented to Cabinet on 14<sup>th</sup> February 2023, and then the Full Council on 22<sup>nd</sup> February 2023.

## **16. Background papers**

Appendix 1 – Revenue Budget.

Appendix 2 – Capital programme.

Appendix 3 – Detailed revenue budget changes.

Appendix 4 – Budget consultation results.

Appendix 5 – Schedule of proposed Fees & Charges.

## **17. Your questions and views (for key decisions)**

- 17.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)

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# **Appendix 1**

## **Buckinghamshire Council Draft Revenue Budget**

2023/24

# Contents

## **Overall Revenue Budget**

Revenue Budget Summary

Revenue Budget Subjective Analysis

Changes to Net Cost of Services

## **PORTFOLIO BUDGET DETAIL**

Accessible Housing & Resources

Climate Change & Environment

Communities

Culture & Leisure

Education & Children's Services

Health & Wellbeing

Homelessness & Regulatory Services

Leader

Planning & Regeneration

Transport

Corporate

# Overall Revenue Budget

## Budget by Portfolio

	2022-23			2023-24		
	Income £000	Expense £000	Net £000	Income £000	Expense £000	Net £000
<b>Costs by Portfolio</b>						
Accessible Housing & Resources	(116,134)	170,190	54,057	(109,443)	166,201	56,758
Climate Change & Environment	(9,572)	38,505	28,933	(22,738)	39,771	17,033
Communities	(1,050)	8,620	7,570	(1,050)	8,120	7,070
Culture & Leisure	(3,859)	8,786	4,927	(4,136)	8,789	4,653
Education & Children's Services	(382,691)	472,195	89,504	(381,623)	484,889	103,266
Health & Wellbeing	(77,681)	242,196	164,514	(87,130)	269,178	182,047
Homelessness & Regulatory Services	(14,610)	21,582	6,973	(15,321)	25,279	9,959
Leader	(668)	7,421	6,753	(323)	6,366	6,043
Planning & Regeneration	(9,425)	16,512	7,087	(9,492)	16,442	6,950
Transport	(12,664)	68,009	55,345	(14,813)	76,536	61,723
<b>Grand Total</b>	<b>(628,354)</b>	<b>1,054,017</b>	<b>425,663</b>	<b>(646,069)</b>	<b>1,101,571</b>	<b>455,502</b>
<b>Corporate Items</b>						
Capital Financing			27,127			25,976
Corporate Costs			18,088			28,502
Reserves			(6,225)			(4,807)
Treasury Management			(3,216)			(3,855)
			<b>35,774</b>			<b>45,817</b>
<b>Net Operating Expenditure</b>			<b>461,437</b>			<b>501,319</b>
<b>Funded by</b>						
Business Rates			(58,224)			(66,205)
Council Tax Surplus			-			(3,500)
New Homes Bonus			(5,844)			(2,500)
Unringfenced Grants			(20,013)			(25,501)
<b>Net Expenditure before Council tax</b>			<b>377,357</b>			<b>403,612</b>
<b>Council Tax</b>			<b>(377,357)</b>			<b>(403,612)</b>

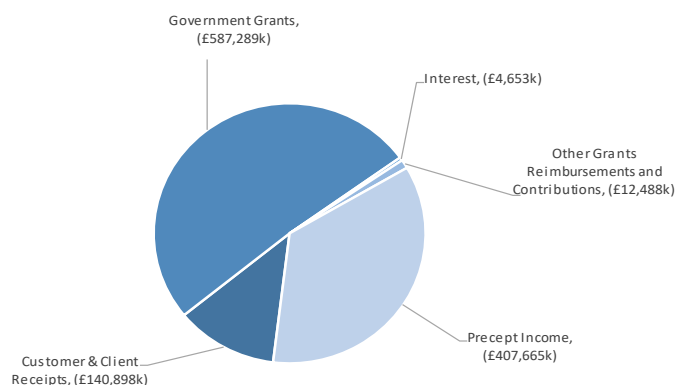
## Revenue Budget Subjective Analysis 2023/24

		Accessible Housing & Resources £000	Climate Change & Environment £000	Communities £000	Culture & Leisure £000	Education & Children's Services £000	Health & Wellbeing £000	Homelessness & Regulatory Services £000	Leader £000	Planning & Regeneration £000	Transport £000	Grand Total £000
Income	Customer & Client Receipts	(30,751)	(22,525)	(425)	(3,962)	(2,165)	(49,861)	(8,053)	194	(9,285)	(14,063)	(140,898)
	Government Grants	(75,227)	(84)	-	(8)	(377,487)	(36,012)	(3,593)		(207)	(465)	(493,083)
	Interest			(1)				-				(1)
	Other Grants Reimbursements and Contributions	(3,465)	(129)	(624)	(166)	(1,970)	(1,257)	(3,674)	(517)		(286)	(12,088)
	<b>Income Total</b>	<b>(109,443)</b>	<b>(22,738)</b>	<b>(1,050)</b>	<b>(4,136)</b>	<b>(381,623)</b>	<b>(87,130)</b>	<b>(15,321)</b>	<b>(323)</b>	<b>(9,492)</b>	<b>(14,813)</b>	<b>(646,069)</b>
Expense	Employees	63,043	12,951	4,345	5,201	56,486	27,564	10,442	5,363	14,756	9,465	209,617
	Premises	10,866	4,246	748	871	499	115	2,558	434	3	2,569	22,910
	Supplies and Services	18,512	8,494	1,619	1,621	338,547	32,619	11,197	1,972	1,613	10,400	426,594
	Third Party Payments / Contract Payments	19	13,447	87	145	78,903	181,444	987	1	3	23,769	298,806
	Transfer Payments (Grants & Assistance)	72,934	262	2,299	774	10,658	25,288	249	60		1,641	114,167
	Transport	242	1,295	21	149	988	2,759	41	26	58	28,656	34,237
	<b>Expense Total</b>	<b>165,616</b>	<b>40,696</b>	<b>9,120</b>	<b>8,762</b>	<b>486,082</b>	<b>269,789</b>	<b>25,476</b>	<b>7,856</b>	<b>16,433</b>	<b>76,500</b>	<b>1,106,331</b>
Reserve	Contribution to reserve	1,088	-		27		508	558	10	9	186	2,386
	Use of reserve	(503)	(925)	(1,000)		(1,193)	(1,120)	(755)	(1,500)	-	(150)	(7,147)
	<b>Reserve Total</b>	<b>585</b>	<b>(925)</b>	<b>(1,000)</b>	<b>27</b>	<b>(1,193)</b>	<b>(612)</b>	<b>(197)</b>	<b>(1,490)</b>	<b>9</b>	<b>36</b>	<b>(4,760)</b>
	<b>Grand Total</b>	<b>56,758</b>	<b>17,033</b>	<b>7,070</b>	<b>4,653</b>	<b>103,266</b>	<b>182,047</b>	<b>9,959</b>	<b>6,043</b>	<b>6,950</b>	<b>61,723</b>	<b>455,502</b>

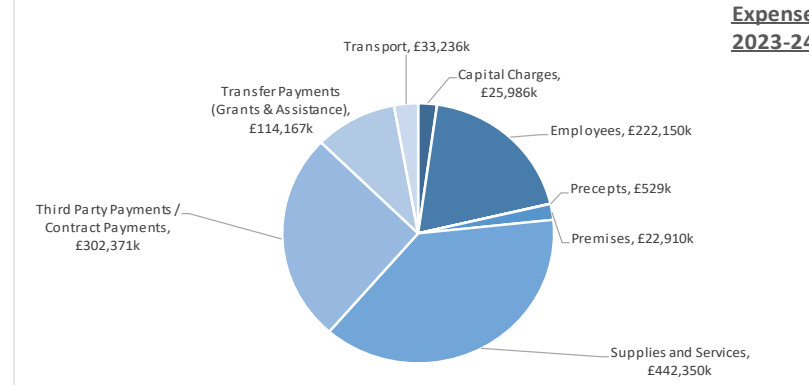
## Changes to Net Cost of Services 2023/24

	Accessible Housing & Resources £000	Climate Change & Environment £000	Communities £000	Culture & Leisure £000	Education & Children's Services £000	Health & Wellbeing £000	Homelessness & Regulatory Services £000	Leader £000	Planning & Regeneration £000	Transport £000	Grand Total £000
Grant funded expenditure	(7,569)	50				1,564					(5,955)
Grant Income	7,694	(21)	-	-	-	(4,364)	(200)			-	3,109
Growth	2,538	968		50	12,100	10,146	3,662	-		3,807	33,271
Income	(2,023)	(13,150)		(479)	(344)	(1,885)	(506)	345	(67)	(2,169)	(20,278)
Inflation	2,479	1,265			5,239	14,798	80	-		6,135	29,996
Reserves	(458)	(509)	(1,000)		428	(1,120)	(755)	(1,500)	-	(150)	(5,064)
Savings	(1,296)	(421)	(500)	(170)	(2,750)	(2,726)	(50)	(1,055)	(70)	(1,095)	(10,133)
Special Items	1,336	(82)	1,000	325	(911)	1,120	755	1,500	-	(150)	4,893
<b>Grand Total</b>	<b>2,701</b>	<b>(11,901)</b>	<b>(500)</b>	<b>(274)</b>	<b>13,762</b>	<b>17,533</b>	<b>2,986</b>	<b>(710)</b>	<b>(137)</b>	<b>6,378</b>	<b>29,839</b>

### Income 2023-24



### Expense 2023-24



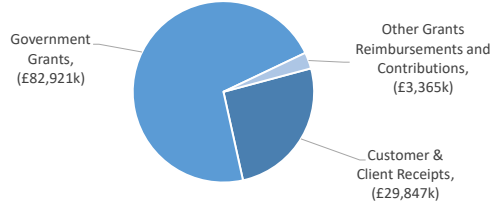


**Accessible Housing & Resources**

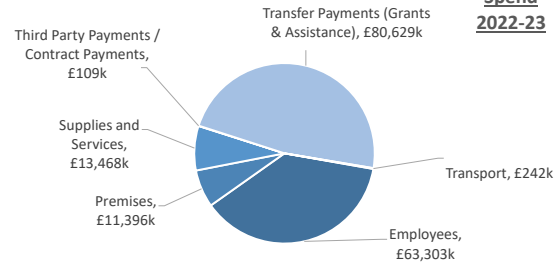
		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Business Operations	Business Development	(100)	408	308	(100)	408	308
	Business Operations	(269)	7,114 ↓	6,845	(269)	6,916	6,647
	Customer Services	-	3,929 ↓	3,929	-	3,929	3,929
<b>Business Operations Total</b>		<b>(369)</b>	<b>11,451 ↓</b>	<b>11,082</b>	<b>(369)</b>	<b>11,253</b>	<b>10,884</b>
Digital	Digital		616	616		566	566
<b>Digital Total</b>			<b>616</b>	<b>616</b>		<b>566</b>	<b>566</b>
Finance	Finance	(3,092) ↓	11,672 ↓	8,580	(3,273)	12,247	8,974
	Revenues & Benefits	(86,211) █	86,318 █	107	(78,017)	78,259	243
<b>Finance Total</b>		<b>(89,303)</b> █	<b>97,990</b> █	<b>8,687</b>	<b>(81,290)</b>	<b>90,507</b>	<b>9,217</b>
Human Resources & Organisational Development	Human Resources & Organisational Development	(405)	5,086 ↓	4,681	(481)	5,086	4,605
<b>Human Resources &amp; Organisational Development Total</b>		<b>(405)</b>	<b>5,086 ↓</b>	<b>4,681</b>	<b>(481)</b>	<b>5,086</b>	<b>4,605</b>
ICT	ICT	(101)	13,936 █	13,835	(101)	13,686	13,585
<b>ICT Total</b>		<b>(101)</b>	<b>13,936 █</b>	<b>13,835</b>	<b>(101)</b>	<b>13,686</b>	<b>13,585</b>
Legal & Democratic Services	Business Assurance and Insurance Services	(128)	2,587 ↓	2,459	(128)	3,487	3,359
	Democratic Services & Elected Members	(27)	5,224 ↓	5,197	(27)	5,149	5,122
	Information Management	(5)	1,193	1,188	(5)	1,193	1,188
	Legal Services	(1,308) ↓	7,110 ↓	5,802	(1,308)	8,260	6,952
<b>Legal &amp; Democratic Services Total</b>		<b>(1,468) ↓</b>	<b>16,114 ↓</b>	<b>14,646</b>	<b>(1,468)</b>	<b>18,089</b>	<b>16,621</b>
Property & Assets	Commercial Property & Agricultural Estate	(11,803) █	857	(10,946)	(13,050)	857	(12,193)
	Property Maintenance & Strategic Asset Management	(12,660) █	20,123 ↓	7,463	(12,660)	22,450	9,790
<b>Property &amp; Assets Total</b>		<b>(24,463)</b> █	<b>20,980 ↓</b>	<b>(3,483)</b>	<b>(25,710)</b>	<b>23,306</b>	<b>(2,403)</b>
Resources	Management and Business Management	35	494 ↓	529	35	334	369
<b>Resources Total</b>		<b>35</b>	<b>494 ↓</b>	<b>529</b>	<b>35</b>	<b>334</b>	<b>369</b>
Service Improvement	Service Improvement	(61)	3,524 ↓	3,463	(61)	3,374	3,313
<b>Service Improvement Total</b>		<b>(61)</b>	<b>3,524 ↓</b>	<b>3,463</b>	<b>(61)</b>	<b>3,374</b>	<b>3,313</b>
<b>Grand Total</b>		<b>(116,134)</b>	<b>170,190</b>	<b>54,057</b>	<b>(109,443)</b>	<b>166,201</b>	<b>56,758</b>

Change Type	Total £000
Grant funded expenditure	(7,569)
Grant Income	7,694
Growth	2,538
Income	(2,023)
Inflation	2,479
Savings	(1,296)
Special Items	1,336
Reserves	(458)
<b>Grand Total</b>	<b>2,701</b>

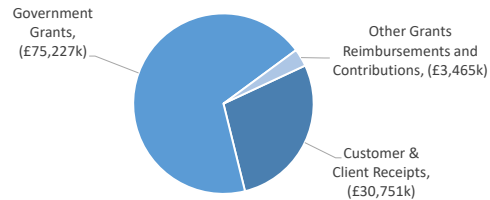
**Income 2022-23**



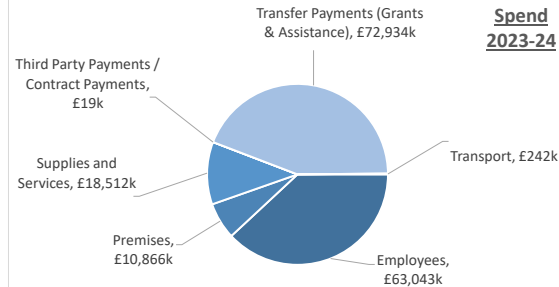
**Spend 2022-23**



**Income 2023-24**



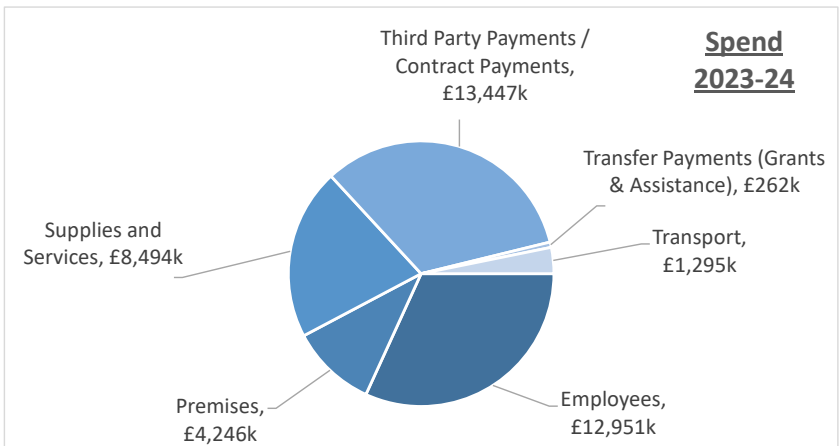
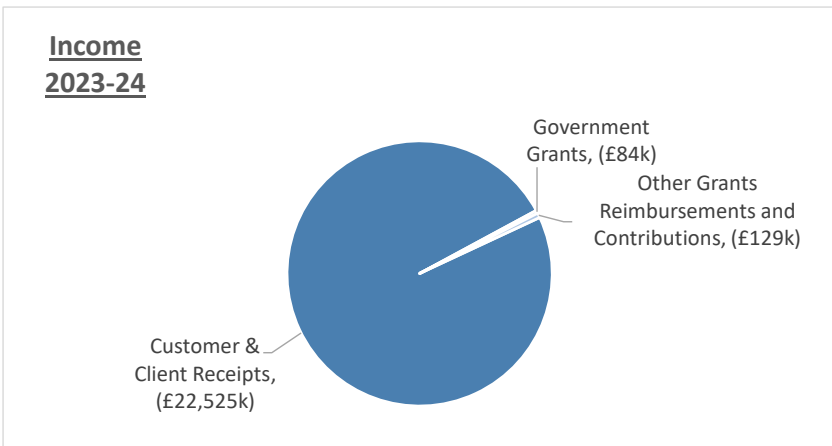
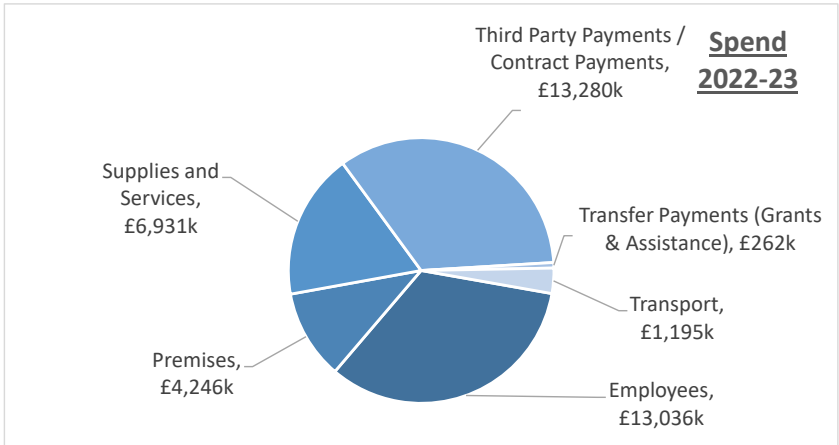
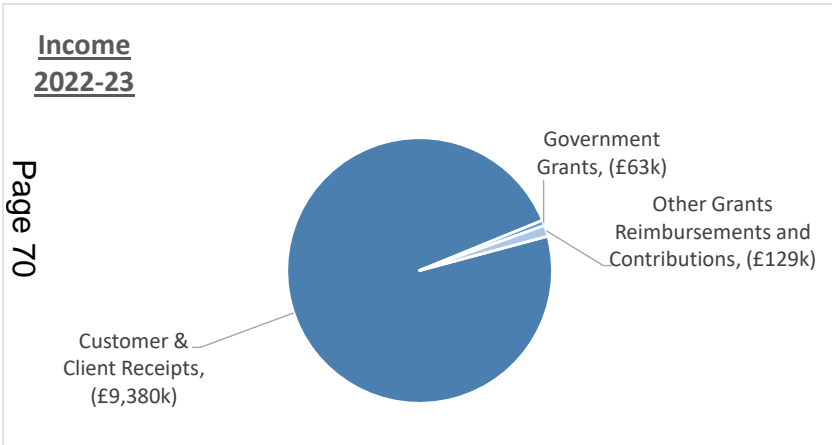
**Spend 2023-24**



# Climate Change & Environment

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Environment	Energy & Resources	(323)	640	317	(323)	640	317
	Natural Environment	(132)	1,660	1,528	(153)	1,233	1,081
<b>Environment Total</b>		<b>(455)</b>	<b>2,299</b>	<b>1,844</b>	<b>(476)</b>	<b>1,873</b>	<b>1,397</b>
Street Cleaning	Street Cleaning	(380)	2,967	2,587	(380)	2,959	2,579
<b>Street Cleaning Total</b>		<b>(380)</b>	<b>2,967</b>	<b>2,587</b>	<b>(380)</b>	<b>2,959</b>	<b>2,579</b>
Waste	Waste	(8,738)	33,239	24,501	(21,883)	34,939	13,056
<b>Waste Total</b>		<b>(8,738)</b>	<b>33,239</b>	<b>24,501</b>	<b>(21,883)</b>	<b>34,939</b>	<b>13,056</b>
<b>Grand Total</b>		<b>(9,572)</b>	<b>38,505</b>	<b>28,933</b>	<b>(22,738)</b>	<b>39,771</b>	<b>17,033</b>

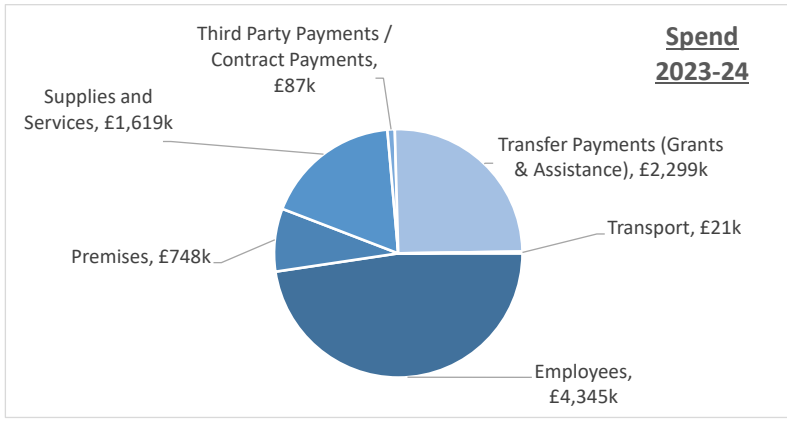
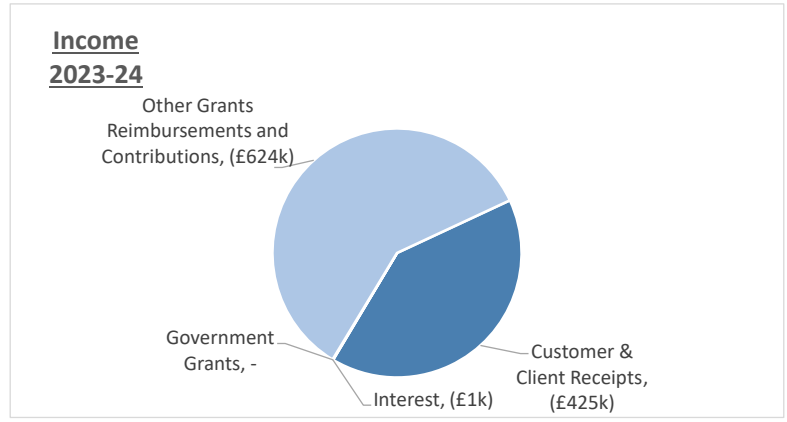
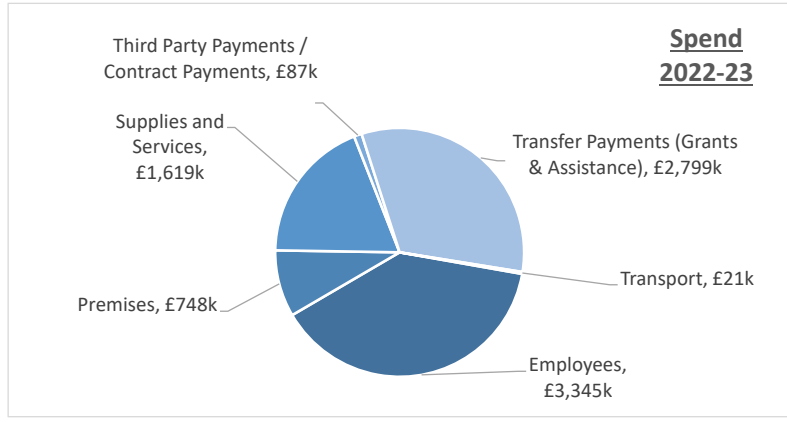
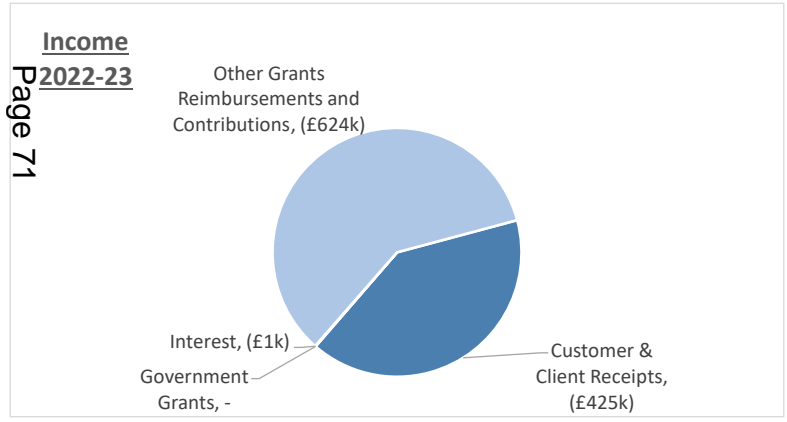
Change Type	Total £000
Grant funded expenditure	50
Grant Income	(21)
Growth	968
Income	(13,150)
Inflation	1,265
Savings	(421)
Special Items	(82)
Reserves	(509)
<b>Grand Total</b>	<b>(11,901)</b>



# Communities

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Community Boards	Community Boards		3,169	3,169		2,669	2,669
<b>Community Boards Total</b>			<b>3,169</b>	<b>3,169</b>		<b>2,669</b>	<b>2,669</b>
Community Safety	Community Safety	(624)	2,607	1,983	(624)	2,607	1,983
<b>Community Safety Total</b>		<b>(624)</b>	<b>2,607</b>	<b>1,983</b>	<b>(624)</b>	<b>2,607</b>	<b>1,983</b>
Community Support Helping Hand	Community Support Helping Hand		752	752		752	752
<b>Community Support Helping Hand Total</b>			<b>752</b>	<b>752</b>		<b>752</b>	<b>752</b>
Resilience Services	Resilience Services		297	297		297	297
<b>Resilience Services Total</b>			<b>297</b>	<b>297</b>		<b>297</b>	<b>297</b>
Special Expenses	Special Expenses	(426)	1,795	1,369	(426)	1,795	1,369
<b>Special Expenses Total</b>		<b>(426)</b>	<b>1,795</b>	<b>1,369</b>	<b>(426)</b>	<b>1,795</b>	<b>1,369</b>
<b>Grand Total</b>		<b>(1,050)</b>	<b>8,620</b>	<b>7,570</b>	<b>(1,050)</b>	<b>8,120</b>	<b>7,070</b>

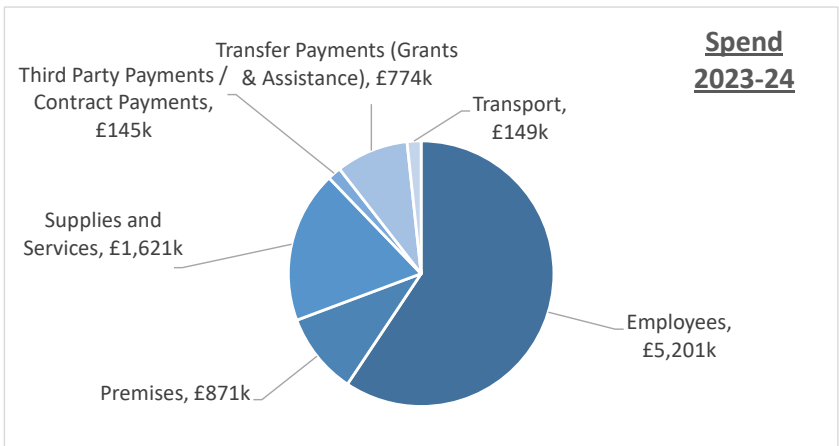
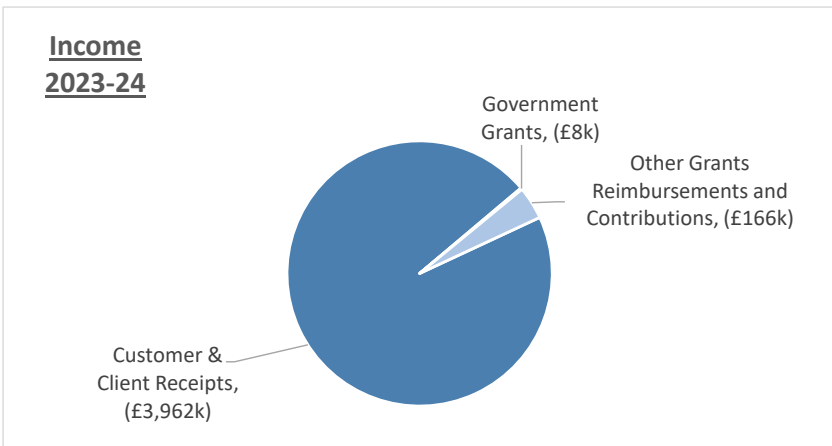
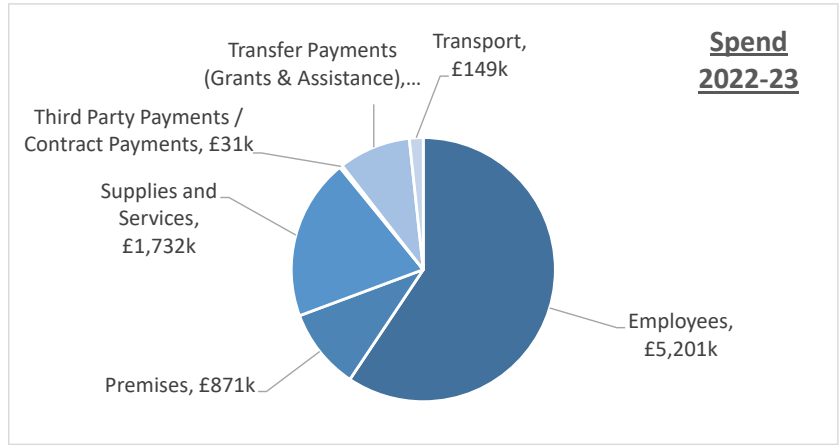
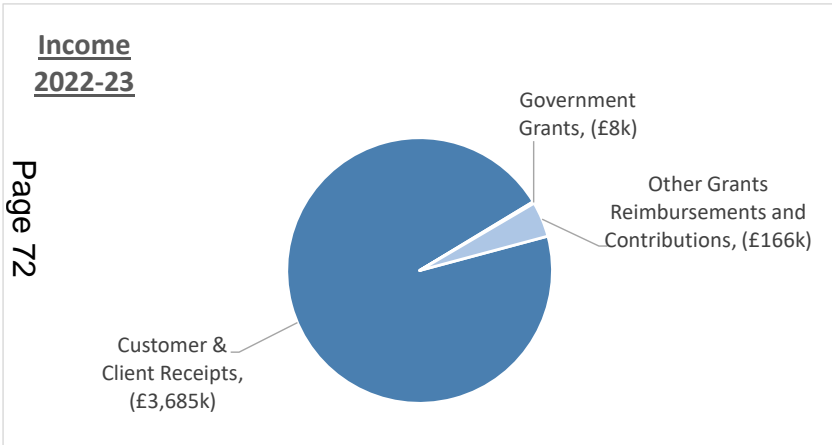
Change Type	Total £000
Savings	(500)
Special Items	1,000
Reserves	(1,000)
<b>Grand Total</b>	<b>(500)</b>



# Culture & Leisure

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Culture & Leisure	Arts & Culture	(345)	1,689	1,344	(345)	1,628	1,283
	Country Parks, Parks & Play Areas	(1,603)	1,439	(164)	(1,281)	1,489	208
	Leisure Centres	(1,337)	1,033	(304)	(1,925)	1,156	(770)
	Libraries	(575)	4,059	3,485	(585)	3,984	3,400
	Museums & Heritage		565	565		531	531
<b>Culture &amp; Leisure Total</b>		<b>(3,859)</b>	<b>8,786</b>	<b>4,927</b>	<b>(4,136)</b>	<b>8,789</b>	<b>4,653</b>
<b>Grand Total</b>		<b>(3,859)</b>	<b>8,786</b>	<b>4,927</b>	<b>(4,136)</b>	<b>8,789</b>	<b>4,653</b>

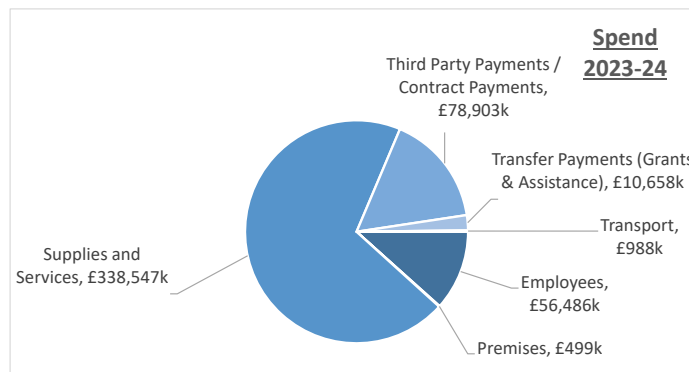
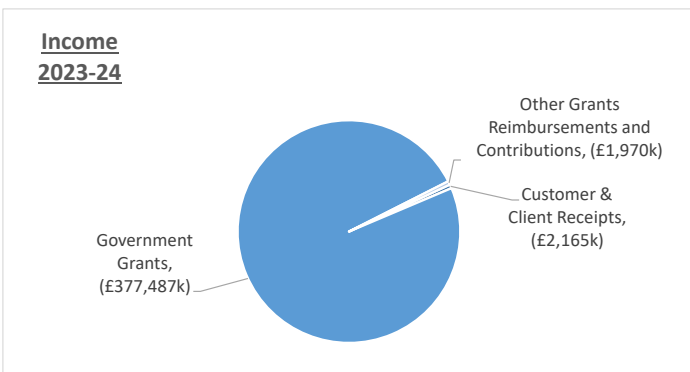
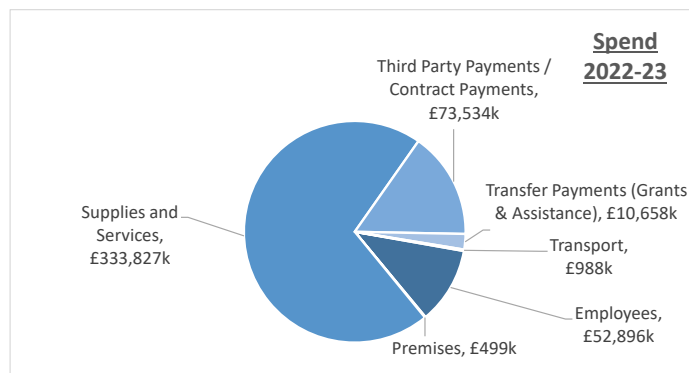
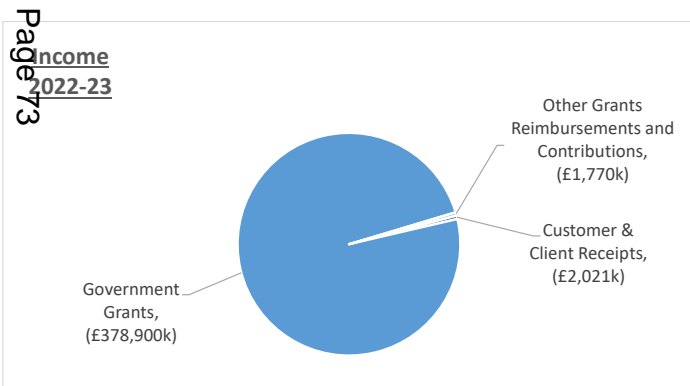
Change Type	Total £000
Growth	50
Income	(479)
Savings	(170)
Special Items	325
<b>Grand Total</b>	<b>(274)</b>



## Education & Children's Services

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Children's Social Care	Children in Care	(4,996)	52,930	47,934	(4,996)	62,391	57,395
	Children with Disabilities	-	6,619	6,619	(200)	7,769	7,569
	Early Help		-	-		300	300
	Quality, Standards & Performance		4,275	4,275		4,416	4,416
	Safeguarding	-	10,565	10,565	1,413	11,913	13,326
	Social Care central costs	(1,372)	6,730	5,358	(1,372)	6,427	5,055
<b>Children's Social Care Total</b>		<b>(6,368)  </b>	<b>81,119  </b>	<b>74,751</b>	<b>(5,155)</b>	<b>93,215</b>	<b>88,060</b>
Education	Early Help	(4)	6,904	6,900	(4)	6,904	6,900
	Education & Learning	(6,224)	7,967	1,743	(6,369)	8,048	1,680
	Special Educational Needs & Disabilities	(126)	6,237	6,111	(126)	6,752	6,626
<b>Education Total</b>		<b>(6,354)  </b>	<b>21,108  </b>	<b>14,753</b>	<b>(6,498)</b>	<b>21,704</b>	<b>15,206</b>
Education - Dedicated Schools Grant	Central block		5,295	5,295		5,295	5,295
	Early Years Block		32,515	32,515		32,515	32,515
	Funding Block	(351,256)		(351,256)	(351,256)		(351,256)
	High Needs Block		104,011	104,011		104,011	104,011
	Schools Block	(18,713)	228,148	209,435	(18,713)	228,148	209,435
<b>Education - Dedicated Schools Grant Total</b>		<b>(369,969)  </b>	<b>369,969  </b>	<b>-</b>	<b>(369,969)</b>	<b>369,969</b>	<b>-</b>
<b>Grand Total</b>		<b>(382,691)  </b>	<b>472,195  </b>	<b>89,504</b>	<b>(381,623)</b>	<b>484,889</b>	<b>103,266</b>

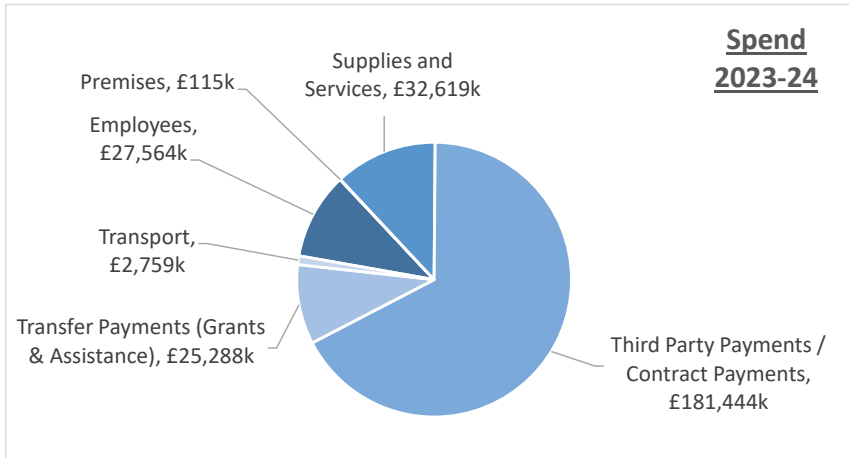
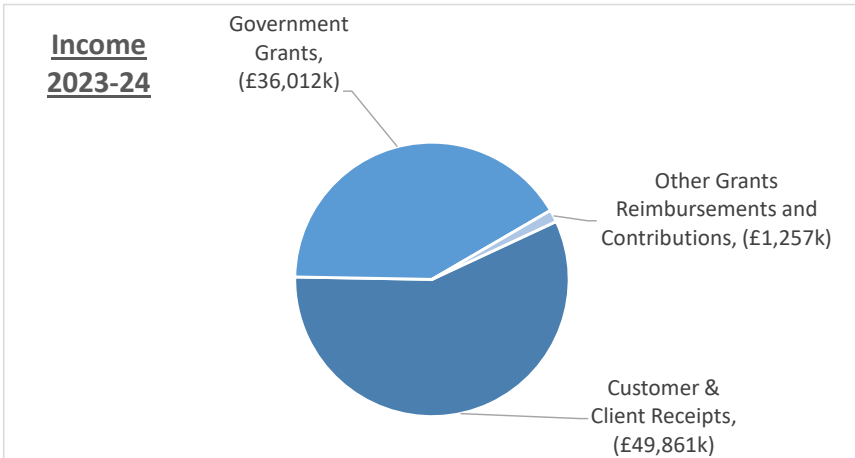
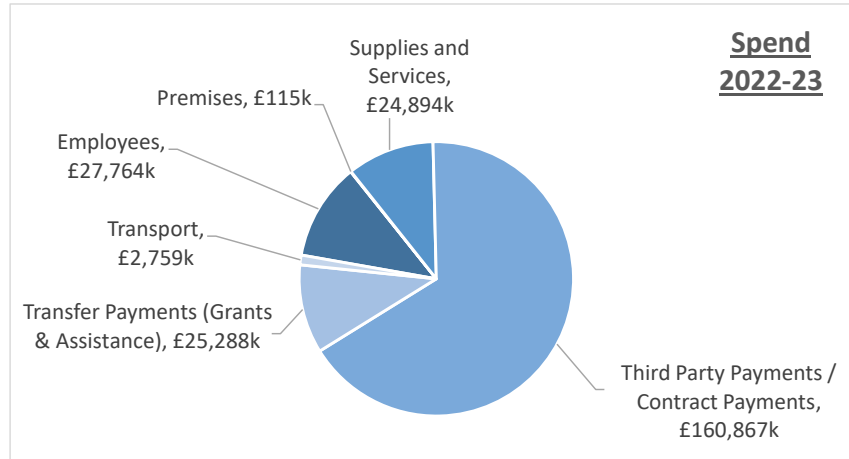
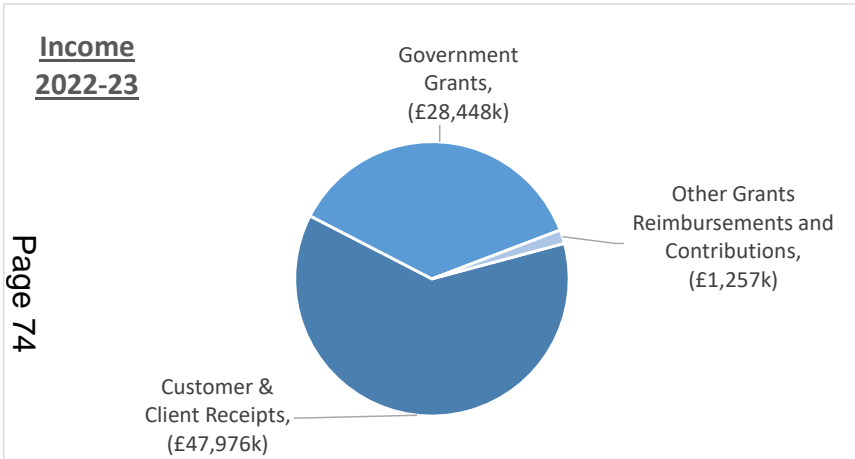
Change Type	Total £000
Growth	12,100
Income	(344)
Inflation	5,239
Savings	(2,750)
Special Items	(911)
Reserves	428
<b>Grand Total</b>	<b>13,762</b>



# Health & Wellbeing

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Adult Social Care	Adult Social Care	(55,426)	219,940	164,514	(64,875)	246,923	182,047
<b>Adult Social Care Total</b>		<b>(55,426)</b>	<b>219,940</b>	<b>164,514</b>	<b>(64,875)</b>	<b>246,923</b>	<b>182,047</b>
Public Health	Public Health	(22,255)	22,255	-	(22,255)	22,255	-
<b>Public Health Total</b>		<b>(22,255)</b>	<b>22,255</b>	<b>-</b>	<b>(22,255)</b>	<b>22,255</b>	<b>-</b>
<b>Grand Total</b>		<b>(77,681)</b>	<b>242,196</b>	<b>164,514</b>	<b>(87,130)</b>	<b>269,178</b>	<b>182,047</b>

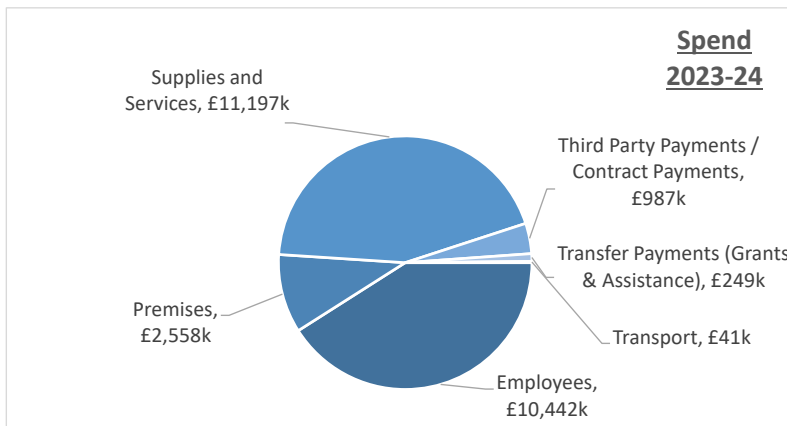
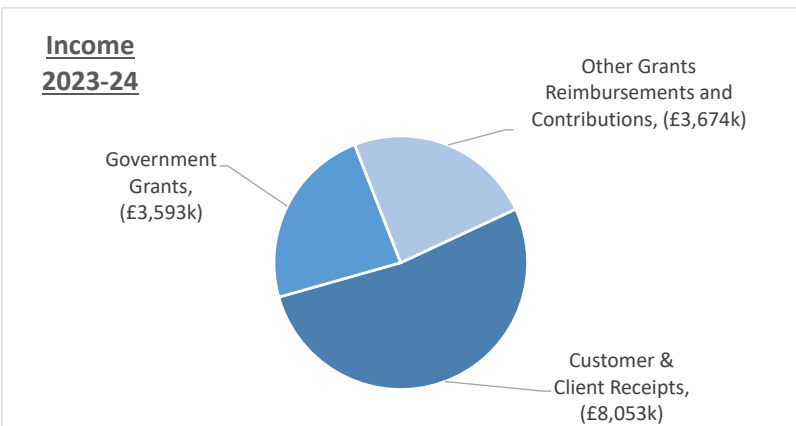
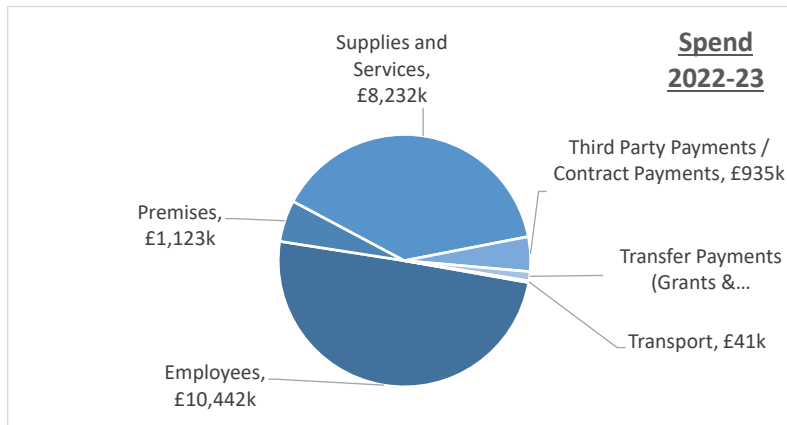
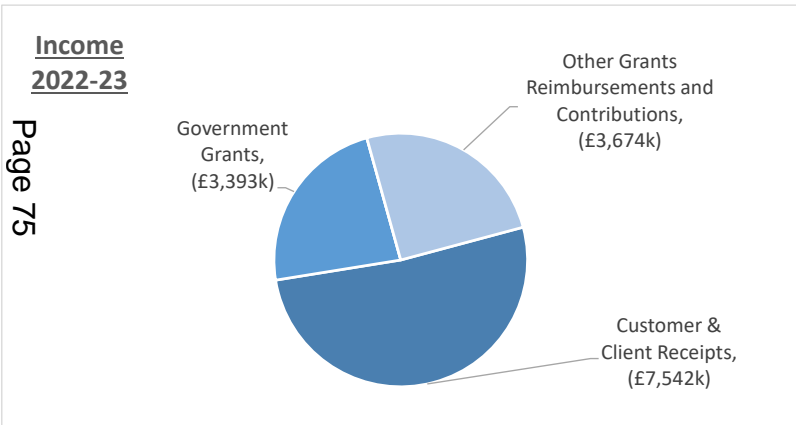
Change Type	Total £000
Grant Income	(4,364)
Growth	10,146
Income	(1,885)
Inflation	14,798
Savings	(2,726)
Special Items	1,120
Reserves	(1,120)
Grant funded expenditure	1,564
<b>Grand Total</b>	<b>17,533</b>



# Homelessness & Regulatory Services

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Housing & Homelessness	Homelessness	(7,620)	11,061	3,441	(7,820)	14,661	6,841
	Housing	-	(69)	(69)	-	(69)	(69)
<b>Housing &amp; Homelessness Total</b>		<b>(7,620)</b>	<b>10,992</b>	<b>3,372</b>	<b>(7,820)</b>	<b>14,592</b>	<b>6,772</b>
Regulatory Services	Cemeteries & Crematoria	(3,419)	2,633	(786)	(3,744)	2,723	(1,021)
	Coroner		986	986		986	986
	Environmental Health	(266)	3,096	2,830	(272)	3,096	2,824
	Licencing	(1,925)	1,577	(348)	(1,930)	1,577	(353)
	Registrars & Celebratory Services	(1,380)	1,388	8	(1,555)	1,388	(167)
	Trading Standards		910	910		917	917
<b>Regulatory Services Total</b>		<b>(6,990)</b>	<b>10,590</b>	<b>3,600</b>	<b>(7,501)</b>	<b>10,687</b>	<b>3,186</b>
<b>Grand Total</b>		<b>(14,610)</b>	<b>21,582</b>	<b>6,973</b>	<b>(15,321)</b>	<b>25,279</b>	<b>9,959</b>

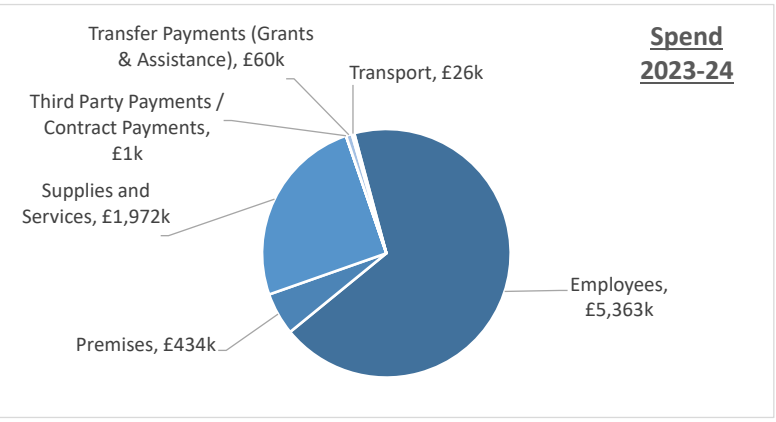
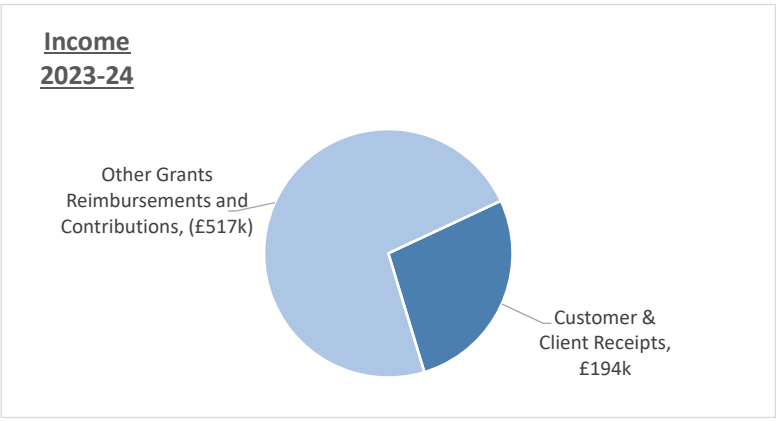
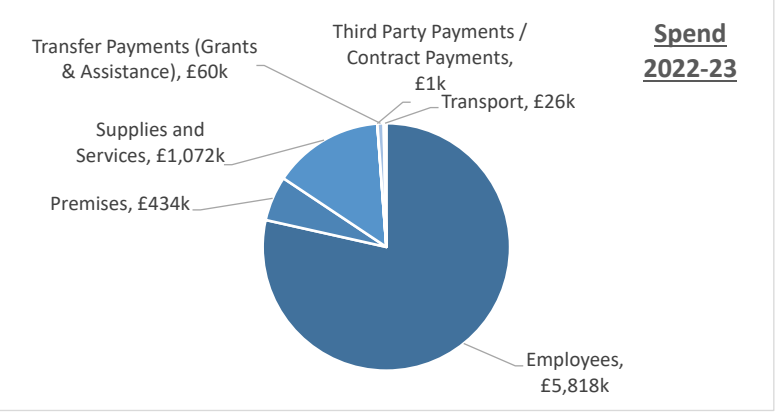
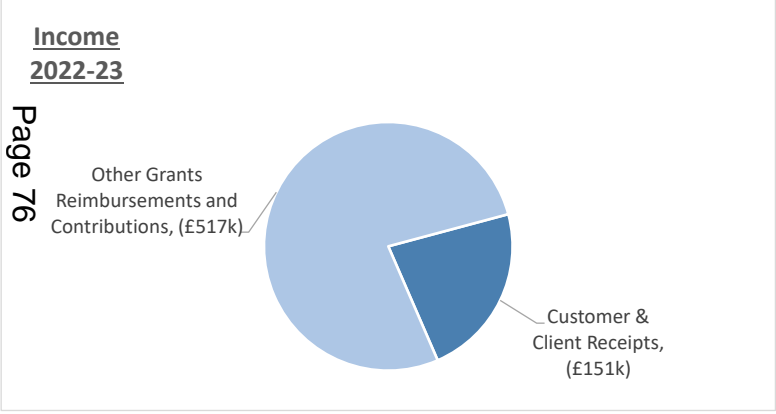
Change Type	Total £000
Grant Income	(200)
Growth	3,662
Income	(506)
Inflation	80
Savings	(50)
Special Items	755
Reserves	(755)
<b>Grand Total</b>	<b>2,986</b>



**Leader**

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Chief Executives Office	Chief Executives Office		582	582		582	582
<b>Chief Executives Office Total</b>			<b>582</b>	<b>582</b>		<b>582</b>	<b>582</b>
Economic Growth & Regeneration	Economic Growth & Regeneration	(122)	2,278	2,156	(122)	1,773	1,651
<b>Economic Growth &amp; Regeneration Total</b>		<b>(122)</b>	<b>2,278</b>	<b>2,156</b>	<b>(122)</b>	<b>1,773</b>	<b>1,651</b>
Partnerships, Policy & Communications	Partnerships, Policy & Communications	(546)	4,335	3,789	(201)	3,785	3,584
<b>Partnerships, Policy &amp; Communications Total</b>		<b>(546)</b>	<b>4,335</b>	<b>3,789</b>	<b>(201)</b>	<b>3,785</b>	<b>3,584</b>
Strategic Infrastructure	Strategic Infrastructure		227	227		227	227
<b>Strategic Infrastructure Total</b>			<b>227</b>	<b>227</b>		<b>227</b>	<b>227</b>
<b>Grand Total</b>		<b>(668)</b>	<b>7,421</b>	<b>6,753</b>	<b>(323)</b>	<b>6,366</b>	<b>6,043</b>

Change Type	Total £000
Savings	(1,055)
Special Items	1,500
Reserves	(1,500)
Income	345
<b>Grand Total</b>	<b>(710)</b>

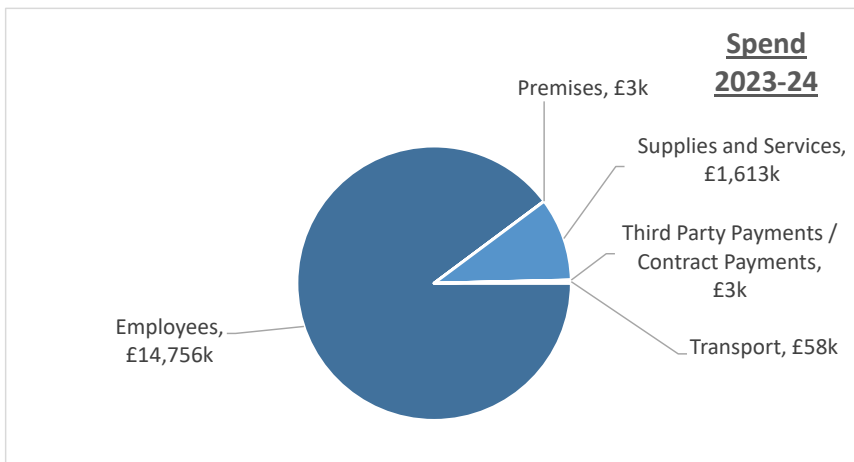
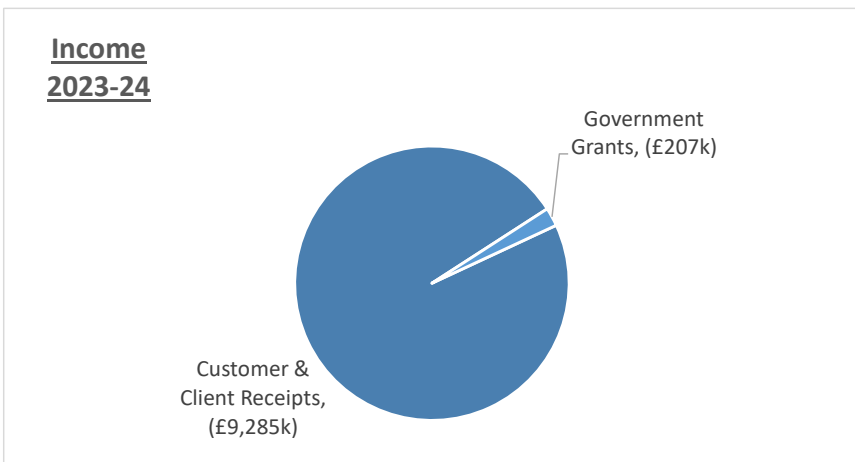
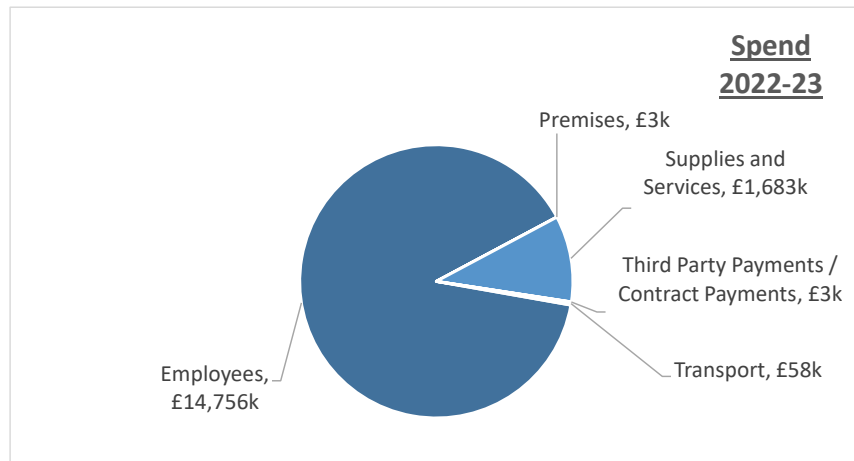
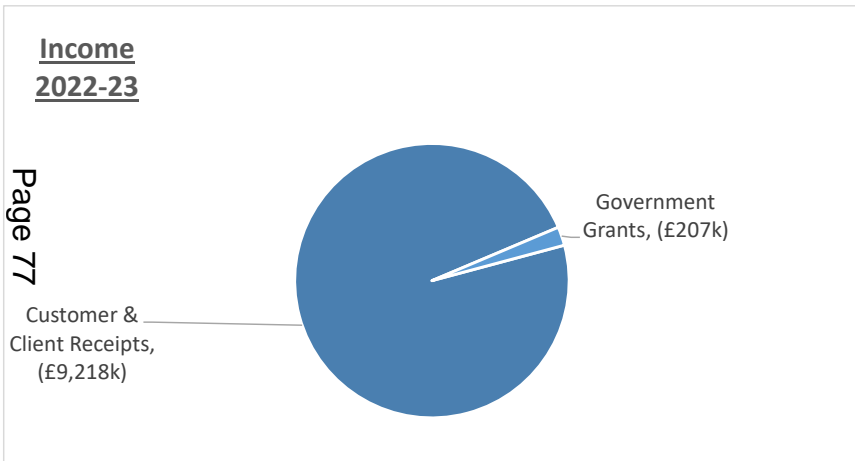




# Planning & Regeneration

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Economic Growth & Regeneration	Economic Growth & Regeneration	(167)	1,036	870	(167)	1,036	870
<b>Economic Growth &amp; Regeneration Total</b>		<b>(167)</b>	<b>1,036</b>	<b>870</b>	<b>(167)</b>	<b>1,036</b>	<b>870</b>
Planning	Building Control	(2,285)	2,423	138	(2,285)	2,423	138
	Development Management	(6,591)	8,090	1,499	(6,658)	8,090	1,432
	Planning Enforcement	(60)	1,199	1,139	(60)	1,199	1,139
	Strategic Planning Policy & Management	(322)	3,763	3,441	(322)	3,693	3,371
<b>Planning Total</b>		<b>(9,258)</b>	<b>15,476</b>	<b>6,218</b>	<b>(9,325)</b>	<b>15,406</b>	<b>6,081</b>
<b>Grand Total</b>		<b>(9,425)</b>	<b>16,512</b>	<b>7,087</b>	<b>(9,492)</b>	<b>16,442</b>	<b>6,950</b>

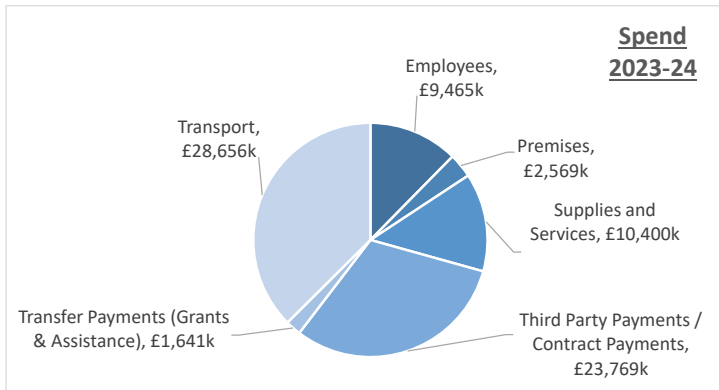
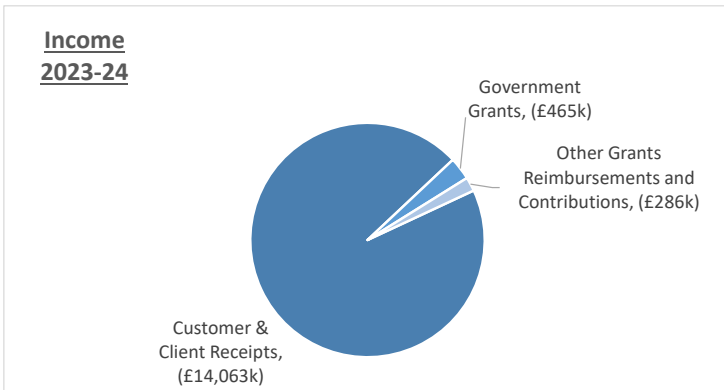
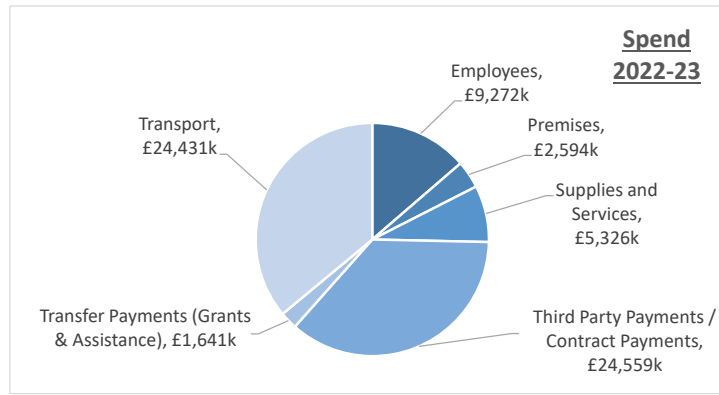
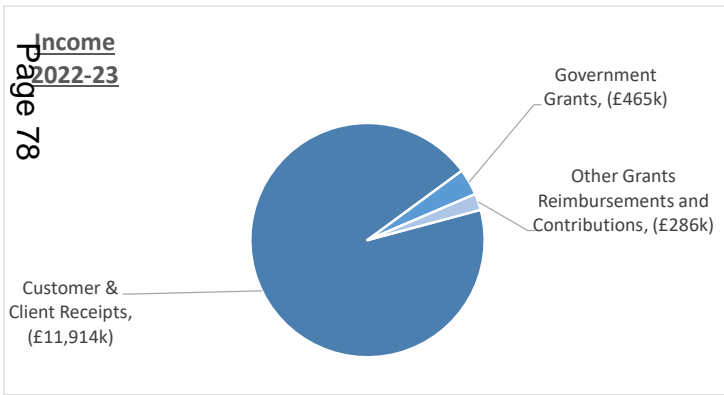
Change Type	Total £000
Income	(67)
Savings	(70)
<b>Grand Total</b>	<b>(137)</b>



# Transport

		2022-23			2023-24		
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget
Highways & Technical Services	Other Highways & Technical	(48)	4,112	4,064	(53)	3,900	3,847
	Parking Operations	(9,399)	7,518	(1,881)	(11,566)	7,487	(4,079)
	Rights of way	(149)	959	810	(149)	1,036	887
	Transport for Bucks	-	17,301	17,301	(370)	21,466	21,096
<b>Highways &amp; Technical Services Total</b>		<b>(9,596)</b>	<b>29,891</b>	<b>20,295</b>	<b>(12,138)</b>	<b>33,889</b>	<b>21,751</b>
Transport Infrastructure & Delivery	HS2	(391)	1,105	715	(391)	1,105	715
<b>Transport Infrastructure &amp; Delivery Total</b>		<b>(391)</b>	<b>1,105</b>	<b>715</b>	<b>(391)</b>	<b>1,105</b>	<b>715</b>
Transport Services	Transport Services	(2,431)	35,526	33,095	(1,978)	40,055	38,077
<b>Transport Services Total</b>		<b>(2,431)</b>	<b>35,526</b>	<b>33,095</b>	<b>(1,978)</b>	<b>40,055</b>	<b>38,077</b>
Transport Strategy & Funding	Transport Strategy & Funding	(247)	1,487	1,241	(307)	1,487	1,181
<b>Transport Strategy &amp; Funding Total</b>		<b>(247)</b>	<b>1,487</b>	<b>1,241</b>	<b>(307)</b>	<b>1,487</b>	<b>1,181</b>
<b>Grand Total</b>		<b>(12,664)</b>	<b>68,009</b>	<b>55,345</b>	<b>(14,813)</b>	<b>76,536</b>	<b>61,723</b>

Change Type	Total £000
Growth	3,807
Income	(2,169)
Inflation	6,135
Savings	(1,095)
Special Items	(150)
Reserves	(150)
<b>Grand Total</b>	<b>6,378</b>



## Corporate

		2022-23	2023-24
		Net Budget	Net Budget
Capital Financing	Interest Payable	9,295	9,313
	MRP	11,569	12,956
	RCCR	6,263	3,707
<b>Capital Financing Total</b>		<b>27,127</b>	<b>25,976</b>
Corporate Costs	Budget Risk Contingency	12,020	14,585
	Corporate Items	3,729	2,013
	Pay, Pensions and Redundancy	2,339	11,905
<b>Corporate Costs Total</b>		<b>18,088</b>	<b>28,502</b>
Reserves	Earmarked Reserves	(6,225)	(3,445)
	General Reserves	-	(1,362)
<b>Reserves Total</b>		<b>(6,225)</b>	<b>(4,807)</b>
Treasury Management	Interest Receivable	(4,009)	(4,648)
	Treasury Management	793	793
<b>Treasury Management Total</b>		<b>(3,216)</b>	<b>(3,855)</b>
<b>Grand Total</b>		<b>35,774</b>	<b>45,817</b>

Note: Pay awards for Buckinghamshire Council Terms and Conditions are effective from 1st July. Budgets for annual Pay awards are held corporately when setting the budget and then transferred to Portfolio budgets when pay awards are agreed during the year.

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# Appendix 2

## Buckinghamshire Council Capital Programme 2023/24 to 2026/27



**Section**

**BUDGET SUMMARIES**

1 Buckinghamshire Council Capital Programme 2023/24 to 26/27

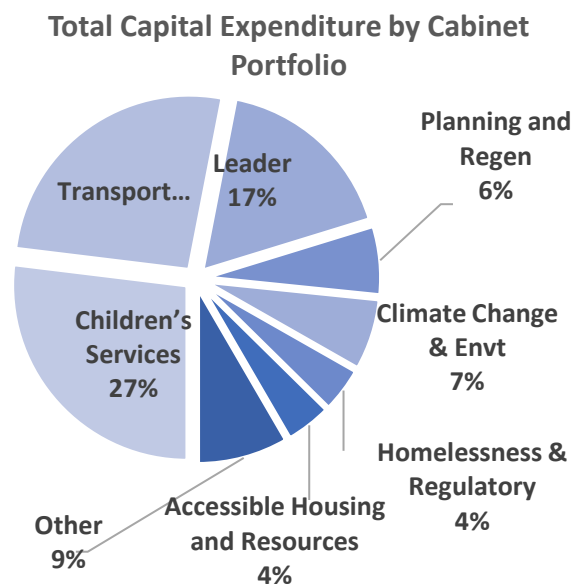
**By Portfolio:**

- 2 Leader
- 3 Children's Services
- 4 Climate Change & Environment
- 5 Communities (No capital Programme)
- 6 Culture & Leisure
- 7 Accessible Housing and Resources
- 8 Health & Wellbeing (No Capital Programme)
- 9 Homelessness & Regulatory
- 10 Planning and Regeneration
- 11 Transport
- 12 Corporate

## Buckinghamshire Council Capital Programme 2023/24 to 2026/27

### Expenditure

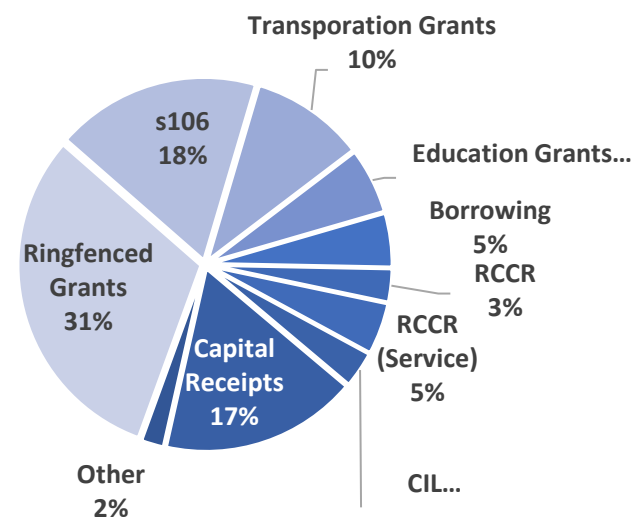
Portfolio	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Leader	35,606	24,773	30,591	-	90,970
Children's Services	28,621	50,050	39,165	24,625	142,461
Climate Change & Environment	9,644	11,858	11,335	2,100	34,937
Communities	-	-	-	-	-
Culture & Leisure	6,520	510	500	-	7,531
Health & Wellbeing	-	-	-	-	-
Planning and Regeneration	18,911	9,056	5,700	-	33,667
Transport	47,430	34,272	32,739	23,710	138,152
Homelessness and Regulatory	6,577	5,872	6,367	3,583	22,400
Accessible Housing and Resources	11,813	7,074	2,725	350	21,961
Corporate	750	750	750	-	2,250
<b>Expenditure Total</b>	<b>165,873</b>	<b>144,215</b>	<b>129,872</b>	<b>54,368</b>	<b>494,328</b>



### Funding

Source	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Transportation Grants	(15,386)	(15,386)	(9,559)	(9,559)	(49,890)
Ringfenced Grants	(53,544)	(45,485)	(45,084)	(8,583)	(152,697)
Education Grants	(10,895)	(6,000)	(6,000)	(6,000)	(28,895)
s106	(16,637)	(34,939)	(23,161)	(14,863)	(89,600)
Community Infrastructure Levy	(4,000)	(4,000)	(4,000)	(4,000)	(16,000)
Capital Receipts	(5,400)	(16,600)	(17,600)	(23,500)	(63,100)
Capital Receipts - Other	(5,627)	(5,691)	(5,759)	(5,786)	(22,863)
Revenue Contributions (Service)	(11,513)	(5,928)	(4,025)	(1,260)	(22,726)
Revenue Contributions to Capital	(3,702)	(3,692)	(3,692)	(3,692)	(14,778)
Borrowing	(9,733)	(3,699)	(10,300)	-	(23,732)
Balances Brought Fwd	(10,047)	-	-	-	(10,047)
<b>Total Funding</b>	<b>(146,484)</b>	<b>(141,421)</b>	<b>(129,180)</b>	<b>(77,244)</b>	<b>(494,328)</b>

### Breakdown of Capital Funding



**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Strategic Transport & Infrastructure	<b>Strategic Infrastructure (HIF)</b>					
	A355 Improvement Scheme (Wilton Park)	980	-	-	-	<b>980</b>
	Aylesbury Eastern Link Road	2,896	10,000	25,393	-	<b>38,289</b>
	Cycle Infrastructure	1,000	-	-	-	<b>1,000</b>
	Grid Reinforcement Works	5,122	-	-	-	<b>5,122</b>
	Land Assembly	-	10,818	-	-	<b>10,818</b>
	Marginal Viability Works	1,306	643	-	-	<b>1,949</b>
	Princes Risborough Relief Road	1,500	2,000	5,198	-	<b>8,698</b>
	SEALR (South East Aylesbury Link Road)	22,552	1,062	-	-	<b>23,614</b>
South Western Link Road South	250	250	-	-	<b>500</b>	
<b>Total Expenditure</b>		<b>35,606</b>	<b>24,773</b>	<b>30,591</b>	<b>-</b>	<b>90,970</b>

**Funding**

Funding - MTFP Table	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
s106	(83)	(1,062)	(2,730)	-	<b>(3,875)</b>
Ringfenced Grants	(35,385)	(23,711)	(29,366)	-	<b>(88,461)</b>
<b>Total Funding</b>	<b>(35,468)</b>	<b>(24,773)</b>	<b>(32,096)</b>	<b>-</b>	<b>(92,337)</b>
<b>Net Portfolio Totals</b>	<b>138</b>	<b>-</b>	<b>(1,505)</b>	<b>-</b>	<b>(1,367)</b>
<b>Funded From Corporate Resources</b>	<b>(138)</b>	<b>-</b>	<b>1,505</b>	<b>-</b>	<b>1,367</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Education	<b>Schools</b>					
	Primary School Places	8,105	21,000	19,875	13,575	<b>62,555</b>
	Provision for Early Years	-	-	-	-	-
	Provision for Special Educational Need	5,855	14,600	7,740	2,000	<b>30,195</b>
	School Access Adaptations	200	200	200	200	<b>800</b>
	School Property Maintenance	6,000	6,000	6,000	6,000	<b>24,000</b>
	School Toilets	250	250	250	250	<b>1,000</b>
	Secondary School Places	5,311	3,000	1,300	200	<b>9,811</b>
	Provision for Cost Inflation	2,900	5,000	3,800	2,400	<b>14,100</b>
<b>Total Expenditure</b>		<b>28,621</b>	<b>50,050</b>	<b>39,165</b>	<b>24,625</b>	<b>142,461</b>

**Funding**

Funding - MTFP Table	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
s106	(10,597)	(32,197)	(19,217)	(14,863)	<b>(76,874)</b>
Community Infrastructure Levy	(750)	(750)	(750)	(750)	<b>(3,000)</b>
Ringfenced Grants	(7,404)	(14,601)	(10,000)	(5,000)	<b>(37,005)</b>
<b>Total Funding</b>	<b>(18,751)</b>	<b>(47,548)</b>	<b>(29,967)</b>	<b>(20,613)</b>	<b>(116,879)</b>

<b>Net Portfolio Totals</b>	<b>9,870</b>	<b>2,502</b>	<b>9,198</b>	<b>4,012</b>	<b>25,582</b>
<b>Funded From Corporate Resources</b>	<b>(9,870)</b>	<b>(2,502)</b>	<b>(9,198)</b>	<b>(4,012)</b>	<b>(25,582)</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Neighbourhood Services	<b>Waste</b>					
	Aylesbury Waste Vehicles Replacement	2,390	2,390	630	1,180	6,590
	Buckingham HRC & Waste Transfer Station	1,275	250	4,600	-	6,125
	High Heavens Flare	-	-	500	-	500
	Pembroke Rd Depot Welfare Facilities	600	-	-	-	600
	Recycling Centres Drainage EA Compliance	489	407	-	-	896
	Recycling Centres Vehicles & Plant	-	2,106	-	-	2,106
	Recycling Initiatives & Waste Containers	660	680	700	920	2,960
	Replacement Bulk Shredder	-	664	-	-	664
	Southern Waste Contract - Vehicles	-	221	-	-	221
<b>Neighbourhood Services Total</b>		<b>5,414</b>	<b>6,718</b>	<b>6,430</b>	<b>2,100</b>	<b>20,662</b>
Planning and Environment	<b>Climate Change &amp; Air Quality</b>					
	Climate Change Strategy	655	780	1,260	-	2,695
	<b>Climate Change &amp; Air Quality Total</b>	<b>655</b>	<b>780</b>	<b>1,260</b>	-	<b>2,695</b>
	<b>Flood Management</b>					
	Flood Defence Schemes	3,525	4,310	3,595	-	11,430
	Strategic Flood Management	50	50	50	-	150
	<b>Flood Management Total</b>	<b>3,575</b>	<b>4,360</b>	<b>3,645</b>	-	<b>11,580</b>
<b>Planning and Environment Total</b>		<b>4,230</b>	<b>5,140</b>	<b>4,905</b>	-	<b>14,275</b>
<b>Funding</b>						
<b>Funding - MTFP Table</b>		<b>2023/24 £000's</b>	<b>2024/25 £000's</b>	<b>2025/26 £000's</b>	<b>2026/27 £000's</b>	<b>MTFP Total £000's</b>
Ringfenced Grants		(2,720)	(3,590)	(2,135)	-	(8,445)
Revenue Contributions (Service)		(1,015)	(1,160)	(1,660)	(920)	(4,755)
<b>Total Funding</b>		<b>(3,735)</b>	<b>(4,750)</b>	<b>(3,795)</b>	<b>(920)</b>	<b>(13,200)</b>
<b>Net Portfolio Totals</b>		<b>5,909</b>	<b>7,108</b>	<b>7,540</b>	<b>1,180</b>	<b>21,737</b>
<b>Funded From Corporate Resources</b>		<b>(5,909)</b>	<b>(7,108)</b>	<b>(7,540)</b>	<b>(1,180)</b>	<b>(21,737)</b>
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Communities do not have any Capital Projects in the MTFP period

**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Culture Sport & Leisure	<b>Country Parks</b>					
	Country Parks Visitors Centre	550	-	-	-	550
	South Bucks Country Pk Leisure Facility	1,199	-	-	-	1,199
	<b>Leisure Centres</b>					
	Leisure Centres Maintenance	500	500	500	-	1,500
	<b>Libraries</b>					
	Libraries Enhanced Technology	200	-	-	-	200
	<b>Sport and Leisure Projects</b>					
	S106 Funded Projects	4,072	10	-	-	4,082
<b>Culture Sport &amp; Leisure Total</b>		<b>6,520</b>	<b>510</b>	<b>500</b>	<b>-</b>	<b>7,531</b>
<b>Total Expenditure</b>		<b>6,520</b>	<b>510</b>	<b>500</b>	<b>-</b>	<b>7,531</b>

**Funding**

Funding - MTFP Table	Dummy " "	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
s106		(4,072)	(10)	-	-	(4,082)
Community Infrastructure Levy		-	-	-	-	-
Ringfenced Grants		-	-	-	-	-
Revenue Contributions (Service)		(1,749)	-	-	-	(1,749)
<b>Total Funding</b>		<b>(5,820)</b>	<b>(10)</b>	<b>-</b>	<b>-</b>	<b>(5,831)</b>
<b>Net Portfolio Totals</b>		<b>700</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>1,700</b>
<b>Funded From Corporate Resources</b>		<b>(700)</b>	<b>(500)</b>	<b>(500)</b>	<b>-</b>	<b>(1,700)</b>
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
ICT	<b>ICT</b>					
	Delivery of Technology Strategy	250	250	250	250	<b>1,000</b>
	Device Refresh & Windows 10	1,000	3,000	-	-	<b>4,000</b>
	Mobile Phone Refresh	250	300	100	100	<b>750</b>
	Members ICT Refresh	-	-	150	-	<b>150</b>
<b>ICT Total</b>		<b>1,500</b>	<b>3,550</b>	<b>500</b>	<b>350</b>	<b>5,900</b>
Property & Assets	<b>Property &amp; Assets</b>					
	Agricultural Estate	225	-	-	-	<b>225</b>
	Corporate Investment Portfolio	6,814	1,449	-	-	<b>8,263</b>
	Council Own Sites - Housing Development	1,000	1,000	1,000	-	<b>3,000</b>
	Enhancement of Strategic Assets	386	-	-	-	<b>386</b>
	Improvements to Capswood 1 & 2	215	-	-	-	<b>215</b>
	Property Management Programme	1,125	1,075	1,225	-	<b>3,425</b>
	Rowley Farm	548	-	-	-	<b>548</b>
<b>Property &amp; Assets Total</b>		<b>10,313</b>	<b>3,524</b>	<b>2,225</b>	<b>-</b>	<b>16,061</b>
<b>Total Expenditure</b>		<b>11,813</b>	<b>7,074</b>	<b>2,725</b>	<b>350</b>	<b>21,961</b>

**Funding**

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Revenue Contributions (Service)	(79)	(1,215)	(1,000)	(1,000)	<b>(3,215)</b>
<b>Total Funding</b>	<b>(79)</b>	<b>(1,215)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(3,215)</b>
<b>Net Portfolio Totals</b>	<b>10,598</b>	<b>6,074</b>	<b>1,725</b>	<b>350</b>	<b>18,746</b>
<b>Funded From Corporate Resources</b>	<b>(10,598)</b>	<b>(6,074)</b>	<b>(1,725)</b>	<b>(350)</b>	<b>(18,746)</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Health and Wellbeing do not have any Capital Projects in the MTFP period

**Expenditure**

Service Area	Project Group / Project	2023/24	2024/25	2025/26	2026/27	MTFP Total
		£000's	£000's	£000's	£000's	£000's
Housing & Regulatory Services	<b>Affordable Housing</b>					
	Affordable Housing - S106 Funded	565	1,214	1,214	-	<b>2,993</b>
	<b>Homelessness</b>					
	Homelessness Mitigation	150	-	-	-	<b>150</b>
	<b>Housing</b>					
	Disabled Facility Grants	3,583	3,583	3,583	3,583	<b>14,334</b>
Enabling Schemes	545	545	545	-	<b>1,634</b>	
Raynes Avenue Park Drainage Replacement	900	-	-	-	<b>900</b>	
<b>Housing &amp; Regulatory Services Total</b>		<b>5,743</b>	<b>5,342</b>	<b>5,342</b>	<b>3,583</b>	<b>20,011</b>
Neighbourhood Services	<b>Cemeteries and Crematoria</b>					
	Cemeteries & Memorial Gardens	449	400	400	-	<b>1,249</b>
	Chiltern & Bierton Crematoria	385	130	625	-	<b>1,140</b>
<b>Neighbourhood Services Total</b>		<b>834</b>	<b>530</b>	<b>1,025</b>	<b>-</b>	<b>2,389</b>
<b>Total Expenditure</b>		<b>6,577</b>	<b>5,872</b>	<b>6,367</b>	<b>3,583</b>	<b>22,400</b>

**Funding**

Funding - MTFP Table	Values				MTFP Total
	2023/24	2024/25	2025/26	2026/27	
	£000's	£000's	£000's	£000's	£000's
s106	(565)	(1,214)	(1,214)	-	<b>(2,993)</b>
Ringfenced Grants	(3,583)	(3,583)	(3,583)	(3,583)	<b>(14,334)</b>
Revenue Contributions (Service)	(565)	(530)	(1,025)	-	<b>(2,120)</b>
<b>Total Funding</b>	<b>(4,713)</b>	<b>(5,327)</b>	<b>(5,822)</b>	<b>(3,583)</b>	<b>(19,446)</b>
<b>Net Portfolio Totals</b>	<b>1,864</b>	<b>545</b>	<b>545</b>	<b>-</b>	<b>2,953</b>
<b>Funded From Corporate Resources</b>	<b>(1,864)</b>	<b>(545)</b>	<b>(545)</b>	<b>-</b>	<b>(2,953)</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Economic Growth & Regeneration	<b>Regeneration</b>					
	Amersham Regeneration (St John's Build)	150	1,000	-	-	1,150
	Ashwells	803	-	-	-	803
	Aylesbury Town Centre	2,000	1,600	-	-	3,600
	Employment & Regeneration Led Opportunit	3,609	-	-	-	3,609
	Environment Led Opportunities	89	-	-	-	89
	Future High Street Funds	2,688	-	-	-	2,688
	High Wycombe Town Centre	1,455	1,456	-	-	2,911
	Retasking of Winslow Centre	1,483	2,000	5,700	-	9,183
	Waterside North Development	6,114	3,000	-	-	9,114
	Wycombe Air Park	420	-	-	-	420
	Wycombe District Centres	100	-	-	-	100
<b>Total Expenditure</b>		<b>18,911</b>	<b>9,056</b>	<b>5,700</b>	<b>-</b>	<b>33,667</b>

**Funding**

Funding - MTFP Table	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
s106	-	-	-	-	-
Community Infrastructure Levy	(1,644)	(1,456)	-	-	(3,100)
Ringfenced Grants	(48)	-	-	-	(48)
Revenue Contributions (Service)	(1,000)	(2,000)	-	-	(3,000)
<b>Total Funding</b>	<b>(2,692)</b>	<b>(3,456)</b>	<b>-</b>	<b>-</b>	<b>(6,148)</b>

<b>Net Portfolio Totals</b>	<b>16,220</b>	<b>5,600</b>	<b>5,700</b>	<b>-</b>	<b>27,520</b>
<b>Funded From Corporate Resources</b>	<b>(16,220)</b>	<b>(5,600)</b>	<b>(5,700)</b>	<b>-</b>	<b>(27,520)</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Transport Portfolio Capital Programme 2023/24 to 2026/27

11 (Exp)

### Expenditure

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Highways & Technical Services	<b>Car Parks</b>					
	Car Parks	935	300	414	100	1,749
	<b>Car Parks Total</b>	<b>935</b>	<b>300</b>	<b>414</b>	<b>100</b>	<b>1,749</b>
	<b>Rights of Way</b>					
	Berryhill Footbridge Repair	334	-	-	-	334
	Improvements to Rights Way	135	200	200	-	535
	<b>Rights of Way Total</b>	<b>469</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>869</b>
	<b>Strategic Highway Maintenance</b>					
	Bridge Maintenance	1,020	1,020	1,020	1,020	4,080
	Failed Roads Haunching & Reconstruction	3,000	3,000	3,000	3,000	12,000
	Footway Structural Repairs	2,100	2,150	2,150	-	6,400
	Maintenance Principal Rds - Drainage	2,000	2,000	2,000	2,000	8,000
	Plane & Patch	4,425	4,425	4,425	-	13,275
	Replacement Traffic Signals	490	490	490	-	1,470
	Road Safety - Casualty Reduction	1,000	1,000	1,000	-	3,000
	Safety Fences	250	250	250	-	750
	Strategic Highway Maintenance Program	15,580	15,850	15,850	15,850	63,130
Street Lighting	2,291	1,500	1,500	1,500	6,791	
<b>Strategic Highway Maintenance Total</b>	<b>32,156</b>	<b>31,685</b>	<b>31,685</b>	<b>23,370</b>	<b>118,896</b>	
<b>Highways &amp; Technical Services Total</b>	<b>33,561</b>	<b>32,185</b>	<b>32,299</b>	<b>23,470</b>	<b>121,515</b>	

## Transport Portfolio Capital Programme 2023/24 to 2026/27

11 (Exp)

### Expenditure

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Strategic Transport & Infrastructure	<b>Highways &amp; Cycleway Funded Schemes</b>					
	Active Travel Tranche II - Emerald Way	884	-	-	-	<b>884</b>
	Highways & Cycleway Funded Schemes	1,512	456	-	-	<b>1,969</b>
	HS2 Funded Schemes	55	-	-	-	<b>55</b>
	HS2 Road Safety Projects	2,524	-	-	-	<b>2,524</b>
	NPIF Schemes	954	-	-	-	<b>954</b>
	<b>Highways &amp; Cycleway Funded Schemes Total</b>	<b>5,930</b>	<b>456</b>	-	-	<b>6,386</b>
	<b>Other Transport &amp; Infrastructure</b>					
	East West Rail	7,249	898	-	-	<b>8,147</b>
	Electric Vehicle Charging Points	200	200	200	-	<b>600</b>
Wycombe Parking Review	250	293	-	-	<b>543</b>	
	<b>Other Transport &amp; Infrastructure Total</b>	<b>7,699</b>	<b>1,391</b>	<b>200</b>	-	<b>9,290</b>
<b>Strategic Transport &amp; Infrastructure Total</b>		<b>13,629</b>	<b>1,847</b>	<b>200</b>	-	<b>15,677</b>
Transport Services	Transport Services					
	Purchase of Fleet Vehicles	240	240	240	240	<b>960</b>
	<b>Transport Services Total</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>960</b>
<b>Transport Services Total</b>		<b>240</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>960</b>

## Transport Portfolio Capital Programme 2023/24 to 2026/27

11 (Funding)

### Expenditure (From Previous page)

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
<b>Highways &amp; Technical Services Total</b>		<b>33,561</b>	<b>32,185</b>	<b>32,299</b>	<b>23,470</b>	<b>121,515</b>
<b>Strategic Transport &amp; Infrastructure Total</b>		<b>13,629</b>	<b>1,847</b>	<b>200</b>	<b>-</b>	<b>15,677</b>
<b>Transport Services Total</b>		<b>240</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>960</b>
<b>Total Expenditure</b>		<b>47,430</b>	<b>34,272</b>	<b>32,739</b>	<b>23,710</b>	<b>138,152</b>

### Funding

Funding - MTFP Table	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
s106	(1,320)	(456)	-	-	<b>(1,776)</b>
Community Infrastructure Levy	(365)	(293)	-	-	<b>(658)</b>
Ringfenced Grants	(4,404)	-	-	-	<b>(4,404)</b>
Revenue Contributions (Service)	(5,969)	(1,238)	(340)	(340)	<b>(7,887)</b>
<b>Total Funding</b>	<b>(12,057)</b>	<b>(1,987)</b>	<b>(340)</b>	<b>(340)</b>	<b>(14,725)</b>

<b>Net Portfolio Totals</b>	<b>35,373</b>	<b>32,285</b>	<b>32,399</b>	<b>23,370</b>	<b>123,427</b>
<b>Funded From Corporate Resources</b>	<b>(35,373)</b>	<b>(32,285)</b>	<b>(32,399)</b>	<b>(23,370)</b>	<b>(123,427)</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Expenditure**

Service Area	Project Group / Project	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Corporate Costs	Corporate Costs					
	Corporate Capital Contingency	750	750	750	-	2,250
<b>Total Expenditure</b>		<b>750</b>	<b>750</b>	<b>750</b>	<b>-</b>	<b>2,250</b>

**Funding**

Funding - MTFP Table	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's	MTFP Total £000's
Borrowing	(9,733)	(3,699)	(10,300)	-	(23,732)
Education Grants	(10,895)	(6,000)	(6,000)	(6,000)	(28,895)
Transportation Grants	(15,386)	(15,386)	(9,559)	(9,559)	(49,890)
Community Infrastructure Levy	(1,241)	(1,501)	(3,250)	(3,250)	(9,242)
Capital Receipts	(5,400)	(16,600)	(17,600)	(23,500)	(63,100)
Capital Receipts - Other	(5,627)	(5,691)	(5,759)	(5,786)	(22,863)
Revenue Contributions to Capital	(3,702)	(3,692)	(3,692)	(3,692)	(14,778)
Balances Brought Fwd	(10,047)	-	-	-	(10,047)
<b>Total Funding</b>	<b>(62,031)</b>	<b>(52,569)</b>	<b>(56,160)</b>	<b>(51,787)</b>	<b>(222,547)</b>

<b>Accessible Housing &amp; Resources</b>		<b>Change 2023-24 £000's</b>
<b>Business Operations</b>		
Income	Review of the support and charges to schools for the Schools Information Management System (SIMS) to include current levels of inflation	(58)
Savings	External contract savings within the Resilience Service	(15)
	Insource Blue Badge enforcement	(30)
	Relocate Council Access Point and sites to libraries.	(60)
	Review of Business Support Operations	(35)
<b>Digital</b>		
Savings	Contract saving - Digital Team	(50)
<b>Finance</b>		
Income	Full cost recovery review for Pensions Service	(100)
	Review income opportunities for Finance Deputies	(70)
	Review of fees and charges in Finance	(11)
	Review of Revenues & Benefits Court Costs income	500
Savings	Efficiency savings in Revenues and Benefits (Better Buckinghamshire programme)	(364)
Grant funded expenditure	Change in Housing Benefit Payments and Grant Income	(7,694)
	Change in Local Audit Fees Grant	125
Grant Income	Change in Housing Benefit Payments and Grant Income	7,694
Growth	Increased Audit fees	450
<b>Human Resources &amp; Organisational Development</b>		
Income	Review of fees and charges in HR	(76)
<b>ICT</b>		
Savings	External contract savings - final phase of single ICT network saving (Better Buckinghamshire Programme)	(250)
<b>Legal &amp; Democratic Services</b>		
Savings	Efficiency savings in Democratic Services	(75)
Growth	Increase in Insurance premiums	900
	Increase in Legal Services operating costs	1,150
<b>Property &amp; Assets</b>		
Income	New Rental income opportunities	(2,163)
	Reduce subsidy of community sports facilities	(45)
Savings	Efficiency savings in Facilities Management	(17)
	Efficiency savings in Property Services	(90)
Growth	Creation of Sinking Fund for Strategic Assets (2.5% of income)	38
Inflation	Increase in Cleaning & Security costs	89
	Increase in Energy costs	2,390
Special Items	One Public Estate feasibility studies (funded from reserves)	458
	Technical accounting adjustment - derecognise finance lease	878
Reserves	One Public Estate feasibility studies (reserve funding)	(458)
<b>Resources</b>		
Savings	External contract savings (Better Buckinghamshire Programme)	(160)
<b>Service Improvement</b>		
Savings	Additional Efficiency savings within Service Improvement (Better Buckinghamshire programme)	(150)

<b>Climate Change &amp; Environment</b>		<b>Change 2023-24 £000's</b>
<b>Environment</b>		
Grant funded expenditure	Tree Planting (funded from grants and reserves)	50
Grant Income	Tree Planting (funded from Grant income)	(21)
Reserves	Use of Climate Change reserve to fund Tree Planting	(29)
<b>Street Cleaning</b>		
Savings	External contract savings in Grounds Maintenance (Better Buckinghamshire programme)	(8)
<b>Waste</b>		
Savings	External contract savings in Waste services	(400)
Growth	Increase in Fleet maintenance costs	100
	Increase in Household Recycling Centre contract and service provision costs	50
	Increase in staffing to support waste collection round review in the North of the county.	115
	Increase in Strategic waste operating costs (contract inflation, housing and tonnage growth)	238
	Reduction in Waste income and increased staffing costs	120
Income	Increase in Garden waste collection income from increased number of customers	(300)
	Increase in Garden waste fees (£5 increase per annum)	(350)
	Increase in Household Recycling Centre Commodities and Re-Use income (partly Better Buckinghamshire programme)	(450)
	Increase in income from Energy from Waste plant	(11,800)
	Wycombe Garden Waste Fees & Charges (Better Buckinghamshire programme)	(250)
Inflation	Additional costs (contract inflation, housing and tonnage growth) - for Strategic Waste budgets	70
	Waste Contract inflation	1,540
Special Items	Funding for Waste Options Appraisal and ongoing legal case	750
	Increase in Household Recycling Centre contracts and provision	(115)
Reserves	Use of reserve to fund Waste Options Appraisal and ongoing legal case	(750)

<b>Communities</b>		<b>Change 2023-24 £000's</b>
<b>Community Boards</b>		
Savings	Reduce funding for Community Boards	(500)
<b>Community Support Helping Hand</b>		
Special Items	Increase in funding available for Helping Hand programme	1,000
Reserves	Use of reserves to fund Helping Hand programme	(1,000)

<b>Culture &amp; Leisure</b>		<b>Change 2023-24 £000's</b>
<b>Culture &amp; Leisure</b>		
Growth	Increase in operating costs for South Bucks Country Park	50
Income	Increase in Leisure services management fee income	(466)
	Increase in Country Parks fees and charges	(3)
	Increased income from room lettings in Libraries	(10)
Savings	Efficiency savings In Culture and Leisure (Better Buckinghamshire programme)	(61)
	Efficiency savings in Libraries (Better Buckinghamshire programme)	(75)
	Reduced expenditure on Paralympic Flamelighting event	(25)
	Reduction in the management fee paid to Museums	(9)
Special Items	Reduction in income for soil disposal at new Country Park	325

<b>Education &amp; Children's Services</b>		<b>Change 2023-24 £000's</b>
<b>Children's Social Care</b>		
Growth	Impact of demand and complexity on case loads within Social Work teams	3,168
	Impact of National Placement Sufficiency on unit costs	2,683
	Increase in demand in statutory social care services due to demography and complexity	1,322
	Increase in Domiciliary Care and Direct Payment Costs	1,150
	Increased costs from National Transfer Scheme for Unaccompanied Asylum Seeking Children (UASCs)	1,724
Income	Additional income from partners for complex needs packages	(200)
Inflation	Increase in contract costs	197
	Increase in placement costs for looked after children	5,042
Savings	Developing local solutions for placement sufficiency strategy	(620)
	Efficiency savings through development of Edge of Care services	(390)
	Partner Contributions for Child and Adolescent Mental Health Services	(500)
	Reduction in agency staff costs	(407)
Special Items	Impact of demand and complexity on case loads within Social Work teams	(1,413)
	Increased costs from the expansion of the Social Work Academy to support recruitment and retention of permanent staff	141
	One-off expenditure funded from Supporting Families reserve	300
	Reserve funded costs from expansion of the Social Worker Academy	61
Reserves	One-off reserve funding for additional social workers	1,413
	Use of reserves to fund expansion of the Social Worker academy	(61)
	Use of Supporting Families reserve	(300)
<b>Education</b>		
Growth	Increased case loads for staff carrying out statutory assessment work	515
	Loss of School Improvement Grant	542
	Pressures on Education central services	383
	Supporting participation in Education, Employment and Training for Post-16 students with Special Educational Needs (SEND)	163
	Income	Increased income from trading with schools
Income	Loss of School Improvement Grant	(81)
	Review of fees and charges	(13)
Savings	Efficiency savings in Education central services	(383)
Reserves	Reserve funding for loss of School Improvement Grant	(461)
	Use of Supporting Families reserve for first year	(163)

<b>Health &amp; Wellbeing</b>		<b>Change 2023-24 £000's</b>
<b>Adult Social Care</b>		
Grant Income	Additional income from council's share of new Better Care Fund	(1,564)
	Additional income from new Adult Social Care grant	(2,800)
Grant funded expenditure	Additional expenditure associated with new Better Care Fund funding	1,564
Growth	Increased costs in Adult Social Care services from demand growth in 2022/23	3,300
	Increased costs through new demand growth	6,846
Income	Increase in Client Charges	(1,635)
	Increased income recovery	(250)
Inflation	Increase in contract costs	10,798
	Increase in costs through move towards Sustainable care fees	4,000
Savings	Adult Social Care transformation programme savings	(2,726)
Special Items	Additional resource to support Adult Social Care transformation activity	200
	Additional resource to support large procurement projects and hospital discharge	400
	One off Adult Social Care costs caused by leap year (Funded from reserves)	520
Reserves	Use of reserves to fund Adult Social Care Transformation activity	(200)
	Use of reserves to fund large procurement projects and hospital discharge	(400)
	Use of reserves to fund one off Adult Social Care costs caused by leap year	(520)

<b>Homelessness &amp; Regulatory Services</b>		<b>Change 2023-24 £000's</b>
<b>Housing &amp; Homelessness</b>		
Grant Income	Inflation increase in Homelessness Prevention Grant	(200)
Growth	Additional cost of Temporary Accommodation from demand and increased unit costs	3,600
Special Items	Additional warranty expenditure (funded from reserves)	500
Reserves	Reserve funding for additional warranty expenditure	(500)
<b>Regulatory Services</b>		
Growth	Additional costs in IT and contract cleaning in Cemeteries and Crematoria	10
	Increased costs of Trading Standards contract	52
Income	Increase in income from Crematoria	(255)
	Increase in income in Registrars services	(170)
	Review of Cemeteries and Crematoria fees and charges (partly Better Buckinghamshire programme)	(70)
	Review of fees and charges (housing and registrars)	(11)
Inflation	Increase in Cemeteries & Crematoria utilities costs	80
Savings	Efficiency savings in Trading Standards service (Better Buckinghamshire programme)	(45)
	Reduction in Licensing Software application costs and review of fees and charges	(5)
Special Items	One-off spend on Cemeteries and Crematoria premises (funded from Reserves)	255
Reserves	Use of reserves to fund one-off spend on Cemeteries and Crematoria premises	(255)

<b>Leader</b>		<b>Change 2023-24 £000's</b>
<b>Economic Growth &amp; Regeneration</b>		
Savings	Reduction in consultancy spend	(135)
	Reduction in Planning, Growth and Sustainability management team costs	(170)
	Review of external partnership funding	(50)
	Savings from policy review of charging against external funding (capitalisation, grants)	(150)
Special Items	Funding for Opportunity Bucks programme (funded from reserves)	1,500
Reserves	Use of reserves to fund Opportunity Bucks programme	(1,500)
<b>Partnerships, Policy &amp; Communications</b>		
Savings	Efficiency savings in Partnerships and Policy (Better Buckinghamshire programme)	(77)
	Efficiency savings within Communications	(55)
	Loss of Clinical Commissioning Group (Integrated Care Board) Contract Income	(345)
	Removal of Community Engagement vacant post	(73)
Income	Loss of Clinical Commissioning Group (Integrated Care Board) Contract Income	345

<b>Planning &amp; Regeneration</b>		<b>Change 2023-24 £000's</b>
<b>Planning</b>		
Income	Review of fees and charges in planning services	(67)
Savings	Efficiency savings from implementing new planning systems (Better Buckinghamshire programme)	(70)



<b>Transport</b>		<b>Change 2023-24 £000's</b>
<b>Highways &amp; Technical Services</b>		
Growth	Increase in Enforcement costs	43
	Increase in Highways legal advertisement costs	55
	Increase in Rights of Way costs	65
	Increased costs from the growth of the road network	353
Income	Additional Off-Street parking income (post-Covid)	(1,556)
	Additional On-Street parking income (post-Covid)	(259)
	Increase in Definitive Map service fees and charges	(5)
	Increase in income from Moving Traffic Enforcement	(102)
	Increase in income from Streetworks (permit and non-permit related)	(350)
	Increase in Parking Fees and Charges (Off-Street and On-Street)	(250)
	Increase in Transport Fees and Charges	(40)
Inflation	Increase in Highways Service energy costs	2,160
	Increase in Devolution payments to Parish and Town Councils	46
	Increase in Highways contract costs	1,740
	Increase in material costs for the Rights of Way service	12
	Increase in Parking Operation costs	469
Savings	Efficiency savings general highways maintenance service	(10)
	Efficiency savings in Fleet and street lighting services	(25)
	Grass cutting (Rural & Urban) and vegetation clearing	(350)
	Reduction in fly-tipping clearance costs through improved enforcement	(10)
	Reduction in number of Weed killing treatments per annum	(230)
Special Items	Removal of one-off budget allocated for Highways procurement	(300)
<b>Transport Services</b>		
Growth	Increased costs from demand on Pupil Referral Unit through demographic growth and complexity	224
	Increased costs of services through demographic growth and complexity	1,706
	Reversal of savings in Independent Travel Training (ITT)	10
	Reversal of savings in schools-led SEND Transport Mini-Bus Scheme	50
	Reversal of savings in SEND transport delivery initiatives	100
	Review of Home to School Transport Budget based on forecasts	1,201
Income	Income reduction in Home to School Transport	453
Inflation	Increase in contract costs	1,266
	Increased taxi and bus contract costs	442
Savings	Efficiency savings in SEND Transport provision	(160)
	Reduced demand for SEND Transport	(100)
	Reduction in Personal Transport Budgets	(210)
Special Items	Increased costs for e-ticketing and real time vehicle tracking (funded from Reserves)	150
Reserves	Use of reserves to fund increased costs for e-ticketing and real time vehicle tracking	(150)
<b>Transport Strategy &amp; Funding</b>		
Income	Additional income for Strategic Transport services	(60)

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# **Consultation on the 2023/2024 Budget Allocation**

## **Results**

**December 2022**

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## **Executive Summary**

1,797 Buckinghamshire residents and 8 representatives of organisations completed the 2023/24 Budget Consultation online<sup>1</sup>. The consultation ran from 12<sup>th</sup> October 2022 to the 20<sup>th</sup> November 2022.

Respondents gave their views on how spending should be prioritised and on the proposed budget allocations for 2023/24<sup>2</sup>. They were also invited to comment on whether they had any other suggestions on what should be prioritised.

For residents, care and support services for older people and vulnerable adults, road maintenance and educational services such as childcare, pre-schools and school admissions were selected by the highest proportion of respondents. These views reflect results from previous budget consultations. When asked to choose services that should not be prioritised, car parking, culture and tourism, and Public Health services were selected by the highest number of respondents. When asked to suggest other priorities to consider, the most frequently mentioned themes related to roads and pavement repair and maintenance, road infrastructure and housing.

Organisations' ranked priorities were similar to residents', but they placed higher priority on services to attract and support local businesses and community safety. Similarly, the services they would least like to prioritise included culture and tourism, maintaining Rights of Way, and planning services.

There were mixed views towards the proposed allocation of Buckinghamshire Council's annual budget for 2023-2024 from both residents and organisations, with stronger agreement (34%) than disagreement (30%).

Due to the self-selecting nature of the survey, some demographic groups were over- or under-represented when compared with the Buckinghamshire population. Non-white ethnic groups, younger people, less affluent and those in employment received a lower proportion of responses when compared to the Buckinghamshire profile. Survey results have not been weighted, however, statistically significant differences between respondent will be noted throughout this report.

There was an increase in responses compared with last year's consultation (292 residents and 18 organisations) and 2020's consultation (896 residents and 9 organisations). Results are not directly comparable with previous years' consultations as the question wording was different.<sup>3</sup>

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<sup>1</sup> In addition, there were 3 responses received by email, but these were comments only, and not complete responses. No postal responses were received.

<sup>2</sup> See appendix 1 for proposed budget allocation breakdown

<sup>3</sup> 2020 and 2021: "Thinking about how we can balance our budget, please indicate for each of the following services, whether you think we should spend more, less or about the same." 2022: "Which services would you prioritise for Council funding?" and "Which services would you not prioritise for Council funding?"

## **Introduction**

Each year Buckinghamshire Council provides Buckinghamshire residents and businesses with the opportunity to feedback on the proposed spending allocation for the Council. The consultation is via an online survey which may also be downloaded and printed by respondents and posted if preferred. The survey was open for responses from 12<sup>th</sup> October 2022 to 20<sup>th</sup> November 2022. These results will be considered by the Council when shaping and approving the final Budget for 2023/24.

## **Methodology**

### **Approach**

This consultation ran from 12<sup>th</sup> October 2022 to 20<sup>th</sup> November 2022, consisting of a formal survey to understand the overall opinions and views of residents and representatives of organisations.

The formal survey<sup>4</sup> asked for residents' and organisations' opinions on how spending should and should not be prioritised, as well as their strength of agreement, or disagreement, with the Council's proposed budget allocation. Respondents were also asked to put forward any other suggestions or comments. These questions enabled respondents to let us know their opinions and views in their own words. Respondents raised a range of different issues, so to better understand the key themes, answers to these questions were categorised into the most common themes that respondents raised. Questions were included on how easy the respondents found aspects of the Council's budget to understand, including how the Council is funded, how it spends its money, what statutory spend is and the financial challenges the Council faces.

In addition to the questions relating to the Council's budget, respondents were asked to complete a range of 'classification' questions<sup>5</sup> in the survey, including providing their age, ethnicity, gender, disability, their employment status and whether they had children aged under 18 in the household. The purpose of these questions is to enable comparisons in views between different demographic groups. They were also asked how they found out about the Consultation<sup>6</sup>. These questions were designed to help inform the Communications campaign throughout the consultation period and learning for future consultations.

The consultation was open to all stakeholders, through an online survey which was promoted through a range of channels<sup>7</sup>. It was also available in hard copy on request from libraries or it could be downloaded from the online survey site and printed and posted. Residents were encouraged to visit the libraries to receive support to complete the survey online or in hard copy if requested. The survey was open to anyone wishing to complete it.

### **Differences in opinion by group**

Respondents were asked to complete a range of 'classification' questions in the survey so that the views of different groups of people or organisations could be understood allowing identification of statistical differences between different groups. The results of significance testing are noted throughout this report.

These demographic questions are also useful to understand respondent groups who are over- or under-represented compared with the Buckinghamshire population. This could be used to help target communications to increase response rates from under-represented groups.

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<sup>4</sup> See Appendix 2 for Questionnaire

<sup>5</sup> See Appendix 4 for details

<sup>6</sup> See Appendix 5 for details

<sup>7</sup> Refer to later section on Promotion of the Consultation

Organisations were also asked to provide the name of their organisation and their job title.

### **Other considerations**

The survey was open to anyone to respond including all residents and people representing organisations in Buckinghamshire. Participation was self-selecting. This was not a random sample of respondents, and the sample was not stratified to reflect the proportions of the people responding according to the make-up of the Buckinghamshire population.

Weighting, a process used to adjust the results of a study to bring them more in line with what is known about a population, was not applied to the results of this survey. Respondents to this type of self-selecting survey (non-probability sample) will naturally not be fully representative of the population, e.g. those interested in the subject matter are more likely to complete the survey. One assumption for weighting is that the people who did complete the survey are representative of the people that did not complete the survey, so for this reason weighting was not considered appropriate. Please see the respondents profile section for more information on how the profile of respondents compares to that of the Buckinghamshire population.

Due to rounding, some of the numbers in the graphs in this report may not sum to the numbers in the text.

### **Promotion of the Consultation**

The consultation has been promoted via:

- Dedicated webpage and survey on Your Voice Bucks
- Promotional news items on Buckinghamshire Council website
- Press releases to local media
- Press interview with BBC Radio Oxford
- Social media promotional campaign across all main channels
  - Targeted (paid for) social media promotion to Aylesbury and Wycombe, and by age
- E-newsletter to Town and Parish Councils
- Flyers in libraries, Council Access Plus (CAP+) points and family centres
- Internal communications to all staff and Members
- Leader of the Council resident newsletter
- Email to Voluntary, Community and Social Enterprise (VCSE) sector via VCSE Partnership Board and Community Impact Bucks
- Community Boards
- Youth Voice Executive Committee
- School's bulletin

**Questionnaire Findings**

**Services to prioritise and not prioritise for Council funding**

Respondents were asked which services they would prioritise for Council funding, up to 5 services could be selected, in no particular order. Care and support services for older people and vulnerable adults, road maintenance and educational services were the highest priority areas.<sup>8</sup>

Respondents were then asked which services they would not prioritise for Council funding, up to 5 services could be selected, in no particular order. Car parking (39%), culture and tourism (39%) and Public Health services (38%) were selected by the highest proportion of respondents.<sup>9</sup>

**Q1. Which services would you prioritise for Council funding?**

**Q2. Which services would you not prioritise for Council funding?**

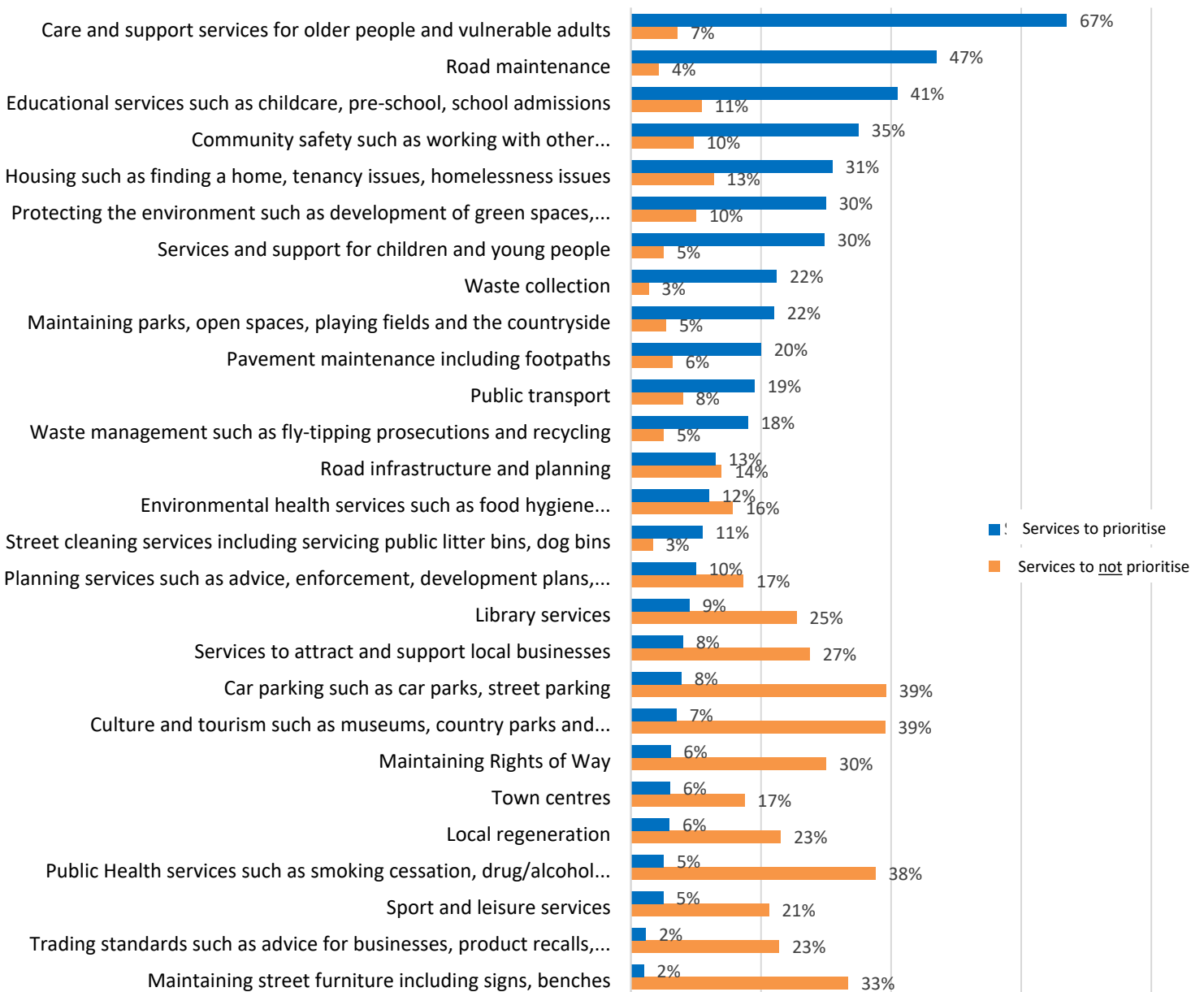


Figure 1

<sup>8</sup> Base: All valid respondents 1,781 residents, 8 representatives from organisations.

<sup>9</sup> Base: All valid respondents (1,641). Note that not all respondents made all five selections.



Differences in opinion for different groups of residents were then analysed to understand whether they were statistically significant (at a 95% confidence level<sup>10</sup>):

Care and support services for older people and vulnerable adults was more likely to be considered a priority by respondents aged 65 and over (77% compared with 61% of those under 65), those with a disability (74% vs. 68% of those without), female (72% vs. 63% male) and economically inactive (77% vs. 62%)

Protecting the environment was selected as a top 5 priority by a higher proportion of under 65s (34% than 65 and over (24%). 41% of respondents under 45 selected this as a top 5 priority.

Community safety was more likely to be selected as a top 5 priority by the most deprived ACORN categories (44% vs. 33% most affluent), non-white ethnic groups (53% vs. 34% white ethnic groups) and economically active respondents (40% vs. 30% economically inactive).

Waste collection was a higher priority for those in the South of the county (25%) than those in the North (20%). In particular, Wexham and the Ivers (35%), Beeches (32%) and Denham and Gerrards Cross (28%).

Likewise, waste management was a high priority for the South (22% vs. 15% North) as was street cleaning (13% South vs. 9% North).

Road infrastructure and planning was a higher priority for respondents from the North of the county (20%) than those in the South (9%). In particular, residents in the Aylesbury (26%), Wendover (23%), and Wing and Ivinghoe (23%) Community Board areas were more likely to select this as a top priority.

Services and support for children and young people were a higher priority for respondents with children in the household (41% vs. 28% without), those under 45 (38% vs. 28% aged 45 and above) and females (35% vs. 23% of males).

Similarly educational services was more likely to be in the top 5 to prioritise for those with children in the household (58% vs. 39% without) and under 45s (49% vs. 41% aged 45 and over)

Housing tended to be a higher priority for those respondents who considered themselves to have a disability (36%) compared with 31% without a disability.

Respondents from the more affluent ACORN categories (13%) were more likely to select planning services as a top 5 priority than those in the two most deprived categories (7%).

Higher priority was placed by younger people (under 45) on local regeneration (9% vs. 5%), town centres (10% vs. 5%), and culture and tourism (12% vs. 7%) than by those aged 45 and above.

Services to attract and support local businesses was more likely to be selected by economically active respondents (10%) than economically inactive respondents (5%).

## Budget Allocation

34% of respondents agreed with the Council's proposed annual budget allocation for 2023-24<sup>11</sup>, but there were relatively high levels of disagreement (30%). There was a significant proportion of respondents (36%) who neither agreed nor disagreed with the proposed allocation.<sup>12</sup>

**(Q3) To what extent do you agree or disagree with how we are proposing to allocate Buckinghamshire Council's budget for 2023 to 2024?**

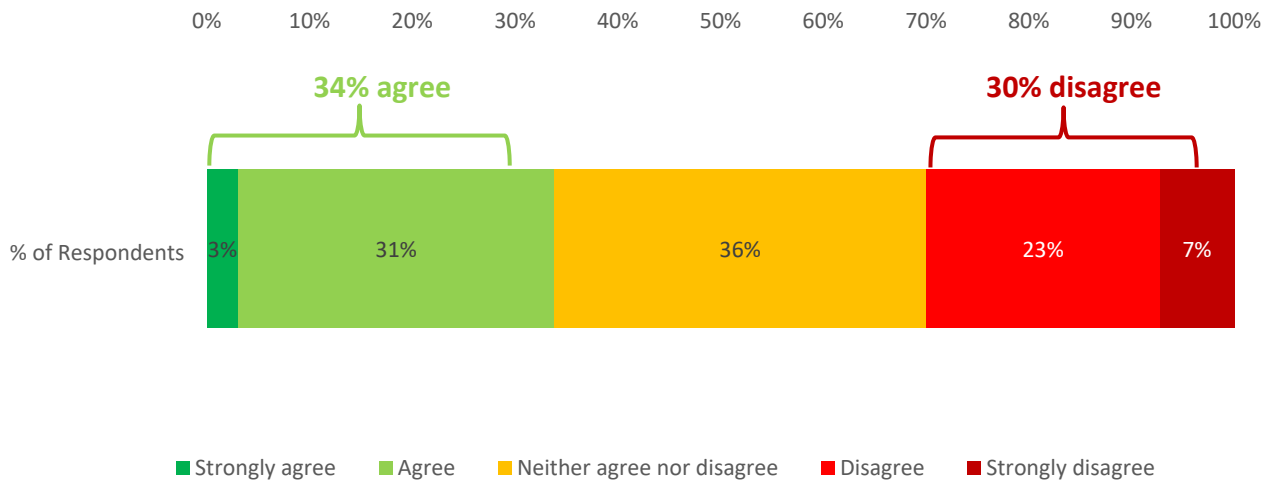


Figure 2

Differences in opinion for different groups of residents were then analysed to understand whether they were statistically significant (at a 95% confidence level<sup>13</sup>):

Agreement with the Council's proposals are higher amongst:

- Older people aged 65+ (39% agree compared with 31% under 65)
- Economically inactive (39% agree compared with 31% economically active)
- Affluent ACORN groups, who are more likely to agree with the proposal (37%) compared to the most deprived groups (25%)
- Respondents without a disability (35%) compared with disabled groups (29%)

Disagreement with the Council's proposals are higher amongst:

- Respondents with children in the household (43% vs. those without 26)
- Economically inactive (36% disagree compared with 22% economically active)
- Non-white ethnic groups (41%) compared with 27% of white ethnic groups

<sup>11</sup> See Appendix 1 for proposed Budget Allocation

<sup>12</sup> Base: All valid respondents 1,797 residents, 8 representatives from organisations

<sup>13</sup> 95% confidence level – The chances are that 95 times in 100, the "true" value will fall within the specified range.

## How easy to understand was the budget information?

Respondents were asked how easy they found it to understand:

- How the Council is funded
- How the Council spends its money
- What statutory spend is
- The financial challenges the Council faces

83% of respondents found it very or somewhat easy to understand *how the Council is funded*, and 81% found it easy or somewhat easy to understand *how the Council spends its money*. Ease of understanding was slightly lower for *what statutory spend is* (65%) and *the financial challenges the Council faces* (71%).<sup>14</sup>

### (Q4) How easy to understand was the following information?

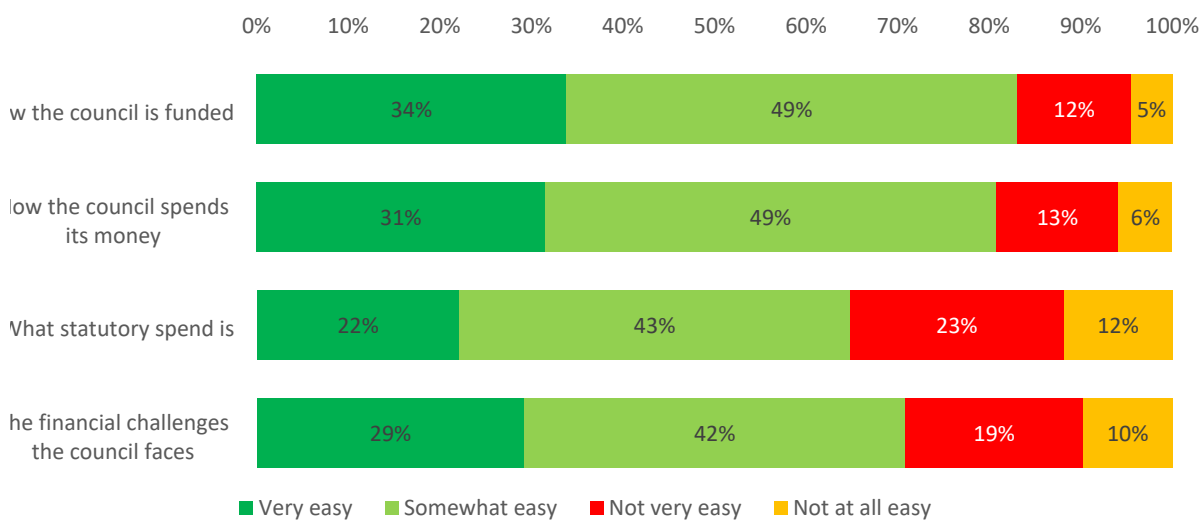


Figure 3

Economically inactive respondents were more likely to find it easy to understand how the Council is funded (86%) compared with economically active respondents (81%). This was also the case for the two most affluent ACORN categories (85%) compared with the two least affluent categories (74%).

The two most affluent ACORN categories (83%) were more likely to find it easy to understand how the council spends its money compared with the two least affluent categories (73%).

There were no statistically significant differences between groups for the question regarding what statutory spend is.

Economically active respondents were more likely to find it easy to understand the financial challenges the Council faces (74%) compared with economically inactive respondents (68%).

## General comments on the 2023/24 proposed budget allocation

Respondents were asked whether they had any other comments about the 2023 to 2024 budget.

Out of the 1,805 respondents to the consultation, 671 made specific comments. Each comment was categorised to understand common themes. Please note a respondent may have mentioned more than one

<sup>14</sup> Base: All valid respondents: How the council is funded (1,731), How the council spends its money (1,737), What statutory spend is (1,622), The financial challenges the council faces (1,686)

theme – for example a respondent who commented on roads, education and waste and recycling would appear in all three categories.

*Q. If you have any other comments about the proposed budget allocation for 2023 to 2024, please tell us them here*

Respondents were asked : If they had any comments about the proposed budget allocation for 2023 to 2024? These respondents were free to write their own comments

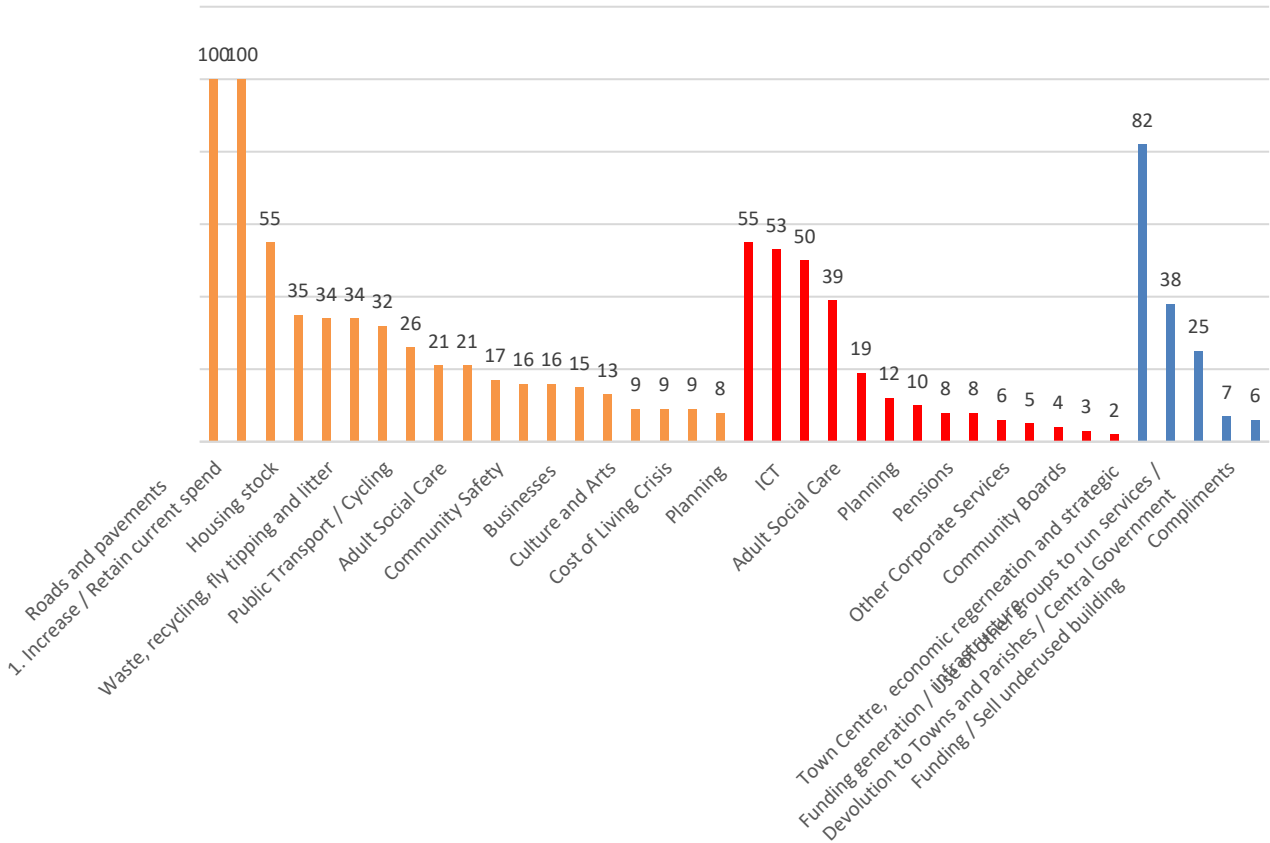


Figure 4

Respondents were asked if they had any other comments about the proposed budget allocations for 2023 to 2024. Comments were grouped into themes and displayed in three sections on the graph above: areas where respondents felt more funding was required or where the budget was deemed to be appropriately allocated; areas where less budget should be allocated; and where respondents raised other queries, for example about how the data was displayed or where funding is received from.

**Selection of *verbatim* comments from the open comments question:**

**Road repair and maintenance**

There were 105 comments which referenced roads, 100 of which were suggesting that more funds should be allocated to road and pavement maintenance with 5 comments suggesting that too much of the budget was allocated to this. The key concerns were regarding insufficient or poor repair of roads and pavements.

“Many roads, both major and minor are still in a poor state of repair.”

“Consider better quality road maintenance at higher cost to ensure improvements endure.”

**Environment - climate change concern**

There were 100 comments relating to allocation of funding for the environment. Respondents were concerned the budget allocation in this area was too low. Comments related to improving and protecting the local environment, concerns about climate change, green energy, electric charging points, tree planting and

'future proofing' to protect our environment. Comments also related to improved public transport, housing insulation, sustainable transport and active transport, including cycling and cycle path provision, to assist with climate change.

"I think more should be spent on the environment as this is our future as well."

"More money spent on combating climate change, renewable energy, and alternatives to the car (including cheaper, more frequent, more locations for public transport, off road cycle routes)"

"Increase Environment Greatly - make a proper contribution to Climate Change"

### **Housing**

There were 55 comments relating to allocation of funding for housing and housing stock. Respondents were mainly concerned that the budget allocation in this area was too low. Comments included those relating to young people finding it difficult to afford housing, better support for the homeless and improving social housing.

"More money spent building truly affordable housing for those trying to get on the housing ladder"

*"More money should be spent on suitable accommodation and proper support for rough sleepers."*

*"The Council has a lot of empty properties which could be put to better use."*

### **Education and Special Education Needs (SEN) provision**

There were 35 comments relating to Education and SEN provision, respondents requested more budget be allocated to these.

*"I think a stronger emphasis needs to be put on Children's social care as they are the future generation in whom our society will be built upon."*

### **Waste**

There were 34 comments relating to waste, fly tipping and litter and 15 respondents requesting a greater allocation of the budget for street cleaning. Respondents commented on the poor performance of the waste service they currently receive, particularly in the south of the county, costs associated with recycling centres and fly tipping.

*"More money needs to go into street cleaning and fly tipping."*

*"Move services in house, such as waste collection, as that will save money in the long term"*

### **Vulnerable People**

There were 34 comments relating to allocation of funding for vulnerable people, covering both children and adults. Respondents commented that vulnerable people should continue to be a high priority for the Council.

*"It is clear to all that adults and young person's social care needs need a higher priority for funding as they are the most vulnerable in our society."*

### **General comments on budget allocation:**

#### **Reduce budget allocation for HR, ICT, Finance, Legal and Democratic Services, Corporate Services and Business Operations**

There were 55 comments relating to HR, 53 relating ICT spend and 50 relating to Finance / Legal and Democratic Services / Corporate Service / Business Operations. 25 respondents mentioned one or more of these service areas in their response. Respondents suggested budget reduction in these areas and to improve efficiencies to produce cost savings.

*“The principal areas for reconsideration appear to be those which are funding the Council's own administration and contracts with the private sector: more than £13m on ICT, business operations £11m, corporate services etc.”*

*“Seems an awful lot for democratic services, corporate services and especially human resources.”*

### **Reduce budget allocation for Adult Social Care**

Adult Social Care currently receives the highest proportion of the budget. Overall respondents were suggesting a reduction to the budget allocation for Adult Social Care. There were 39 comments relating to reducing the budget allocated to Adult Social Care. Whilst respondents understood the importance of the service, they also felt it could be delivered on a reduced budget by making service improvements. Conversely, 21 respondents felt the budgets were appropriately allocated or additional budget allocation is required.

*“I think whilst clearly very important we do need to reduce the amount spent on Adult Social Care which seems disproportionate”*

*“Social care spend may in part be necessitated by the failure of other more basic caring structures. It would be important to identify these and try to repair them.”*

*“I feel that the Council's money should be spent where it benefits most residents. Less on social care which is over half the budget.”*

*“When viewing the proposed budget a large percentage goes into adult care but what this fails to recognise is that the need for adult care will become greater if the children needs aren't helped earlier enough.”*

*“Far too much on adult social care. Need a new model to fund this rather than taxation.”*

### **Presentation of the budget information:**

There were 82 comments relating to the clarity of the information and the ability of the respondent to make an informed decision about the budget based on the information provided. Respondents were concerned that statutory and non-statutory services were not clearly shown.

*“Difficult to determine what is being spent within each category. More detail would help us understand why there are similar levels of spend for Education, ICT, Legal and Business Ops. The similar levels of spend don't feel logical.”*

*“Not possible to comment without detailed breakdown of current expenditure and where the pressures are.”*

*“The devil is in the detail for these spend categories, so it is hard to make informed comment. The Adult & Children social care buckets aren't broken down and there's probably areas within that I would want to prioritise (and deprioritise).”*

### **Verbatim comments on Council Funding:**

There were 38 comments relating to how the Council is funded. These included comments on devolving responsibilities further to Town and Parish Councils, obtaining funding from national government for services, requesting funds from building contractors to make good road damage and looking at the possibilities of some services having an income stream or being self-funding.

*“We feel there should be additional direct funding from central Government for the care of vulnerable children and adults, in the same way as schools are funded.”*

*"With all the developments -house building/HS2 and EW rail going on surely they could be requested to make a contribution towards the roads and transportation costings as a lot of the potholes around where I live are directly linked to the traffic associated with these projects"*

*"I think there should be some money spent to come up with ways to generate more income other than taxes. Too many jobs are outsourced which definitely costs more in the long run"*

**Appendix 1 – Proposed budget allocation for 2023/24**

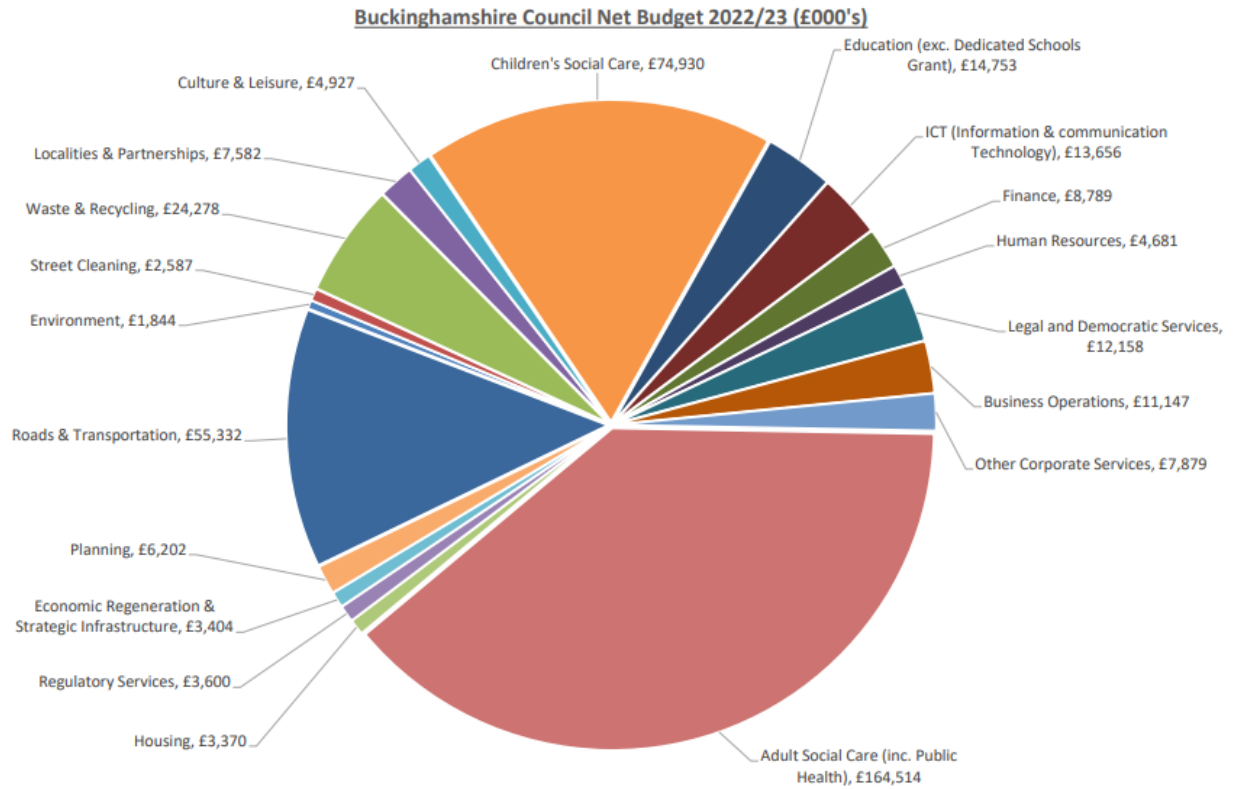


Figure 5



## Appendix 2 – Questionnaire



### **Money Matters: Have your say on Buckinghamshire Council's spending priorities for 2023/24**

**Open date:** 12 October 2022

**Close date:** 20 November 2022

**We want to know which services you think we should be prioritising in our budget for next year, and what you think about our outline plans for how we're suggesting next year's budget should be spent.**

We are working hard on spending plans for next year. With a really challenging economic climate, with rising energy costs, interest rates and inflation, it's more essential than ever that you tell us how you want your money to be spent.

The costs involved in providing our services have risen sharply due to higher inflation. This makes setting the budget and balancing the books extremely challenging this year.

You have an important role to play in the budget-setting process as we need to determine how you want your council tax spent. In considering your response, take time to reflect on the wider needs of the whole of Buckinghamshire in addition to the specific priorities for yourself, your family, your immediate community, your business or your organisation.

#### **How the council is funded**

The money we receive from council tax covers 82% of the cost of providing all Buckinghamshire Council's services – from paying for care packages for adults who need it, to providing emergency accommodation for homeless people and vulnerable children, as well as the essential services everyone relies on like bin collections, road repairs and keeping streets and open spaces clean and safe.

The other 18% of the council's budget is funded by money from business rates, the New Homes Bonus and other grants.

It's also important to note that the funding for the running of our schools is not set or controlled by the council. This goes directly to schools from government as part of the Dedicated Schools Grant.

### **How your money is spent**

All councils have a legal duty to limit their spending to the income they receive each year. So, our budget must balance.

The vast majority of our budget each year needs to be spent on the services we are required by law to provide, such as social care for adults and children. This is known as statutory spend.

The current spending breakdown for the year 2022/23 is:

- Adult Social Care (including Public Health) - £164,514,000
- Children's Social Care - £74,930,000
- Roads & Transportation - £55,332,000
- Waste & Recycling - £24,278,000
- Education (excluding the Dedicated Schools Grant) - £14,753,000
- ICT (Information Communication Technology) - £13,656,000
- Legal and Democratic Services - £12,158,000
- Business Operations - £11,147,000
- Finance - £8,789,000
- Other corporate services - £7,879,000
- Localities & Partnerships - £7,582,000
- Planning - £6,202,000
- Culture & Leisure - £4,927,000
- Human Resources - £4,681,000
- Regulatory Services - £3,600,000
- Economic Regeneration & Strategic Infrastructure - £3,404,000
- Housing - £3,370,000
- Street Cleaning - £2,587,000
- Environment - £1,844,000

This adds up to a total spend of £425,633,000 for 2022/23.

We are proposing to allocate the 2023/24 budget in a similar way.

## How to have your say

You can tell us your views in one of the following ways:

- Complete the online survey at [buckinghamshire.gov.uk/money-matters-consultation](https://www.buckinghamshire.gov.uk/money-matters-consultation)
- Complete, and return, the printed version of the survey below. You can:
  - Email it to [consultations@buckinghamshire.gov.uk](mailto:consultations@buckinghamshire.gov.uk)
  - Post it to **Money Matters Consultation**, Business Intelligence Team, Buckinghamshire Council, Walton Street Offices, Aylesbury, Buckinghamshire, HP20 1UA
  - Take it to one of our Council Access Points

You can pick up a paper copy of the survey in one of our Council Access Points, including libraries.

If you have any questions about this activity, please email us at [consultations@buckinghamshire.gov.uk](mailto:consultations@buckinghamshire.gov.uk).

**Please tell us your views by midnight on Sunday 20 November 2022.**

## What happens next

We will consider all the feedback we receive and use the findings to help us develop the draft budget further.

A detailed draft budget will be published in early 2023 for further feedback and scrutiny. It will then be finalised and agreed in February 2023.

## Privacy

We will use the information you provide here only for this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details. For more information about data and privacy, please see our [Privacy Policy](#).

If you have questions about data and privacy, please email us on [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk). Or write to our Data Protection Officer at Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF.

### Money Matters Consultation - Print survey

#### 1. Which services would you prioritise for council funding?

You can select up to 5 services, in no particular order.

Please tick (✓) one option per column

	1	2	3	4	5
Care and support services for older people and vulnerable adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car parking such as car parks, street parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community safety such as working with other organisations to tackle anti-social behaviour, violence and hate crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culture and tourism such as museums, country parks and archaeology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational services such as childcare, pre-school, school admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental health services such as food hygiene inspections and air quality monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing such as finding a home, tenancy issues, homelessness issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local regeneration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining parks, open spaces, playing fields and the countryside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining Rights of Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining street furniture including signs, benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement maintenance including footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning services such as advice, enforcement, development plans, planning applications, building control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protecting the environment such as development of green spaces, renewable energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health services such as smoking cessation, drug/alcohol services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road infrastructure and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services and support for children and young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services to attract and support local businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport and leisure services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street cleaning services including servicing public litter bins, dog bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trading standards such as advice for businesses, product recalls, fraud / scams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste management such as fly-tipping prosecutions and recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Which services would you not prioritise for council funding?**

You can select up to 5 services, in no particular order.

Please tick (✓) one option per column

	1	2	3	4	5
Care and support services for older people and vulnerable adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car parking such as car parks, street parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Community safety such as working with other organisations to tackle anti-social behaviour, violence and hate crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culture and tourism such as museums, country parks and archaeology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational services such as childcare, pre-school, school admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental health services such as food hygiene inspections and air quality monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing such as finding a home, tenancy issues, homelessness issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local regeneration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining parks, open spaces, playing fields and the countryside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining Rights of Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining street furniture including signs, benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement maintenance including footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning services such as advice, enforcement, development plans, planning applications, building control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protecting the environment such as development of green spaces, renewable energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health services such as smoking cessation, drug/alcohol services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road infrastructure and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Services and support for children and young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services to attract and support local businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport and leisure services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street cleaning services including servicing public litter bins, dog bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trading standards such as advice for businesses, product recalls, fraud / scams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste management such as fly-tipping prosecutions and recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Proposed budget allocation for 2023 to 2024**

**3. To what extent do you agree or disagree with how we propose to allocate Buckinghamshire Council’s budget for 2023 to 2024?**

Please tick (✓) one option

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- I don’t know

**4. How easy to understand was the following information?**

Please tick (✓) one option for each statement

	Very easy	Somewhat easy	Not very easy	Not at all easy	I don’t know
How the council is funded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How the council spends its money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very easy	Somewhat easy	Not very easy	Not at all easy	I don't know
What statutory spend is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The financial challenges the council faces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. If you have any other comments about the proposed budget allocation for 2023 to 2024, please tell us them here:**

**About you**

We will use the information you provide here only for the purpose of this activity. We will store the information securely in line with data protection laws and will not share or publish any personal information.

**6. Which of the following describe you?**

Please tick (✓) all that apply

- I live in Buckinghamshire
- I work in Buckinghamshire
- I represent or own a business in Buckinghamshire
- I represent a community or voluntary group in Buckinghamshire
- I am an elected representative in Buckinghamshire
- I represent a Parish / Town Council or Town Committee in Buckinghamshire
- I work for Buckinghamshire Council
- Other (please give details below):



**7. How did you find out about this consultation?**

Please tick (✓) all that apply

- Local media (newspaper, radio or TV)
- Social media (Facebook, Twitter)
- Nextdoor
- Buckinghamshire Council website or Your Voice Bucks website
- Buckinghamshire Council newsletter
- From Buckinghamshire Council staff
- Through working at Buckinghamshire Council
- Poster
- Word of mouth
- Local Community Board
- Local Councillor
- Local Parish / Town Council or Town Committee
- Voluntary, Community, and Social Enterprise (VCSE) organisation
- Other (please give details below):

**8. Are you responding as an individual or on behalf of an organisation (e.g. a business or a voluntary group)?**

Please tick (✓) one option

- As an individual (**Go to question 10**)
- On behalf of an organisation

**On behalf of an organisation**

**9. Please provide the following details:**

Name of organisation:

Your job title:

**End of survey for organisations**

## About you

### 10. What is your postcode?

We want to understand the views of people living in different areas. You don't have to provide your postcode, but it helps us plan and make considered decisions.

### 11. What is your age?

**Why we ask this:** We want to understand the experiences and views of different age groups.

Please tick (✓) one option

- Under 16
- 16 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 to 84
- Over 85
- Prefer not to say

### 12. Are you:

**Why we ask this:** We want to understand the experiences and views of different sexes.

Please tick (✓) one option

- Female
- Male
- Prefer not to say

**13. Do you consider yourself to have a disability / disabilities, impairment(s) or long-term health condition(s)?**

**Why we ask this:** We want to understand the experiences and views of disabled people, people with impairments and people with long-term health conditions.

Please tick (✓) all that apply

- Disability / disabilities
- Impairment(s)
- Long-term health condition(s)
- No
- Prefer not to say

**14. How would you describe your ethnicity?**

**Why we ask this:** We want to understand the experiences and views of different ethnicities.

Please tick (✓) one option

- Asian - British
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Indian
- Asian - Pakistani
- Any other Asian background - Please give details below
- Black - African
- Black - British
- Black - Caribbean
- Any other Black, African or Caribbean background - Please give details below
- Mixed or multiple ethnic groups - White and Asian
- Mixed or multiple ethnic groups - White and Black African
- Mixed or multiple ethnic groups - White and Black British
- Mixed or multiple ethnic groups - White and Black Caribbean
- Mixed or multiple ethnic groups - Mixed or Multiple Ethnic backgrounds British
- Any other Mixed or Multiple ethnic background - Please give details below

- White - English, Welsh, Scottish, Northern Irish or British
- White - Irish
- White - Gypsy or English traveller
- White - Irish Traveller
- White - European
- Any other White background - Please give details below
- Other ethnic group - Arab
- Other ethnic group - Arab British
- Other ethnic group - Please give details below
- Prefer not to say

Please give other details here:

**15. Are there any children aged under 18 in your household?**

**Why we ask this:** We want to understand the experiences and views of different households.

Please tick (✓) one option

- Yes
- No
- Prefer not to say

**16. What is your employment status?**

**Why we ask this:** We want to understand the experiences and views of different employment statuses.

Please tick (✓) one option

- Employed full-time
- Employed part-time
- Self-employed full-time or part-time
- Unemployed
- Retired
- Carer
- Student

- Looking after the family or home
- Long-term illness or condition that prevents you from working
- Prefer not to say
- Other (please give details below):

**17.If you would like to receive email updates about the progress of Buckinghamshire Council's budget for 2023 to 2024, please provide your email address:**

By providing us with your email address, you are consenting to us contacting you about the progress of Buckinghamshire Council's budget for 2023 to 2024 only.

### **End of consultation survey**

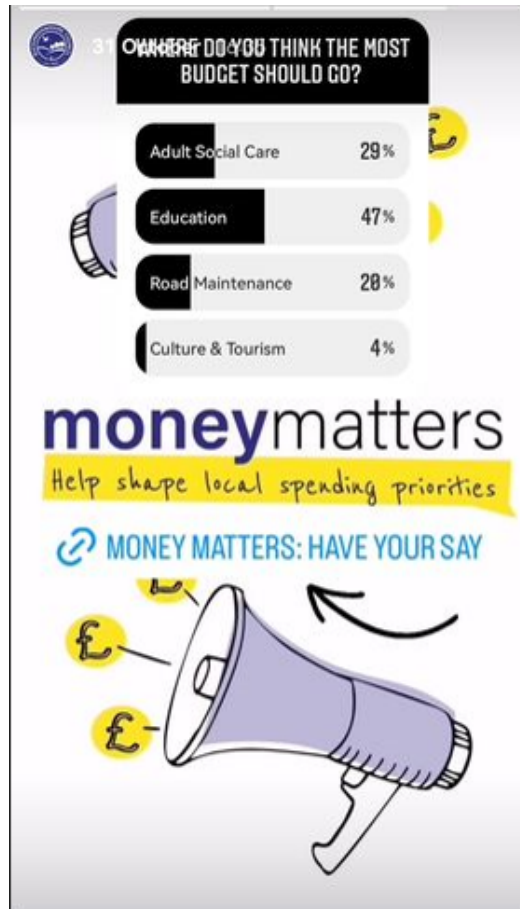
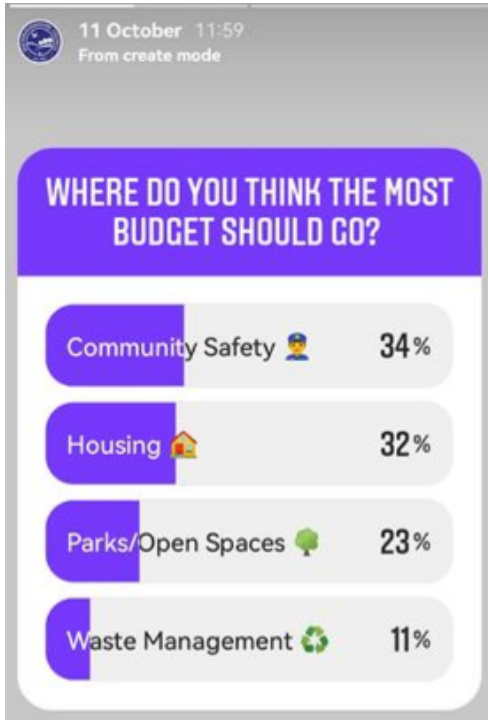
**Thank you for completing the survey.**

Please return your completed survey by **Sunday 20 November 2022**. You can:

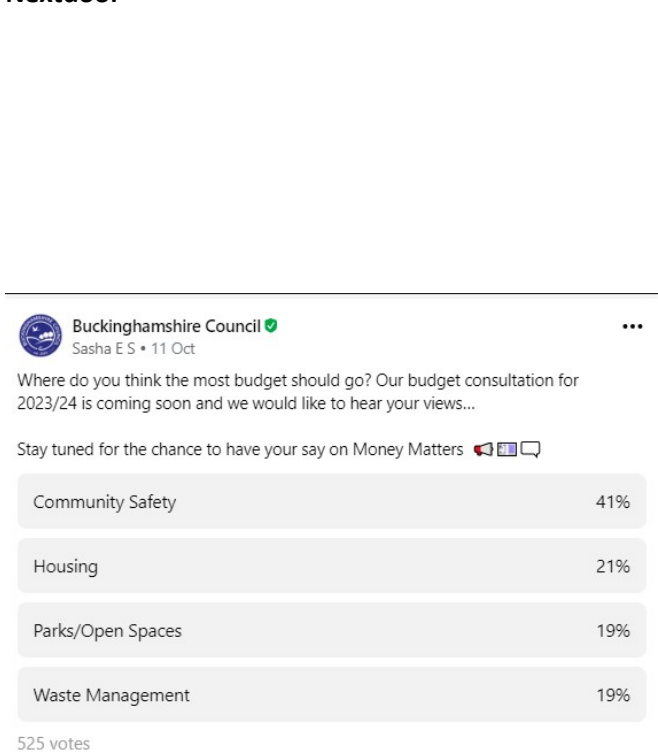
- Email it to [consultations@buckinghamshire.gov.uk](mailto:consultations@buckinghamshire.gov.uk)
- Post it to **Money Matters Consultation**, Business Intelligence Team, Buckinghamshire Council, Walton Street Offices, Aylesbury, Buckinghamshire, HP20 1UA
- Take it to one of our Council Access Points



Instagram



Nextdoor



**Appendix 4 – Respondent Profile**

Respondents were asked about the capacity in which they were answering the consultation and were able to select all that applied to them. 98%<sup>15</sup> said that they live in Buckinghamshire and 29% work in Buckinghamshire. 9% of respondents represent or own a business in Buckinghamshire, 8% represent a community or voluntary group, 5% work for Buckinghamshire Council. Other capacities made up less than 5% of respondents.

*(Q) Which of the following describe you? (Select all that apply)*

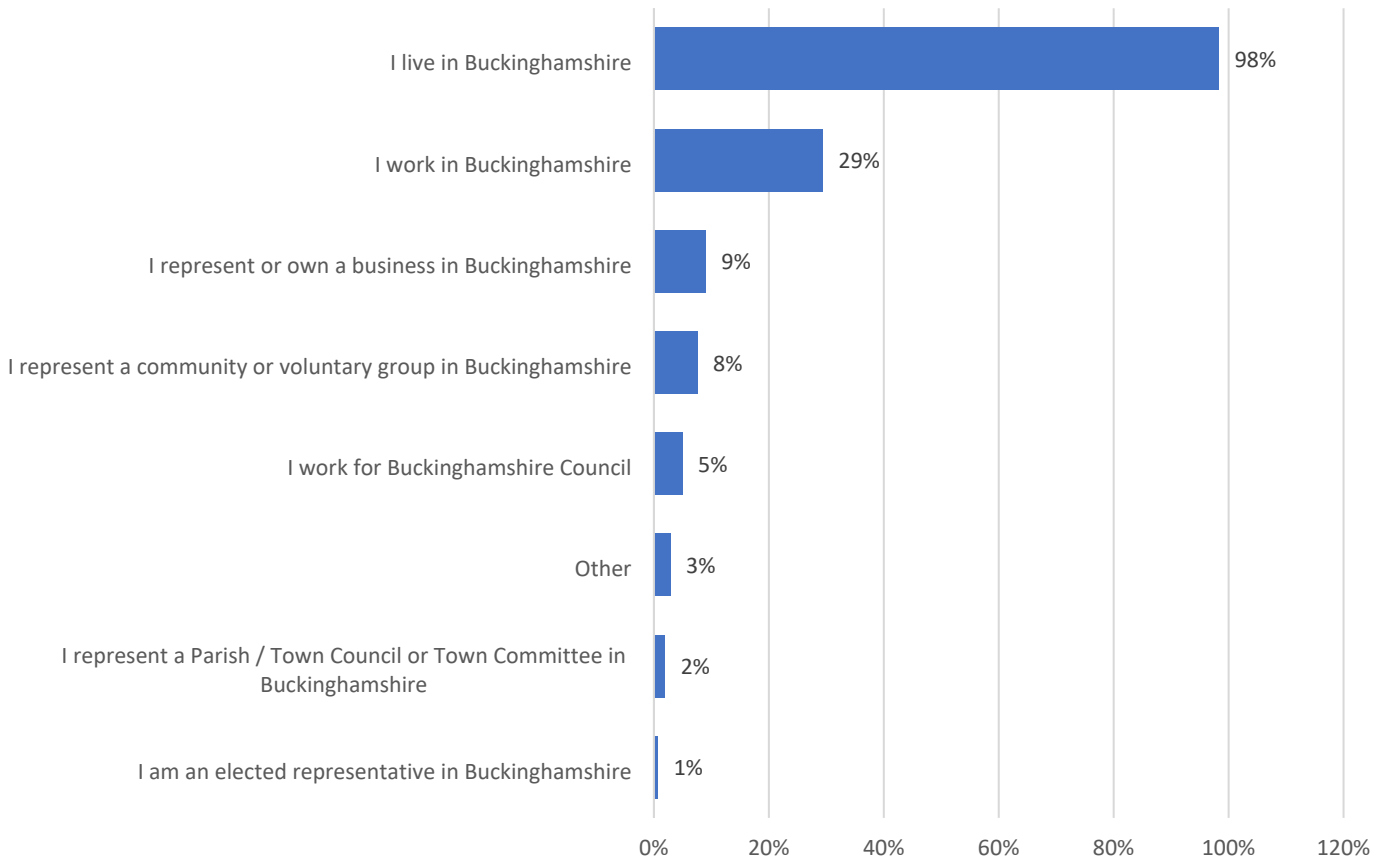


Figure 6

The question “Are you responding as an individual or on behalf of an organisation” was answered by all respondents. Over 99% (1,797) of respondents were answering as an individual and less than 1% (8) on behalf of an organisation.

<sup>15</sup> Base: 1,803 respondents to this question



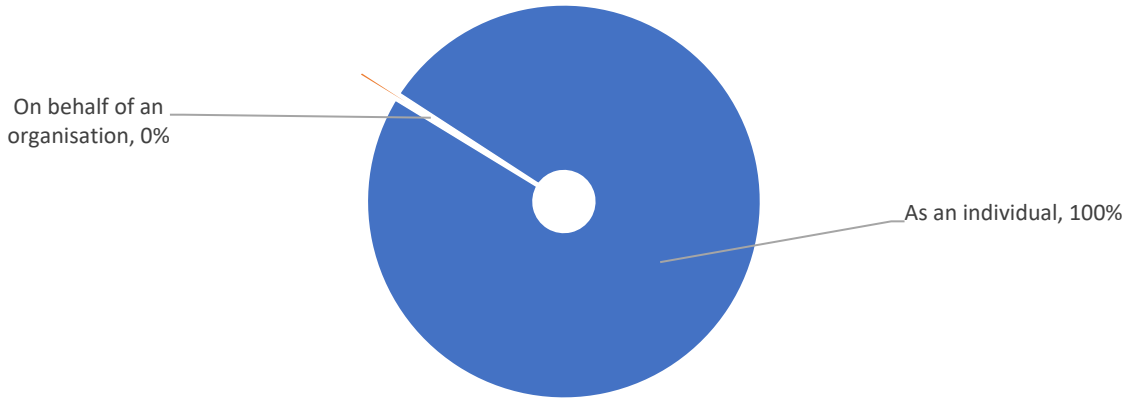


Figure 7

### Residents' Demographic Profile

The profile of those respondents who were answering as an individual (residents)<sup>16</sup> was compared to the Buckinghamshire profile to understand whether the survey sample contains an over or under representation of certain demographic groups.

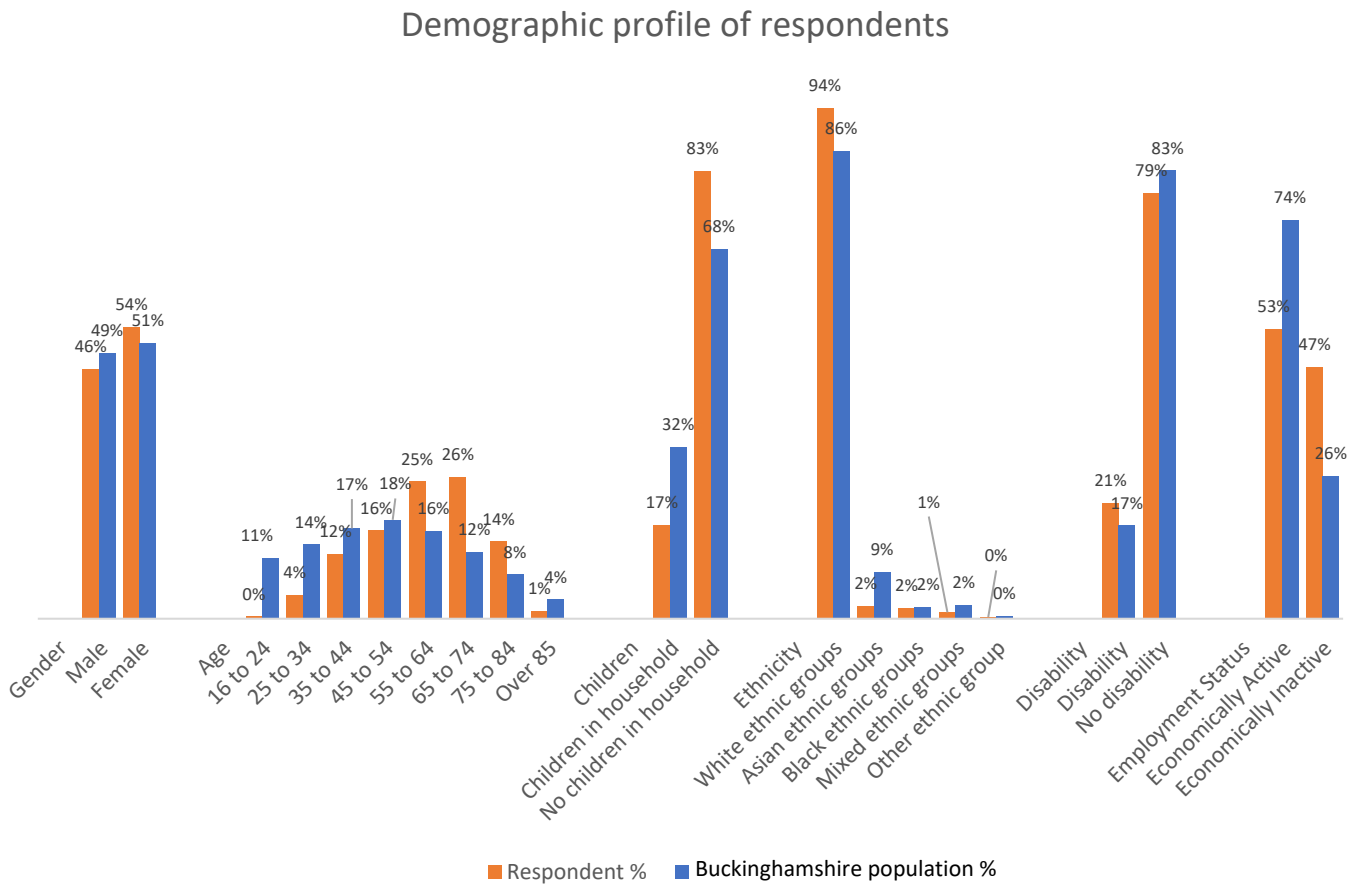


Figure 8

The following demographic groups were overrepresented / underrepresented<sup>17</sup> in the survey (see Figure 1):

<sup>16</sup> Bases: Gender (1,685), Age (1,720), Children aged 0-17 (1,701), Ethnicity (1,627), Disability (1,669), Present Job Category (1,701), ACORN (postcode) (1,219)

- Non-white ethnic groups were under-represented compared with the Buckinghamshire population profile (6% v's 14%)
- Younger people – the proportion of respondents under 35 was a fifth of the proportion in the Buckinghamshire population (5% v's 25%)
- Older age groups – Age 55-84 were over-represented (66% v's 37%).
- A higher proportion of economically inactive residents responded compared to the Buckinghamshire profile (47% v's 26%)

**Acorn<sup>18</sup> Profile**

Residents from the most affluent ACORN groups (Affluent Achievers) were more likely to respond to the consultation (62% vs. 46%).

Acorn Categories of respondents

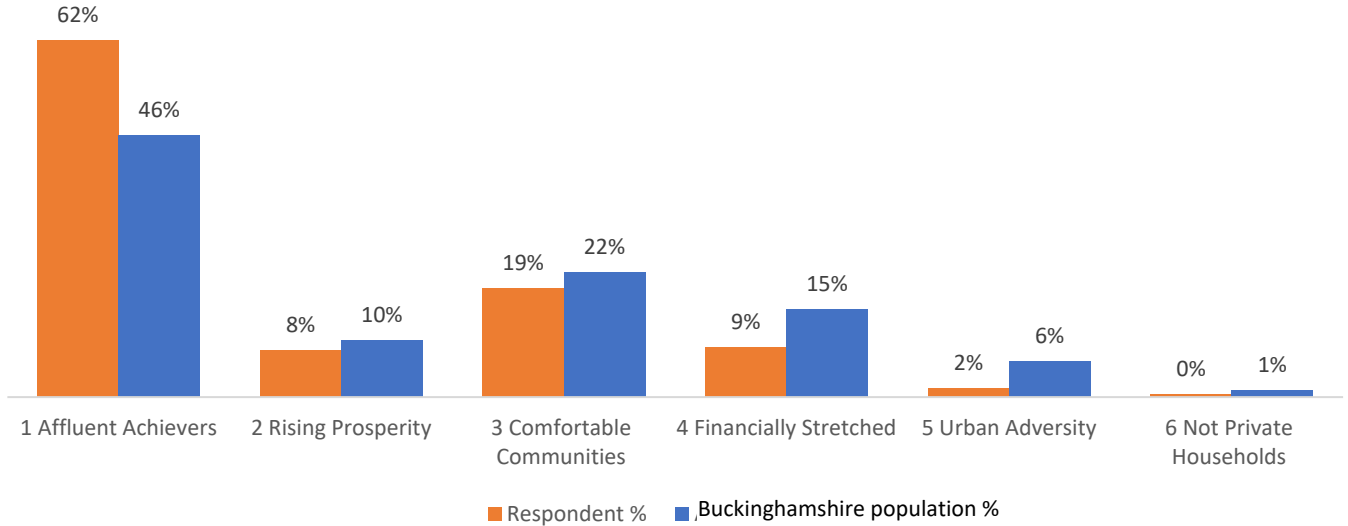


Figure 9

**Location**

Community Boards that were over-represented\* included Amersham (8% vs. 5%), Wendover (8% vs. 5%) and Haddenham & Waddesdon (8% vs. 6%). High Wycombe (6% vs. 13%), Aylesbury (11% vs. 14%) and Beeches (3% vs. 5%) were under-represented\*.

Community Boards

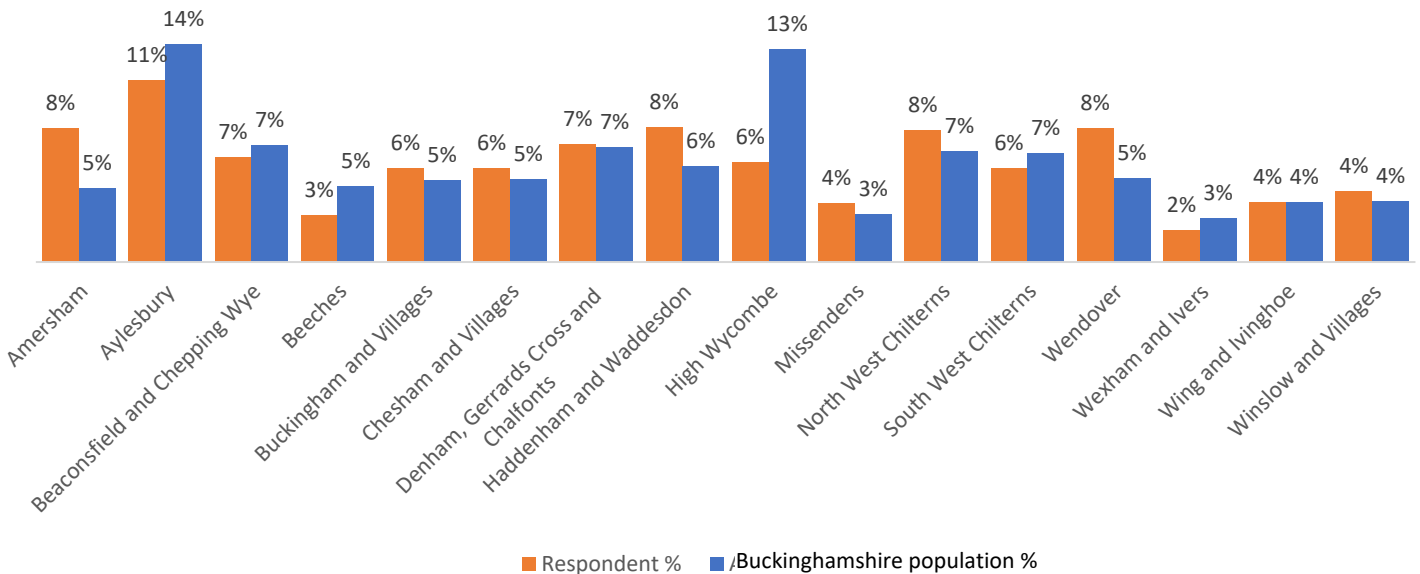
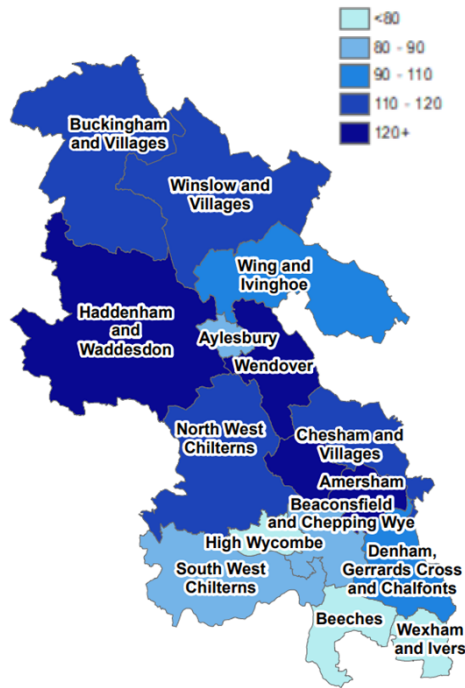


Figure 11

<sup>18</sup> See <https://acorn.caci.co.uk/> for more information on ACORN

43% of respondents were located in the north of the county<sup>19</sup>, which is an over-representation\* of the 38% of Buckinghamshire residents who live in this area.

Index: Respondent % vs. Bucks population %



### Organisations

There were 8 responses from representatives of organisations. All 8 stated that they represent or own a business in Buckinghamshire. 6 respondents gave the name of their organisation.

**N.B. Due to the low number of responses from organisations, caution should be used when interpreting results from this respondent group**

<sup>19</sup> Within the following Community Board areas: Aylesbury, Buckingham and Villages, Haddenham and Waddesdon, Wendover, Wing and Ivinghoe and Winslow and Villages.

**Appendix 5 - Communication of the Consultation**

**How respondents found out about the Consultation**

Respondents were asked how they found out about the consultation. The highest proportion (60%) of respondents said that they found out via the Bucks Council Newsletter, followed by Social Media (17%) and Other (8%).

*Q. How did you find out about this Consultation?*

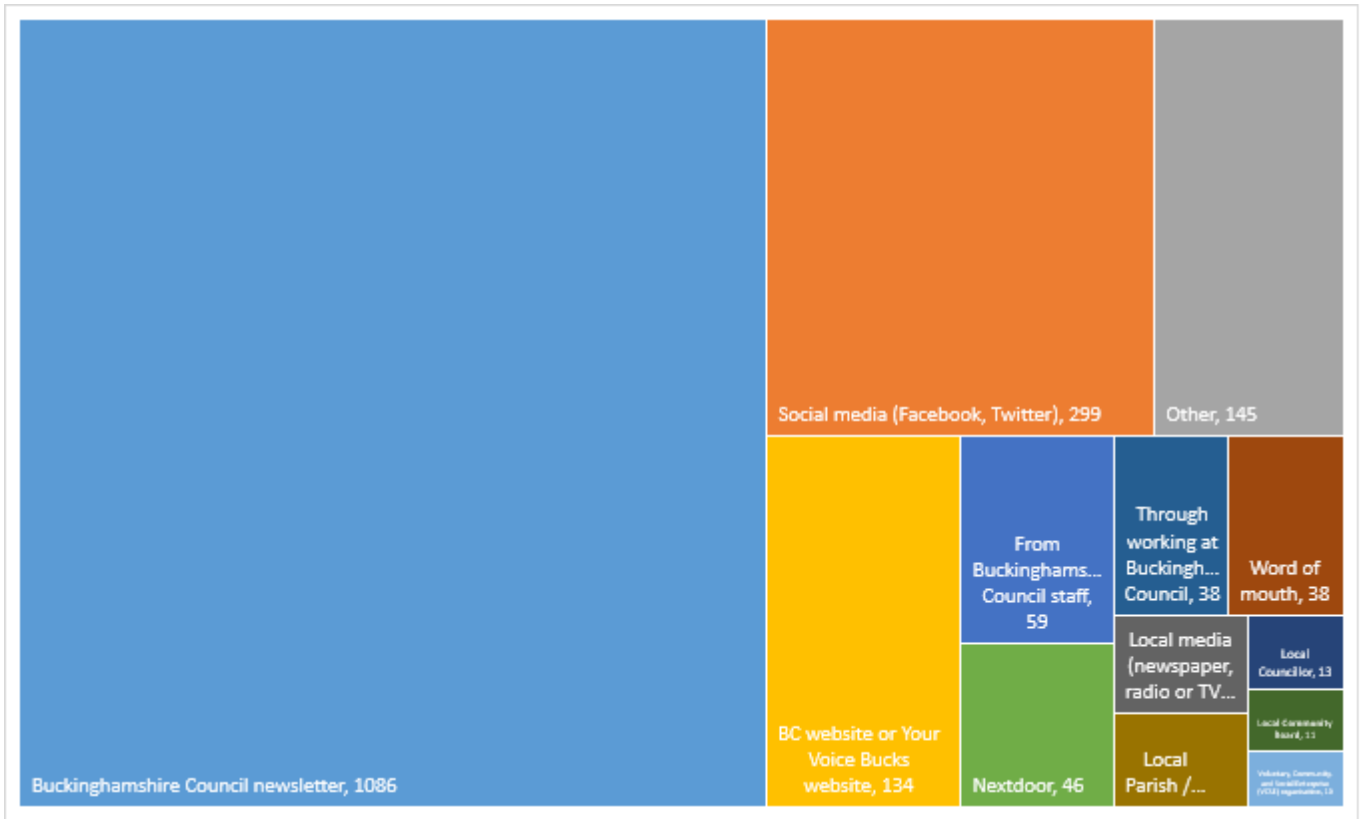


Figure 12

697 respondents provided their email address and said they would like to receive email updates about the progress of Buckinghamshire Council’s budget for 2023 to 2024.

## Feedback from events

Engaging young people on the priorities for the Buckinghamshire Council

On 2 November 2022, members from the Council team attended the meeting of the Youth Voice Executive Committee. This is a group of young people who lead Youth Voice. Youth Voice is a space for young people aged 11-19, and up to 25 if they have a Special Education Need or Disability, to speak about issues that are important for young people. There are six young people on the Executive Committee, four attended this session. The four young people were all age 18+. The discussion was kept anonymous.

They were presented with the budget, broken down by service area, for 2022/23. The group then engaged in an open discussion about the budget and what was important and not important to them. This discussion is summarised below:

### Youth services and spaces

- Young people don't have a lot of youth spaces (e.g., hubs) to go to
- There have been community safety concerns around the spaces they did have so some youth spaces have had to close down
- Youth clubs are really important – it can be the only thing young people have available
- The group would like more hubs around Buckinghamshire
- The group would like youth services to be more accessible and inclusive – for example, inclusive for young people that don't have technology and want to get involved by reaching them in non-digital ways
- The Youth Service is key in young people's lives

### Environment

- Concerned that environment is towards the bottom of the spending list
- Should spend more on the climate crisis and green energy – it would be a good investment and make the Council look better

### Culture and leisure

- The current budget felt a bit low
- It should be up there with education in terms of budget
- Has possibility to facilitate so much more and reinforce learning and experience where education hasn't

### Waste and recycling

- Would like it to be split more evenly with environment
- Initiatives such as generating energy from the rubbish important (existing initiatives on energy from waste were briefly mentioned to the young)

**Serious youth violence and violence against women and girls**

- Need to do more about young people's safety such as awareness programmes, using school networks to promote
- Really serious issue with young people dying from knife crime
- Scared of walking alone
- Violence against women and girls a priority
- Young people are paying for alarms to help them feel safe – feel they should be widely accessible and free, potentially via schools. Mentioned young people living alone in particular.

**Mental health**

- Messaging through school assemblies isn't that engaging
- Use more messaging on social media (TikTok etc.)
- Having a counsellor in a room and asking young people to come and talk to them doesn't work

**Money management for young people**

- Unclear where to go / help available for young people for life events such buying a home

## **Engagement via social media**

A social media campaign ran across five key channels: Facebook, Twitter, Instagram, Nextdoor & LinkedIn. This consisted of organic posts on the five key channels supplemented with polls on three of the channels and an 'ad campaign' on Facebook and Instagram. Polls were run on Twitter, Instagram & Nextdoor. Two polls went out on each channel, one on 11th October just before the launch of the consultation and the other polls were approximately halfway through the consultation. The main aim of both the organic posts and the polls was to generate interest in the Budget Consultation, both the polls and the organic posts provided the opportunity to click on a link to be taken to the full consultation for completion. The ad campaigns ran for the duration of the consultation. Further details on the poll responses and organic post dates can be found in [Appendix 3](#).



**Appendix 5****Schedule of Fees and Charges applicable from 1 April 2023**

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## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref Service	Current fees 2022/23	Proposed Fees 23/24
<b>Environmental Health Services</b>		
<b>EH1 Food Safety</b>		
Food Export Certificate - Basic	£38	£38
Food Export Certificate - Enhanced (Where the LA determines additional checks required)	£74	£80
Food Export Certificate - with site visit	£222	£222
Condemnation	£155 + officer time & disposal costs (if appropriate)	£169+ officer time & disposal costs (if appropriate)
Additional Official Control Charges	£138 + officer time	£150 + officer time
Food Hygiene Rating Scheme re-inspection	£164	£220
Other Advisory visits and services	£160 + additional whole hours at officer hourly rate	£160 + additional whole hours at officer hourly rate
Fee for factual statement	£222	£222
Copies of Statutory notices and other official documents including Export Certificates	£34	£40
Establishment of a new Primary Authority	Price on application (depending on scope of agreement)	Price on application (depending on scope of agreement)
Annual fee for continued support of a Primary Authority	Price on application (depending on scope of agreement)	Price on application (depending on scope of agreement)
<b>EH2 Training</b>		
Level 2 Award in Food Safety e-learning (per candidate)	£28	£31
<b>EH3 Miscellaneous</b>		
Public health funerals	Cost recovery of funeral/crem charges plus officer time	Cost recovery of funeral/crem charges plus officer time
Application for loudspeaker in street consent (legacy arrangement)	£44	£44
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (legacy arrangement)	£165	£165
Smoking in the workplace or work vehicle (£25.00 if paid in 15 days)	£50	£50
Failure to display no smoking signs (£150.00 if paid in 15 days)	£200	£200
<b>EH4 Dog Fouling and Dog Control</b>		
Dog Fouling Fixed Penalty Notice	£50	£50
CONTROL OF DOGS - Admin Charge	These charges are due to be Harmonised by 1st April 2023 and will be published separately	These charges are due to be Harmonised by 1st April 2023 and will be published via a Key Leader Decision.
CONTROL OF DOGS - Statutory Fee		
Collection of fees charge (payable direct to kennels).		
Stray Dog Collection Charge		
Discretionary Stray dog returned to owner from Kennels		
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel		
CONTROL OF DOGS - Dog has no microchip or incorrect details registered		
Kennelling Fees per day		
<b>EH5 Pest Control</b>		
Charges payable direct to contractor		
Rats	These charges are due to be Harmonised by 1st April 2023 and will be published separately	These charges are due to be Harmonised by 1st April 2023 and will be published separately
Mice		
Wasps		
Glis		
Squirrels		
Other public health insects		
<b>EH6 PRIVATE WATER SUPPLIES</b>		
Undertake a risk assessment of a Private Water Supply / Distribution system	£500	£500
Undertake a sampling visit to a Private Water Supply / Distribution system	£100	£100
Undertake an investigation visit to a Private Water Supply / Distribution system	£100	£100
Undertake check monitoring analysis of a Private Water Supply / Distribution system	£100	£100
Undertake Audit monitoring analysis of a Private Water Supply / Distribution system	£500	£500
Grant authorisation to a Private Water Supply / Distribution system	£100	£100
<b>EH7 Strategic Environment/ Pollution Reduction</b>		
Contaminated Land:		
Professional Opinion - Contaminated land enquiries per hour -	Officer time	Officer time
Copies of plans and information regarding a contaminated land site.	£54 + officer time	£59 + officer time
NOISE CONTROL - Works in Default	Officer time	Officer time
Charge for provision of witness statements under various Acts of Parliament	£70 + officer time	£76 + officer time
ENVIRONMENTAL INFORMATION - Enquiries in respect of Land Contamination	£32	£35
Environmental Information Regulation requests	£42	£46

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Current fees 2022/23	Proposed Fees 23/24
<b>EH8 Environmental Permitting* These fees are set by DEFRA and renewed in April each year</b>			
	Subsistence Reduced Fee Activity HIGH Risk	£548	£548
	Application Fee - Standard Process	£1,650	£1,650
	Application Reduced Fee Activity (except Vehicle Refinisher):		£0
	Low	£79	£79
	Medium	£158	£158
	High	£237	£237
	Application PVR 1 & 2	£257	£257
	Application Vehicle Refinisher	£362	£362
	Application - Mobile Crusher first and second permits. For additional permits or reduced fees contact Service.	£1,650	£1,650
	Part B Standard Process Transfer	£169	£169
	Part B Standard Process Partial Transfer	£497	£497
	Part B New Operator at low risk Reduced Fee Activity	£78	£78
	Surrender all Part B Activities	£0	£0
	Part B Substantial Change - Standard Process	£1,050	£1,050
	Part B Substantial Change- Standard where substantial change results in new PPC activity	£1,650	£1,650
	Part B Substantial Change- Reduced Fee Activity	£102	£102
	Reduced Fee Activity - Partial Transfer	£47	£47
	QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	£0	£0
	Additional fee for operating without a permit - standard process	£1,188	£1,188
	Additional fee for operating without a permit - reduced fee	£71	£71
	Application fee – dry cleaner and PVRI only	£155	£155
	Subsistence – dry cleaner or PVRI only Low	£79	£79
	Subsistence – dry cleaner or PVRI only Medium	£158	£158
	Subsistence – dry cleaner or PVRI only High	£237	£237
	Subsistence PVR I and II combined Low	£113	£113
	Subsistence PVR I and II combined Medium	£226	£226
	Subsistence PVR I and II combined High	£341	£341
	Late payment fee for subsistence fee	£52	£52
	Temporary transfer – first transfer	£53	£53
	Temporary transfer – repeat following enforcement or warning	£53	£53
	A2 Additional fee for operating without a permit	£1,188	£1,188
	A2 Late payment fee	£52	£52
	A2 Variation	£1,368	£1,368
	A2 Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	£3,363	£3,363
	A2 Transfer	£235	£235
	A2 Partial transfer	£698	£698
	A2 Surrender	£698	£698
<b>EH9 Caravan and Mobile Homes (Previously C/SBDC legacy function)</b>			
	New Site Licence Application Fee	£550	£600
	Annual fee	£306	£330
	Deposit/change of Site Rules	£41	£40
	Transfer/amendment of a Site Licence	£142	£150
<b>Housing Enforcement / HMO</b>			
<b>H1</b>	<b>HMO Licence fees (for properties with 5 bedrooms; for each additional bedroom there will be a fee of £25.)</b>		
	New Proactive application	£800	£870
	New application through enforcement	£1,000	£1,090
	New Proactive application and Landlord Association member	£700	£760
	Proactive application renewal	£500	£550
	Application renewal through enforcement	£1,000	£1,090
	Proactive application renewal Landlord Association member	£400	£440
	Enforcement Charges will be charged on an blended officer hourly rate	£0	£0
<b>Licencing</b>			
<b>H2</b>	<b>Registration Fees - Acupuncturists, Tattooists, EarPiercing &amp; Electrolysis</b>		
	Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises	£220	£220
	Additional Operator at new acupuncture/ear piercing/tattooing/electrolysis business (one operator)	£60	£60
	Additional Operator at existing acupuncture/ear piercing/tattooing/electrolysis business (one operator)	£30	£30
<b>Disabled Facilities Grant</b>			
	<b>15% charge for council managing DFG grant funded improvements</b>		
	Staying put grant charge for officers time up to max grant of £30k per Housing, Grants, construction & regeneration act 1996		
	Fee is not statutory and is charged at discretion of Council		
	Grants over £30k no fee is charged		

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Proposed Fees 2022/23	Proposed Fees 2023/24
<b>C10</b>	<b>Registration Services</b>		
	<b>Marriages and Civil Partnerships (Pearl fee incl x2 certs)</b>		
	Register Office (statutory fee)	£46.00	£46.00
	<b>John Hampden Room, Disraeli Room &amp; Midsomer Court (Sapphire fee incl x2 certif)</b>		
	Monday - Saturday	£385.00	£397.00
	Sunday & Bank Holidays	£540.00	£556.00
	<b>Registration Offices - fixed times (Emerald fee incl x2 cert)</b>		
	Disraeli Room (Beaconsfield Old Town) - Monday at 10am & 10.45am	£285.00	£294.00
	John Hampden Room (County Hall, Aylesbury) - Tuesday at 10am & 10.45am	£285.00	£294.00
	The Dashwood Room (High Wycombe) - Wednesday at 10am & 3.30pm	£285.00	£294.00
	<b>Approved Venues (Ruby fee incl x2 cert)</b>		
	Monday - Saturday	£665.00	£685.00
	Sunday and Bank Holidays	£715.00	£736.00
	Ceremonies at an Approved Venue between 5.30pm - 7pm on a Friday or Saturday - in addition to Approved Venue fee	£255.00	£263.00
	Venue licence fee (fee is the same for renewing a licence)	£2,250.00	£2,340.00
	<b>Celebratory ceremonies - Namings, Renewal of Vows Commitment and Civil Partnership Conversion</b>		
	<b>All Approved Venues</b>		
	Monday - Saturday	£375.00	£386.00
	Sunday and Bank Holidays	£515.00	£530.00
	<b>Non-Approved venues (for ceremony and inspection of venue)</b>		
	Monday - Saturday	£500.00	£515.00
	Sunday and Bank Holidays	£645.00	£665.00
	**Inspection Fee (to be added to ceremony fee)	£231.00	£231.00
	Civil Marriage/ Civil Partnership combined with a Celebratory Ceremony	£890.95	£971.14
	Converting a Civil Partnership to a Marriage		
	Passport forms for Newly Weds and Civil Partners (Completion of PD2 form)	£25.00	£25.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Proposed Fees 2022/23	Proposed Fees 2023/24
	<b>Nationality and Citizenship Fees</b>		
	<b>Private Citizenship Ceremonies</b>		
	Monday - Friday	£220.00	£227.00
	Saturday	£310.00	£319.00
	Sunday	£350.00	£361.00
	<b>All Birth, Death, Marriage or Civil Partnership certificates*</b>		
	Standard Statutory Service includes 1 certificate and 2nd class postage*	£11.00	£11.00
	Priority Statutory Service (24 hour) includes 1 certificate and 1st class postage*	£35.00	£35.00
	<b>Religious building, housebound and detained fees</b>		
	Housebound Wedding - Registrar's Attendance	£84.00	£84.00
	Housebound Notice	£47.00	£47.00
	Detained Wedding - Registrar's Attendance	£94.00	£94.00
	Detained Notice	£68.00	£68.00
	Religious Wedding - Registrar's Attendance	£86.00	£86.00
	Certification of a place of meeting for religious worship	£29.00	£29.00
	Registration of a building for the solemnization of marriages between a man and a woman	£123.00	£123.00
	Registration of a building for the solemnization of marriages of same sex couples (previously registered for heterosexual marriage)	£64.00	£64.00
	Registration of a building for the solemnization of marriages of same sex couples (not previously registered for heterosexual marriage)	£123.00	£123.00
	Registration of a building for the solemnization of marriages of a man and a woman (not previously registered for same sex marriage)	£64.00	£64.00
	Joint application for the registration of a building for the marriage of a man and a woman and same sex couples	£123.00	£123.00
	<b>Other fees</b>		
	Ceremony Booking amendment fee	£49.00	£50.00
	Notice booking (converts to statutory fee)	£35.00	£35.00
	Notice booking amendment	£26.00	£27.00
	Notice booking - non attendance	£35.00	£35.00
	Ceremony cancellation admin charge (non refundable)	£45.00	£45.00
	General Search of SR indexes up to hours	£18.00	£18.00
	Registrar General's Licence Notice	£3.00	£3.00
	Attending a Registrar General's marriage/CP (payable to Registrar)	£2.00	£2.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Proposed Fees 2022/23	Proposed Fees 2023/24
<b>C4</b>	<b>Coroner Service</b>		
	Request for archived file	£27.00	£29.00
	Request for post mortem report	£6.50	£7.00
	Request for recording of inquest hearing	£11.50	£13.00
	Request for confirmation of a transcript	£27.00	£29.00
<b>C5</b>	<b>Trading Standards</b>		
	<b><u>Fees for Licensing</u></b>		
	<b><u>Petroleum Spirit</u></b>		
	<b><u>Petroleum Storage Certificate to keep petroleum spirit of a quantity:</u></b>	<b><u>1 Year Licence Fee</u></b>	
	Not exceeding 2,500 litres	£45.00	ALL TRADING STANDARDS FEES TO BE AGREED IN CONJUNCTION WITH SURREY COUNTY COUNCIL
	Exceeding 2,501 litres but not exceeding 50,000 litres	£61.00	
	Exceeding 50,000 litres	£128.00	
	<b><u>Environmental Survey Requests</u></b>		
	Site searches of premises where petroleum has been stored	£103.20	
	<b><u>Weights and Measures</u></b>		
	Hourly rate of charge based on average cost of supplying an officer, including the provision of technical and admin support staff and relevant overheads. Where more than one officer is supplied, the charge will be multiplied.	£103.20	
	Charge for 15 Mins	£25.80	
	Charge for 30 Mins	£51.60	
	Charge for 45 Mins	£77.40	
	Out of hours working (subject to staff being available) - 150% to be added to fee and call out charge		Outside 8.00am to 5.00pm Mon to Fri - 150% to be added to fee and call out charge - Bank Holidays - 150% to be added to fee and call out charge. (e.g. £100 fee becomes £250)
	Certificate of errors - fee for provision of certificate containing results of errors found on testing	£103.20	
	Merchant Shipping Act (hourly rate not applicable). Certification of a weighbridge operator. Charge call-out fee plus:	£103.20	
	Operator fails	£103.20	
	Operator passes	£103.20	
	Supply of replacement certificate (no call-out fee)	£26.40	
	<b><u>Business Advice and Information Services</u></b>		
	1st half hour of advice or information to a registered Buckinghamshire business	Free of charge	
	Subsequent chargeable advice or information is charged at the prevailing hourly rate using 15 min units (minimum charge half hr)	£103.20	
	Submission of food or cosmetic samples to the services public analyst		Charged at cost payable to public analyst plus one hours consultancy at the prevailing hourly rate

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Proposed Fees 2022/23	Proposed Fees 2023/24
	<b><u>Small Primary Authority Partnership (PAYG) other charges may also apply</u></b>		
	Easy 123 Partnership, set-up charge free, includes 3 hours of advice for Skills for Work Consumer Rights e-learning	£200.00	
	Easy 123 Partnership renewal fee as Direct PAYG single regulator partnership (other options available)		
	Subsequent chargeable advice or information at the prevailing hourly rate using 15 minute units (minimum charge half hour)	£103.20	
	Prepay Direct Primary Authority Partnership including 16 (was 17) hours of advice or consultation (valid for 12 months)	£1,622.25	
	Prepay Coordinated Primary Authority Partnership Initial set-up fee including 16 (was 17) hours of advice or consultation (valid for 12 months)	£1,770.00	
	Add initial set-up fee for Environmental Health as part of Primary Authority Partnership	£133.00	
	Add initial set-up fee for Surrey Fire & Rescue as part of Primary Authority Partnership	£133.00	
	Prepay Direct renewal fee including 16 hours of advice or consultation (valid for 12 months)	£1,398.00	
	Prepay Coordinated renewal fee including 16 (was 17) hours of advice or consultation (valid for 12 months)	£1,430.00	
	Add renewal fee for Environmental Health as part of Primary Authority Partnership	£66.50	
	Add renewal fee for Surrey Fire & Rescue as part of Primary Authority Partnership	£66.50	
	Should additional hours be required during any year they may be purchased at the prevailing hourly rate	£103.20	
	<b><u>Pay As You Go (PAYG) other charges may also apply</u></b>		
	Set up charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£322.00	
	Set-up charge for Coordinated (PAYG) Primary Authority Partnerships	£480.00	
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 1 regulator	£455.00	
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 2 regulator	£588.00	
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 3 regulator	£721.00	
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 1 regulator	£613.00	
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 2 regulator	£746.00	
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 3 regulator	£879.00	
	Renewal charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£108.00	
	Renewal charge for Coordinated (PAYG) Trading Standards Primary Authority Partnership	£140.00	
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 1 regulator	£174.40	
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 2 regulator	£240.90	
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 3 regulator	£307.40	
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 1 regulator	£206.50	
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 2 regulator	£273.00	
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 3 regulator	£339.50	
	Bespoke Primary Authority Partnerships quoted individually to specified services and renewals - Certain bespoke activities may attract VAT - you will be notified if this is the case	£0.00	

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Proposed Fees 2022/23	Proposed Fees 2023/24
	<b><u>Additional charges applicable to all Primary Authority Partnerships</u></b>		
	Mileage for the purpose of chargeable advice and Primary Authority inside Buckinghamshire & Surrey boundaries (excluding Environmental Health)	Free of charge	
	Mileage for the purpose of chargeable advice and Primary Authority outside Buckinghamshire & Surrey boundaries and for Environmental Health officers outside of the geographical boundaries of the District or Borough	£0.45ppm	
	Analysis and consultancy as part of business advice and or Primary Authority services	Charged at cost of analysis plus 1 hour	
	<b><u>Business training</u></b>		
	1/2 day	£310.00	
	Full day	£620.00	
	Training events e.g. Allergen training per individual delegate	Various, specific to each event	
	e-learning - <a href="http://skillsforwork.bucksandsurreytradingstandards.gov.uk/">http://skillsforwork.bucksandsurreytradingstandards.gov.uk/</a>	Courses individually priced	



## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>Planning Service</b>				
P1	Find out if planning permission is required?	Email/letter informally confirming if planning permission is required.	£83.00	£90.00
P2	Planning History Check	Email confirming recent planning history of your property	£127.00	£138.00
P3	<b>Pre-Application Advice</b>			
a)	<b>Householder and residential</b>			
	Householder: extensions, outbuildings, etc.	Written advice only	£212.00	£231.00
	New single dwelling	Initial meeting with written advice	£477.00	£520.00
	2 to 9 dwellings (new or converted)	Initial meeting with written advice	£833.00	£908.00
	10 to 24 dwellings	Initial meeting with written response	£1,018.00	£1,110.00
	25 to 199 dwellings	Initial meeting with written response	£2,122.00	£2,313.00
	200+ dwellings	Initial meeting with written response	£4,244.00	£4,626.00
b)	<b>Commercial</b>			
	Up to 100m2	Initial meeting with written response	£509.00	£555.00
	Over 100m2 up to 500m2	Initial meeting with written response	£637.00	£694.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£955.00	£1,041.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£1,273.00	£1,388.00
	Over 5000m2	Initial meeting with written response	£2,546.00	£2,775.00
c)	<b>Minerals &amp; Waste Advice</b>			
	Mineral and Land-Fill Energy From Waste Applications		£2,546.00	£2,775.00
	Waste Applications		£1,591.00	£1,734.00
d)	<b>Other</b>			
	All other types of development (e.g. from fences to major infrastructure projects, etc)	Initial meeting with written response	Bespoke based on hourly rates	Bespoke based on hourly rates
P4	<b>Follow-on planning advice</b>			
	After you've been given initial advice, or following a planning decision, you may wish to use our follow-on advice service including PPA	This is a bespoke service intended to close down the last remaining issues of a proposal. If the follow-on advice includes any specialist input (for example, on trees or urban design) the will be included in a quote coordinated by the case officer.	Bespoke based on hourly rates	Bespoke based on hourly rates
P5	<b>Validation advice service</b>			
	a) Advice from a Planning Technician on how to make your planning application valid	Advice via telephone. (Level of service will be dependent on the complexity of your issues).	£27.00	£29.00
	b) Advice from a Planning Technician on how to make your planning application valid	Advice via a face-to-face meeting. (Level of service will be dependent on the complexity of your issues).	£53.00	£58.00
P6	<b>Enforcement/ Compliance</b>			
	a) Was a notice complied with?	Check records and provide details of compliance check and case closure	£265.00	£289.00
	b) Will you withdraw a notice from the register	If Notice has been complied with and breach cannot reoccur withdraw it.	£265.00	£289.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>P7</b>	<b>Highways Development Management</b>			
	Section 278 and 38 Agreements	12% of first 500k THEN 9% of £500k-1.5m THEN 6% of 1.5 to 2m THEN 4% of above 2m (minimum charge of £5,000)	Bespoke	Bespoke
	Section 184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access relating to a new development	£2,016.00	£2,197.00
	Retrospective s184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access relating to a new development (retrospective)	£2,652.00	£2,891.00
	Road Space Booking	Any works planned within the public highway must have an approved road space booking.	£164.80	£164.80
	Retrospective Road Space Booking	Any works planned within the public highway must have an approved road space booking (retrospective)	£329.60	£329.60
<b>a)</b>	<b>Pre-application Advice - Householder and residential</b>			
	Householder: extensions, outbuildings, etc.	Initial meeting with written response	£99.00	£108.00
	New single dwelling	Initial meeting with written response	£99.00	£108.00
	2 to 9 dwellings (new or converted)	Initial meeting with written response	£394.00	£429.00
	10 to 24 dwellings	Initial meeting with written response	£656.00	£715.00
	25 to 199 dwellings	Initial meeting with written response	£1,573.00	£1,715.00
	200+ dwellings	Initial meeting with written response	£5,245.00	£5,717.00
<b>b)</b>	<b>Pre-application Advice - Commercial</b>			
	Up to 100m2	Initial meeting with written response	£197.00	£215.00
	Over 100m2 up to 500m2	Initial meeting with written response	£787.00	£858.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£1,311.00	£1,429.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£2,361.00	£2,573.00
	Over 5000m2	Initial meeting with written response	£5,245.00	£5,717.00
	Highways DM PPA Charges	Hourly rate for Highway Project officers	£115.00	£125.00
<b>P8</b>	<b>S106 Agreements</b>			
	s106 compliance	Check records and provide details of compliance	£265.00	£289.00
	s106 monitoring contributions (Highway / Education)	Minor developments (less than 10 units) and/or 1000sqm commercial floor space	£1,061.00	£1,156.00
		Major (small) Development (10-100 units) and/or 1000sqm - 10,000sqm commercial floor space	£1,910.00	£2,082.00
		Major (large) Development (100-250 units) and/or 10,000sqm - 75,000sqm commercial floor space	£2,652.00	£2,891.00
		Exceptional Site (250+ units) and/or 75,000sqm commercial floor space	Bespoke	Bespoke
<b>P9</b>	<b>Flood Management Sustainable Drainage</b>			
	Minor application (less than 10 dwellings or 999 square metres of floor space or under 0.99ha)	Written advice Meeting at offices Site visit or meeting at external location	£93.00 £112.00 £168.00	£101.00 £122.00 £183.00
	Major application (10 to 200 dwellings or 1000 to 2500 square metres of floor space or 1ha to 19.9ha)	Written advice Meeting at offices Site visit or meeting at external location	£150.00 £259.00 £387.00	£164.00 £282.00 £422.00
	Large-major (201 dwellings or greater and 6001 square metres of floor space or greater OR 20ha or greater)	Written advice Meeting at offices Site visit or meeting at external location	£194.00 £290.00 £462.00	£211.00 £316.00 £504.00
	Application for land drainage consent per structure		£50.00	£50.00
<b>P10</b>	<b>Planning copying charges</b>			
	Microfiche copy (where planning register held only on microfiche)	For each case, inclusive of decision notice	£13.00	£14.00
	Statutory documents	Planning decision notice, appeal decision, Tree preservation order, etc.	£13.00	£14.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>Statutory fees for Planning Applications</b> as set out in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017				
SP1	<b>Householder</b>		£206.00	£206.00
	Full Planning Permission		£96-£300,000	£96-£300,000
	Outline Planning Permission		£464-£150,000	£464-£150,000
	Permission in Principle		£402 per 0.1ha	£402 per 0.1ha
SP2	<b>Listed Building Consent</b>	Exempt from fees	£0.00	£0.00
SP3	<b>Advertisement Consent</b>	Business	£132.00	£132.00
		Other	£462.00	£462.00
SP4	<b>Lawful Development Certificate (Existing)</b>	Fee as shown or relevant full application fee	£234.00	£234.00
	Lawful Development Certificate (Proposed)	50% of full application fee	£0.00	£0.00
SP5	<b>Certificate of Appropriate Alternative development</b>		£234.00	£234.00
SP6	<b>Approval of Reserved Matters</b>	Full application fee or fee as shown if already paid	£462.00	£462.00
SP7	<b>Removal or variation of condition</b>		£234.00	£234.00
SP8	<b>Approval of condition details</b>	Householder	£34.00	£34.00
		Other	£116.00	£116.00
SP9	<b>Technical Details Consent</b>	Full application fee		
SP10	<b>Non-material amendment</b>	Householder	£34.00	£34.00
		Other	£234.00	£234.00
SP11	<b>Application for works to trees covered by a TPO or in a Conservation Area</b>	Exempt from fees	Exempt	Exempt
SP12	<b>Application for Hazardous Substances Consent</b>	Exempt from fees	Exempt	Exempt
SP13	<b>Prior Notification Applications</b>			
	Part 1, Class A	Larger home extensions	£96.00	£96.00
	Part 1, Class AA	Enlargement of a dwellinghouse by construction of additional storeys	£96.00	£96.00
	Part 3, Class C	change of use from retail / betting office / pay day loan shop or casino to restaurant or café	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class J	change of use from retail / betting office or pay day loan shop to assembly and leisure	£96.00	£96.00
	Part 3, Class JA	change of use from retail / financial and professional services/ takeaway / betting office / payday loan shop or laundrettes to offices	£96.00	£96.00
	Part 3, Class M	change of use from retail / financial and professional services/ takeaways / specific sui generis uses (betting office, pay day loan shop, laundrette, specified mixed use) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class N	change of use from specific sui generis uses (amusement arcade, casino) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class O	change of use from offices to dwellinghouses	£100 per dwelling	£100 per dwelling
	Part 3, Class P	change of use from storage or distribution centre to dwellinghouses	£96.00	£96.00
	Part 3, Class PA	change of use from light industrial buildings, or land within its curtilage, to dwellinghouses	£96.00	£96.00
	Part 3, Class Q	change of use from agricultural buildings, (with building operations reasonably necessary for the conversion) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class R	change of use from agricultural buildings to flexible commercial use (shops, financial and professional services, restaurants and cafes, business, storage and distribution, hotels, or assembly and leisure)	£96.00	£96.00
	Part 3, Class S	change of use from agricultural buildings to state-funded school or registered nursery	£96.00	£96.00
	Part 3, Class T	change of use from business/hotels/etc,(B1 office, C1 hotels, C2 residential institution, C2a secure residential institution, D2 assembly and leisure) to state-funded school or registered nursery	£96.00	£96.00
	Part 4, Class CA	provision of a temporary state-funded school on previously vacant commercial land	£96.00	£96.00
	Part 4, Class E	temporary use of buildings or land for film-making processes	£96.00	£96.00
	Part 6, Class A	works on agricultural land (over 5 hectares in size)	£96.00	£96.00
	Part 6, Class B	works on agricultural land (between 0.4 and 5 hectares in size)	£96.00	£96.00
	Part 6, Class E	works on land for forestry	£96.00	£96.00
	Part 7, Class C	erection or construction of a click-and-collect facility	£96.00	£96.00
	Part 7, Class M	The erection, extension or alteration of a university building	£96.00	£96.00
	Part 9, Class D	toll road facilities	£96.00	£96.00
	Part 11, Class B	building operations associated with demolition of a building	£96.00	£96.00
	Part 14, Class J	installation or alteration of solar equipment on non-domestic buildings	£96.00	£96.00
	Part 16, Class A	works for communication development	£462.00	£462.00
	Part 18 Class A	Miscellaneous development under local or private Act of Parliament or Order approved by Houses of Parliament under the Harbours Act 1964	£96.00	£96.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
	Part 20, Class ZA	Demolition of buildings (single purpose built detached block of flats or a B1(a), B1(b) or B1(c) office building) and construction of new dwellinghouses in their place	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class A	New dwellinghouses on detached blocks of flats	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwellinghouses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwellinghouses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AA	New dwellinghouses on detached buildings in commercial or mixed use	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AB	New dwellinghouses on terraced buildings in commercial or mixed use	Not more than 50 dwellinghouses £334 for each dwellinghouse. More than 50 dwellinghouses £16,525 + £100 for each dwellinghouse in excess of 50 (max fee £300,000)	Not more than 50 dwellinghouses £334 for each dwellinghouse. More than 50 dwellinghouses £16,525 + £100 for each dwellinghouse in excess of 50 (max fee £300,000)
	Part 20, Class AC	New dwellinghouses on terraced buildings in use as dwellinghouses	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AD	New dwellinghouses on detached buildings in use as dwelling-houses	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	<b>SP14 Hedgerow removal notice</b>	installation or alteration of solar equipment on non-domestic buildings	Exempt	Exempt
	<b>SP15 Notification of proposed works to trees in conservation areas</b>	works for communication development	Exempt	Exempt
	<b>SP16 Notification under Circular 14/90</b>	Miscellaneous development under local or private Act of Parliament or Order approved by Houses of Parliament under the Harbours Act 1964	Exempt	Exempt

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>SP17 Consultations</b>				
<b>SP18 Waste and Mineral Applications</b>				
		Not more than 15 hectares	£234/0.1ha	£234/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha	£34,934 + £138/0.1ha
	Operations connected with exploratory drilling of oil or natural gas	Not more than 7.5 hectares	£508/0.1ha	£508/0.1ha
		More than 7.5 hectares	£38,070 + £151/0.1ha	£38,070 + £151/0.1ha
	Operations for the winning and working of oil or natural gas	Not more than 15 hectares	£257/0.1ha	£257/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha	£34,934 + £138/0.1ha
	Other operations	Not coming within the above categories	£234/0.1ha to maximum of £2,028	£234/0.1ha to maximum of £2,028
	Monitoring of Waste and Mineral Sites		£397.00 per visit	£397.00 per visit

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>Building Control</b>				
<b>B1</b>	<b>DOMESTIC FEES- Extensions (not including basements)</b>			
		Extension including controllable conservatories up to 10m sq.- Plan and Inspection	£500.00	£500.00
		Extension including controllable conservatories up to 10m sq.- Building Notice Fee	£600.00	£600.00
		Extension including controllable conservatories 10-40m sq.- Plan and Inspection	£700.00	£700.00
		Extension including controllable conservatories 10-40m sq.- Building Notice Fee	£840.00	£840.00
		Extension including controllable conservatories 40-60m sq.- Plan	£450.00	£450.00
		Extension including controllable conservatories 40-60m sq.- Inspection	£400.00	£400.00
		Extension including controllable conservatories 40-60m sq.- Building Notice Fee	£1,020.00	£1,020.00
		Extension including controllable conservatories 60-100m sq.- Plan	£500.00	£500.00
		Extension including controllable conservatories 60-100m sq.- Inspection	£450.00	£450.00
		Extension including controllable conservatories 60-100m sq. Building Notice Fee	£1,140.00	£1,140.00
		Over 100m sq.	QUOTE	QUOTE
<b>B2</b>	<b>DOMESTIC FEES- Detached or Attached used solely as domestic garage, carport and/or store</b>			
		Garage/carport/store up to 40m sq. - Plan and Inspection fee	£400.00	£400.00
		Garage/carport/store up to 40m sq. - Building Notice fee	£480.00	£480.00
		Garage/carport/store up to 40m to 100m sq. - Plan and inspection Fee	£480.00	£480.00
		Garage/carport/store up to 40m to 100m sq. - Building Notice fee	£575.00	£575.00
<b>B3</b>	<b>DOMESTIC FEES- Detached buildings (not solely a garage, carport or store) No basement</b>			
		up to 60m sq. Plan	£450.00	£450.00
		up to 60m sq. Inspection	£400.00	£400.00
		up to 60m sq. building Notice Fee	£1,020.00	£1,020.00
		Over 60m sq. and up to 100m sq. Plan	£500.00	£500.00
		Over 60m sq. and up to 100m sq. Inspection	£450.00	£450.00
		Over 60m sq. and up to 100m sq. building Notice Fee	£1,140.00	£1,140.00
<b>B4</b>	<b>Loft Conversions</b>			
		Loft conversion up to 40m sq.- Plan and Inspection fee	£660.00	£660.00
		Loft conversion up to 40m sq.- Building Notice Fee	£790.00	£790.00
		Loft conversion 40-100m sq.- Plan	£450.00	£450.00
		Loft conversion 40-100m sq.- Inspection	£400.00	£400.00
		Loft conversion 40-100m sq.- Building Notice Fee	£1,020.00	£1,020.00
		Over 100m sq.	QUOTE	QUOTE
<b>B5</b>	<b>Garage Conversion to habitable room/s (not forming self-contained living/unit)</b>			
		Garage Conversion (any size) - Plan and Inspection fee	£450.00	£450.00
		Garage Conversion (any size) - Building Notice Fee	£540.00	£540.00
<b>B6</b>	<b>Controllable electrical work (Not competent persons schemes)</b>			
		Rewire/partial rewire of single home/dwelling Plan and inspection fee	£350.00	£350.00
		Rewire/partial rewire of single home/dwelling Building Notice Fee	£350.00	£350.00
		Any other controllable electrical work Plan and inspection fee	£350.00	£350.00
		Any other controllable electrical work Building Notice Fee	£350.00	£350.00
		Installation of solar panels Plan and inspection Fee	£350.00	£350.00
		Installation of solar panels Building Notice Fee	£350.00	£350.00
<b>B7</b>	<b>Structural and Other Alterations to a Building</b>			
		Estimated cost less than £5,000- Plan and Inspection	£350.00	£350.00
		Estimated cost less than £5,000- Building Notice Fee	£350.00	£350.00
		Estimated cost £5,000-£25,000- Plan and Inspection	£475.00	£475.00
		Estimated cost £5,000- £25,000- Building Notice Fee	£570.00	£570.00
		Estimated cost £25,000-£50,000- Plan and inspection fee	£700.00	£700.00
		Estimated cost £25,000- £50,000- Building Notice Fee	£840.00	£840.00
		Estimated cost £50,000-£100,000- Plan	£400.00	£400.00
		Estimated cost £50,000-£100,000- Inspection	£460.00	£460.00
		Estimated cost £50,000- £100,000- Building Notice Fee	£1,035.00	£1,035.00

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>B8</b>	<b>Energy Efficiency Improvements (not Competent Persons Scheme)</b>			
		Windows/Doors- Up to 20 installed- Plan and inspection Fee	£200.00	£200.00
		Windows/Doors- Up to 20 installed- Building Notice Fee	£200.00	£200.00
		Windows/Doors- over 20 installed Plan and inspection Fee	£250.00	£250.00
		Windows/Doors- over 20 installed Building Notice Fee	£250.00	£250.00
		Renovation of a thermal element Plan and inspection Fee	£200.00	£200.00
		Renovation of a thermal element Building Notice Fee	£200.00	£200.00
		New and replacement boiler/heating appliance Plan and inspection Fee	£200.00	£200.00
		New and replacement boiler/heating appliance Building Notice Fee	£200.00	£200.00
<b>B9</b>	<b>New Houses and Flats</b>			
		1 Dwelling- Plan Fee	£400.00	£400.00
		1 Dwelling- Inspection Fee	£465.00	£465.00
		1 Dwelling- Building Notice Fee	£1,038.00	£1,038.00
		2 Dwellings- Plan Fee	£500.00	£500.00
		2 Dwellings-- Inspection Fee	£700.00	£700.00
		2 Dwellings- Building Notice Fee	£1,440.00	£1,440.00
		3 Dwellings-- Plan Fee	£650.00	£650.00
		3 Dwellings-- Inspection Fee	£850.00	£850.00
		3 Dwellings-- Building Notice Fee	£1,800.00	£1,800.00
		4 Dwellings-- Plan Fee	£750.00	£750.00
		4 Dwellings-- Inspection Fee	£1,100.00	£1,100.00
		4 Dwellings-- Building Notice Fee	£2,220.00	£2,220.00
		5 Dwellings-- Plan Fee	£850.00	£850.00
		5 Dwellings-- Inspection Fee	£1,250.00	£1,250.00
		5 Dwellings-- Building Notice Fee	£2,520.00	£2,520.00
		Over 5 Units - QUOTE	QUOTE	QUOTE
<b>B10</b>	<b>Replacement Windows to Non Domestic Building (based on 1 phase)</b>			
		Up to 20 Including New Shop Fronts- Plan & Inspection	£270.00	£270.00
<b>B11</b>	<b>Renovation of Thermal Element to Non Domestic Building</b>			
		Renovation of thermal element- Plan & inspection	£350.00	£350.00
		Renovation of thermal element- Building Notice Fee	£350.00	£350.00
<b>B12</b>	<b>Structural and other Alterations to Non Domestic Buildings</b>			
		less than £5,000- Plan & Inspection fee	£500.00	£500.00
		£5,000 to £25,000- Plan and inspection fee	£650.00	£650.00
		£25,000 to £50,000- Plan and inspection fee	£800.00	£800.00
<b>B13</b>	<b>Other Charges</b>			
		Demolition Notices	Free	Free
		Building Control Property History Search		
		Reopening of old applications less than 3 years since last visit	Free	Free
		Reopening of old applications 3 - 10 years since last visit	£50.00	£50.00
		Reopening of old applications Over 10 years since last visit	£75.00	£75.00





## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Description	Current Fees 2022/23	Proposed Fees 2023/24
<b>Street Naming / Numbering</b>				
<b>S1</b>	Numbering / House name change		£97.00	£106.00
	Alias house name addition/change		£97.00	£106.00
<b>S2</b>	<b>Street Naming for New Properties</b>			
	1 property		£194.00	£211.00
	2 – 5 properties		£309.00	£337.00
	6 – 25 properties		£361.00	£393.00
	26 – 75 properties		£618.00	£674.00
	76-100 properties		£865.00	£943.00
	100+ properties		TBC with developer	TBC with developer
<b>S3</b>	<b>Additional Costs of Street Naming &amp; Numbering</b>			
	Additional charge where this includes naming of a street		£438.00	£477.00
<b>S4</b>	<b>Rename or renumbering of street where requested by residents</b>			
	1 – 5 properties		£1,071.00	£1,167.00
	6 – 25 properties		£1,371.00	£1,484.00
	26 – 75 properties		£1,712.00	£1,866.00
	76+ properties		£2,359.00	£2,571.00

Schedule of Fees and Charges applicable from 1 April 2022

Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Fees are inclusive of VAT where applicable

Ref	Service	All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
<b>Waste Services</b>					
<b>W1 REFUSE and RECYCLING Bin Replacements</b>					
	Wheeled Bin and Delivery - 140 Litre		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 180 Litre		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 240 Litre		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 360 Litre		£32.00	£53.00	£53.00
	Wheeled Bin and Delivery - 660 Litre		not offered	£250.40	£250.40
	Wheeled Bin and Delivery - 1100 Litre		not offered	£278.00	£278.00
	Wheeled Bin - Cost to exchange sizes		not offered	£12.80	£12.80
	Recycling Box and Lid - Delivered		not offered	£7.40	£7.40
	Recycling box and Lid - Pick Up Only (South BC Offices)		not offered	£5.40	£5.40
	Recycling Lid Only - Pick up Only (South BC Offices)		not offered	£2.20	£2.20
	Reusable Bag and Delivery		not offered	£6.40	£6.40
	Reusable Bag - Pick Up Only (South BC Offices)		not offered	£5.40	£5.40
	North Service supply non-reusable sacks for properties without bins		FOC	not offered	not offered
	Outdoor Food Bin and Delivery		£10.60	£6.40	£6.40
	Outdoor Food Bin - Pick Up Only		not offered	£5.40	£5.40
	Indoor Small 5L Food Caddy (if stock available) - Pick Up Only		not offered	£4.20	£4.20
	Full set standard (140 litre refuse/ 240 recycling bin, food bin, caddy)		£127.30	not offered	not offered
	Full set standard (180 litre, 240 recycling, 45 litre box, food bin, caddy)		not offered	£102.90	£102.90
	Sale of Litter Pickers		not offered	£16.00	£16.00
	Wheeler Bin Hire per year - 240 Litre		not offered	£36.10	£36.10
<b>W2 Contract Services</b>					
<b>Garden Waste</b>					
	Garden Waste		£50.00	£50.00	Free
	Green Waste Annual Charge - 2nd Subscription		£50.00	£50.00	£72.10
<b>Street Bins</b>					
	Dog Bin and Installation		£334.20	£262.00	£262.00
	Dog Bin Relocation		£138.00	£138.00	£138.00
	Dog Bin Empty - annual charge				
	- 52 empties		£67.40	not offered	£191.00
	- 78 empties		£97.00	not offered	£191.00
	- 104 empties		£126.30	not offered	£191.00
	Litter Bins		£125.10	not offered	not offered
	public bin on parish council land - annual charge per bin (any bin type e.g. dog/ litter etc)		not offered	£69.00	£69.00
<b>Bulky Waste</b>					
	Bulky Waste Collection - minimum charge for up to three items		£50.00	£50.00	£50.00
	Bulky Waste Collection - 4-6 items		£100.00	£100.00	£100.00
	Bulky Waste Collection - 7-9 items		£150.00	£150.00	£150.00
	Bulky Waste Collection (for those on means tested benefits)		£19.00	£19.00	£19.00
<b>Charges for Management Agents</b>					
	Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)		£64.00	£35.00	£35.00
	Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)		£64.00	£47.00	£47.00
	Special Empty of Contaminated Bins - 4 Wheeled (per bin)		£64.00	£84.00	£84.00
	Bulk Bins Bin Hire per year - 340 Litre		not offered	£50.00	£50.00
	Bulk Bins Bin Hire per year - 660 Litre		not offered	£96.00	£96.00
	Bulk Bins Bin Hire per year - 1100 Litre		not offered	£153.00	£153.00
<b>Schedule 2 - Residual Waste</b>					
	Schools and Other Schedule 2 - Bin Rental 140L-240L		not offered	£73.00	£59.00
	Schools and Other Schedule 2 - Bin Rental 360L		£53.00	£92.00	£74.00
	Schools and Other Schedule 2 - Bin Rental 660L		£99.00	£144.00	£82.00
	Schools and Other Schedule 2 - Bin Rental 1100L		£115.00	£202.00	£133.00
	Schools and Other Schedule 2 - Lift 360L - direct debit customers		£7.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - direct debit customers		£8.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - direct debit customers		£9.00	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin - direct debit customers		£8.00	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin - direct debit customers		£10.00	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin - direct debit customers		£12.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 140L-240L		not offered	£4.20	£4.20
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£7.40	£5.40	£5.40
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£8.70	£5.40	£5.40
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£10.10	£5.40	£5.40
	Overspill (Side Waste) from a 360 litre bin - invoiced customers		£8.40	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 660 litre bin - invoiced customers		£10.50	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 1100 litre bin - invoiced customers		£12.30	Overspill not charged	Overspill not charged
<b>Recycling Schedule 2 Charges (per lift)</b>					
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£2.80	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£3.90	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£5.60	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin		£2.80	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin		£3.90	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin		£5.60	not offered	not offered
	Food Bin Empty		£6.60	not offered	not offered
	Extra Food Sacks (per roll)		£5.80	not offered	not offered
<b>Other</b>					
	Removal of waste from private land (including managing agents requests)		£165.00	not offered	not offered
	Abandoned Vehicle removal from private property		not offered	£90.20	£90.20
<b>Trade Residual Waste Collections</b>					
	1,100 litre Hire charge per week (Direct Debit customers)		£2.80	not offered	not offered
	660 litre Hire charge per week (Direct Debit)		£2.30	not offered	not offered
	360 litre Hire charge per week (Direct Debit)		£1.10	not offered	not offered
	1,100 lt Cost per empty (Direct Debit)		£16.20	not offered	not offered

Ref	Service	All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
<b>Waste Services</b>					
<b>W1 REFUSE and RECYCLING Bin Replacements</b>					
	Wheeled Bin and Delivery - 140 Litre		£35.00	£48.00	£48.00
	Wheeled Bin and Delivery - 180 Litre		£35.00	£48.00	£48.00
	Wheeled Bin and Delivery - 240 Litre		£35.00	£48.00	£48.00
	Wheeled Bin and Delivery - 360 Litre		£35.00	£58.00	£58.00
	Wheeled Bin and Delivery - 660 Litre		not offered	£273.00	£273.00
	Wheeled Bin and Delivery - 1100 Litre		not offered	£303.00	£303.00
	Wheeled Bin - Cost to exchange sizes		not offered	£14.00	£14.00
	Recycling Box and Lid - Delivered		not offered	£8.00	£8.00
	Recycling box and Lid - Pick Up Only (South BC Offices)		not offered	£6.00	£6.00
	Recycling Lid Only - Pick up Only (South BC Offices)		not offered	£2.00	£2.00
	Reusable Bag and Delivery		not offered	£7.00	£7.00
	Reusable Bag - Pick Up Only (South BC Offices)		not offered	£6.00	£6.00
	North Service supply non-reusable sacks for properties without bins		FOC	not offered	not offered
	Outdoor Food Bin and Delivery		£12.00	£7.00	£7.00
	Outdoor Food Bin - Pick Up Only		not offered	£6.00	£6.00
	Indoor Small 5L Food Caddy (if stock available) - Pick Up Only		not offered	£5.00	£5.00
	Full set standard (140 litre refuse/ 240 recycling bin, food bin, caddy)		£139.00	not offered	not offered
	Full set standard (180 litre, 240 recycling, 45 litre box, food bin, caddy)		not offered	£112.00	£112.00
	Sale of Litter Pickers		not offered	£17.00	£17.00
	Wheeler Bin Hire per year - 240 Litre		not offered	£39.00	£39.00
<b>W2 Contract Services</b>					
<b>Garden Waste</b>					
	Garden Waste		£55.00		
	Green Waste Annual Charge - 2nd Subscription		£55.00		
<b>Street Bins</b>					
	Dog Bin and Installation		£364.00	£286.00	£286.00
	Dog Bin Relocation		£150.00	£150.00	£150.00
	Dog Bin Empty - annual charge				
	- 52 empties		£73.00	£124.00	£124.00
	- 78 empties		£106.00	not offered	£208.00
	- 104 empties		£138.00	not offered	£208.00
	Litter Bins		£136.00	not offered	not offered
	public bin on parish council land - annual charge per bin (any bin type e.g. dog/ litter etc)		not offered	£75.00	£75.00
<b>Bulky Waste</b>					
	Bulky Waste Collection - minimum charge for up to three items		£55.00		
	Bulky Waste Collection - 4-6 items		£110.00		
	Bulky Waste Collection - 7-9 items		£165.00		
	Bulky Waste Collection (for those on means tested benefits)		£21.00		
<b>Charges for Management Agents</b>					
	Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)		£70.00	£38.00	£38.00
	Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)		£70.00	£51.00	£51.00
	Special Empty of Contaminated Bins - 4 Wheeled (per bin)		£70.00	£92.00	£92.00
	Bulk Bins Bin Hire per year - 340 Litre		not offered	£55.00	£55.00
	Bulk Bins Bin Hire per year - 660 Litre		not offered	£105.00	£105.00
	Bulk Bins Bin Hire per year - 1100 Litre		not offered	£167.00	£167.00
<b>Schedule 2 - Residual Waste</b>					
	Schools and Other Schedule 2 - Bin Rental 140L-240L		not offered	£80.00	£64.00
	Schools and Other Schedule 2 - Bin Rental 360L		£58.00	£100.00	£81.00
	Schools and Other Schedule 2 - Bin Rental 660L		£108.00	£157.00	£89.00
	Schools and Other Schedule 2 - Bin Rental 1100L		£125.00	£220.00	£145.00
	Schools and Other Schedule 2 - Lift 360L - direct debit customers		£8.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - direct debit customers		£9.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - direct debit customers		£10.00	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin - direct debit customers		£9.00	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin - direct debit customers		£11.00	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin - direct debit customers		£13.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 140L-240L		not offered	£4.60	£4.60
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£8.10	£5.90	£5.90
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£9.50	£5.90	£5.90
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£11.00	£5.90	£5.90
	Overspill (Side Waste) from a 360 litre bin - invoiced customers		£9.20	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 660 litre bin - invoiced customers		£11.40	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 1100 litre bin - invoiced customers		£13.40	Overspill not charged	Overspill not charged
<b>Recycling Schedule 2 Charges (per lift)</b>					
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£3.10	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£4.30	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£6.10	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin		£3.10	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin		£4.30	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin		£6.10	not offered	not offered
	Food Bin Empty		£7.20	not offered	not offered
	Extra Food Sacks (per roll)		£6.30	not offered	not offered
<b>Other</b>					
	Removal of waste from private land (including managing agents requests)		£180.00	not offered	not offered
	Abandoned Vehicle removal from private property		not offered	£98.00	£98.00
<b>Trade Residual Waste Collections</b>					
	1,100 litre Hire charge per week (Direct Debit customers)		£3.10	not offered	not offered
	660 litre Hire charge per week (Direct Debit)		£2.50	not offered	not offered
	360 litre Hire charge per week (Direct Debit)		£1.20	not offered	not offered
	1,100 lt Cost per empty (Direct Debit)		£18.00	not offered	not offered

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	660 lt Cost per empty (Direct Debit)		£13.30	not offered	not offered		£14.00	not offered	not offered
	360 lt Cost per empty (Direct Debit)		£11.00	not offered	not offered		£12.00	not offered	not offered
	1,100 lt Overspill (side waste) (Direct Debit)		£19.60	not offered	not offered		£21.00	not offered	not offered
	660 lt Overspill (side waste) (Direct Debit)		£16.30	not offered	not offered		£18.00	not offered	not offered
	360 lt Overspill (side waste) (Direct Debit)		£14.40	not offered	not offered		£16.00	not offered	not offered
	1,100 litre Hire charge per week (Invoiced customers)		£2.80	not offered	not offered		£3.10	not offered	not offered
	660 litre Hire charge per week (Invoiced customers)		£2.30	not offered	not offered		£2.50	not offered	not offered
	360 litre Hire charge per week (Invoiced customers)		£1.10	not offered	not offered		£1.20	not offered	not offered
	1,100 lt Cost per empty (Invoiced customers)		£17.20	not offered	not offered		£19.00	not offered	not offered
	660 lt Cost per empty (Invoiced customers)		£14.40	not offered	not offered		£16.00	not offered	not offered
	360 lt Cost per empty (Invoiced customers)		£12.10	not offered	not offered		£13.00	not offered	not offered
	1,100 lt Overspill (side waste) (Invoiced customers)		£20.90	not offered	not offered		£23.00	not offered	not offered
	660 lt Overspill (side waste) (Invoiced customers)		£18.50	not offered	not offered		£20.00	not offered	not offered
	360 lt Overspill (side waste) (Invoiced customers)		£14.90	not offered	not offered		£16.00	not offered	not offered
	Waste Sacks (50 sacks)		£100.80	not offered	not offered		£110.00	not offered	not offered
	<b>Trade Recycling</b>								
	Recycling Sacks (50 sacks)		£95.50	not offered	not offered		£104.00	not offered	not offered
	Dry Recyclables 1,100 lt Cost per empty		£11.00	not offered	not offered		£12.00	not offered	not offered
	Dry Recyclables 660 lt Cost per empty		£7.70	not offered	not offered		£8.40	not offered	not offered
	Dry Recyclables 360 lt Cost per empty		£5.60	not offered	not offered		£6.10	not offered	not offered
	Food Waste -25litres		£8.90	not offered	not offered		£10.00	not offered	not offered
	Food Waste bags Per roll		£5.80	not offered	not offered		£6.30	not offered	not offered
<b>W3</b>	<b>HRC Trade Waste</b>								
	Trade Waste up to 250 Kilos		£61.10	£61.10	£61.10		£67.00		
	Trade Waste 251 to 600 Kilos		£110.20	£110.20	£110.20		£120.00		
	Trade Waste over 600 Kilos (price per tonne)		£183.80	£183.80	£183.80		£200.00		
	Clean mixed recyclables up to 250 Kilos		£45.90	£45.90	£45.90		£50.00		
	Clean mixed recyclables 251 to 750 Kilos		£83.90	£83.90	£83.90		£92.00		
	Clean mixed recyclables over 750 Kilos (price per tonne)		£112.80	£112.80	£112.80		£123.00		
	Garden Waste up to 250 Kilos		£38.90	£38.90	£38.90		£42.00		
	Garden Waste 251 to 750 Kilos		£72.80	£72.80	£72.80		£79.00		
	Garden Waste over 750 Kilos (price per tonne)		£97.00	£97.00	£97.00		£106.00		
	Non-household waste items (as per WAAP) up to 250 Kilos		£82.10	£82.10	£82.10		£90.00		
	Non-household waste items (as per WAAP) 251 to 600 Kilos		£197.00	£197.00	£197.00		£215.00		
	Non-household waste items (as per WAAP) over 600 Kilos (price per tonne)		£328.50	£328.50	£328.50		£358.00		
	Accept Non commercial fridge freezers		£32.80	£32.80	£32.80		£36.00		
<b>W4</b>	<b>Out of County charges at Bledlow HRC</b>								
	<b>Small car</b>								
	Garden		£22.34				£24.35		
	Recyclable		£25.95				£28.29		
	General		£28.92				£31.52		
	<b>Medium car</b>								
	Garden		£50.96				£55.55		
	Recyclable		£58.73				£64.02		
	General		£77.13				£84.07		
	<b>Large car</b>								
	Garden		£97.00				£105.73		
	Recyclable		£112.80				£122.95		
	General		£183.80				£200.34		
	<b>Small van</b>								
	Garden		£97.00				£105.73		
	Recyclable		£112.80				£122.95		
	General		£183.80				£200.34		
	<b>Large van</b>								
	Garden		£145.49				£158.58		
	Recyclable		£169.20				£184.43		
	General		£367.60				£400.68		
<b>W5</b>	<b>Waste Access and Acceptance Policy</b>								
	<b>Hardcore &amp; Soil per bag</b>								
	Concrete, bricks, rubble, stones & any other building materials		£3.20	£3.20	£3.20		£3.50		
	Soil		£3.20	£3.20	£3.20		£3.50		
	Ceramic tiles		£3.20	£3.20	£3.20		£3.50		
	<b>Bathroom Suites</b>								
	Sink, pedestal, bath panel		£3.20	£3.20	£3.20		£3.50		
	Bath & panel, toilet pan or cistern, fitted cabinets		£6.40	£6.40	£6.40		£7.00		
	Shower screen or tray, toilet pan & cistern		£12.80	£12.80	£12.80		£14.00		
	<b>Kitchens</b>								
	Kitchen sink and taps, tiles (per 25l bag)		£3.20	£3.20	£3.20		£3.50		
	Kitchen work top		£9.60	£9.60	£9.60		£10.50		
	Kitchen unit (with door) (wall or floor)		£6.40	£6.40	£6.40		£7.00		
	<b>Wood</b>								
	Wood from construction/demolition - 2m x 1m		£3.20	£3.20	£3.20		£3.50		
	External door		£12.80	£12.80	£12.80		£14.00		
	Internal door		£3.20	£3.20	£3.20		£3.50		
	Fence/shed panel		£3.20	£3.20	£3.20		£3.50		
	<b>Roofing Materials</b>								
	3m length of guttering or drain pipe		£3.20	£3.20	£3.20		£3.50		
	Roof felt tiles or sections of roof felt – smaller than 1.5m x1.5m		£3.20	£3.20	£3.20		£3.50		
	Roll of roof felt up to 3mx5m		£3.20	£3.20	£3.20		£3.50		
	<b>Other</b>								
	Asbestos sheet per 1m x 1m		£4.40	£4.40	£4.40		£4.80		
	Plaster/plasterboard per bag		£7.60	£7.60	£7.60		£8.30		
	Plasterboard sheet up to 2m x 1m		£9.00	£9.00	£9.00		£9.80		
	Car or motorcycle tyre		£5.00	£5.00	£5.00		£5.50		

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
<b>Cemeteries &amp; Crematoria</b>									
<b>AWAITING COMMITTEE RECOMMENDATION TO FULL COUNCIL DECISION (Jan/Feb 23)</b>									
<b>C2</b>	<b>CREMATION -</b>								
	For the cremation of the body of:- a foetus born dead before twenty four weeks gestation	£0.00				£0.00			
	A stillborn child or child/person whose age at time of death was less than 18 years	£0.00				£0.00			
	A person whose age at the time of death was 18 years or more	£700.00				£790.00			
	(i) cremation only (no use of chapel) (adult fee minus chapel fee)	£320.00				£320.00			
	Double cremation single chapel time	£1,136.00				£1,110.00			
	Double cremation double chapel time	£1,340.00				£1,580.00			
	Double cremation early chapel (Chilterns only)	£1,010.00				£990.00			
	(ii) 9.15am or 9.30am chapel time (adult fee minus £106 21/22 £120 22/23)	£580.00				£670.00			
	For the cremation of body parts of:- (Fees do not include chapel fee which can be added if required)								
	A stillborn child or child who was cremated at either Crematoria	£0.00				£0.00			
	A person (18 year+) who was cremated at either crematoria	£0.00				£60.00			
	These fees include, where applicable, the Medical Referee's fee, use of the chapel (unless otherwise stated) provisions of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the garden of remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register. Note: Certificates of the Cremation Society and the Cremation Friendly Society will be accepted at the encashable value.								
	Bier Only - 9:15 - 10-minute service time with one piece of music for up to 10 family members with no celebrant/minister - to be used with Direct Cremation.	£0.00				£80.00			
	<b>Disposal of Cremation Ashes</b>								
	Temporary deposit of ashes (per month after the first month)	£16.00				£17.40			
	Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere	£40.00				£43.60			
	Token keepsake of ashes					£5.00			
	Additional box - (for ashes to be split)					£5.00			
	<b>Miscellaneous</b>								
	Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)	£32.00				£34.90			
	Use of Wheeled Bier	£9.30				£10.10			
	Additional Service Time (subject to chapel availability)	£200.00				£218.00			
	Chapel Fee (when not included in the cremation fee. The chapel can also be booked for burial or memorial services subject to availability)	£380.00				£470.00			
	Chapel fee for Memorial Service (Saturday mornings)	£380.00				£470.00			

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Webcast of Service	£81.00				£81.00			
	Audio Visual recording of Service on a DVD	£65.60				£60.00			
	Audio visual recording of service + Visual tribute Downloadable MP4 video file					£65.00			
	Audio Visual recording of Service Downloadable MP4 video file	£30.00				£30.00			
	Audio visual recording of service + Visual tribute Downloadable vide file	£45.00				£45.00			
	<b>Use of Audio Visual tribute system</b>								
	Administration fee	£21.60				£23.50			
	1 still image	£18.00				£18.00			
	slideshow - up to 25 images with no music	£40.00				£40.00			
	(i)every additional 25 images	£25.00				£25.00			
	slideshow - up to 25 images with music	£80.00				£80.00			
	(i) every additional 25 images	£30.00				£25.00			
	Family Video File	£20.00				£20.00			
	DVD or USB copy of visual tribute	£28.00				£25.00			
	Downloadable MP4 video of visual tribute					£18.00			
	Late service charge visual tribute request after 48hrs	£115.00				£135.00			
	Obitus single image (Halo)					£0.00			
	Obitus basic slideshow no music 25 images					£45.00			
	Obitus slideshow with music 25 images					£70.00			
	Obitus themed pro tribute 25 images					£95.00			
	Obitus family supplied video/tribute					£25.00			
	Obitus bespoke tribute					£400.00			
	Obitus extra single photo					£12.00			
	Obitus extra work charge					£21.00			
	Obitus live & on demand webcast					£49.00			
	Obitus webcast (live only at service time)					£33.00			
	Obitus Tribute download					£10.00			
	Obitus DVD copy of service and/or tribute					£55.00			
	Obitus USB copy service and/or tribute					£55.00			
	Obitus Blu-ray copy of service and/or tribute					£55.00			
	Obitus Audio CD of service and/or tribute					£55.00			
	Obitus second copy of service and/or tribute					£28.00			
	Obitus video book of service and /or tribute					£95.00			
	Obitus memory box					£130.00			
	Obitus simple bundle					£159.00			
	Obitus under 18 - live webstream, single photo & slideshow					£0.00			
	Obitus under 18 - music slideshow 25 images					£25.00			
	Obitus under 18 - themed pro tribute 25 images					£50.00			
	Obitus under 18 - bespoke tribute					£455.00			
	Obitus under 18 live & on demand recording					£0.00			
	Obitus under 18 - simple bundle					£65.00			
	<b>Inscription in the Book of Remembrance</b>								
	Minimum 2 line entry	£48.70				£53.10			
	5 Line entry	£88.90				£97.80			
	8 Line entry	£129.00				£156.45			
	Additional lines, per line	£24.40				£26.60			
	<b>Miniature Book of Remembrance</b>								
	Purchase of Book, postage 2 Line entry	£70.90				£80.70			
	5 Line entry (book cost included)	£91.60				£99.80			
	8 Line entry (book cost included)	£112.20				£118.80			
	Additional lines, per line	£6.90				£7.55			

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	<b>Miniature Book of Remembrance - Additional Inscriptions</b>								
	Minimum 2 Line entry	£13.70				£14.90			
	5 Line entry	£34.40				£37.50			
	8 Line entry	£55.00				£60.00			
	Additional lines, per line	£6.90				£7.55			
	Packing and despatch for additional entry	£17.10				£20.40			
	<b>Memorial Card</b>								
	Purchase of card, postage 2 Line entry	£26.40				£34.55			
	5 Line entry (cost of card included)	£47.00				£75.45			
	8 Line entry (cost of card included)	£67.60				£94.55			
	Additional lines, per line	£6.90				£7.55			
	<b>Emblems, Badges etc.</b>								
	Floral emblem					£96.45			
	Regimental badge/crest/shield emblems	£93.20				£114.00			
	Illuminated capital letter					£136.50			
	Full Coat of Arms	£114.20				£142.70			
	<b>Lease for Memorials</b>								
	Small memorial lease 3 years					£90.00			
	Small memorial lease 5 years					£150.00			
	Large memorial lease 5 years					£250.00			
	Large memorial lease 10 years					£500.00			
	<b>Leather Memorial Plaques</b>								
	Provision and fixing of a leather Memorial Plaque	£64.30				£81.85			
	<b>Bench</b>								
	1 plaque on a communal bench					£404.48			
	<b>Shrubbery</b>								
	Provision and fixing of a new or replacement plaque for an additional inscription	£47.10				£60.60			
	<b>Mushrooms</b>								
	1 plaque on any sized garden mushroom					£395.90			
	<b>Bird bath or Sundial</b>								
	1 plaque on birdbath or sundial					£331.23			
	<b>Barbican</b>								
	Right to have a plaque on a communal barbican memorial								
	40 tablet barbican - 1 plaque					£353.18			
	50 tablet slim barbican - 1 plaque					£344.40			
	<b>Garden memorial plaques</b>								
	Children's to the moon and back					£377.45			
	Children's over the rainbow					£377.45			
	Children's butterfly					£412.57			
	Scenic collection					£359.90			
	Candle					£377.45			
	Posy					£289.67			
	<b>Stone Memorial Plaques</b>								
	Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	£462.80				£504.50			
	Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	£628.90				£685.50			
	Replacement 9" x 12" inscribed plaque for an additional inscription	£236.80				£258.10			
	Replacement 9" x 18" inscribed plaque for an additional inscription	£315.10				£343.50			
	Sanctum with up to 80 letter inscription					£1,070.05			
	Additional inscription on an existing Sanctum 12" x15" carriage charge - (inscription charged as inscription bundle )	£78.30				£70.25			
	Appleby double heart - one heart inscription					£1,000.70			
	Appleby double heart - both hearts inscribed					£1,176.25			
	Appleby double heart - additional inscription (not at time of original order)					£299.35			
	Double heart memorial - one heart inscription					£658.35			
	Double heart memorial - both heart inscription					£754.90			
	Double heart additional inscription (not at time of original order)					£289.70			
	Howard book - one page inscription					£491.60			
	Howard book - both pages inscription					£544.25			
	Howard book - additional inscription (not at time of original order)					£241.40			
	Ailsa Craig					£738.25			
	Monarch vault					£1,059.25			
	Orion 560 vault					£1,147.05			
	Individual barbican birdbath or sundial					£1,672.25			
	<b>Additional extras for memorials</b>								
	Additional 20 letter inscription					£61.45			
	Hand craft art design per hour					£70.25			
	Dora art work					£105.35			
	Carved art work					£210.70			
	<b>Photo plaques for stones</b>								
	Oval 3 x 4 cm					£87.80			
	Oval 4 x 6 cm					£105.35			
	Oval 5 x 7 cm					£122.90			
	Oval 6 x 8 cm					£131.70			
	Oval 7 x 9 cm					£140.45			
	Round 5 cm					£87.80			
	Round 6 cm					£92.20			
	Round 7 cm					£96.55			
	Round 8 cm					£100.95			
	Round 9 cm					£105.35			
	Round 10 cm					£109.75			
	Heart 3 x 3 cm					£87.80			
	Heart 6 x 6 cm					£122.90			
	Heart 8 x 8 cm					£149.25			
	Heart 10 x 10 cm					£184.35			

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	<b>Frames to go on top of photo plaques</b>								
	Oval plain 5 x 7 cm								£26.35
	Oval plain 6 x 8 cm								£28.10
	Oval plain 7 x 9 cm								£29.85
	Oval ivy leaves 6 x 8 cm								£36.90
	Oval ivy leaves 7 x 9 cm								£40.40
	Oval thicker 7 x 9 cm								£40.40
	Oval patterned 6 x 8 cm								£39.50
	Oval patterned 7 x 9 cm								£42.15
	Round plain 6 cm								£26.35
	Round plain 7 cm								£29.85
	Round plain 8 cm								£33.35
	Round plain 10 cm								£42.15
	Oval stainless steel 6 x 8 cm								£43.90
	Oval stainless steel 7 x9 cm								£47.40
	Oval stainless thicker 7 x 9 cm								£56.20
	<b>Porcelain photo plaque with one portrait</b>	£177.00							£0.00
	<b>Porcelain photo plaque with two portraits</b>	£259.70							£0.00
	<b>Porcelain photo plaque with three portraits</b>	£294.70							£0.00
	Administration fee and provision of foundation slab for new application by monumental mason	£49.00							£150.00
	Administration fee for additional work my monumental mason	£41.40							£100.00
	Re-gilding								£109.45
	Replacement flower vase for stone and sanctum								£20.80
	<b>Token and keepsakes items</b>								
	Scatter tubes:-								
	37cm (size 5)	£33.10							£18.35
	25cm (size 3)	£24.20							£13.20
	22.5cm (size 2)								£11.45
	13.5cm (size 1)								£8.90
	<del>12cm</del>	<del>£18.00</del>							<del>£0.00</del>
	9cm	£16.00							£0.00
	<b>Brass Urns:-</b>								
	Spun metal urn	£31.70							£34.60
	10.5"	£92.30							£100.60
	7.25"	£66.00							£71.90
	3"	£26.80							£29.20
	Vault ask box	£41.20							£44.90
	Warwick double casket	£116.85							£127.40
	Large patterned urns	£105.10							£114.60
	Serenity porcelain urn								£42.60
	Memory bear								£51.70
	Memory bear personalised ribbon								£30.25
	Hearts (standard)	£38.70							£42.20
	Hearts (premium)								£50.00
	Teddy bear hearts	£45.70							£49.80
	Wooden heart	£43.50							£47.40
	Wooden candle ash holder	£28.20							£31.80
	Engraving for wooden tokens	£25.00							£27.30
	Stand (for hearts)	13.4							£14.60
	<b>Floral Bio Urns</b>								
	Large	£72.60							£79.10
	Small	36.3							£39.60
	Sand ocean urn with footprint	£134.85							£147.00
	Quartz white ocean urn with footprint	£134.85							£147.00
	Athena Himalayan rock salt urn	£155.65							£169.70
	Journey earth urn adult	£56.15							£61.20
	Journey earth urn mini	£27.25							£29.70
	Decorative urn								£153.00
	Mini decorative urn								£34.50
	Aluminium urn								£67.00
	Baby Grafton								£22.85
	Bio degradable urn								£109.00
	Agate memory stone								£111.20
	Scatter pouch 400cc								£28.90
	Scatter pouch 250cc								£15.20
	Scatter pouch 600cc								£10.55
	Scatter pouch 400cc								£8.50
	Scatter pouch 150cc								£7.65
	<b>Ashes into glass Halo collection</b>								
	Halo tribute ring (silver)								£395.00
	Halo tribute ring (gold)								£695.00
	Halo tribute ring (white gold)								£725.00
	Halo heart ring (silver)								£425.00
	Halo heart ring (gold)								£725.00
	Halo heart ring (white gold)								£775.00
	Halo signet ring (silver)								£445.00
	Halo signet ring (gold)								£745.00
	Halo signet ring (white gold)								£795.00
	Halo round pendant (silver)								£395.00
	Halo round pendant (gold)								£775.00
	Halo round pendant (white gold)								£795.00
	Halo heart pendant (silver)								£445.00
	Halo heart pendant (gold)								£795.00
	Halo heart pendant (white gold)								£825.00
	Halo earrings (silver)								£295.00
	Halo earring (gold)								£545.00
	Halo earring (white gold)								£595.00
	Halo cufflinks (silver)								£545.00
	Halo cufflink (gold)								£1,095.00
	Halo cufflink (white gold)								£1,195.00
	Paperweight								£195.00
	<b>Ashes into glass Classic collection</b>								

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Classic tribute ring (silver)					£295.00			
	Classic tribute ring (gold)					£445.00			
	Classic tribute ring (white gold)					£475.00			
	Classic heart ring (silver)					£325.00			
	Classic heart ring (gold)					£475.00			
	Classic heart ring (white gold)					£495.00			
	Classic signet ring (silver)					£345.00			
	Classic signet ring (gold)					£495.00			
	Classic signet ring (white gold)					£525.00			
	Classic round pendant (silver)					£245.00			
	Classic round pendant (gold)					£475.00			
	Classic round pendant (white gold)					£495.00			
	Classic heart pendant (silver)					£295.00			
	Classic heart pendant (gold)					£495.00			
	Classic heart pendant (white gold)					£525.00			
	Classic earrings (silver)					£195.00			
	Classic earrings (gold)					£345.00			
	Classic earrings (white gold)					£395.00			
	Classic cufflinks (silver)					£395.00			
	Classic cufflinks (gold)					£795.00			
	Classic cufflink (white gold)					£845.00			
	Classic charm bead (silver)					£125.00			
	Classic charm bead (gold)					£175.00			
	Classic charm bead (white gold)					£195.00			
	* NB: where fees are based on pass-through of suppliers' costs, these may be subject to change								
<b>C3</b>	<b>Cemetery</b>								
	Residents Fees (Parkside, Holtspur and Shepherds Lane) - a double fee surcharge is applicable to non residents								
	<b>Burials</b>								
	<b>Earthen Grave</b>								
	All Plots (1 - 2 full burials)	£910.00				£992.00			
	<b>Woodland Burials</b>								
	Plot (1 - 2 burials)	£910.00				£992.00			
	Children's Plot	£160.00				£174.00			
	Interment fee (no charge for under 18's)	£144.00				£157.00			
	<b>Cremation Plots</b>								
	Cremated Remains								
	Plot for 4 interments					£550.00			
	<b>Woodland Area</b>								
	Plot (2 interments)	£370.00				£403.30			
	Interment fee (no charge for under 18's)	£144.00				£157.00			
	Grave Preparation Fees (Cremated Remains)	£165.00				£246.00			
	<b>Memorial Permits</b>								
	Flat tablets and Wedges	£106.00				£115.50			
	Additional Inscription	£79.00				£86.10			
	Small tablets and Wedges 1ft sq or less (Woodland)	£54.00				£58.90			
	Headstones (Holtspur/Shepherds Lane)	£170.00				£185.30			
	Full size Kerb stones (Holtspur/Shepherds Lane)	£116.00				£126.40			
	Small Headstone & Kerb (Children's Sections only - Holtspur)	£172.00				£187.50			
	<b>Other Charges</b>								
	Book of Remembrance (per line)	£30.00				£32.70			
	1 further interment on existing plot	£320.00				£348.80			
	Transfer fee	£79.00				£86.10			
	Copy of Deed	£37.00				£40.30			
	Interment of Ashes in grave (Holtspur/Shepherds Lane)	£320.00				£348.80			
	Tree (Incl planting & aftercare - Holtspur)	£740.00				£806.60			
	<b>Memorial Gardens</b>								
	<b>(surcharges applicable to non-residents £103)</b>								
	Centre of lawn (1)	£365.00				£397.90			
	Edge of shrubbery AC	£1,050.00				£1,144.50			
	Edge of shrubbery SH6	£980.00				£1,068.20			
	Main Avenue Trees (4)	£2,120.00				£2,310.80			
	B 6 G-H (4)	£2,225.00				£2,425.30			
	C Section - Standard Rose (4)	£2,070.00				£2,256.30			
	E 5 A (4)	£2,020.00				£0.00			
	E 5 F (2)	£1,050.00				£1,144.50			
	G 121-145 Edge of Shrubbery	£980.00				£1,068.20			
	Garden H Section 60 C (4)	£2,020.00				£2,201.80			
	Garden H Section 60 D (4)	£2,020.00				£2,201.80			
	Garden H Section 92 B (4)	£2,020.00				£2,201.80			
	KG Colonnade	£2,545.00				£2,774.10			
	L 19 A-B (2)	£2,120.00				£2,310.80			
	L230-233, 236, 237-241 (2) & L7C	£1,800.00				£1,962.00			
	L234-235 partial view lake/golf course (4)	£3,130.00				£3,411.70			
	M Gardens M265-298, M420-440 (2)	£1,800.00				£1,962.00			
	M Shrubs M 315 B-E, M 310 A-B, M 309 (4)	£4,995.00				£5,444.60			
	M 441-450 (2)	£980.00				£1,068.20			
	NG 2-14	£6,900.00				£7,521.00			
	NG 2-14 with stone bench	£7,930.00				£8,643.70			
	NR & N	£3,700.00				£4,033.00			
	Oak Dell Scattering (1)	£247.00				£269.20			
	O1-10 Edge of Shrubbery (2)	£980.00				£1,068.20			
	P204-255 Edge of Shrubbery (2)	£980.00				£1,068.20			
	R54 Gated Garden (6)	£5,050.00				£5,504.50			
	R55 Gated Garden (8)	£6,080.00				£6,627.20			
	R60-65 Magnolia (4)	£2,440.00				£2,659.60			
	R70-R110 Edge of Shrubbery (2)	£980.00				£1,068.20			
	Sum-Ho 31, 32, 34, 35 (2)	£1,800.00				£1,962.00			



Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	JN 61 & 98 (2)								£1,853.00
	JS 36 & 138 (2)								£1,853.00
	KC125A (4)								£4,905.00
	SH4 143A (2)								£1,145.00
	SH5 1-14 (2)								£1,063.00
	Bespoke family gardens available, starting from	£6,695.00							£7,297.60
	Other Fees								
	Interment Fee (no charge for under 18's)	£144.00							£157.00
	Grave Preparation	£165.00							£179.90
	Plaques Staked (Wording over 60 letter £1 each)	£180.00							£196.20
	Out of Area fee, applies to plot purchase	£106.00							£115.50
	Out of Area fee, applies to interment fees	£106.00							£115.50
	Plaques Mounted (Wording over 60 letter £1 each)	£230.00							£250.70
	Plaque refurbishment	£53.00							£61.30
	Book of Remembrance	£30.00							£32.70
	Transfer ashes to Biodegradable Container	£27.00							£29.40
	Wicker casket white								£125.00
	Wicker casket natural								£100.00
	Licence Transfer Fee (Owner Deceased)	£79.00							£86.10
	Licence Reprint (Add Name)	£37.00							£40.30
	Memorial Wall Plaque & Licence 6X2	£145.00							£158.10
	Memorial Wall Plaque & Licence 6X4 Z area	£290.00							£316.10
	Relicence fee each	£320.00							£348.80
	Relicence fee for Scattering Lawn (1)	£120.00							£130.80
	Grave buy back 10% or £150 whichever is greater	£160.00							£174.40
	Memorial Seat - renewable lease	£300.00							£327.00
	Maintenance of Individual Garden	POA							POA
	Trees for Sale (from)	POA							POA
	Benches	POA							POA
	Plaque on Communal Bench Plaque - 5 year licence								£400.00
	Bench Maintenance (coat with teak oil)	£53.00							£57.80
	Carved lettering	POA							POA
	Stone Benches – straights	POA							POA
	Stone Benches – curved	POA							POA
	Venue for wedding photographs	£48.00							£52.30
	Venue for filming per day from	£550.00							£599.50
	<b>Memorial Trees</b>								
	<b>Memorial Trees &amp; Shrubs starting from £500</b>								POA
	Pink-flowering Hawthorne incl. plaque, in R section	£740.00							£806.60
	Avenue tree, no interments	£950.00							£1,035.50
	<b>(Great Missenden Cemetery)</b>								
	<b>Fees for the Use of the Cemetery for Interments:</b>								
	<b>* a double fee surcharge is applicable to non-residents</b>								
	In the graves for which no exclusive right of burial has been granted								
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£0.00							£0.00
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£116.00							£126.40
	iii) A person whose age at the time of death exceeded eighteen years *	£254.00							£276.90
	iv) For any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£116.00							£126.40
	In a grave or vault for which an exclusive right of burial has been granted								
	i) A stillborn child, or a person whose age at the time of death did not exceed one month *	£0.00							£0.00
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£116.00							£126.40
	iii) A person whose age at the time of death exceeded eighteen years *	£254.00							£276.90
	iv) For any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	£116.00							£126.40
	Transfer of ownership of Exclusive Right of Burial	£67.00							£73.00
	<b>Exclusive Rights of Burial in Perpetuity in an Earthen Grave</b>								
	i) One Plot	£433.00							£472.00
	ii) Two Plots	£743.00							£809.90
	iii) Three Plots	£1,020.00							£1,111.80
	<b>Monuments, Gravestones, Tablets and Monumental Inscriptions</b>								
	For the right to erect:								
	i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	£180.00							£196.20
	ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	£180.00							£196.20
	iii) Any inscription after the first on a gravestone, tablet or memorial *	£96.00							£104.60
	Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	£144.00							£157.00
	Burial of Cremated remains *	£116.00							£126.40

\* NB: where fees are based on pass-through of suppliers' costs, these may be subject to change

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
<b>Licensing</b>									
<b>L1 Personal Licence - Statutory Fees</b>									
	Personal Licence Application	£37.00				£37.00			
	Copy Personal Licence	£10.50				£10.50			
	Change of name or address notification for Personal Licence	£10.50				£10.50			
<b>L2 Street Trading (fee set by Zone)</b>									
	Consent Daytime (Annual)		£6,775.00				£6,775.00		
	Consent Evening (Annual)		£4,246.00				£4,246.00		
	Consent Wendover (Annual)		£2,121.00				£2,121.00		
	Kingsbury Pavement licence application fee (Annual)		£616.00				£616.00		
	Kingsbury Pavement licence application fee – annual renewal fee		£616.00				£616.00		
	Street Trading Consent: per day or part Monday-Thursdays.			£33.00				£33.00	
	Street Trading Consent: per day or part Friday - Sunday.			£52.00				£52.00	
	Street Trading day time trading hourly rate								£1.65
	Street Trading night time trading hourly rate								£2.00
	Street Trading Consent: Application Fee			£66.00				£66.00	£144.00
<b>L3 Scrap Metal</b>									
	Scrap Metal site – new application (3 year licence)	£488.33				£532.00			
	Scrap Metal site – renewal (3 year renewal)	£396.00				£432.00			
	Scrap Metal Collectors – new application (3 year licence)	£297.67				£324.00			
	Scrap Metal Collectors – renewal (3 year licence)	£225.33				£246.00			
	Variation of licence type i.e. change from site to collector	£161.00				£175.00			
	Variation of licence i.e. name, site address, named site managers	£60.00				£65.00			
	Reprint of licence	£32.00				£35.00			
	Vehicle window cards	£45.40				£49.00			
	Application assistance	£83.00				£90.00			
<b>Hackney Carriage/Private Hire Vehicle Licences</b>									
Buckinghamshire Council fee (July 21)									
	One year Hackney Carriage Vehicle Licence Grant	£176.00				£176.00			
	One year Hackney Carriage Vehicle Licence Renewal	£152.00				£152.00			
	One year Private Hire Vehicle Licence Grant	£183.00				£183.00			
	One year Private Hire Vehicle Licence Renewal	£159.00				£159.00			
	Replacement internal licence	£18.00				£18.00			
	Replacement plate	£24.00				£24.00			
	Replacement plate, holder and door stickers	£33.00				£33.00			
	Replacement paperwork	£18.00				£18.00			
	Transfer of Vehicle (from one owner to another)	£64.00				£64.00			
	Insurance vehicle/change of vehicle	£51.00				£51.00			
	Change of details	£18.00				£18.00			
	Vehicle MOT/compliance test at Pembroke Road testing centre	£56.00				£56.00			
	Vehicle retest at Pembroke Road testing centre (not tested within statutory free retest period)	£26.00				£26.00			
	Non-attendance of a booked vehicle inspection at Pembroke Road testing centre	£75.00				£75.00			
<b>Operators Licences</b>									
	one vehicle only - one year	£228.00				£228.00			
	one vehicle only - five years	£285.00				£285.00			
	under 10 vehicles - one year	£303.00				£303.00			
	under 10 vehicles - five year	£559.00				£559.00			
	under 50 vehicles - one year	£341.00				£341.00			
	under 50 vehicles - five year	£927.00				£927.00			
	50+ Vehicles - One Year	£379.00				£379.00			
	50+ Vehicles - Five Years	£1,457.00				£1,457.00			
	Replacement Licence	£18.00				£18.00			
	replacement paperwork	£18.00				£18.00			
	Variation of licence	£55.00				£55.00			
<b>Drivers' Licences</b>									
	Three Year Hackney Carriage Drivers Licence Grant	£303.00				£303.00			
	Three Year Hackney Carriage Drivers Licence Renewal	£303.00				£303.00			
	Three Year Private Hire Vehicle Drivers Licence Grant	£303.00				£303.00			
	Three Year Private Hire Vehicle Drivers Licence Renewal	£303.00				£303.00			
	Three year dual private hire/hackney carriage licence	£303.00				£303.00			
	Three year renewal dual	£303.00				£303.00			
	Extension of licence (visa)	£53.00				£53.00			
	Change of details	£22.00				£22.00			
	Initial Enhanced Disclosure and Barring Service check	£55.00				£55.00			
	Replacement identity badge	£42.00				£42.00			
	Replacement paperwork	£14.00				£14.00			
<b>L10 Animal Licensing (fee set by Zone)</b>									
	Home Boarding of Dogs								
	New licence		£290.00	£294.11	£520.00				
	Home Boarding (as additional activity)	£165.00		N/A	£200.00				
	Renewal Home Boarding	£290.00		£294.11	£520.00				
	Variation fee	£115.00		£136.92	£400.00				
	Reinspection fee	£115.00		£136.92	£400.00				
<b>L11 Animal Boarding Establishment (fee set by Zone)</b>									
	New Licence	£357.00		£362.00	£520.00				
	Animal Boarding Establishment Licence Fee (as additional activity)	£230.00		N/A	£200.00				
	Renewal Animal Boarding	£357.00		£362.00	£520.00				
	Variation fee	£115.00		£136.92	£400.00				
	Reinspection fee	£115.00		£136.92	£400.00				
<b>L12 Dog Breeding (fee set by Zone)</b>									
	New Licence (Plus Vet fees)	£335.00		£160.78	£520.00				
	Breeding of Dogs Licence Fee (as additional activity) (plus vet fees)	£208.00		N/A	£200.00				
	Renewal Dog Breeding	£335.00		£160.78	£520.00				
	Variation fee	£115.00		£39.37	£400.00				
	Reinspection fee	£115.00		£136.92	£400.00				
<b>L13 Pet Shops (fee set by Zone)</b>									
	Pet Shop Licence Fee	£357.00		£362.21	£520.00				
	Pet Shop Licence Fee (as additional activity)	£230.00		N/A	£200.00				

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Renewal		£357.00	£362.21	£520.00				
	Variation fee		£115.00	£136.92	£400.00				
	Reinspection fee		£115.00	£136.92	£400.00				
<b>L14</b>	<b>Riding Establishments (fee set by Zone)</b>		£0.00	£0.00	£0.00				
	New Licence plus vet fees (plus vet fees)		See below	£160.78	£520.00				
	New Licence (as additional activity) (plus vet fees)		See below	N/A	£200.00				
	Renewal of Riding establishments (plus vet fees)		See below	£160.78	£520.00				
	Hiring of Horses (up to 10 horses) (plus vet fees)		£355.00	£160.78	£520.00				
	Hiring of Horses (up to 10 horses) as additional activity (plus vet fees)		£230.00	N/A	£200.00				
	Hiring of Horses (10-20 horses) (plus vet fees)		£400.00	£160.78	£520.00				
	Hiring of Horses (10-20 horses) as additional activity (plus vet fees)		£272.00	N/A	£200.00				
	Hiring of Horses (over 20 horses) (plus vet fees)		£442.00	£160.78	£520.00				
	Hiring of Horses (over 20 horses) as additional activity (plus vet fees)		£315.00	N/A	£200.00				
	Hiring of Horses – additional horse admin fee		£15.00	N/A	N/A				
	Variation fee (plus vet fees)		£115.00	£39.37	£400.00				
	Reinspection fee (plus vet fees)		£115.00	£136.92	£400.00				
<b>L15</b>	<b>Keeping or Training Animals for Exhibition (fee set by Zone)</b>								
	Keeping or Training Animals for Exhibit (New)		£227.00	£264.66	£520.00				
	Keeping or Training Animals for Exhibit (as additional activity)		£163.00	N/A	£200.00				
	Keeping or Training Animals for Exhibit (renewal)		£227.00	£264.66	£520.00				
	Variation fee		£115.00	£136.92	£400.00				
	Reinspection fee		£115.00	£136.92	£400.00				
	*may incur additional vet fees								
<b>L16</b>	<b>Dangerous Wild Animals (fee set by Zone)</b>								
	New Licence (Plus Vet fees)		£410.00	£400.00	£710.00				
	Renewal (Plus Vet fees)		£261.00	£150.00	£453.00				
<b>L17</b>	<b>Zoo Licence (fee set by Zone)</b>								
	Zoo Licence (New) (plus vet fee)		£666.00	N/A	£1,236.00				
	Zoo Licence (Renewal) (plus vet fee)		£666.00	N/A	N/A				
	Administration Fee – replacement licence, change of address etc.		£27.00	N/A	N/A				
	REPLACING THOSE ABOVE (rows L11 - L17) with below:								
	Arranger of boarding of dogs or cats					£580.72			
	Arranger - additional host					£145.47			
	Cattery					£580.93			
	Dog breeding - less than 10 dogs					£595.66			
	Dog breeding - 10 -19 dogs					£781.04			
	Dog breeding - 20 or more dogs					£846.23			
	Dog day care					£627.48			
	Dangerous wild animal (DWA) - new application					£598.39			
	Dangerous wild animal (DWA) - renewal application					£451.47			
	Keeping or training animals for exhibition					£582.02			
	Homeboarding - dog					£580.72			
	Kennel					£595.66			
	Pet Sales (one category of animal - mammals, reptiles, birds, fish)					£598.39			
	Pet Sales (per additional category of animal - mammals, reptiles, birds, fish)					£86.92			
	Hiring of horses - less than 10 horses					£573.84			
	Hiring of horses - 10-19 horses					£732.42			
	Hiring of horses - 20 or more horses					£865.59			
	hiring of horses - 40 or more horses					£1,119.10			
	Licence variation - paperwork only					£29.09			
	Licence variation inspection and paperwork					£145.47			
	Multiple activities (per additional licensable activity)					£250.93			
	Zoo - new application					£969.36			
	Zoo - renewal application					£991.09			
	Administration activity e.g. replacement paper licence					£29.09			
	Vet fees are charged in addition to application fees (where applicable)								
	Where an expert opinion is required to aid officer decision making the Council can appoint a vet to assist with this process and recharge this to the applicant								

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	<b>Gambling Act fees</b>								
	<b>Large Casino</b>								
	App. Fee	£8,895				£	9,696		
	Annual fee	£6,671				£	7,271		
	Transfer	£1,475				£	1,608		
	Variation	£3,595				£	3,919		
	Prov statement	£8,895				£	9,696		
	Re-instatement	£1,475				£	1,608		
	Lic app(Prov Statement)	£3,595				£	3,919		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Small Casino</b>								
	App. Fee	£8,000				£	8,000		
	Annual fee	£5,000				£	5,000		
	Transfer	£1,475				£	1,608		
	Variation	£3,595				£	3,919		
	Prov statement	£8,000				£	8,000		
	Re-instatement	£1,475				£	1,608		
	Lic app(Prov Statement)	£3,000				£	3,000		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Bingo Hall</b>								
	App. Fee	£2,112				£	2,302		
	Annual fee	£555				£	605		
	Transfer	£690				£	752		
	Variation	£1,072				£	1,168		
	Prov statement	£2,112				£	2,302		
	Re-instatement	£690				£	752		
	Lic app(Prov Statement)	£690				£	752		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Adult Gaming Centre</b>								
	App. Fee	£1,512				£	1,648		
	Annual fee	£533				£	581		
	Transfer	£690				£	752		
	Variation	£702				£	765		
	Prov statement	£1,512				£	1,648		
	Re-instatement	£690				£	752		
	Lic app(Prov Statement)	£690				£	752		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Betting premises (Track)</b>								
	App. Fee	£1,723				£	1,878		
	Annual fee	£611				£	666		
	Transfer	£690				£	752		
	Variation	£789				£	860		
	Prov statement	£1,723				£	1,878		
	Re-instatement	£690				£	752		
	Lic app(Prov Statement)	£690				£	752		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Family Entertainment Centre</b>								
	App. Fee	£1,512				£	1,648		
	Annual fee	£533				£	581		
	Transfer	£690				£	752		
	Variation	£702				£	765		
	Prov statement	£1,512				£	1,648		
	Re-instatement	£690				£	752		
	Lic app(Prov Statement)	£690				£	752		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Betting Premises (Other)</b>								
	App. Fee	£1,956				£	2,132		
	Annual fee	£415				£	452		
	Transfer	£690				£	752		
	Variation	£1,072				£	1,168		
	Prov statement	£1,956				£	2,132		
	Re-instatement	£690				£	752		
	Lic app(Prov Statement)	£690				£	752		
	Licence copy	14				£	15		
	Notice of change	28				£	31		
	<b>Temporary Use Notice</b>								
	Grant fee	395				£	431		
	Copy of Notice	14				£	15		
	Notification of Change	28				£	31		
	<b>Licensed Premises Gaming Machine Permit (statutory fee)</b>								
	New Applications	£150.00					£150.00		
	Variation	£100.00					£100.00		
	Transfer	£25.00					£25.00		
	Annual Fee	£50.00					£50.00		
	Change of name	£25.00					£25.00		
	Copy of Permit	£15.00					£15.00		
	<b>Licensed Premises Automatic Notification Process (statutory fee)</b>								
	On notification	£50.00					£50.00		
	<b>Club Gaming Permits (statutory fee)</b>								
	New Application	£200.00					£200.00		
	Grant (Club Premises Certificate holder)	£100.00					£100.00		
	Variation	£100.00					£100.00		
	Renewal	£200.00					£200.00		
	Renewal (Club Premises Certificate holder)	£100.00					£100.00		
	Annual Fee	£50.00					£50.00		

Ref	Service	All Buckinghamshire areas £				All Buckinghamshire areas £			
		Aylesbury Vale	Chiltern & South Bucks	Wycombe	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Wycombe	
	Copy of Permit								
	Renewal - Fast Track Clubs								
	Renewal - Transitional Application Fee								
	<b>Club Machine Permits (statutory fee)</b>								
	New Application								
	Grant (Club Premises Certificate holder)								
	Variation								
	Renewal								
	Renewal (Club Premises Certificate holder)								
	Annual Fee								
	Copy of Permit								
	Renewal - Fast Track Clubs								
	Renewal - Transitional Application Fee								
	<b>Family Entertainment Centre Gaming Machine Permits (statutory fee)</b>								
	Grant								
	Renewal								
	Existing operator Grant								
	Change of name								
	Copy of Permit								
	<b>Prize Gaming Permits (statutory fee)</b>								
	Grant								
	Renewal								
	Existing operator Grant								
	Change of name								
	Copy of Permit								
	<b>Small Lotteries &amp; Amusement for Raffles (statutory fee)</b>								
	Registration								
	Annual Fee								
<b>L34</b>	<b>Sex Establishments/Sexual Entertainment Venues (fee set by Zone)</b>								
	Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.								
	Grant of Licence								
	Annual Renewal of Licence								
	Non Contested Sex Establishment licence (Renewal)								
	Transfers								
	Variations								
<b>L35</b>	<b>Other Licensing - miscellaneous (fee set by Zone)</b>								
	Registration of:- Acupuncturists, Tattooists, Ear Piercing and Electrolysis Premises								
	Additional Operator at New Acupuncture/ Ear Piercing/ Tattooing/ Electrolysis Business (One Operator)								
	Additional Operator at Existing Acupuncture / Ear Piercing/ Tattooing/ Electrolysis Business (One Operator)								
	<b>Licensing Act 2003 Fees – Statutory Fees</b>								
<b>L36</b>	<b>New Premises/Club Premises/Variation applications (NDRV)</b>								
	Band A 0 - £4,300								
	Band B £4,300 - £33,000								
	Band C £33,000 - £87,000								
	Band D £87,000 - £125,000								
	Band D* £87,000 - £125,000								
	Band E £125,001 – and above								
	Band E* £125,001 – and above								
	Applications for Minor variations to Premises Licences or Club Premises Certificate								
	Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences								
	Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.								
<b>L37</b>	<b>New Premises /Club Premises Applications / Variation applications – Additional Fees (NDRV)</b>								
	Where 5000 or more people will be on the premises the following additional fees are payable:-								
	5,000 – 9,999								
	10,000 – 14,999								
	15,000 – 19,999								
	20,000 – 29,999								
	30,000 – 39,999								
	40,000 – 49,999								
	50,000 – 59,999								
	60,000 – 69,999								
	70,000 – 79,999								
	80,000 – 89,999								
	90,000 and over								
<b>L38</b>	<b>Annual Maintenance Fees - Premises /Club Premises (NDRV)</b>								
	Band A 0 - £4, 300								
	Band B £4,300 - £33,000								
	Band C £33,000 - £87,000								
	Band D £87,000 - £125,000								
	Band D* £87,000 - £125,000								
	Band E £125,001 – and above								
	Band E* £125,001 – and above								

Ref	Service	All				All			
		Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe	Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
<b>L39</b>	<b>Additional Annual Maintenance Fees (NDRV)</b>								
	Where 5000 or more people will be on the premises the following additional fees are payable:-								
	5,000 – 9,999	£500.00			£500.00				
	10,000 – 14,999	£1,000.00			£1,000.00				
	15,000 – 19,999	£2,000.00			£2,000.00				
	20,000 – 29,999	£4,000.00			£4,000.00				
	30,000 – 39,999	£8,000.00			£8,000.00				
	40,000 – 49,999	£12,000.00			£12,000.00				
	50,000 – 59,999	£16,000.00			£16,000.00				
	60,000 – 69,999	£20,000.00			£20,000.00				
	70,000 – 79,999	£24,000.00			£24,000.00				
	80,000 – 89,999	£28,000.00			£28,000.00				
	90,000 and over	£32,000.00			£32,000.00				
<b>L40</b>	<b>Other Fees Payable</b>								
	Supply of Copies of Information Contained in Register								
	Application for Copy of Licence	£10.50			£10.50				
	Provisional Statement Applications	£315.00			£315.00				
	Replacement Licence after loss/theft	£10.50			£10.50				
	Notification of change of name or address	£10.50			£10.50				
	Application to vary a Designated Premises Supervisor	£23.00			£23.00				
	Transfer of a premises licence/club premises certificate	£23.00			£23.00				
	Interim Authority Notice	£23.00			£23.00				
	Notification of Interest by Freeholder	£21.00			£21.00				
	Temporary Event Notices	£21.00			£21.00				
	Application for Notice on theft, loss etc of Temporary Event Notice	£10.50			£10.50				
<b>L41</b>	<b>Public Space Protection Order</b>								
	Breach of order, Fixed Penalty Notice - paid within 10 days	£60.00			£60.00				
	Breach of order, Fixed Penalty Notice - paid within 10-14 days	£100.00			£100.00				

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Culture, Sports &amp; Leisure</b>			
<b>C1</b>	<b>Leisure</b>			
	<b>Wycombe Park Events</b>			
	Community Events - operating day		£243.00	£265.00
	Hazlemere 6s		£348.00	£379.00
	Commercial Events		By negotiation	By negotiation
	Fairs / Circus - operating day		£407.00	£444.00
	Hebborns Small Childs Fair - operating day		£82.50	£90.00
	Commercial Photography - operating day		£144.00	£157.00
	Commercial Filming - operating day		By negotiation	By negotiation
	<b>Higginson Park</b>			
	Mooring - per night		£15.50	£17.00
	Traylens		£3,440.00	£3,750.00
	<b>Regular Activities</b>			
	Tuesday Club		£8.10	£8.80
	Tuesday Club - 10 Week Booking		£76.00	£81.00
	Tuesday Club - Half Session		£4.10	£4.50
	Thursday Club		£6.60	£7.20
	Thursday Club - 10 Week Booking		£62.00	£67.00
	Thursday Club - Half Session		£4.10	£4.45
	Thursday Club - Swimming Only (10 Session Block)		£72.00	£77.00
	Doorways		£6.30	£6.90
	<b>Events on Aylesbury Vale area land - Per Week</b>			
	Regular Activity i.e. Commercial Fitness trainer / personal trainer 1 or 2 sessions per week.		£12.73	£14.00
	Regular Activity - 3 or 4 sessions per week.		£20.40	£22.00
	Regular Activity - 5 or more sessions per week.		£26.70	£29.00
	<b>Events on Aylesbury Vale area land - Per Day</b>			
	Birthday party with only a small bouncy castle or small gazebo (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£33.40	£36.00
	Birthday party with a large bouncy castle, marquee or other equipment (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£67.00	£73.00
	Mini Event (up to 200 people per day)		£127.50	£139.00

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	Small event (i.e. expected attendance up to 400 people per day)		£271.00	£295.00
	Medium sized event (expected attendance of up to 999 per day)		£372.00	£405.00
	Fair or ticketed event and also other events with expected attendance over 1000 per day.		£541.00	£590.00
	Get in/out days (for events which require the use of the land on days either side of the event day to set up and /or clear down)		£135.00	£147.00
	Large commercial events		By negotiation	By negotiation
	<b>Filming Admin Fee</b>			
	Crew - Up to 10 People			£50.00
	Crew - 10 to 20 People			£100.00
	Crew - 20 to 50 People			£150.00
	Crew - 50 to 75 People			£200.00
	Crew - 75 to 100 People			£250.00
	Crew - 100 to 150 People			£250.00 - £500.00
	Crew - Over 150 People			By negotiation
	Student / Charity - up to 10 People			No fee
	Student / Charity - 10 to 20 People			£25.00
	News Crews - Accredited			No fee
	Officer Time	Per hour		£75.00
	Drone Permission	Per day		£150.00
<b>C7</b>	<b>Country Parks - CSL</b>			
	Timber sales available on request		By negotiation	By negotiation
	<b>Car parking</b>			
	Black Park (prices are not inclusive of RingGo fee, if used)	0-2 hours	£3.80	£3.90
		2-4 hours	£4.60	£4.70
		4+ hours	£5.60	£5.70
	Black Park Early bird (before 9.00am) - (prices are not inclusive of RingGo fee, if used)	2 hours	£2.80	£2.90
	Denham & Langley Park (prices are not inclusive of RingGo fee, if used)	0-3 hours	£3.80	£3.90
		3+ hours	£4.60	£4.70
	Annual Parking Permit (Black Park, Langley Park & Denham) - 1 car	Yearly( 1 veh)	£60.00	£66.00
	- 2 cars	Yearly( 2 veh)	£70.00	£81.00
	- 3 cars	Yearly( 3 veh)	£80.00	£96.00
	Annual Parking Permit Replacement (Black Park, Langley Park & Denham)	per permit	£10.00	£11.00
	Annual Parking Permit Change (Black Park, Langley Park & Denham)	per permit	£10.00	£11.00
	Filming Rights fees - available on request		By negotiation	By negotiation
	<b>Fishing permits (Black Park) - Prices not inclusive of Eventbrite fee</b>			
	Adult (age 17-64) Annual pass	annual	£60.00	£65.00
	Adult (age 17-64) Day pass	day ticket	£6.00	£7.00
	Concessionary (disabled, age 12-17 or 65+)	annual	£45.00	£49.00
	<b>Annual pass - Prices not inclusive of Eventbrite fee</b>			
	Concessionary - Day pass	day ticket	£4.50	£5.00
	Child (under 12 years) Annual pass	annual	£10.00	£11.00
	Child (under 12 years) Day pass	day ticket	£1.00	£1.00
	<b>Room Hire</b>			
	Foxley Copse	Full day	£113.30	£123.00
	Meadow View	Full day	£113.30	£123.00
	Orienteering pack at Black Park on site	Per Item	£1.50	£1.60
	Events - Price on event		By negotiation	By negotiation



Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
<b>C8</b>	<b>Libraries - CSL</b>			
	<b>Membership</b>			
	Joining the library		No fee	No fee
	Replacement library card		£2.60	£2.80
	Annual subscription for Reading Groups		£25.00	£25.00
	<b>Reservations</b>			
	All reservations from Buckinghamshire libraries		£0.60	£1.00
	Books from SELMS (South East libraries consortium) libraries		£3.00	£3.00
	Books from non-SELMS (South East libraries consortium) libraries		£7.50	£8.00
	Vocal scores and orchestral sets from Buckinghamshire libraries (up to 40 copies per set)		£20.60	£22.00
	<b>Notifications</b>			
	Postal notification for reservations and overdue		£1.00	£1.10
	Email notification for reservations and overdue		No fee	No fee
	<b>Loans</b>			
	<b>Audiobooks (3 weeks)</b>			
	1 - 4 tape or CD set		£1.30	£1.40
	5 - 11 tape or CD set		£2.30	£2.50
	12+ tape or CD set		£3.30	£3.60
	Playaways		£2.30	£2.50
	<b>DVDs (1 week)</b>			
	Blue category DVD		£1.60	£1.70
	Red category DVD		£2.90	£3.20
	<b>Overdue Charges - Per day</b>			
	Children's books		£0.05	£0.05
	Maximum total charge per item		£1.05	£1.10
	Adults' books		£0.25	£0.30
	Maximum total charge per item		£5.25	£5.70
	DVDs		£0.50	£0.50
	Maximum total charge per item		£10.50	£11.40
	Reading Group sets		£1.00	£1.10
	Maximum total charge per item		£21.00	£22.90
	Vocal scores and orchestral sets		£1.00	£1.10
	Maximum total charge per item		£21.00	£22.90
	All other items		£0.25	£0.30
	Maximum total charge per item		£5.25	£5.70
	Lost or damaged items are charged at cost of replacing		At cost	At cost
	<b>Printing</b>			
	A4 Black and White		£0.20	£0.20
	A4 Colour		£0.50	£0.50
	A3 Black and White		£0.30	£0.30
	A3 Colour		£0.80	£0.90
	<b>Scanning</b>			
	1 page		£1.00	£1.10
	Each subsequent page		£0.25	£0.30

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Meeting Rooms</b>			
	Flipboard and Pen Hire- All rooms		£3.70	£4.00
	Touchscreen - All rooms		£10.60	£11.60
	<b>Aylesbury Library</b>			
	<b>Large Meeting Room - Clipsham Room (16 seated)</b>			
	Concessionary use		£12.00	£13.10
	Standard use		£17.00	£18.50
	<b>Small Meeting Room (6 seated)</b>			
	Concessionary use		£10.00	£10.90
	Standard use		£13.00	£14.20
	<b>Beaconsfield Library</b>			
	<b>Beaconsfield Meeting Room (6 seated conference style)</b>			
	Concessionary use		£10.00	£10.90
	Standard use		£12.00	£13.10
	<b>Bourne End Community Library</b>			
	<b>Jackson Mill Room (35 seated conference style)</b>			
	Concessionary use		£13.40	£14.60
	Standard use		£17.50	£19.10
	<b>Soho Mill Room (35 seated conference style)</b>			
	Concessionary use		£13.40	£14.60
	Standard use		£17.50	£19.10
	<b>Charges to hire both rooms, connected (up to 100 people + garden access)</b>			
	Concessionary use		£19.60	£21.40
	Standard use		£26.80	£29.20
	<b>Lantern Room (25 seated conference style)</b>			
	Concessionary use		£10.30	£11.20
	Standard use		£13.40	£14.60
	<b>Buckingham Library</b>			
	<b>Community Room (29 chairs)</b>			
	Concessionary use		£11.30	£12.30
	Standard use		£15.50	£16.90
	<b>Meeting Room (25 seated theatre style)</b>			
	Concessionary use		£11.30	£12.30
	Standard use		£15.50	£16.90
	<b>Burnham Community Library</b>			
	<b>Large Meeting Room (60 seated theatre style)</b>			
	Concessionary use		£8.20	£8.90
	Standard use		£24.70	£26.90
	<b>Small Meeting Room (50 seated theatre style)</b>			
	Concessionary use		£8.20	£8.90
	Standard use		£21.60	£23.50
	<b>Chesham Library</b>			
	<b>Harding Room (25 seated theatre style)</b>			
	Concessionary use		£14.00	£15.30
	Standard use		£16.00	£17.40
	<b>Small Meeting Room (4-5 seated)</b>			
	Concessionary use		£6.50	£7.10
	Standard use		£9.50	£10.40
	<b>Tardis Room (8 seated)</b>			
	Concessionary use		£6.50	£7.10
	Standard use		£9.50	£10.40
	<b>High Wycombe Library</b>			
	<b>David Shakespeare Room (35-40 people)</b>			
	Concessionary use		£18.50	£20.20
	Standard use		£25.80	£28.10

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Margaret Dewar Room (35-40 people)</b>			
	Concessionary use		£18.50	£20.20
	Standard use		£25.80	£28.10
	<b>Charges to hire both rooms, connected (80 people)</b>			
	Concessionary use		£37.10	£40.40
	Standard use		£51.50	£56.10
	<b>Wessex Room (5-6 people)</b>			
	Concessionary use		£11.30	£12.30
	Standard use		£18.50	£20.20
	<b>Marlow Library</b>			
	<b>Marlow Library Meeting Room</b>			
	Concessionary use		£10.00	£10.90
	Standard use		£13.00	£14.20
	<b>Micklefield Library</b>			
	<b>Large Meeting Room (40 theatre style)</b>			
	Concessionary use		£9.20	£10.00
	Standard use		£13.00	£14.20
	<b>Small Meeting Room (6 seated)</b>			
	Concessionary use		£7.20	£7.80
	Standard use		£10.00	£10.90
	Kitchen		£4.60	£5.00
	<b>Princes Risborough Library</b>			
	<b>Princes Risborough Library Meeting Room</b>			
	Concessionary use		£13.00	£14.20
	Standard use		£18.00	£19.60
	<b>Wendover Community Library</b>			
	<b>Meeting Room (35-40 people)</b>			
	Concessionary use		£10.80	£11.80
	Standard use		£18.20	£19.80
	<b>Small Meeting Room (8 people 1st floor)</b>			
	Concessionary use		£10.80	£11.80
	Standard use		£18.20	£19.80
	<b>Schools Library Service</b>			
	<b>Primary Schools/Academies</b>			
	Full Primary package (1 project collection per class per term)	price per pupil	£6.00	£6.00
	<b>Additional options</b>			
	Project Collections - 1-4 Boxes	price per box	£65.00	£65.00
	Project Collections - 5-8 Boxes	price per box	£62.50	£62.50
	Project Collections - 9-12 Boxes	price per box	£58.00	£58.00
	Project Collections - 13-25 Boxes	price per box	£55.00	£55.00
	Project Collections - 26+ Boxes	price per box	£50.00	£50.00
	<b>Artefact Collections</b>			
	Artefact Collection hire - members		£40.00	£40.00
	Artefact Collection hire - non-members		£50.00	£50.00
	Artefact Bundle Hire (Artefact Box + up to 10 books) - members		£50.00	£50.00
	Artefact Bundle Hire (Artefact Box + up to 10 books) - non-members		£65.00	£65.00
	<b>Themed Boxes and Storysacks</b>			
	Puppet-themed project box (4 week hire) - members		£40.00	£40.00
	Puppet-themed project box (4 week hire) - non-members		£50.00	£50.00
	Storysack (4 week hire) - members		£40.00	£40.00
	Storysack (4 week hire) - non-members		£50.00	£50.00

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Secondary Schools</b>			
	Pick and Mix' Services - 4-10 stars	price per star	£125.00	£125.00
	Pick and Mix' Services - 11-30 stars	price per star	£120.00	£120.00
	Pick and Mix' Services - 31+ stars	price per star	£115.00	£115.00
	<b>Professional Consultancy Service</b>			
	1 hour professional support - members		£80.00	£80.00
	1 hour professional support - non-members		£90.00	£90.00
	Half day professional support - members		£250.00	£250.00
	Half day professional support - non-members		£280.00	£280.00
	1 day professional support - members		£495.00	£495.00
	1 day professional support - non-members		£550.00	£550.00
<b>C9</b>	<b>Buckinghamshire Archives</b>			
	<b>Copying</b>			
	Photocopies of items in Local Studies and Archive search-rooms		£0.20	£0.20
	Colour copy		£1.00	£1.10
	Photocopies of documents produced from the Archive strong-rooms		£1.00	£1.10
	Colour copy		£1.50	£1.60
	Photocopy of a will within 10 working days		£10.50	£11.40
	Photocopy of marriage licence records within 10 working days		£10.50	£11.40
	<b>Print-outs from microfilm</b>			
	Self-service		£0.50	£0.50
	Print-outs made by staff		£1.00	£1.10
	<b>PDF Copies Sent by E-mail</b>			
	PDF copy of a document (sent by email within 5-10 working days) per scan		£1.00	£1.10
	PDF of a microfilm printout per scan		£2.00	£2.20
	<b>Print-outs from computer</b>			
	Black and white		£0.20	£0.20
	Colour copy		£1.00	£1.10
	<b>Minimum charge for items sent by post</b>			
	Minimum charge for items sent by post		£10.30	£11.20
	<b>Certified Copies of Documents</b>			
	To certify a copy of a document in the care of Buckinghamshire Archives, or for a formal letter confirming details contained in an original document in our care. This is in addition to the fees to make the copies / locate the required information, and postage and packing.		£26.00	£28.30
	<b>Camera Permits</b>			
	Charge for using a camera per half day		£5.00	£5.50
	Charge for using a camera per day		£8.00	£8.70
	Charge for using a camera per week		£23.00	£25.10
	Charge for using a camera per year		£120.00	£130.80
	Camera charges			
	<b>Postage and packaging</b>			
	1-5 Items		£2.65	£2.90
	6-10 Items		£5.35	£5.80
	11+ Items		£10.60	£11.60
	<b>Digital copying</b>			
	<b>Colour image, up to A3, 300dpi, supplied as PDF file by email (up to 10mb)</b>			
	First Image (non commercial use)		£10.50	£11.40
	Subsequent Images from the same document (non commercial use)		£3.70	£4.00
	First Image (commercial use)		£25.00	£27.30
	Subsequent Images from the same document (commercial use)		£20.00	£21.80
	Tithe Maps and maps from the BAS collection (non commercial use)			£25.00
	Tithe Maps and maps from the BAS collection (commercial use)			£60.00
	<b>Research Service</b>			
	Research by staff / staff time to create quotes to copy between 9 and 12 documents - half hour		£20.00	£21.80
	Research by staff / staff time to create quotes to copy between 12+ documents - per hour		£38.00	£41.40
	Research fee for commercial purposes		£76.00	£82.80
	Transcriptions of documents (whole or part of a document) per hour		£45.00	£49.10

Ref	Service	Charge type	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Additional Services</b>			
	Consultation fee for professional advise from a member of the Service's team - per hour		£80.00	£87.20
	Conservation: Basic treatment, per hour		£25.00	£50.00
	Conservation: Complex treatments, per hour		£55.00	£70.00
	Conservation: Condition and treatment report		£80.00	£87.00
	Priority Service, by agreement only. Fast tracked copying / research completed within two working days. In addition to standard fees to make copies or carry out the research.		£30.00	£32.70
	<b>Licensing fees (in addition to the costs to produce the images/copies)</b>			
	<b>Not for profit: Publication of documents in the care of the Service in print, online or on film, including use in free to access exhibitions.</b>			
	First Image		£10.00	£10.90
	Subsequent Images		£5.00	£5.50
	<b>Commercial: Publication in print (print run up to 1000 copies); online and use in exhibitions that charge to access.</b>			
	First Image		£40.00	£43.60
	Subsequent Images		£20.00	£21.80
	<b>Commercial: Publication in print (print run 1001+ copies); online and use in exhibitions that charge to access.</b>			
	First Image		£80.00	£87.20
	Subsequent Images		£60.00	£65.40
	<b>Commercial: TV/film company using documents in the Service's care</b>			
	First Image		£100.00	£109.00
	Subsequent Images		£80.00	£87.20
	All requests to film at the archives should be sent to the Film Office: filmoffice@buckinghamshire.gov.uk.			By negotiation
	Use of film held in the Service's care by agreement. The Service will check for any copyright issues and contact the owner of the film as necessary before fees are agreed.			
	<b>Certificates</b>			
	Marriage certificates (post-1837), plus postage and packing costs		£11.00	£11.00
	Baptism certificates (post-1813), plus postage and packing costs		£14.00	£15.00
	<b>Outreach</b>			
	Introductory presentation on the work of the Archives Service lasting approximately 30 minutes, during normal office hours only. FREE		£0.00	£0.00
	Tour of the Archives or presentation/classes during normal office hours		£76.00	£82.80
	Tour of the Archives or presentation/classes outside office hours		£100.00	£109.00
	Bespoke lectures / presentations		By negotiation	By negotiation
	<b>Items for sale</b>			
	Pencils		£0.30	£0.30
	USB Pen		£6.50	£7.10
	Tea & Coffee		£0.50	£0.50

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Current Fees 2022/23		Proposed Fees 2023/24	
		All Buckinghamshire areas	Aylesbury Vale	All Buckinghamshire areas	Aylesbury Vale
T7	<b>PUBLIC TRANSPORT</b>				
	Bucks Driving test standard	£113.00		£123.00	
	Short Notice One off standing test	£134.00		£146.00	
	Bus Stop Closure Charge	£93.00		£101.00	
	Replacement bus pass concessionary travel	£10.00		£15.00	
T8	<b>FLEET MANAGEMENT</b>				
	Leases of 16 or 17 seat mini buses (to Academy schools)	£5,000 - £8,000		£5,000 - £8,000	
	Spot Hire Charges - Daily	POA		POA	
	Spot Hire Charges - 5 Day Week	POA		POA	
	Spot Hire Charges - 7 Day Week	POA		POA	
	Cancellation charge (less than one calendar week notice)	£90.00		£98.00	
	Private MOT at Aylesbury Depot workshop	£0.00	£40.00	£0.00	£44.00
	<b>CLIENT TRANSPORT</b>				
	Charge for contractor ID Badge	£68.00		£95.00	
<b>PAID FOR HOME TO SCHOOL TRANSPORT</b>					
Replacement bus pass for school transport		£13.00		£15.00	
<b>In County Resident fares</b>					
Pre-16	Autumn Term	£297.00		TBC	
	Spring Term	£268.00		TBC	
	Summer Term	£244.00		TBC	
	Annual Price	£783.00		TBC	
	Monthly Direct Debit over 8 months	£101.13		TBC	
Post-16					
Boarding Point (to school)					
Under 4 miles (Band 1)	Autumn Term	£297.00		TBC	
	Spring Term	£268.00		TBC	
	Summer Term	£244.00		TBC	
	Annual Price	£783.00		TBC	
	Monthly Direct Debit over 8 months	£101.13		TBC	
4 - 4.99 miles (Band 2)	Autumn Term	£345.00		TBC	
	Spring Term	£312.00		TBC	
	Summer Term	£283.00		TBC	
	Annual Price	£914.00		TBC	
	Monthly Direct Debit over 8 months	£117.50		TBC	
5 - 6.99 miles (Band 3)	Autumn Term	£394.00		TBC	
	Spring Term	£356.00		TBC	
	Summer Term	£323.00		TBC	
	Annual Price	£1,046.00		TBC	
	Monthly Direct Debit over 8 months	£134.00		TBC	
7 - 9.99 miles (Band 4)	Autumn Term	£442.00		TBC	
	Spring Term	£399.00		TBC	
	Summer Term	£363.00		TBC	
	Annual Price	£1,178.00		TBC	
	Monthly Direct Debit over 8 months	£150.50		TBC	
10 miles or more (Band 5)	Autumn Term	£491.00		TBC	
	Spring Term	£443.00		TBC	
	Summer Term	£402.00		TBC	
	Annual Price	£1,311.00		TBC	
	Monthly Direct Debit over 8 months	£167.13		TBC	

Ref	Service	Current Fees 2022/23		Proposed Fees 2023/24	
		All Buckinghamshire areas	Aylesbury Vale	All Buckinghamshire areas	Aylesbury Vale
	Post-16 SEN with an Education Health & Care Plan (EHCP)				
		TBC		TBC	
	<b>Out of County Resident (boarding within Bucks) fares</b>				
	Pre-16 / Post-16				
	Boarding Point (to school)				
	Under 4 miles (Band 1)	Autumn Term	£297.00		TBC
		Spring Term	£268.00		TBC
		Summer Term	£244.00		TBC
		Annual Price	£783.00		TBC
		Monthly Direct Debit ov	£101.13		TBC
	4 - 4.99 miles (Band 2)	Autumn Term	£345.00		TBC
		Spring Term	£312.00		TBC
		Summer Term	£283.00		TBC
		Annual Price	£914.00		TBC
		Monthly Direct Debit ov	£117.50		TBC
	5 - 6.99 miles (Band 3)	Autumn Term	£394.00		TBC
		Spring Term	£356.00		TBC
		Summer Term	£323.00		TBC
		Annual Price	£1,046.00		TBC
		Monthly Direct Debit ov	£134.00		TBC
	7 - 9.99 miles (Band 4)	Autumn Term	£442.00		TBC
		Spring Term	£399.00		TBC
		Summer Term	£363.00		TBC
		Annual Price	£1,178.00		TBC
		Monthly Direct Debit ov	£150.50		TBC
	10 miles or more (Band 5)	Autumn Term	£491.00		TBC
		Spring Term	£443.00		TBC
		Summer Term	£402.00		TBC
		Annual Price	£1,311.00		TBC
		Monthly Direct Debit ov	£167.13		TBC

Ref	Service	Current Fees 2022/23		Proposed Fees 2023/24	
		All Buckinghamshire areas	Aylesbury Vale	All Buckinghamshire areas	Aylesbury Vale
	<b>Out of County Resident (boarding <u>outside</u> Bucks) fares</b>				
	Pre-16	Autumn Term	£540.00		TBC
		Spring Term	£487.00		TBC
		Summer Term	£442.00		TBC
		Annual Price	£1,443.00		TBC
		Monthly Direct Debit ov	£183.63		TBC
	Post-16	Autumn Term	£638.00		TBC
		Spring Term	£575.00		TBC
		Summer Term	£522.00		TBC
		Annual Price	£1,709.00		TBC
		Monthly Direct Debit ov	£216.88		TBC
	<b>Post-16 SEN - Not discounted</b>				
	No Days travel to school per week				
	5	Autumn Term	£342.00		TBC
		Spring Term	£307.00		TBC
		Summer Term	£278.00		TBC
		Annual Price	£927.00		TBC
		Monthly Direct Debit ov	£115.88		TBC
	4	Autumn Term	£273.00		TBC
		Spring Term	£246.00		TBC
		Summer Term	£223.00		TBC
		Annual Price	£742.00		TBC
		Monthly Direct Debit ov	£92.75		TBC
	3	Autumn Term	£205.00		TBC
		Spring Term	£184.00		TBC
		Summer Term	£167.00		TBC
		Annual Price	£556.00		TBC
		Monthly Direct Debit ov	£69.50		TBC
	2	Autumn Term	£137.00		TBC
		Spring Term	£123.00		TBC
		Summer Term	£111.00		TBC
		Annual Price	£371.00		TBC
		Monthly Direct Debit ov	£46.38		TBC
	1	Autumn Term	£68.00		TBC
		Spring Term	£62.00		TBC
		Summer Term	£55.00		TBC
		Annual Price	£185.00		TBC
		Monthly Direct Debit ov	£23.13		TBC



Ref	Service	Current Fees 2022/23		Proposed Fees 2023/24	
		All Buckinghamshire areas	Aylesbury Vale	All Buckinghamshire areas	Aylesbury Vale
	<b>Post-16 SEN - Discounted (Reduced Fee)</b>				
	No Days travel to school per week				
5	Autumn Term	£228.00		TBC	
	Spring Term	£205.00		TBC	
	Summer Term	£185.00		TBC	
	Annual Price	£618.00		TBC	
	Monthly Direct Debit ov	£77.25		TBC	
4	Autumn Term	£182.00		TBC	
	Spring Term	£164.00		TBC	
	Summer Term	£148.00		TBC	
	Annual Price	£494.00		TBC	
	Monthly Direct Debit ov	£61.75		TBC	
3	Autumn Term	£137.00		TBC	
	Spring Term	£123.00		TBC	
	Summer Term	£111.00		TBC	
	Annual Price	£371.00		TBC	
	Monthly Direct Debit ov	£46.38		TBC	
2	Autumn Term	£91.00		TBC	
	Spring Term	£82.00		TBC	
	Summer Term	£74.00		TBC	
	Annual Price	£247.00		TBC	
	Monthly Direct Debit ov	£30.88		TBC	
1	Autumn Term	£46.00		TBC	
	Spring Term	£41.00		TBC	
	Summer Term	£37.00		TBC	
	Annual Price	£124.00		TBC	
	Monthly Direct Debit ov	£15.50		TBC	

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Current Fees 2022/23	Proposed Fees 2023/24
<b>Transportation</b>			
<b>FILMING ON HIGHWAYS</b>	Temporary Traffic Regulation Orders	£1,874.60	£2,043.00
	Administration fixed fee for filming applications	£329.60	£359.00
	Officers to attend site meetings to discuss filming requirements (per visit)	£169.95	£185.00
	Filming Notices requiring road closures lasting no more than 24 hours	£1,122.70	£1,224.00
	Filming Orders requiring road closures lasting more than 24 hours	£2,781.00	£3,031.00
<b>ROAD SPACE MANAGEMENT</b>			
	<b>Scaffolding</b>		
	Initial application	£235.00	£256.00
	Renewal	£40.00	£44.00
	Retrospective licence	£453.20	£494.00
	<b>Hoarding</b>		
	Initial application	£226.60	£247.00
	Renewal	£40.00	£44.00
	Retrospective licence	£470.00	£512.00
	<b>Section 50 licence (excavation of Highway to install apparatus)</b>		
	Install apparatus	£659.20	£719.00
	Retrospective section 50 install apparatus	£1,308.10	£1,426.00
	Section 50 licence (excavation of Highway/ works on existing Apparatus)	£659.20	£719.00
	Retrospective section 50 working on existing apparatus	£1,308.10	£1,426.00
	Further phase of works (i.e. Remedial works) (New Service)	£113.30	£123.00
	Section 50 per additional 200 metres (New Service)	£164.80	£180.00
	Section 171 Licence	£165.00	£180.00
	Retrospective Section 171	£221.45	£242.00
	<b>Road space bookings (non excavation of Highway)</b>		
	Road space booking	£164.80	£180.00
	Retrospective Road space booking (New Service)	£329.60	£359.00
	A Boards	£51.50	£56.00
	Temp Event/AA/Development Signs	£103.00	£112.00
	<b>Skips</b>		
	Initial application	£111.24	£121.00
	Renewal	£38.11	£42.00
	Retrospective licence	£329.60	£359.00

Ref	Service	Current Fees 2022/23	Proposed Fees 2023/24
	<b>Apply to put tables and chairs on public land</b>		
	Up to 5 tables including chairs	£391.40	£427.00
	Up to 5 tables including chairs - Renewal	£190.55	£208.00
	Over 5 tables including chairs	£844.60	£921.00
	Over 5 tables including chairs - Renewal	£401.70	£438.00
	Retrospective - up to 5 tables including chairs	£813.70	£887.00
	Retrospective - over 5 tables including chairs	£1,689.20	£1,841.00
	Permit - PA Major Activity - 4 to 10 days	£144.20	£157.00
	Traffic light switch off	£1,122.70	£1,224.00
	Traffic counting Equipment	£23.69	£26.00
	<b>Vehicle access/dropped kerb</b>	£303.85	£331.00
	Pre start meeting	£113.30	£123.00
	Retrospective Vehicle access (New Service)	£453.20	£494.00
	<b>Apply to put materials on the highway</b>	£113.30	£123.00
	Retrospective material of highway	£221.45	£241.00
	<b>Apply to plant shrubs on public land</b>		
	Cultivation licence	£113.30	£123.00
	Pre start meeting	£113.30	£123.00
	<b>Apply to suspend a bus stop</b>		
	Bus Stop closure	£92.70	£101.00
	<b>Apply for private access markings</b>		
	Road markings	£113.30	£123.00
<b>NETWORK SAFETY</b>			
	Road Safety Audit	£1,450.00	£1,581.00
	Collision Data for Developers	£206.00	£225.00
	Speed Limit assessment	£921.85	£1,005.00
	Young driver assessments and older/mature driver assessments	£45.00	£45.00
	Driving for work assessment	£56.65	£62.00
<b>ASSET TRAFFIC DATA</b>			
	Installation of traffic monitoring equipment licence (individual installation)	£23.69	£26.00
	Supply of traffic data (single dataset)	£226.60	£247.00
	Speed survey for Parish Councils and Community Groups	£504.70	£550.00
	Vehicle activated sign	£350.20	£382.00
	Moveable vehicle activated sign	£468.65	£511.00
<b>TRANSPORT MODELLING</b>			
	Approx. charge for undertaking model run	£3,296.00	£3,593.00
	BC client charge for model admin/ access	£2,060.00	£2,245.00
	BC client charge for model maintenance (30% of sub total)	£1,596.50	£1,740.00
	Total BC charge to developer	£6,952.50	£7,578.00

Ref	Service	Current Fees 2022/23	Proposed Fees 2023/24
<b>Definitive Map</b>			
<b>Commons land and town or village greens registration</b>			
	Request a Common Land and Village Green search	£12.94	£14.00
	Request a copy of the Common Land and Village Green register	£34.89	£38.00
	Additional questions not included on the Con29 form	£8.66	£9.00
<b>Making changes to the definitive map</b>			
	Non-refundable deposit to cover initial consultations	£267.35	£360.50
	Further payment when (and if) order is made (plus cost of newspaper advertisements)	£2,334.51	£3,555.42
	New roadside signage	£168.83	£184.00
	New waymark posts	£139.56	£152.00
	Removal of old signage	£128.31	£140.00
	Request a copy of the Definitive Map and Statement	£34.89	£38.00
<b>Landowner Deposits</b>			
	Combined CA16 Land and Highway Statement	£338.43	£369.00
	Additional parcel of land for combined Land and Highway Statement	£32.89	£36.00
	CA16 Highway Statement only	£213.24	£232.00
	Additional parcel of land for Highway Statement only	£16.44	£18.00
	Declaration	£32.89	£36.00
<b>Corrections under Part 1 of the Commons Act 2006 para 6-9</b>			
	Initial payment received with application	£1,673.84	£1,824.00
	Additional payment required if objections received from parties with legal interest in land	£1,298.38	£1,415.00
	Additional payment required if objections received are not from parties with a legal interest in the land	£1,367.94	£1,491.00
<b>Temporary Traffic Order Regulations</b>			
	Application for a Temporary Traffic Regulation Order	£1,870.00	£2,043.31
	Extension for a Temporary Traffic Regulation Order	£935.00	£1,466.05
	Emergency Traffic Regulation Order	£935.00	£1,466.05
<b>Highway Searches CON29 R and O and Highway Extents</b>			
	Question 16 Mineral consultation and safeguarding areas	£16.55	£18.00
	Question 21 Flood Defence	£16.55	£18.00
	Question 22 Common land & town or village green	£16.55	£18.00
	Question 2.1 a,b,c,d	£4.31	£4.31
	Question 2.2, 2.3, 2.4, 2.5	£19.43	£19.43
	Question 3.2	£1.61	£1.61
	Question 3.4 a,b,c,d,e,f	£4.31	£4.31
	Question 3.5 a,b	£4.31	£4.31
	Question 3.6 a,b,c,d,e,f,g,h,i,j,k,l	£4.31	£4.31
	Question 3.7 e	£2.15	£2.15
	Question 3.7 g	£2.15	£2.15
	Highway Extents Plan	£49.65	£54.11
	Per Additional Question (not Con29)	£19.09	£20.08

## Schedule of Fees and Charges applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
<b>L1</b>	<b>Local Land Charges</b>			
		Full Official Search Fee (note: LLC1 (Non VAT) & Con29 (VAT) combined)	£121.38	£121.38
		LLC1 Form (First Parcel of Land)	£29.71	£29.71
		LLC1 Form - Search in: the whole of the register	£29.71	£29.71
		LLC1 Form - Search in: any one part of the register	£2.66	£2.66
<b>L2</b>	<b>Local Land Charges</b>			
		Con29 Standard Enquires (First Parcel of Land)	£91.67	£91.67
		Land Charge - Each Additional Parcel of Land LLC1	£8.49	£8.49
		Land Charge - Each Additional Parcel of Land CON29	£19.74	£19.74
<b>L3</b>	<b>Local Land Charges</b>	<b>CON29 – Optional enquiries</b>		
		- 4 Road proposals by private bodies	Variable	Variable
		- 5 Advertisements	£ 16.55	£ 18.00
		- 6 Completion notices	£ 16.55	£ 18.00
		- 7 Parks & countryside	£ 16.55	£ 18.00
		- 8 Pipelines	£ 16.55	£ 18.00
		- 9 Houses in multiple occupation	£ 16.55	£ 18.00
		- 10 Noise abatement	£ 16.55	£ 18.00
		- 11 Urban development areas	£ 16.55	£ 18.00
		- 12 Enterprise zones, local development order & bids	£ 16.55	£ 18.00
		- 13 Inner urban improvement areas	£ 16.55	£ 18.00
		- 14 Simplified planning zones	£ 16.55	£ 18.00
		- 15 Land maintenance notices	£ 16.55	£ 18.00
		- 17 Hazardous substance consents	£ 16.55	£ 18.00
		- 18 Environmental & pollution notices	£ 16.55	£ 18.00
		- 19 Food safety notices	£ 16.55	£ 18.00
		- 20 Hedgerow notices	£ 16.55	£ 18.00
		Planning Radius Enquiry	£ 7.64	£ 8.00
		Development in Vicinity Enquiry (Con29)	£ 20.37	£ 21.00
		Additional Enquiries (Solicitors own questions)	£ 19.10	£ 20.00
		Personal Searches (Register inspection only)	Free of Charge	Free of Charge
<b>L4</b>	<b>Local Land Charges</b>	<b>Other Services</b> <b>*These fees continue to be prescribed by the Lord Chancellor</b>		
		Registration of a charge in Part 11 of the register (light obstruction notices)	£ 71.08	£ 71.08
		Filing a definitive certificate of the Lands Tribunal under rule 10(3)	£ 2.66	£ 2.66
		Filing a judgment, order or application for the variation or cancellation of any entry in Part 11 of the register (light obstruction charges)	£ 7.43	£ 7.43
		Inspection of documents filed under rule 10 in respect of each parcel of land	£ 2.66	£ 2.66
		* Personal search in the whole or in part of the register in respect of one parcel of land	Free	Free
		* In respect of each additional parcel, subject to a maximum of £16.00 (previously £13.00)	Free	Free

Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
L5	Local Land Charges	<b>Official search (including issue of official certificate of search) in respect of one parcel of land:</b>		
		(a) in any one part of the register	£ 2.66	£ 2.66
		(b) in the whole of the register -		£ -
		(i) where the requisition is made by electronic means in accordance with rule 16; and	£ 29.71	£ 29.71
		(ii) in any other case	£ 29.71	£ 29.71
		(iii) in respect of each additional parcel of land	£ 8.49	£ 8.49
		Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	£ 0.55	£ 0.55
		<b>Con29 Questions (Charges for Component Search Service)</b>		
		<b>Planning &amp; Building Regulations</b>		
		1.1 Planning & Building Decisions		
		Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements:		
		(a) a planning permission	£1.09	£1.09
		(b) a listed building consent	£1.09	£1.09
		(c) a conservation area consent	£1.09	£1.09
		(d) a certificate of lawfulness of existing use or development	£1.09	£1.09
		(e) a certificate of lawfulness of proposed use or development	£1.09	£1.09
		(f) a certificate of lawfulness of proposed works for listed buildings	£1.09	£1.09
		(g) a heritage partnership agreement	£1.09	£1.09
		(h) a listed building consent order	£1.09	£1.09
		(i) a local listed building consent order	£1.09	£1.09
		(j) building regulations approval	£1.21	£1.21
		(k) building regulation completion certificate	£1.21	£1.21
		(l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme	£1.21	£1.21
		3.3 Drainage Matters (Information available on Buckinghamshire Website)		-
		3.7 Outstanding Notices		
		Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:-		
		(a) building works	£1.09	£1.09
		(b) environment	£1.09	£1.09
		(c) health and safety	£1.09	£1.09
		(d) housing	£1.09	£1.09
		(e) highways (LA fee)	£1.09	£1.09
		(f) public health	£1.09	£1.09
		3.8 Contravention of Building Regulations		
		Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	£1.21	£1.21
		3.9 Subsisting or Authorised Notices Orders etc		
		Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:-		
		(a) enforcement notice	£1.09	£1.09
		(b) stop notice	£1.09	£1.09
		(c) listed building enforcement notice	£1.09	£1.09
		(d) breach of condition notice	£1.09	£1.09
		(e) planning contravention notice	£1.09	£1.09
		(f) other notice relating to breach of planning control	£1.09	£1.09
		(g) listed building repairs notice	£1.09	£1.09
		(h) in the case of a listed building deliberately allowed to fall into disrepair; or a compulsory purchase with a direction for minimum compensation	£1.09	£1.09

Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
		(i) building preservation notice	£1.09	£1.09
		(j) direction restricting permitted development	£1.09	£1.09
		(k) order revoking or modifying a planning permission	£1.09	£1.09
		(l) order requiring discontinuance of use or removal of building works	£1.09	£1.09
		(m) tree preservation order	£1.09	£1.09
		(n) proceedings to enforce a planning agreement or planning contribution	£1.09	£1.09
		3.10 Community Infrastructure Levy		
		(a) Is there a CIL charging schedule?		£ 3.45
		(b) If yes, do any of the following subsist in relation to the property, or has a local decided to issue, serve, make or commence any of the following:-(i) a liability notice? (ii) a notice of chargeable development? (iii) a demand notice?(iv) a default liability notice? (v) an assumption of liability notice? (vi) a commencement notice?	£1.27	£ -
		(c) Has any demand notice been suspended?		£ -
		(d) Has the Local Authority received full or part payment of any CIL liability?		£ -
		(e) Has the Local Authority received any appeal against any of the above?		£ -
		(f) Has a decision been taken to apply for a liability order?		£ -
		(g) Has a liability order been granted?		£ -
		(h) Have any other enforcement measures been taken?		£ -
		3.11 Conservation AreasDo the following apply in relation to the property:-		
		(a) the making of the area a Conservation Area before 31 August 1974	£1.09	£1.00
		(b) an unimplemented resolution to designate the area a Conservation Area	£1.09	£ 1.16
		3.12 Compulsory Purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property? (LA fee)	£1.09	£ 1.16
		3.13 Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):-		
		(a) a contaminated land notice		£ 1.16
		(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:- (i) a decision to make an entry (ii) an entry	£1.09	£ -
		(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?		£ -
		3.14 Radon Gas Do records indicate that the property is in a "Radon Affected Area" as identified by the Public Health England or Public Health Wales?		
			£1.09	£0.00

Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
		<p>3.15 Assets of Community Value</p> <p>(a) Has the property been nominated as an asset of community value? If so:</p> <p>(i) Is it listed as an asset of community value?</p> <p>(ii) Was it excluded and placed on the “nominated but not listed” list?</p> <p>(iii) Has the listing expired?</p> <p>(iv) Is the Local Authority reviewing or proposing to review the listing?</p> <p>(v) Are there any subsisting appeals against the listing?</p>	£1.09	£0.00
		<p>(b) If the property is listed:</p> <p>(i) Has the Local Authority decided to apply to the Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property?</p> <p>(ii) Has the Local Authority received a notice of disposal?</p> <p>(iii) Has any community interest group requested to be treated as a bidder?</p>		
		<b>Highways Searches</b>		
		Question 16 mineral Consultation and Safeguarding areas	£16.55	£18.00
		Question 21 Flood Defence	£16.55	£18.00
		Question 22 Common Land & Town or Village Green	£16.55	£18.00
		Question 2.1 a,b,c,d	£4.31	£4.31
		Question 2.2, 2.3, 2.4, 2.5	£19.43	£19.43
		Question 3.2	£1.61	£1.61
		Question 3.4 a, b, c, d, e, f	£4.31	£4.31
		Question 3.5 a, b	£4.31	£4.31
		Question 3.6 a, b, c, d, e, f, g, h, i, j, k, l	£4.31	£4.31
		Question 3.7 e	£2.15	£2.15
		Question 3.7 g	£2.15	£2.15



Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
<b>Legal Services</b>				
		Planning, highways and other related agreements	£ 212.20	£ 225.00
		Legal advice and representation for third party organisations by agreement	Variable	Variable
<b>R1</b>	<b>Electoral Register</b>	<b>Electoral Register</b>		
		Paper copy of Electoral Register (per 1000 electors)	£ 5.00	£ 5.00
		Paper copy of Overseas Electoral Register - admin fee	£ 10.00	£ 10.00
		Paper copy of Overseas Register (per 100 electors)	£ 5.00	£ 5.00
		Paper copy of Electoral Register - admin fee	£ 10.00	£ 10.00
		Data copy of Electoral Register (per 1000 electors)	£ 1.50	£ 1.50
		Data copy of Overseas Electoral Register - admin fee	£ 20.00	£ 20.00
		Data copy of Overseas Register (per 100 electors)	£ 1.50	£ 1.50
		Data copy of Electoral Register - admin fee	£ 20.00	£ 20.00
		Credit Reference Agencies Monthly update of Register (per month)	£ 20.00	£ 20.00
		Marked copies of Registers – paper/data (admin fee)	£ 10.00	£ 10.00
		Marked copies of Registers - Paper (per 1000 entries)	£ 2.00	£ 2.00
		Marked copies of Registers - Data (per 1000 entries)	£ 1.00	£ 1.00
		Candidate Election Expense Returns - Copies per side	£ 0.20	£ 0.20
<b>R2</b>	<b>Business Insight</b>	<b>SMST Annual Buyback Package</b>		
		Infant schools (maintained) - per pupil	£ 1.05	£ 1.11
		Junior schools (maintained) - per pupil	£ 0.80	£ 0.85
		Combined schools (maintained) - per pupil	£ 1.20	£ 1.27
		Secondary schools (maintained) - per school	£ 1,159.20	£ 1,228.75
		Special schools (maintained) - per pupil	£ 0.78	£ 0.83
		Infant schools (academy) - per pupil	£ 1.25	£ 1.33
		Junior schools (academy) - per pupil	£ 0.95	£ 1.01
		Combined schools (academy) - per pupil	£ 1.40	£ 1.48
		Secondary schools (academy) - per school	£ 1,391.10	£ 1,474.57
		Special schools (academy) - per pupil	£ 0.95	£ 1.01
		<b>Free School Meal Eligibility Checking Service</b>		
		Infant, Junior, Combined and Special Schools < 100 pupils (maintained)	£ 63.65	£ 67.47
		Infant, Junior, Combined and Special Schools >= 100 pupils (maintained)	£ 106.10	£ 112.47
		Secondary schools (maintained) - per school	£ 212.20	£ 224.93
		Infant, Junior, Combined and Special Schools < 100 pupils (academy) -	£ 76.40	£ 80.98
		Infant, Junior, Combined and Special Schools >= 100 pupils (academy)	£ 127.30	£ 134.94
		Secondary schools (academy) - per school	£ 254.60	£ 269.88
		<b>FFT Subscription Service</b>		
		Infant Schools (maintained) - per pupil element	£ 0.87	£ 0.96
		Infant Schools (maintained) - per school element	£ 68.00	£ 74.80
		Junior and Combined Schools (maintained) - per pupil element	£ 0.87	£ 0.96
		Junior and Combined Schools (maintained) - per school element	£ 86.00	£ 94.60
		Secondary Schools (maintained) - per pupil element	£ 0.87	£ 0.96
		Secondary Schools (maintained) - per school element	£ 495.00	£ 544.50
		Special Schools and PRUs (maintained) - per pupil element	£ 0.87	£ 0.96
		Special Schools and PRUs (maintained) - per school element	£ 86.00	£ 94.60
		Infant Schools (academy) - per pupil element	£ 1.04	£ 1.15
		Infant Schools (academy) - per school element	£ 81.60	£ 89.76
		Junior and Combined Schools (academy) - per pupil element	£ 1.04	£ 1.15
		Junior and Combined Schools (academy) - per school element	£ 103.20	£ 113.52
		Secondary Schools (academy) - per pupil element	£ 1.04	£ 1.15
		Secondary Schools (academy) - per school element	£ 594.00	£ 653.40
		Special Schools and PRUs (academy) - per pupil element	£ 1.04	£ 1.15
		Special Schools and PRUs (academy) - per school element	£ 103.20	£ 113.52

Reference	Service	Description	Current Fees 2022/2023	Proposed Fees 2023/24
		<b>Pay As Used / Ad-hoc</b>		
		ACORN Analysis (maintained)	£ 20.60	£ 21.84
		ACORN Analysis including Maps (maintained)	£ 92.70	£ 98.26
		IDACI Analysis including Pupil Data (maintained)	£ 20.60	£ 21.84
		IDACI Analysis including Pupil Data and Maps (maintained)	£ 92.70	£ 98.26
		Ward Analysis including Pupil Data (maintained)	£ 20.60	£ 21.84
		Ward Analysis including Pupil Data and Maps (maintained)	£ 92.70	£ 98.26
		Catchment Analysis (maintained)	£ 20.60	£ 21.84
		Bulk Buy Offer – ACORN, IDACI and Ward Analyses, including all maps,	£ 267.80	£ 283.87
		ACORN Analysis (academy)	£ 24.70	£ 26.18
		ACORN Analysis including Maps (academy)	£ 111.25	£ 117.93
		IDACI Analysis including Pupil Data (academy)	£ 24.70	£ 26.18
		IDACI Analysis including Pupil Data and Maps (academy)	£ 111.25	£ 117.93
		Ward Analysis including Pupil Data (academy)	£ 24.70	£ 26.18
		Ward Analysis including Pupil Data and Maps (academy)	£ 111.25	£ 117.93
		Catchment Analysis (academy)	£ 24.70	£ 26.18
		Bulk Buy Offer – ACORN, IDACI and Ward Analyses, including all maps,	£ 321.35	£ 340.63

Location	Car park	Charging Periods	All Day	Up to 10 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)	Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 8h	Up to 9h	Over 9h	Up to 9.5h	Up to 10h	Up to 10.5h	Up to 12h	Up to 24h	Up to 48h	Up to 72h	Up to 96h	Add Charges		
<b>Parking Services - Off - Street Parking</b>																																	
	All Aylesbury, Buckingham, Wendover, & Winslow Car Parks where charges apply (except Aqua Vale)	Sun & B/Hol	£1.60																														
	Anchor Lane	FOC																															
	Aqua Vale car park	Mon-Sun 24 hours									£2.10				£6.10	£10.10																£10.10	
	Coopers Yard	Mon-Sat 07:00-21:00							£1.10				£2.10		£3.60		£5.10	£8.10															
	Exchange Street	Mon-Sat 07:00-21:00				£0.90			£1.60				£2.60		£4.10		£5.10	£8.10															
	Friarscroft	Mon-Sat 06:30-20:30	£3.10																														
	Hale Street	Mon-Sat 07:00-21:00							£1.10																								
	Hampden House	Mon-Sat 07:00-21:00															£2.60	£4.10															
	Upper Hundreds	Mon-Sat 07:00-21:00							£1.10				£2.10		£3.60		£5.10	£8.10															
	Walton Green	Mon-Sat 07:00-21:00	£3.10										£2.10																				
	Walton Street	Mon-Sat 07:00-21:00							£1.10				£2.10				£2.60	£4.10															
	Waterside - Level 2 and 3	Mon-Sat 07:00-21:00							£1.10				£2.10		£3.60		£5.10	£8.10															
	Waterside North	Mon-Sat 07:00-21:00							£1.60				£2.60		£4.10		£5.10	£8.10															
Aylesbury	Whitehall Street	Mon-Sat 07:00-21:00															£2.60	£4.10															
	Cornwall's Meadow	Mon-Sat 07:00-21:00											£0.60		£1.10		£1.60	£2.60															
	Stratford fields	FOC																															
	Swan pool car park	Mon-Sat 24 hours										£1.10			£3.10	£6.10																£6.10	
Buckingham	Western Avenue	FOC																															
Wendover	Wendover Library	Mon-Sat 07:00-21:00								Free*		£0.60	£0.80		£1.10		£1.60	£4.10															
	Greyhound Lane	FOC																															
	Winslow Station	Mon-Fri Peak 06:00 - 10:00	£8.00																														
		Mon-Fri Off Peak 10:01 - 21:00	£6.00																														
		Sat-Sun & B/Hol 06:00 - 21:00	£6.00																														
Winslow	Market Square	Mon-Sat 07:00-21:00								Free*		£0.60																					
		Mon-Sat 07:00-21:00				£0.60				£0.80			£1.10		£1.60													£4.10					
Bourne End	Wakeman Road	Sun & B/Hol 07:00-21:00	£1.10																														
Hazlemere	Beaumont Way	FOC																															
	Desborough Street	Mon-Sat 07:00-21:00							£1.10		£2.10									£4.10							£5.10						
		Sun & B/Hol 07:00-21:00	£1.10																														
	Desborough Square	Mon-Sat 07:00-21:00							£1.10		£2.10									£4.10							£5.10						
		Sun & B/Hol 07:00-21:00	£1.10																														
	Duke Street	Mon-Sat 07:00-21:00									£2.10									£4.10							£6.60						
		Sun & B/Hol 07:00-21:00	£1.10																														
	Easton Street	Mon-Sat 07:00-21:00							£1.10		£2.10	£2.60		£3.10		£3.60			£4.10								£9.10						
		Sun & B/Hol 07:00-21:00	£1.10																														
	George Street	Mon-Fri 07:00-21:00				£0.60			£1.10		£2.10																£6.60						
		Sat 07:00-21:00				£0.60			£1.10		£2.10																						
		Sun & B/Hol 07:00-21:00	£1.10																														
	Handy Cross Park & Ride	Mon-Sun 24hours				FOC									£1.30								£3.10			£4.10	£8.10	£12.10	£16.10				
	Kingsmead Recreational Ground	Mon-Sat 07:00-21:00							£0.60		£1.10			£2.10	£2.60																		
		Sun & B/Hol 07:00-21:00	£1.10																														
	Railway Place	Mon-Sat 07:00-21:00									£2.10									£4.10							£6.60						
		Sun & B/Hol 07:00-21:00	£1.10																														
	Richardson Street	Mon-Sat 07:00-21:00							£1.10		£2.10																£5.10						
		Sun & B/Hol 07:00-21:00	£1.10																														
	The Rye (Abbey Way)	FOC - cpk has DB bays only																															
	The Rye (Basetbury Lane)	No Parking - Access Road Only																															
		Mon-Sat 07:00-21:00											£2.10								£4.10						£6.60						

Location	Car park	Charging Periods	All Day	Up to 10 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)	Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 8h	Up to 9h	Over 9h	Up to 9.5h	Up to 10h	Up to 10.5h	Up to 12h	Up to 24h	Up to 48h	Up to 72h	Up to 96h	Add Charges				
Wycombe	Totteridge Road	Sun & B/Hol 07:00-21:00	£1.10																																
	Town Hall	FOC - cpk has DB bays only																																	
Wycombe	WDC Offices - Front	Mon-Fri 07:00-18:00						£1.10																											
		Mon-Fri 18:00-21:00							£1.10			£2.10																							
		Sat 07:00-21:00								£1.10		£2.10	£2.60			£3.10												£10.10							
	WDC Offices - Rear	Sun & B/Hol 07:00-21:00	£1.10																																
		Mon-Fri 0700-1700 (Permit Holders only)																																	
		Mon-Fri 17:00-21:00									£1.10		£2.10	£2.60																					
Swan	Sat 07:00-21:00									£1.10		£2.10	£2.60		£3.10													£6.60							
	Sun & B/Hol 07:00-21:00	£1.10																																	
Lane End	Finings Road/Handleton Common, Lane End	Mon-Sat 07:00-21:00																																	
		Sun & B/Hol 07:00-21:00	£1.10																																
Marlow	Dean Street	Mon-Sat 07:00-21:00								£0.90		£1.50	£2.10		£2.70																				
		Sun & B/Hol 07:00-21:00	£1.10																																
	Institute Road	Mon-Sat 07:00-21:00									£0.90		£1.70	£2.60		£3.10																			
		Sun & B/Hol 07:00-21:00	£1.10																																
	Liston Road	Mon-Sat 07:00-21:00									£0.90		£1.70	£2.60		£3.10																			
		Sun & B/Hol 07:00-21:00	£1.00																																
	Marlow Central	Mon-Sat 07:00-21:00									£0.90		£1.70	£2.60		£3.10																			
		Sun & B/Hol 07:00-21:00	£1.10																																
	Pound Lane	Mon-Sun (inc B/Hol) 07:00-21:00									£0.90		£1.50	£2.10		£2.60																			
		Sun & B/Hol 07:00-21:00	£1.10																																
West Street	Mon-Sat 07:00-21:00									£0.90		£1.70	£2.60		£3.10																				
	Sun & B/Hol 07:00-21:00	£1.10																																	
Princes Risborough	Horns Lane	Mon-Sun 07:00-21:00																																	
		Mon-Sat 07:00-21:00									£0.80		£1.60																						
Wooburn	Red Lion Way	FOC																																	
Amersham	All Chilterns Car Parks	Sun & B/Hol 07:00-21:00	£1.60																																
		Amersham Multi Storey	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60																			
		Chiltern Avenue	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60			£3.70																
		Chiltern Pools	na - now all Chiltern Pools as part of CLC								£0.80		£1.50	£2.10		£2.60																			
		Sycamore Road	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60								£3.70	£6.10										
	Council Offices (KGVH)	Mon-Sat 07:00-21:00									FOC																								
Amersham Old Town	Amersham Old Town	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60	£3.70																			
Chalfont Peter	Church Lane	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60	£3.70																		Lorry Overnight Parking £6.10	
Chalfont St Giles	Blizzards Yard	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60	£3.70																			
Chesham	Albany	Mon-Sat 07:00-21:00		£0.10	£0.20	£0.30	£0.40		£0.50	£0.80		£1.50	£2.10		£2.60	£4.10																			
		Catlings	Mon-Sat 07:00-21:00		£0.10	£0.20	£0.30	£0.40		£0.50	£0.80		£1.50	£2.10		£2.60																			
		East Street	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60	£3.70																		
	Star Yard	Mon-Sat 07:00-21:00									£0.80		£1.50	£2.10		£2.60																			Lorry Overnight Parking £6.10
		Water Meadow	Mon-Sat 07:00-21:00								£0.80		£1.50	£2.10		£2.60	£3.70																		Market Trader (Wed&Sat) £4.20 Over 4hr

Location	Car park	Charging Periods	All Day	Up to 10 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 8h	Up to 9h	Over 9h	Up to 9.5h	Up to 10h	Up to 10.5h	Up to 12h	Up to 24h	Up to 48h	Up to 72h	Up to 96h	Add Charges		
Great Missenden	Buryfield	Mon-Sat 07.00-21:00								£0.80	£1.50	£2.10		£2.60							£3.70	£7.10										
	Link Road	Mon-Sat 07.00-21:00								£0.80	£1.50	£2.10		£2.60							£3.70	£7.10									Lorry Overnight Parking £6.10	
Little Chalfont	Snells Wood	Mon-Sat 07.00-21:00								£0.80	£1.50	£2.10		£2.60		£3.70															Lorry Overnight Parking £6.10	
Prestwood	High Street, Prestwood	Mon-Sat 07.00-21:00								£0.80	£1.50	£2.10		£2.60	£3.70																Lorry Overnight Parking £6.10	
	All South Bucks Car Parks	Sun & B/Hol 07:00-21:00	£1.60																													
Beaconsfield	Altons	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90		£4.70									£6.10			£8.10						
	Penncroft	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90		£4.70									£6.10			£8.10						
Burnham	Warwick Road	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90		£4.70									£6.10			£8.10						
	Jennery Lane	Mon-Sat 07:00-21:00				£1.00				£1.50	£1.70																					
Farnham Common	Neville Court	Mon-Sat 07:00-21:00									£0.80			£1.00												£1.50						
	Summers Road	Mon-Sat 07:00-21:00								£1.20	£1.40	£1.80														£2.70						
	The Broadway	Mon-Sat 07:00-21:00				£0.90				£1.10		£1.50														£2.00						
Gerrards Cross	Bulstrode Way	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90																				
	Packhorse Road	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90		£4.70									£6.10			£10.10						
	Station Road	Mon-Sat 07:00-21:00								£1.70	£2.30	£3.90		£4.70									£6.10			£10.10						
Aylesbury	Friars square	Monday to Thursday 7am – 8.30pm Friday & Saturday 7am – 9.30pm Sundays & Bank Holidays 10am – 7.30p	£1.60							£1.60	£2.10	£2.60		£4.10		£5.10	£8.10															

Above charges to also apply to two wheel motorised vehicles (motorcycles/scooters) etc.

Free\* - Ticket required      FOC - Free of Charge      PC - Parish Council      BB - Blue Badge

Fees are inclusive of VAT where applicable

Location	Road/Street name	Charging Periods	Max Stay	Up to 15 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)	Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 7h	Up to 8h	Over 8h	Up to 9h	Over 9h	Up to 9.5h	Up to 10.5h	Up to 12h	Up to 24h			
<b>Parking Services - On - Street Parking</b>																															
Chiltern	Whielden Street	Mon-Sun 08:00-19:00	24 hours							£1.70		£3.20	£4.70		£6.20		£7.70		£9.20	£10.70	£12.20	£13.70									
	King George V Avenue	Mon-Fri 08:00-19:00	2 hours							£0.70		£1.20																			
	Station Approach, Chesham	Mon-Sat 08:00-19:00	1 hour							£1.20																					
	Station Approach, Little Chalfont	Mon-Fri 08:00-19:00	24hours							£0.80		£1.40																		£5.20	
	Station Approach, Little Chalfont	Sat-Sun.Bank Hol 08:00-19:00	24hours							£0.80		£1.40																		£1.70	
Aylesbury	Walton Street	Mon-Sat 08:00-19:00	1 hour							£1.20																					
	Buckingham Street	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	High St Aylesbury	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Britania Street	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Railway Street	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Anchor Lane	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Cambridge Street	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Kingsbury Square	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Rickfords Hill	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Great Western Street	Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
	Wycombe	Benjamin Road	Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20															
		Cryers Hill Road	Mon-Fri 10:00-14:00	4 hours							£0.70		£1.20	£1.70		£2.20															
Desborough Street		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Hampden Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Harlow Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Kitchener Road		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Oakridge Road		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Peterborough Avenue		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Queens Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Rectory Avenue		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Roberts Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Saffron Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Shaftsbury Street		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Stuart Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Temple End		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Victoria Street		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
West Wycombe Road		Mon-Fri 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Baker Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Brook Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
East Richardson Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
George Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Mendy Street		Mon-Sat 08:00-19:00	30 minutes						£0.60																						
Queen Alexandra Road		Mon-Sat 08:00-19:00	2 hours							£1.20		£2.20																			
Short Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Suffield Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Wendover Street		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
West End Road		Mon-Sat 08:00-19:00	4 hours							£0.70		£1.20	£1.70		£2.20																
Castle Street		Mon-Sat 08:00-19:00	4 hours									£2.20				£4.20															
Cedar Terrace		Mon-Sat 08:00-19:00	4 hours								£2.20		£4.20	£6.20		£8.20															
Dovecot Road		Mon-Sat 08:00-19:00	1 hour								£2.20																				
Easton Street		Mon-Sat 08:00-19:00	4 hours									£2.20				£4.20															
Frogmoor		Mon-Sun 07:00-19:00	1 hour								£2.20																				
Priory Road (Bet. Priory Av & Amersham Hill)		Mon-Sat 08:00-19:00	4 hours								£2.20		£4.20	£6.20		£8.20															
Priory Road (Bet. Castle St & Priory Avenue)		Mon-Sat 08:00-19:00	2 hours								£2.20		£4.20																		
Priory Road		Mon-Sat 08:00-19:00	30 minutes						£1.20																						
West Richardson Street		Mon-Fri 08:00-19:00	4 hours								£2.20		£4.20	£6.20		£8.20															
Bridge Street	Mon-Sat 08:00-19:00	1 hour		£0.60		£1.20		£1.70		£2.20																					
Desborough Road	Mon-Sat 08:00-19:00	1 hour		£0.60		£1.20		£1.70		£2.20																					
Rutland Street	Mon-Sat 08:00-19:00	1 hour		£0.60		£1.20		£1.70		£2.20																					
Duke Street	Mon-Sat 08:00-19:00	24hours								£1.20									£3.70											£5.20	
Gordon Road	Mon-Sat 08:00-19:00	24hours								£1.20									£3.70											£5.20	
Priory Avenue	Mon-Sat 08:00-19:00	9hours								£1.20		£3.70												£5.20							
Slater Street	Mon-Sat 08:00-19:00	24hours								£1.20										£3.70										£5.20	
The Greenway	Mon-Sat 08:00-19:00	24hours								£1.20										£3.70										£5.20	
Cressex Business Park. Includes roads: Lincoln Road Coronation Rd Stirling Rd Halifax Rd Blenheim Rd Turnpike	Mon-Sun 24 hours	24hours								£0.70			£1.70								£5.20									£10.20	

Location	Car park	Permit Type	1 month	2 months	3 months	4 months	6 months	12 months	12 months Residents' permit
Aylesbury	• Coopers Yard • Friarscroft (1/2/3 floor) • Hampden House (2/3 floor) • Whitehall St • Walton Green	G1					£770.00	£1,540.00	
	• Friarscroft • Walton Green	G3					£330.00	£660.00	
	• Walton Street (Card)	G3A					£385.00	£770.00	
	• Friarscroft • Hampden House • Walton Green	G4					£385.00	£770.00	
	• Friarscroft • Hampden House • Walton Green	G5					£321.00	£642.00	
	• Hampden House • Waterside (Top Floor Only)	HW					£44.00		£88.00
	• Coopers Yard • Friarscroft • Whitehall Street • Walton Green	OA					£44.00		£88.00
	• Winslow Station • Friarscroft • Whitehall Street • Walton Green			£120.00		£223.00			£850.00
Wycombe	Easton Street, Swan, Railway Place, Totteridge Road, Duke Street, Desborough Street, Desborough Square, Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 1 - 5 day		£323.00		£646.00	£969.00	£1,938.00	
		Type 1 - 7 day		£395.00		£790.00	£1,185.00	£2,370.00	
	Railway Place, Totteridge Road, Duke Street, Desborough Street, Desborough Square, Richardson Street, Kingsmead, Riley Road, Liston Road, Dean Street, Pound Lane, West Street, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 2 - 5 day		£233.00		£466.00	£699.00	£1,398.00	
		Type 2 - 7 day		£287.00		£574.00	£861.00	£1,722.00	
	Desborough Street, Desborough square, Richardson Street, Kingsmead, Dean Street, Pound Lane, Institute Road, The Mount, Wakeman Road, Handy Cross P&R	Type 3 - 5 day		£216.00		£432.00	£648.00	£1,296.00	
		Type 3 - 7 day		£266.00		£532.00	£798.00	£1,596.00	
	Desborough Street, Desborough Square, Richardson Street, Kingsmead, The Mount, Wakeman Road, Handy Cross P&R	Type 4 - 5 day		£179.00		£358.00	£537.00	£1,074.00	
		Type 4 - 7 day		£223.00		£446.00	£669.00	£1,338.00	
	Kingsmead, The Mount, Wakeman Road	Type 5 - 5 day		£144.00		£288.00	£432.00	£864.00	
		Type 5 - 7 day		£179.00		£358.00	£537.00	£1,074.00	
	Kingsmead	Type 6 - 5 day		£90.00		£180.00	£270.00	£540.00	
		Type 6 - 7 day		£115.00		£230.00	£345.00	£690.00	
	WDC Offices - Rear	Staff only							
Handy Cross			£66.00	£132.00	£198.00	£264.00	£396.00	£792.00	
Amersham	Amersham Multi Storey		£108.00		£322.00		£638.00	£1,069.00	
	Sycamore Road		£108.00		£322.00		£638.00	£1,069.00	
	Sycamore Road	Business	£78.00		£232.00		£411.00	£772.00	

Location	Car park	Permit Type	1 month	2 months	3 months	4 months	6 months	12 months	12 months Residents' permit
Amersham Old Town	Amersham Old Town		£70.00		£210.00		£390.00	£720.00	
Chalfont St Giles	Church Lane		£49.00		£150.00		£300.00	£480.00	
Chalfont St Peter	Blizzards Yard		£70.00		£210.00		£390.00	£720.00	
Chesham	Albany		£78.00		£232.00		£411.00	£772.00	
	East Street		£78.00		£232.00		£411.00	£772.00	
	Star Yard		£78.00		£232.00		£411.00	£772.00	
	Water Meadow		£78.00		£232.00		£411.00	£772.00	£80.00
Great Missenden	Buryfield		£121.00		£359.00		£640.00	£1,201.00	
	Buryfield	Business	£78.00		£232.00		£411.00	£772.00	
	Link Road		£121.00		£359.00		£640.00	£1,201.00	
	Link Road	Business	£78.00		£232.00		£411.00	£772.00	
Little Chalfont	Snells Wood		£70.00		£210.00		£390.00	£720.00	
Prestwood	High Street, Prestwood		£70.00		£210.00		£390.00	£720.00	
Beaconsfield	Altons				£322.00		£607.00	£1,138.00	£302.00
	Penncroft				£354.00		£667.00	£1,251.00	£326.00
	Warwick Road				£322.00		£607.00	£1,138.00	£310.00
Burnham	Jennery Lane				£146.00		£275.00	£514.00	£184.00
	Neville Court				£79.00		£148.00	£279.00	£59.00
	Summers Road				£146.00		£275.00	£514.00	£160.00
Farnham Common	The Broadway				£103.00		£194.00	£365.00	£52.00
Gerrards Cross	Bulstrode Way				£348.00		£657.00		£327.00
	Packhorse Road				£386.00		£728.00		£343.00
	Station Road Car Park				£348.00		£657.00		£327.00

County Wide	Permits	First	Second	Third	Book of 10
	Resident Permits	£60	£77	£99	
	Visitor Vouchers				£13
	School Permits	£29			

Suspensions & Dispensations	Week 1 Per Day (1-7)	Week 2 Per Day (8-14)	Week 3 Per Day (15th day & beyond)	
	£16	£18	£20	On Street is per 6 meter space / Off Street is per bay
Charge to add if P&D bay	£6			



Schedule of Fees and Charges  
applicable from 1 April 2022

Schedule of Fees and Charges  
applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Wycombe £	Aylesbury Vale £	Wycombe £
	<b>High Wycombe Town Committee - Special Expenses - SUBJECT TO COMMITTEE RECOMMENDATION IN JANUARY 2023</b>				
<b>SE1</b>	<b>Leisure</b>				
	<b>High Wycombe Town Committee</b>				
	Football Pitch Senior		£38.00		£41.00
	Changing Room, Nets & Pegs Senior		£30.00		£33.00
	Football Pitch Junior		£19.00		£21.00
	Changing Room, Nets & Pegs Junior		£15.00		£16.00
	Football Pitch Mini		£10.00		£11.00
	Changing Room Mini		£15.00		£16.00
	Football Pitch 9v9		£19.00		£21.00
	Changing Room 9v9		£15.00		£16.00
<b>SE2</b>	<b>Allotments</b>				
	125m2		£24.00		£26.00
	250m2		£48.00		£52.00
	125m2 without water		£18.00		£20.00
	250m2 without water		£36.00		£39.00
	125m2 60+		£12.00		£13.00
	250m2 60+		£24.00		£26.00
<b>SE3</b>	<b>High Wycombe &amp; Penn Rd Cemetery*</b>				
	<b>* Fees are doubled for non-residents</b>				
	Purchase of burial rights - adult*		£821.00		£895.00
	Purchase of burial rights - child* 24 weeks and above		£0		£420.00
	Purchase of burial rights - cremated remains*		£500.00		£545.00
	Purchase of burial rights - Products of Conceptions or Non Viable Foetus up to 24 weeks		£0.00		£0.00
	Adult interment - new grave		£366.00		£399.00
	Child interment - new grave* 24 weeks and above		£0.00		£280.00
	Child interment - new grave - Products of Conceptions or Non Viable Foetus up to 24 weeks		£0.00		£0.00
	Cremated remains interment - new grave		£76.00		£83.00
	Reopen grave adult interment		£308.00		£336.00
	Reopen grave child interment		£231.00		£252.00
	Concrete burial chamber interment -new grave		£814.00		£887.00
	Burial chamber interment		£781.00		£851.00
	Burial vault interment		£966.00		£1,053.00
	Saturday adult interment - new grave		£547.00		£596.00
	Saturday child interment - new grave* 24 weeks and above		£0.00		£347.00
	Saturday child interment - Products of Conceptions or Non Viable Foetus up to 24 weeks		£0.00		£0.00
	Saturday cremated remains interment - new grave		£190.00		£207.00
	Saturday concrete burial chamber interment - new grave		£934.00		£1,018.00
	Saturday burial chamber interment		£962.00		£1,049.00
	Saturday burial vault interment		£1,147.00		£1,250.00
	Plaque on Communal Bench - 5 Year Lease period				£257.00
	Memorial permit - adult*		£212.00		£231.00
	Memorial permit - child* 24 weeks and above		£0.00		£113.00
	Memorial permit - child* - Products of Conceptions or Non Viable Foetus up to 24 weeks		£0.00		£0.00
	Memorial permit - cremated remains*		£104.00		£113.00
	Right to erect kerb/headstone - adult		£212.00		£231.00
	Right to erect full size kerb set - adult				£231.00
	Right to erect kerb/headstone - child		£0.00		£0.00
	Right to erect kerb/headstone - cremated remains		£104.00		£113.00
	Right to erect vase/tablet - cremated remains		£104.00		£113.00
	Right to add inscription after first		£40.00		£44.00
	Transfer of rights		£27.00		£29.00
	Certified copy of records		£27.00		£29.00
	Replacement deed		£27.00		£29.00
	Grave maintenance - annual		£57.00		£62.00
	Grave reservation - booking fee*		£244.00		£266.00
	Grave reservation - annual charge*		£190.00		£207.00
	Interment extra large casket/coffin additional charge		£164.00		£179.00
	Right to columbarium vault including inscription up to 150 characters - 5 years				£600.00
	Right to columbarium vault including inscription up to 150 characters - 10 years				£950.00
	Right to columbarium vault including inscription up to 150 characters - 20 years				£1,500.00
	Inscriptions over 150 characters POA				POA
	Inscribed motifs form		£88.00		£96.00
	Additional inscription on an existing columbarium inscribed plaque		£78.00		£85.00
	Photoplaque form		£177.00		£193.00
	Handcrafted designs				POA

Schedule of Fees and Charges  
applicable from 1 April 2022

Schedule of Fees and Charges  
applicable from 1 April 2023

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Wycombe £	Aylesbury Vale £	Wycombe £
<b>Aylesbury Vale - Special Expenses</b>					
<b>SE4</b>	<b>Leisure</b>				
	<b>All Weather Pitch - Meadowcroft</b>				
	Peak Time-1/3rd area per hour	£29.50		£29.50	£32.00
	Peak Time-2/3rd area per hour	£58.80		£58.80	£64.00
	Peak Time-full area per hour	£88.30		£88.30	£96.00
	Off peak time-1/3rd area per hour	£21.80		£21.80	£24.00
	Off peak time-2/3rd area per hour	£44.70		£44.70	£49.00
	Off peak time-full area per hour	£65.40		£65.40	£71.00
	Flood lights-1/3rd area per hour	£14.20		£14.20	£15.00
	Flood lights-2/3rd area per hour	£21.80		£21.80	£24.00
	Flood lights-full area per hour	£35.90		£35.90	£39.00
	<b>Football Pitches Grass</b>				£0.00
	Adult pitch - per match	£90.40		£90.40	£99.00
	Juniors aged 14 to 17 years playing on an adult pitch - per match	£63.20		£63.20	£69.00
	Juniors aged 13 years and under, playing on a junior pitch - per match	£55.50		£55.50	£60.00
	Mini-Soccer pitch - used by 10 year olds and under - per hour	£13.10		£13.10	£14.00
	Off-pitch - space adjacent to pitches and changing room facilities.	£46.90		£46.90	£51.00
	<b>Cricket Square</b>				£0.00
	Adult-afternoon-per match (14:00 - 19:00)	£107.80		£107.80	£118.00
	<b>Insurance</b>				£0.00
	Insurance for any pitch hire	£3.80		£3.80	£4.00
<b>SE5</b>	<b>Community Centres</b>				
	<b>Alfred Rose, Bedgrove, Hawkslade Farm, Prebendal Farm and Southcourt</b>				
	<b>Community Bookings</b>				
	Monday to Friday				
	8.00 - 13.00	£33.40		£36.40	
	13.30 - 17.15	£33.40		£36.40	
	17.45 - Close	£52.00		£52.00	
	Saturday and Sunday				
	8.00 - 13.00	£37.70		£41.00	
	13.30 - 17.15	£37.70		£41.00	
	17.45 - Close	£70.00		£76.00	
	<b>Private and Commercial Bookings</b>				
	Monday to Thursday				
	8.00 - 13.00	£76.40		£83.30	
	13.30 - 17.15	£76.40		£83.30	
	17.45 - Close	£159.10		£173.40	
	Friday Saturday and Sunday				
	8.00 - 13.00	£76.40		£83.30	
	13.30 - 17.15	£76.40		£83.30	
	17.45 - Close (Friday and Saturday)	£203.70		£222.00	
	17.45 - Close (Sunday Only)	£159.10		£173.40	
	Early evening finish ( Friday , Saturday or Sunday )	£124.10		£135.30	
	<b>Alfred Rose - Committee Room</b>				
	Monday to Friday				
	8.00 - 13.00	£23.90		£26.10	
	13.30 - 17.15	£23.90		£26.10	
	17.45 - Close	£33.40		£36.40	
	Saturday and Sunday				
	8.00 - 13.00	£23.90		£26.10	
	13.30 - 17.15	£23.90		£26.10	
	17.45 - Close	£47.20		£51.50	
	Alfred Rose Committee Room (if Main Hall is booked, hire committee room for just an additional £10.00 per session)	£10.60		£11.60	
	<b>Adhoc Prices</b>				
	2 Hour Mon - Fri 9.00-17.30 promotional rate	£22.80		£24.90	
	2 Hour Mon - Fri early evening promotional rate	£34.00		£37.00	
	New Years Eve	£309.80		£337.70	
	Public Liability Insurance for voluntary groups, individuals and private parties	£8.40		£9.20	

**FARNHAM PARK CHARITABLE TRUST - FEES & CHARGES 2023-24**

<b>THE SOUTH BUCKINGHAMSHIRE GOLF COURSE</b>		<b>2022/23</b>	<b>2023/24</b>
		<b>£</b>	<b>£</b>
<b><u>Green Fees – Casual Users (4)</u></b>			
Weekdays	Adult 18 holes	29.00	31.00
	Adult 18 holes (After 1pm)	22.00	24.00
	Adult 9 holes (Anytime)	16.00	17.00
	Senior 18 holes	22.00	24.00
	Senior 18 holes (After 1pm)	18.00	19.00
	Senior 9 holes (Anytime)	12.00	13.00
Weekends & Bank Holidays	Adult 18 holes	33.00	36.00
	Adult 18 holes (After 1pm)	25.00	28.00
	Adult 9 holes (after 3pm)	18.00	19.00
	Senior 18 holes	33.00	36.00
	Senior 18 holes (After 1pm)	25.00	28.00
	Senior 9 holes (after 3pm)	16.00	17.00
Societies (Minimum 12 players)	18 hole weekday ( Snr and Jnr)	18.00	20.00
	18 hole weekday ( Adults)	25.00	28.00
	18 Holes Weekend (Snr and Jnr)	23.00	24.00
	18 hole weekend ( Adults)	29.00	31.00
Season Ticket	7 day Adult	1,100.00	1,200.00
	7 day Senior	1,100.00	1,200.00
	5 day Adult	850.00	925.00
	5 Day Senior	850.00	925.00
	7 Day Student	700.00	725.00
	7 Day Colt (14 to 18)	n/a	n/a

Students will be those over 18 in full time education - normally university  
Colt name is normally 14 to 18 years

**Average Green Fee Price Increase Visitors**

50 points top up	50.00	50.00
110 points top up	100.00	100.00
220 points top up	200.00	200.00
330 points top up	300.00	300.00

**Note: ALL GREEN FEES ARE VAT EXEMPT**

**FARNHAM PARK CHARITABLE TRUST - FEES & CHARGES**

<b>THE SOUTH BUCKINGHAMSHIRE GOLF COURSE</b>		<b>2022/23</b>	<b>2023/24</b>
		<b>£</b>	<b>£</b>
<b>Green Fees – Club Members (4)</b>			
Weekdays	Adult 18 holes	25.00	27.00
	Adult 18 holes (After 1pm)	18.00	20.00
	Adult 9 holes (Anytime)	14.00	15.00
	Senior 18 holes	18.00	20.00
	Senior 18 holes (After 1pm)	14.00	15.00
	Senior 9 holes (Anytime)	10.00	11.00
Weekends & Bank Holidays	Adult 18 holes	29.00	32.00
	Adult 18 holes (After 2pm)	21.00	24.00
	Adult 9 holes (after 2pm)	16.00	17.00
	Senior 18 holes	29.00	32.00
	Senior 18 holes (After 2pm)	21.00	24.00
	Senior 9 holes (after 3pm)	11.00	12.00

**Average Green Fee Price Increase Members**

**Note: ALL GREEN FEES ARE VAT EXEMPT**

**Hire Charges (4) - Visitors**

Golf Buggy	9 holes	15.00	17.00
Golf Buggy	18 holes	25.00	27.00
Golf Trolley	18 holes	5.00	5.50

**Hire Charges - Club Members (4)**

Golf Buggy	9 holes	12.00	13.00
Golf Buggy	18 holes	21.00	23.00
Golf Trolley		4.00	4.50

Exempt charges are only applicable if paid for by individuals.

If the charge is paid for by a company then the charge will be inclusive of VAT.

Junior weekend charges only apply to juniors competing in bona fide competitions.

Junior charges relate to children 18 years and under.

Golf Shop: Prices for the goods sold in the golf shop are set by the Golf Manager TO ACHIEVE A 40% GF

**FARNHAM PARK CHARITABLE TRUST - FEES & CHARGES**

FARNHAM PARK SPORTS FIELDS	2022/23	2023/24
	£	£

**Block Booking Grass**

**Football Pitches**

Senior (4)	Every week	2,250.00	2,475.00
	Alternate weeks	1,250.00	1,375.00
Junior/Youth (4)	Every week	1,580.00	1,750.00
	Alternate weeks	880.00	970.00
Junior 9 v 9 (4)	Every week	1,190.00	1,300.00
	Alternate weeks	660.00	720.00
Junior 7 v 7 (4)	Every week	945.00	1,035.00
	Alternate weeks	525.00	575.00
Junior 5 v 5 (4)	Every week	675.00	750.00
	Alternate weeks	375.00	415.00

**Casual Football Pitch**

**Hire**

**TYPE OF PITCH**

**PER PITCH**

**PER PITCH**

Senior	100.00	110.00 PLUS VAT
Junior/Youth	80.00	85.00 PLUS VAT
9 V 9 Pitch	60.00	65.00 PLUS VAT
7 V 7 Pitch	50.00	55.00 PLUS VAT
5 V 9 Pitch	40.00	45.00 PLUS VAT

**All casual one off pitch hires attract VAT**

**Grass Softball Fields**

Full size weekend Hire

Full size One day Hire

**Notes**

Exempt charges are only applicable if paid for by individuals.

If the charge is paid for by a company then the charge will be inclusive of VAT.

Junior/Youth charges are only available for children under 18 years of age.

Peak and off peak times may vary and will be displayed at all facilities.

Football pitch hires are for the season only (Every week = 32 weeks), (Alternate week = 16 weeks).

**Discounts and Promotional Offers**

The Council's Constitution (Part 3 - Delegations to Officers) provides the Director of Services with

(a) Authority to allow discounts on all sporting provision facilities for up to four weeks.

(b) Authority to make promotional offers as and when necessary.

(c) Any authorities exercised in (a) and (b) above to be reported to the Executive once results have been analysed.

Schedule of Fees and Charges applicable from April 2023

Adult Social Care	2022-23 charge	2023-24 charge *
<b>Residential Care</b>		
Deferred Payment Agreement Set Up Fee	£671.00	£731.00
Deferred Payment Agreement Annual Admin Fee	£100.00	£109.00
Short Breaks / Respite	FULL COST	FULL COST
<b>Non-Residential Care</b>		
Home Care Single Handed Per Hour	£20.24	£23.00
Home Care Double Handed Per Hour	£40.48	£46.00
High Dependency Day Care Per Day Exc Cost Of Meal	£91.18	£97.56
Day Care Per Day Exc Cost Of Meal	£69.56	£74.42
Transport Per Return Journey	£16.26	£17.40
Landline Telecare Weekly	£4.62	£4.90
Mobile Telecare Weekly	£8.05	£8.61
Medication Telecare Call Per Call	£1.87	£2.00
Care Package Set Up Fee Brokerage	£315.00	£344.00
Meal In A Buckinghamshire Council Day Centre	£6.14	£6.57
<b>Finance Deputy</b>		
FDT Service Charge per week (If customer has under £1,000 capital)	no charge	no charge
FDT Service Charge per week (If customer has more than £1,000 capital)	£3.60	£3.92
FDT Estate Wind Up Fee	£750.00	£817.50

\* The actual amount charged for non-residential care is usually subject to a financial assessment as per the Non-Residential Charging Policy

## Schedule of Fees and Charges applicable from 1 April 2023

VAT to be applied where applicable

Ref	Service	Proposed Pricing 2023/24	
		Academies / External Customers	Maintained Schools
		2023/24 Ex VAT	2023/24 Ex VAT
<b>HR Services</b>			
<b>Employee Relations Advisory</b>			
	Core package	per employee	£45.85 £45.85
	Consultancy	per hour	£92.80 £92.80
	Consultancy	per day	£652.00 £652.00
	Senior Consultancy Support	per hour	£108.65 £108.65
	Mediation	per hour	£92.80 £92.80
	Independent Investigating Officer (external provider)	per day	£689.00 £689.00
	Job Evaluation	per job evaluation	£191.20 £191.20
<b>HR All Services</b>			
	On-line/webinar/video training	per workshop	£22.25-43.45 £22.25-43.45
	Standard advertised training (half day)	per delegate	£114.50-152.60 £114.50-152.60
	Standard advertised training (full day)	per delegate	176-235 176-235
	Bespoke training design, co-ordination & delivery	per day	£652.00 £652.00
	Consultancy (including Academisation support)	per hour	£92.80 £92.80
	Consultancy (including Academisation support)	per day	£652.00 £652.00
<b>Recruitment</b>			
	Charge per advertisement (PAU)	per advertisement	£152.80 £152.80
	Social media posting package	per posting	£136.50 £136.50
	Social media campaign (starting price)	per campaign	£398.50 £398.50
	Apprenticeship recruitment package	per advertisement	£654.00 £654.00
	Advert with TES or other external sites (not including TES/other advert price)	per advertisement	£54.60 £54.60
	Resourcing Consultancy (including training)	per hour	£92.80 £92.80
	Resourcing Consultancy (including training)	per day	£652.00 £652.00
	On-line/webinar/video training	per workshop	23-45 23-45
<b>Safeguarding</b>			
	DBS Checks (PAU) Admin fee only	per check	£16.43 £16.43
	Consultancy - Training, Visits & Audits	per hour	£92.80 £92.80
	Consultancy - Training, Visits & Audits	per day	£652.00 £652.00
	On-line/webinar/video training	per workshop	23-45 23-45
	Sponsorship/visa application support	per application	£26.50 £26.50
<b>Payroll and Transactions</b>			
	Single Academy / School - 1 year annual	per employee	£72.25 £68.00
	Payroll academisation support	per school	£318-1,325 £318-1,325
	Issuing of employment contracts, contractual change letters	per school	266-795
	Single Academy Trust - 1 year annual	per employee	£72.25
	MAT - 1 year annual	per employee	£60.95
	Charities - 1 year annual	per employee	£72.25
	Emergency CHAPS payment (same day)		£109.20
	Interim BACS payment (2 days)	per transaction	£71.00 £71.00
	Consultancy	per hour	£92.80 £92.80
	Overpayment Calculation/Administration Fee (prior to mid-year)	per overpayment	£71.00 £71.00
	Overpayment Calculation/Administration Fee (after mid-year)	per overpayment	£108.65 £108.65
	Non Standard Additional Reports	per request	£159.00 £159.00
	Provision of logo'd payslips	Per school	£79.50
	Provision of ASHE return data	per request	£212.00
	On-boarding of new payroll customer	Per school	£424.00
	On-boarding of new payroll customer (maintained to free standing academy)		£490-600
	On-boarding of new payroll customer (maintained joining MAT which is already a BC payroll customer)		330-435
	Termination of payroll customer	per school	£424-583 £424.00
	Access to historical data fee (6 years)		£106-265 £106-265
	Termination of charity payroll customer		424-583
<b>LGPS</b>			
	LGPS on-boarding fee	Per school	£106-265 106-265
	LGPS exit fee	Per school	£424.00 £424.00
	Access to historical data fee (6 years)	Per school	106-265 106-265
	Annual pensions admin fee	Per school	£106.00 £106.00

Ref	Service	Proposed Pricing 2023/24		
		Academies / External Customers	Maintained Schools	
	Academies Annual Base rate	annual	£545.00	
	Academies Annual per member	per member	£12.99	
	Academies Annual Base rate (Non-Bucks)	per member	£15.27	
	Submission fee to Pensions Regulator for VA/Foundation Schools	annual	£55.00	
	Adhoc reports	per report	£159.00	
	Charities LGPS	annual	£273.00	
	Charities Annual per member	per member	£12.99	
	Charities Exit fee	one-off	£265.00	
	TPP Alternative Provider Admin Fee	annual		£106.00
	<b>Teachers' Pay &amp; Pensions</b>			
	Academy - Annual Base rate	annual	£545.00	
	Annual admin fee (non BC payroll users)	annual		£106.00
	On-boarding of new academy/academisation	one-off	£106.00	
	MAT - Annual Base rate (per site)	annual	£545.00	
	Annual per teacher	per teacher	£12.99	
	Late or incorrect submission charge (non-BC payroll users)	one-off		£109.00
	Non Standard Additional Reports	per request	£159.00	£159.00
	Exit arrangement fee	one-off	£371.00	
	<b>Occupational Health</b>			
	Occupational Health Annual Package	per employee		
	Employee Assistance Programme	per employee		
	<b>PSN Broadband</b>			
	<b>Networking (PSN)</b>			
	Gold Package - BASE RATE	annual	£7,174.98	£7,174.98
	Gold Package - PER PUPIL	annual	£4.54	£4.54
	Silver Package - BASE RATE	annual	£2,492.60	£2,492.60
	Silver Package - PER PUPIL	annual	£2.33	£2.33



Ref	Service	Proposed Pricing 2023/24		
		Academies / External Customers	Maintained Schools	
<b>SIMS &amp; MIS</b>				
	Premium BASE rate (Primary/ PRU/ Nursery)	annual	£2,284.00	£2,284.00
	Premium per pupil (Primary/ PRU/ Nursery)	annual	£3.88	£3.88
	Standard BASE RATE (Primary/ PRU/ Nursery)	annual	£1,385.00	£1,385.00
	Standard per pupil (Primary/ PRU/ Nursery)	annual	£2.48	£2.48
	Premium Support package - Base rate (Secondary)	annual	£2,858.00	£2,858.00
	Premium Support package - per pupil (Secondary)	annual	£1.09	£1.09
	Standard Support package - Base rate (Secondary)	annual	£1,934.50	£1,934.50
	Standard Support package - per pupil rate (Secondary)	annual	£0.95	£0.95
	Bursar service	per hour	£46.00	£46.00
	Admin support	per hour	£46.00	£46.00
	Full day remote training course (package)		£172.00	£172.00
	Full day remote training course (non-package)		£228.00	£228.00
	Full day classroom training course (package)		£233.00	£233.00
	Full day classroom training course (non package)		£265.00	£265.00
	Half day remote training course (package)		£111.00	£111.00
	Half day remote training course (non-package)		£148.00	£148.00
	Half day classroom training course (package)		£152.00	£152.00
	Half day classroom training course (non package)		£162.00	£162.00
	1-1 remote Workshop sessions (including Census)		£68.00	£68.00
	1-1 remote Workshop sessions (including Census)(non-package)		£132.50	£132.50
	Workshops - in person (package)		£152.00	£152.00
	Workshops - in person (non package)		£152.00	£152.00
	Intro Webinar (package)		£26.50	£26.50
	Intro Webinar (non-package)		£48.00	£48.00
	Consultancy with core package	per hour	£69.00	£69.00
	Consultancy with core package	per day	£425.00	£425.00
	Consultancy without core package	per hour	£91.50	£91.50
	Consultancy without core package	per day	£562.00	£562.00
	Private Funds Manager (PFM) (package)	annual	£115.50	£115.50
	Secondary Schools SIMS Upgrade Service (per annum)	annual	£375.00	£375.00
	PS Financials Platinum - Base rate (Primary/ PRU/ Nursery)	annual	£1,096.00	£1,096.00
	PS Financials Platinum - per pupil rate (Primary/ PRU/ Nursery)	per pupil	£1.91	£1.91
	PS Financials Premium - Base rate (Secondary)	annual	£1,349.00	£1,349.00
	PS Financials Premium - per pupil rate (Secondary)	per pupil	£0.55	£0.55
	SIMS Hosted Solution - Primary Schools - Installation Charge	one off	£335.00	£335.00
	SIMS Hosted Solution - Primary Schools - Base Price Charge	annual	£815.00	£815.00
	SIMS Hosted Solution - Primary Schools - Per Pupil Price	annual	£1.50	£1.50
	SIMS Hosted Solution - Secondary Schools - Installation Charge	one off	£587.00	£587.00
	SIMS Hosted Solution - Secondary Schools - Base Price Charge	annual	£1,921.00	£1,921.00
	SIMS Hosted Solution - Secondary Schools - Per Pupil Price	annual	£1.60	£1.60
	MIS Consultancy package -- enhanced (package schs)	one off	£1,184.00	£1,184.00
	MIS Consultancy package - basic (package schs)	one off	£542.00	£542.00
	MIS Consultancy package - enhanced (non package schs)	one off	£1,600.00	£1,600.00
	MIS Consultancy package - basic (non package schs)	one off	£750.00	£750.00
	FMS consultancy package - (package schs)	one off	£642.00	£642.00
	FMS consultancy package -- (non package schs)	one off	£886.00	£886.00
	MIS Data Quality Service - (package schs)	one off	£382.50	£382.50
	MIS Data Quality Service -- (non package schs)	one off	£505.00	£505.00
	MIS Statutory Data Return Packages -- enhanced (package schs)	one off	£1,100.00	£1,100.00
	MIS Statutory Data Return Packages -- basic (package schs)	one off	£500.50	£500.50
	MIS Statutory Data Return Packages -- enhanced (non package schs)	one off	£907.00	£907.00
	MIS Statutory Data Return Packages -- basic (non package schs)	one off	£570.00	£570.00

Ref Service		Proposed Pricing 2023/24	
		Academies / External Customers	Maintained Schools
<b>Technical Support</b>			
Office 365 support service	annual	£375.00	£375.00
Technical Support - 15 workstations	annual	£2,025.00	£2,025.00
Technical Support - 25 workstations	annual	£3,360.00	£3,360.00
Technical Support - 50 workstations	annual	£6,254.00	£6,254.00
Technical Support - 75 workstations	annual	£9,153.00	£9,153.00
Technical Support - 100 workstations	annual	£12,046.90	£12,046.90
SIMS Technical Support for Secondary Schools	annual	£1,350.00	£1,350.00
SOPHOS Antivirus Protection	per pupil	£6.36	£6.36
Additional Remote Backup Service for Schools (RBUSS+) 50GB	annual	£371.00	£371.00
Additional Remote Backup Service for Schools (RBUSS+) 100GB	annual	£551.00	£551.00
Additional Remote Backup Service for Schools (RBUSS+) 200GB	annual	£799.00	£799.00
Additional Remote Backup Service for Schools (RBUSS+) 300GB	annual	£1,033.50	£1,033.50
Additional Remote Backup Service for Schools (RBUSS+) 400GB	annual	£1,309.00	£1,309.00
Additional Remote Backup Service for Schools (RBUSS+) 500GB	annual	£1,542.00	£1,542.00
Additional Remote Backup Service for Schools (RBUSS+) 600GB	annual	£1,781.00	£1,781.00
Additional Remote Backup Service for Schools (RBUSS+) 700GB	annual	£2,014.00	£2,014.00
Additional Remote Backup Service for Schools (RBUSS+) 800GB	annual	£2,258.00	£2,258.00
Additional Remote Backup Service for Schools (RBUSS+) 900GB	annual	£2,491.00	£2,491.00
Additional Remote Backup Service for Schools (RBUSS+) 1000GB	annual	£2,608.00	£2,608.00
Additional Remote Backup Service for Schools (RBUSS+) 2000GB	annual	£5,157.00	£5,157.00
3 x half day scheduled site visits	per package	£609.50	£609.50
Scheduled Site Visits	per hour	£69.00	£69.00
Scheduled Site Visits	per day	£425.00	£425.00
<b>Children's Finance Services</b>			
<b>Finance Packages</b>			
Platinum	1500 credits Annual		£1,185.00
Gold	1000 Credits Annual		£888.00
Silver	600 Credits Annual		£593.00
Bronze	300 Credits Annual		£323.00
Additional Credits	50 Credits		£53.00
No Package	50 Credits		£69.00
<b>Other services</b>			
Cheque Book School Package	Annual		£1,645.00
Cheque Book School 'doing own' Package	Annual		£357.00
Purchasing Cards	per card		£58.00
External Payroll for cheque book schools			£95.00
Creditor Service	Per invoice/credit note		£1.61

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>ADULT LEARNING</b>		Charge from 01.08.2021 £	Charge from 01.08.2022 £
English for Speakers of Other languages (ESOL)	per hour	4.10	4.30
Adults with Learning Difficulties and Disabilities (ALDD)	per hour	5.00	5.25
All other Subjects	per hour	6.80	7.10
Lip-reading	per hour	5.00	5.25
Learning for Personal Development (LPD)	per hour	6.80	7.10
Adults with Learning Difficulties and Disabilities (ALDD)	per hour	5.00	5.25
Small group (5-8 learners)	per hour	9.50	9.80
Workshops of six hours and less	per hour	9.50	9.80
Fitness non-funded	per hour	8.25	8.50
Language/ other non-funded			8.50
Specialist creative non-funded			9.80
All overseas/nonfunded	per hour	12.00	12.00
Annual registration fee	per learner	10.50	10.50
<b>English Speaking Board</b>			
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)	per learner/ exam	34.00	35.00
Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1,2 & 3)	per learner/ exam	18.00	19.00
Ascentis Entry Level Award in ESOL Skills for Life (Writing) (Entry 1, 2 & 3)	per learner/ exam	18.00	19.00
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)	per learner/ exam	34.00	35.00

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	per learner/ exam	34.00	35.00
Re-sit - No charge is made at present		Free re-sit	Free re-sit
<b>GCSE</b>			
Pearson GCSE Maths (Exam cost only)	per learner/ exam	45.00	47.00
Re-sit	per learner/ exam	60.00	62.00
AQA GCSE English	per learner/ exam	42.00	44.00
Re-sit	per learner/ exam	57.00	59.00
<b>Signature (British Sign Language)</b>			
BSL Level 1 (BSL101)	per learner/ exam	37.50	39.00
BSL Level 1 (BSL102 & 103)	per learner/ exam	53.00	54.50
BSL Level 2 (BSL201)	per learner/ exam	55.00	57.00
BSL Level 2 (BSL202 & 203)	per learner/ exam	65.00	67.00
Re-sit - a £10 admin charge is normally added	per learner/ exam	10.00	10.00
<b>Additional costs associated with specific curriculum areas (materials, use of equipment and demonstration costs):</b>			
<b>Cake decorating</b>			
courses (charge per learner per hour)	per learner per hr	1.20	1.30
workshops (charge per learner)	per workshop	5.50	5.60

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Cookery</b>			
courses (charge per learner per hour)	per learner per hr	1.20	1.20
workshops (charge per learner)	per workshop	6.00	6.00
<b>Decoupage</b>			
Courses (charge per learner per hour)			3.00
Workshop (charge per learner)			3.00
<b>Flower arranging/ floristry workshop</b>			
courses	per learner per hr	1.20	1.30
workshops	per learner per session	6.00	6.20
Interior design/ upcycling	per learner per hr	0.80	0.90
<b>Jewellery</b>			
Jewellery making workshops (charge per learner)	per learner per workshop	6.00	6.10
Jewellery making - silver (charge per learner per hour)	per learner per hr	0.80	0.90
Jewellery making - silver, mixed metals and enamel (charge per learner per hour)	per learner per hr	0.80	0.90
<b>Life Classes</b>			
Life classes - additional model costs	per workshop	10.00	9.00
Life classes - additional model costs	per learner hr	2.00	1.90
<b>Manicure/ make up workshops (charge per learner)</b>	per workshop	3.50	3.50

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Lino Printing</b>			
Courses (charge per learner)			3.00
Workshops (charge per learner)			2.00
<b>Mixed Media creative Art</b>			
Course up to 5 weeks (charge per learner)			2.60
Workshops & 6 - 11 week courses (charge per learner)			5.00
<b>Painting and drawing</b>			
workshops	per workshop	2.00	2.00
10 hours (charge per learner)	per course	3.00	3.00
11-20 hours (charge per learner)		4.00	4.00
21-30 hours (charge per learner)		5.00	5.00
31-40 hours (charge per learner)		6.00	6.00
41- 50 hours (charge per learner)		7.00	7.00
51 60 hours (charge per learner)		8.00	8.00
>60 (charge per learner)		10.00	10.00
50-55 hours	per course		
20-22 hours	per course		
62 hours	per course		
<b>Picture framing</b> (Charge per learner for 10 hours)	10 hours	5.50	5.50

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Pottery - Buckingham</b>			
Supplementary costs including equipment replacement (charge per learner per hour)	per learner hr	1.20	1.30
Materials, use of equipment and demonstration costs (charge per learner per hour)	per learner hr	2.00	2.10
<b>Pottery - Evreham (clay charged by weight)</b>			
Supplementary costs including equipment replacement (charge per learner per hour)	per learner hr	2.20	2.30
Materials, use of equipment and demonstration costs (charge per learner per hour)	per learner hr	1.00	1.00
<b>Sewing, textiles (where machines are involved)</b>			
Workshops (charge per learner)	per learner per 20 hrs	1.00	3.00
up to 20 hours (charge per learner)	per learner per 20 hrs	3.00	5.00
>20 hours (charge per learner)		6.00	6.20
<b>Specialist workshops</b>			
			in line with costs
<b>Stained glass</b>			
workshops (charge per learner per workshop)	per workshop	5.50	5.60
Course (charge per learner per hour)	per learner hr	0.60	0.70
<b>Upcycling</b>			
workshops (charge per learner)			
Course (charge per learner per course)			4.00
			9.00
<b>Upholstery (charge per learner per course)</b>			

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
			5.20
<b>Woodwork</b>	per learner per 10 weeks		
Workshop (charge per learner			1.50
Course (charge per learner for 10 week course)		5.50	5.60



Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>SCHOOLS (ACADEMIES)</b>		Charge from 01.09.2021 £	Charge from 01.09.2022 £
<b>Administration and co-ordination of Appeal Cases</b>			
Initial appeal (charged each time appeal case is compiled for each year group)	per year group	136.00	140.00
Compilation of child case papers	per appeal scheduled	24.00	25.00
<b>Provision of Local Authority Consultant</b>			
To attend appeal and support the headteacher	per appeal held	58.00	60.00
Visit school to discuss case prior to taking the case to the appeal panel (including attending appeal)	per appeal held	58.00	60.00
<b>Admissions Services to schools/academies</b>			
Direct or shortest walking distances (including any ad-hoc requests for measurements as required)	per academic year	170.00	175.00
EMSAR services	per case	56.00	58.00
Late Entry testing service (charge per school taking part in the process)	per academic year	748.00	770.00
<b>County Attendance Team</b>			
Pay as used	per 10 hour block	567.00	567.00

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Educational Visits</b>			
Academy grammar, upper and independent schools	per academic year	£50 per sch + £1 per pupil	£50 per sch + £1 per pupil
Academy junior, combined and Special academies	per academic year	£50 per School plus £4 per place (special academies )	£50 per School plus £4 per place (special academies )
Academy infants and PRUs	per academic year	£50 per School plus £4 per place (PRU academies )	£50 per School plus £4 per place (PRU academies )
<b>Free School Meals Eligibility Checking Service</b>			
Primary/special academies - (<100 pupils on roll)	per academic year	74.16	74.16
Primary/special academies - (>100 pupils)	per academic year	123.60	123.60
Secondary Academies	per academic year	247.20	247.20
Primary/special maintained schools - (<100 pupils on roll)	per academic year	61.80	61.80
Primary/special maintained schools - (>100 pupils)	per academic year	103.00	103.00
Secondary maintained schools	per academic year	206.00	206.00
Core buyback package for infant academies (annual)	per student	0.72	0.72
Core buyback package for junior academies (annual)	per student	0.60	0.60
Core buyback package for combined academies (annual)	per student	0.84	0.84
Core buyback package for secondary academies (annual)	per secondary academy	810.00	810.00
Core buyback package for special academies (annual)	per student	0.48	0.48
Core buyback package for infant maintained schools (annual)	per student	0.60	0.60
Core buyback package for junior maintained schools (annual)	per student	0.50	0.50
Core buyback package for combined maintained schools (annual)	per student	0.70	0.70
Core buyback package for secondary maintained schools (annual)	per secondary academy	675.00	675.00
Core buyback package for special maintained schools (annual)	per student	0.40	0.40

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>FFT subscription service</b>			
Infant academies	per academic year - school level cost + per pupil	£68 per school + £0.87 per pupil + VAT	£68 per school + £0.87 per pupil + VAT
Junior and Combined academies	per academic year - school level cost + per pupil	£86 per school + £0.87 per pupil + VAT	£86 per school + £0.87 per pupil + VAT
Secondary academies	per academic year - school level cost + per pupil	£495 per school + £0.87 per pupil + VAT	£495 per school + £0.87 per pupil + VAT
Special and PRU academies	per academic year - school level cost + per pupil	£86 per school + £0.87 per pupil + VAT	£86 per school + £0.87 per pupil + VAT
Infant maintained schools	per academic year - school level cost + per pupil	£68 per school + £0.87 per pupil	£68 per school + £0.87 per pupil
Junior and Combined maintained schools	per academic year - school level cost + per pupil	£86 per school + £0.87 per pupil	£86 per school + £0.87 per pupil
Secondary maintained schools	per academic year - school level cost + per pupil	£495 per school + £0.87 per pupil	£495 per school + £0.87 per pupil
Special and PRU maintained schools	per academic year - school level cost + per pupil	£86 per school + £0.87 per pupil	£86 per school + £0.87 per pupil

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>County Attendance Team</b>			
<b>Penalty notices for unauthorised absence from school</b>			
Payment of a Penalty Notice within 21 days		60.00	60.00
Payment of a Penalty Notice after 21 days, but within 28 days		120.00	120.00
Academies can use the expertise of the County Attendance Team in a variety of ways to support regular attendance. Examples of support include: conducting parenting contract meetings, consultation visits, reviewing an attendance policy and processes, late gates, please contact us to discuss your individual requirements.	Standard	680.00	680.00

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Education Safeguarding Advisory Service</b>		Charge from 01.04.2021 £	Charge from 01.04.2022 £
Whole School Training Independents	Online course (5 hours)	35.00	35.00
INSET Training - Independents	Online course (3 hours)	35.00	35.00
DSL Training - Independents	Online course	500.00	500.00
DSL Refresher Training - Independents	Online course	220.00	220.00
Healthcare Check – Bucks	School	300.00	300.00
Healthcare Check – Independent	School	375.00	375.00
Healthcare Check Boarding	School	555.00	555.00
Annual healthcare check			
Whole School Training - Bucks	Online course (5 hours)	35.00	35.00
INSET Training - Bucks	Online course (5 hours)	35.00	35.00
DSL Training - Bucks	Online course	450.00	450.00
DSL Refresher Training - Bucks	Online course	150.00	150.00
Annual Light Safeguarding Review		300.00	300.00

Charge	Unit	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
<b>Assessment &amp; Moderation Training</b>		Charge from 01.04.2021 £	Charge from 01.04.2022 £
Statutory assessment requirements and standardisation training for new teachers	Day	80.00	85.00
Statutory assessment requirements and standardisation training for new teachers (online)	Day (online)		45.00
Standardisation training for experienced teachers	Half Day	50.00	55.00
Standardisation training for experienced teachers (online)	Half Day (online)		30.00
Joint Moderation: Securing Judgement Session	Day		
KS1 Securing Judgement Sessions	Day	65.00	65.00
KS1 Securing Judgement Sessions (online)	Day (online)		45.00
KS2 Securing Judgement Sessions	AM/PM	30.00	35.00
KS2 Securing Judgement Sessions (online)	AM/PM (online)		30.00
Moderation and Monitoring KS2 Independents (32)		500.00	550.00
Moderation and Monitoring KS1 Independents (32)		300.00	330.00
<b>Early Years Services</b>		Charge from 01.04.2021 £	Charge from 01.04.2022 £
Autism Education Trust Tier 1 Making Sense of Autism	2 hour session	310.00	310.00
Autism Education Trust Tier 2 Good Autism Practice	Full day	620.00	620.00
Early interaction programme	5 half hour sessions	310.00	310.00
Early Bird programme book		22.00	22.00
ECERS		620.00	620.00
EYFS in house training	3 hour session	310.00	310.00
Half day EYFS consultancy	Half day	310.00	310.00
ITERS	Half day	620.00	620.00
PALS training for settings with own pack		205.00	205.00
Interaction audit	full day	515.00	515.00



## Report to Cabinet

<b>Date:</b>	5 January 2023
<b>Title:</b>	<b>Buckinghamshire Education Strategy 2022-2027</b>
<b>Cabinet Member(s):</b>	Councillor Anita Cranmer
<b>Contact officer:</b>	Simon James Service Director Education Simon.James@buckinghamshire.gov.uk
<b>Ward(s) affected:</b>	All
<b>Recommendations:</b>	<b>That Cabinet reviews and approves the updated Education Strategy for publication and launch.</b>
<b>Reason for decision:</b>	The Education and Skills Strategy that was approved in 2018 has been reviewed and refreshed following a consultation process in response to the changing landscape of education.

### 1. Executive summary

- 1.1 A strategy for Education and Skills was developed for Buckinghamshire in 2018 through collaboration and consultation with key stakeholders, with the purpose of implementing continuous improvement in educational provision across Buckinghamshire until 2022.
- 1.2 Following further collaboration and engagement with a wide range of partners, the Strategy has been refreshed to show the progress made and to highlight the priority areas we need to focus on in the future.
- 1.3 The review of the Strategy is timely given the unprecedented period of change and uncertainty that has been experienced due to the Pandemic and wider economic and social events. The refreshed Strategy provides the opportunity to review and reformulate the vision for education for children and young people in Buckinghamshire.

## **2. Content of report**

### **2.1 Background**

Children and young people are at the centre of the Education Strategy as well as that of Buckinghamshire's Children and Young People's Partnership Plan and the Council's Children's Services priorities.

The ambition and purpose of the Education Strategy is to build a better future for all children and young people in Buckinghamshire so they can realise their potential whatever their starting point, with the focus on addressing the differential of experience between the vulnerable children in Buckinghamshire and their peers.

### **2.2 Development of the Education Strategy -strategic review and stakeholder engagement**

#### **2.2.1 Preliminary review**

A review of the Education and Skills Strategy began in Summer 2021. The following activities were undertaken to initially develop the Strategy:

- Key stakeholders including Early Years' settings, schools, governors, educational professionals, FACT Bucks, Bucks Skills Hub and partners in the voluntary community sector were invited to provide feedback through an initial evaluation exercise in September 2021
- Feedback was obtained from young people and parents and carers at the Shout Out for SEND conference in October 2021
- Internal reviews and strategic action plans within the Council's Achievement and Learning teams were evaluated and considered during Summer 2021
- Feedback was obtained from all the School Liaison Groups in November 2021

The preliminary feedback helped to shape and develop the refreshed Strategy with its key priority areas ready for wider public consultation in Spring 2022.

#### **2.2.2 Public Consultation – Spring 2022**

- A public consultation process was undertaken in order to secure feedback about the revised Strategy by seeking the views of all key stakeholders about the proposed changes to its key priorities. The consultation opened on Monday 14 February 2022, ran for 7 weeks, and closed at midnight on Sunday 3 April 2022, and generated 42 responses.
- Two online public engagement events were held during the consultation period in March 2022, with further responses being also submitted by email.
- An online survey was also made available to students in schools and ran from Tuesday 22<sup>nd</sup> March until midnight on Friday 8 April. There were 106 responses from



young people who were predominantly of secondary school age or in post 16 education.

- Various communication methods and channels were utilised to reach as many potential respondents as possible. The consultation was launched on social media (Facebook and Twitter) to reach parents/carers with additional posts on the Council's LinkedIn page to reach professionals and local community/voluntary sector. A Schools Web and Schools Bulletin article was used to inform education professionals of the consultation and in addition, a letter was provided for schools to share with students' parents and carers so that they could participate in the consultation. An article was published internally in the Council's staff newsletter, "Together News, as well as on the Buckinghamshire Family Information Service (BFIS) website; social channels and SEND networks (such as FACT Bucks) linked with BFIS were also utilised. Information about the Education Strategy consultation was also shared at key focus groups such as the Buckinghamshire Youth Offending Partnership Board and the Side By Side Board.
- There was a further consultation process held specifically for members to comment upon the draft Strategy, following an internal review of the document in summer 2022. The consultation was held online for members to comment upon along as well as by email to the designated mailbox. The consultation ran from Thursday 8 September until Monday 10<sup>th</sup> October 2022.
- Members were made aware of this consultation via email and also through the weekly update for members.

### 2.2.3 Key updates to the Strategy

- The information gained from the preliminary feedback in Autumn 2021 and the public consultation and engagement process throughout 2022 has helped to reframe the Education Strategy. The vision and aims of the Strategy will remain largely unchanged; being **ambitious collaborative and inclusive** will continue to be the key strategic intentions. The refreshed Strategy will focus on five priority areas against which its implementation and its expected progression will be monitored and assessed. The five priority areas are:
  - Priority 1. Access to and availability of high -quality educational places
  - Priority 2: Preparing our learners to reach their potential as adults
  - Priority 3: Collaborative school improvement to raise standards
  - Priority 4: Embedding a climate of inclusion
  - Priority 5. Supporting the emotional health and well- being of all children and young people
- The consultation process confirmed that the proposed priority areas were the right areas of focus. The actions and associated metrics that were set out to fulfil each

priority area were generally agreed with, and where appropriate, other possible measures that were suggested by respondents were incorporated.

- The consultation process also confirmed that overall, the way in which the Strategy had been set out and explained was either clear and easy to understand or partly clear and easy to understand.
- Key themes that emerged from the consultation included the need for more early years and secondary provision as well as specialist SEND provision, continued improvement of SEND services and therapeutic support, more opportunities for young people to develop transferable life skills, support for families and in particular parents, and the necessity to have a recruitment and retention strategy for teachers in the County with further support and training. Some of these themes were incorporated into the Strategy or are already being addressed through existing dedicated strategies such as the Education Sufficiency Strategy, the SEND Strategy and the recently refreshed Early Help Partnership Strategy. This reinforced the approach taken in the refreshed Education Strategy that it will be part of a suite of strategies to address a broader range of key themes that interface with education.

2.3 The Strategy aligns with the ambitions set out in the Green Paper relating to SEND and Alternative Education and to other key government initiatives such as the Levelling Up Agenda. The Strategy reflects the intentions set out in these key initiatives, which have been considered in terms of their impact on educational provision.

2.4 Appendices attached to this report include

- a) Buckinghamshire Education Strategy 2022 to 2027
- b) Equality Impact Assessment

### **3. Other options considered**

3.1 N/A

### **4. Legal and financial implications**

Legal advice was sought regarding the development of the equality impact assessment for the Education Strategy. It is not a statutory duty for the Council to have an education strategy, but it is advantageous to do so as it provides a blueprint as to how the Council as a local authority will deliver its statutory services and what the expected outcomes should be as a result for children and young people.

The proposed Education Strategy is an umbrella strategy, sitting alongside other key strategies that support our broader ambitions for children and young people in Buckinghamshire, and whilst impacts from its implementation are expected, it does

not require a full equality impact assessment. The expectation is that the equality impact assessments for the specific policies or strategies that referenced in the Strategy will cover the more specific details of potential impacts.

## **5. Corporate implications**

5.1 This section will need to include the relevant corporate plan priority relating to this report and make reference to any other implication that need to be taken into account such as:-

- a) HR – A recruitment and retention strategy needs to be developed to ensure that the best teachers and support staff are attracted to working in our schools and that we are able to retain them.
- b) Equality - an equality impact assessment has been undertaken.
- c) Value for money – the Education Strategy will be delivered within existing budgetary parameters.

## **6. Local councillors & community boards consultation & views**

6.1 Please refer to section 2.2.2

## **7. Communication, engagement & further consultation**

7.1 Please refer to section 2.2.2

## **8. Next steps and review**

8.1 The Education Strategy will be launched at a dedicated event with schools in Spring 2023, as well as with Early Years Settings and other key educational providers.

8.2 An action plan will be drawn up based on the key performance indicators in the Strategy to track and assess progress against the key priorities and associated measurable indicators.

8.3 The Education Strategy Board referred to in the Strategy will provide oversight and governance regarding the delivery of the key strategic intentions of the Strategy.

8.4 The Education Strategy will be reviewed at least annually in order to gauge its overall progress and impact.

## **9. Background papers**

9.1 Buckinghamshire Education Strategy 2022 to 2027

9.2 Equality Impact Assessment

## **10. Your questions and views (for key decisions)**

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by telephone 01296 382343 or email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).





The Buckinghamshire  
Education Strategy  
2022 – 2027







## Foreword

A strategy for education and skills was developed for Buckinghamshire in 2018 as a result of collaboration and consultation with key stakeholders. It was designed to act as a compass for implementing continuous improvement in educational provision in Buckinghamshire until 2022. Following further collaboration and engagement with wide range of partners, the strategy has been refreshed to show the progress made and to highlight the priority areas we need to focus on in the future.

The review of the strategy is timely given that we have been and are still working through an unprecedented period of uncertainty and change due to the COVID-19 pandemic. Recent events have had a significant impact on the education of our children and young people, and now is the time to review and reformulate our ambitions for education in a post-pandemic world.

Since the launch of the Education and Skills Strategy, much has been achieved and improved upon, but there is much more that we need to do, together with our partners to secure the very best outcomes for children and young people in Buckinghamshire. This strategy sets out the roadmap of how this can be achieved so that collectively, we can work together to secure a better future for all of our children and young people in Buckinghamshire.





## Introduction

### Local context

In Buckinghamshire there are 126,804 children and young people under the age of 18, representing 23% of the county's total population (2020 Mid-year Population Estimate).

There are 236 state schools and academies in Buckinghamshire attended by 88,304 children and young people (January 2022), along with 328 Early Years settings. As a county Buckinghamshire has a strong mix of education provision which offers variety and choice; we are currently one of only a handful of counties in the country to have an almost fully selective secondary system with a mix of grammar and non-selective secondary schools, along with a wide range of early years providers, infant schools, junior schools and combined schools, free schools, all age through schools, Pupil Referral Units (PRUs), special schools, schools with Additional Resourced Provision (ARPs), a Further Education college and other post 16 providers. The distribution of schools within the county can be seen in Figure 1.

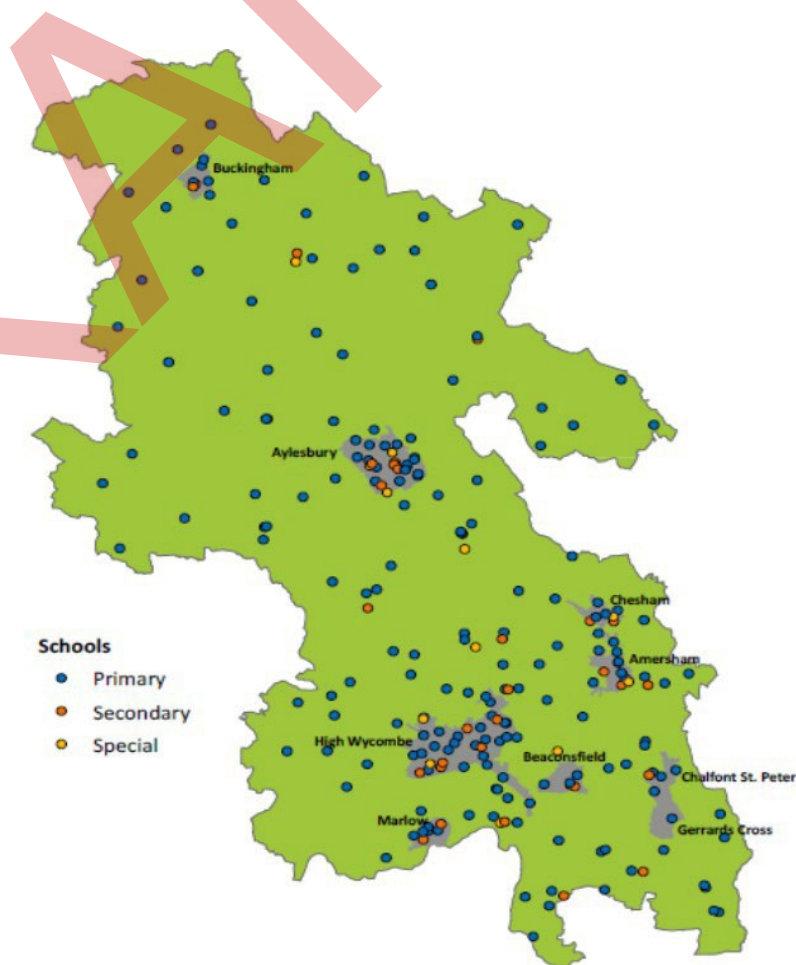


Figure 1: Distribution of school types in Buckinghamshire

In December 2022, 89% of secondary schools, 20% of special schools, 50% of all age through schools, 33% of Pupil Referral Units and 26% of primary schools in Buckinghamshire are either academies or free schools, bringing the total percentage of academies in Buckinghamshire to approximately 35% of all schools. There are strong established relationships with our schools, academies and early years settings.

Buckinghamshire has good schools which provide a good education for our children and young people. The percentage of pupils in Buckinghamshire schools rated as Ofsted good or outstanding has increased from 82% in 2015 to 90.6% in November 2022. This is nearly three percentage points above national standards (87.8% end of November 2022). The percentage of active early years registered providers in Buckinghamshire rated by Ofsted as good or outstanding has increased from 88% in 2015 to 97.5% in August 2022. This is above both national (96.3%) and regional (96.8%) averages.

## Our vision for education in Buckinghamshire for the next five years

Education is fundamental to improving life chances and can transform the lives of children and young people. It should provide an exciting journey of self-discovery and fulfilment that sets our children and young people up for a lifetime of learning, ambition, and achievement, made possible through an inclusive learning environment that is characterised by excellent teaching within a system that celebrates diversity.

Children and young people are at the heart of our Education Strategy as well as that of Buckinghamshire's Children and Young People's Partnership Plan and the Council's Children's Services priorities:

Children and Young People's Plan priorities:

- Keep children and young people safe and in their families wherever possible.
- Enable and support children, young people, parents and carers to overcome the challenges they may face.
- Improve children and young people's health and wellbeing.
- Provide opportunities for children and young people to realise their full potential.

Children's Services priorities for 2022/23:

Children's Social Care:

- Service improvement.
- Responding to the growing and unpredictable demand as a result of COVID-19.
- Recruitment and retention of social care workforce.
- Recruitment of in-house foster carers.

Education:

- Special Educational Needs and Disability (SEND) delivery and improvements.
- Improving education provision and educational outcomes.
- Work with schools to ensure that young people have access to good mental health support.
- Early help.

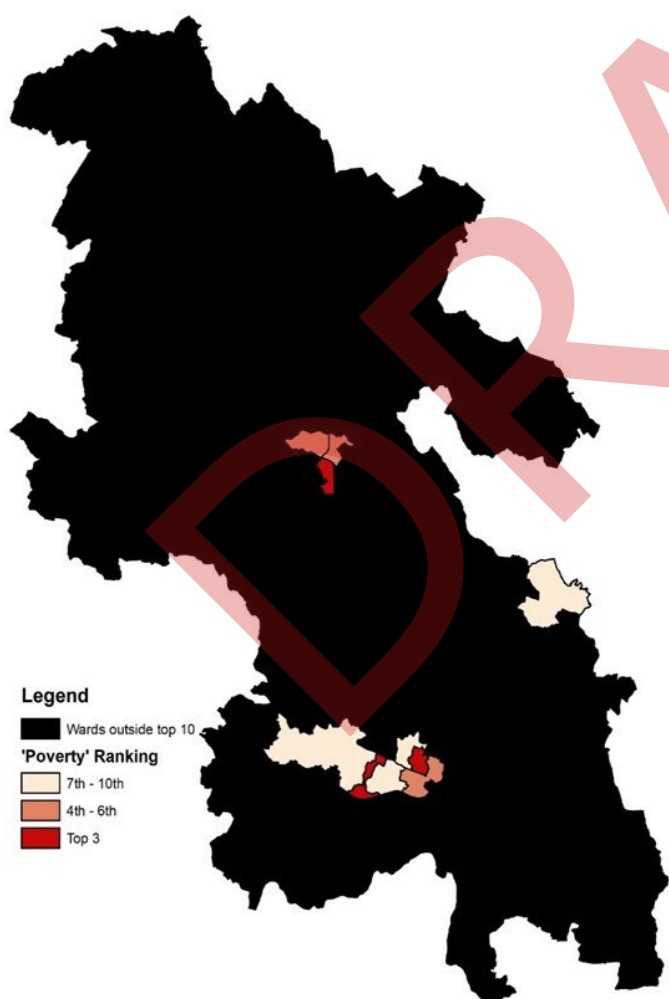
The vision of this strategy is to build a better future for all children and young people in Buckinghamshire so they can realise their potential whatever their starting point, with the focus on addressing the differential of experience between the vulnerable children in Buckinghamshire and their peers.



## Opportunity Bucks – Succeeding for All

Buckinghamshire is widely known as an affluent county with great outcomes. However, this overall picture masks significant variations in outcomes, with some areas experiencing significant hardship. In July 2022, Buckinghamshire partners agreed a local vision for levelling up in the county, supported by a shared commitment to focus our collective resources on tackling priorities that will make a tangible difference to the outcomes of residents. By breaking the cycle of disadvantage, the ambition is to improve health outcomes and grow the local economy. ‘Opportunity Bucks - Succeeding for All’ is a partnership strategy which will focus on delivering initiatives and strategies to improve living standards and opportunity across the county. The initial focus of the programme is those ten wards identified in Figure 2 below which experience the poorest outcomes in terms of educational attainment, skill levels, income and health.

A key theme of the Opportunity Bucks programme is Education and Skills, ensuring that everyone in Buckinghamshire has the opportunity of achieving a good standard of attainment and skills. Through continually working towards improving outcomes for children and young people, ensuring they have the best start and work towards achieving their potential and working with educational professionals to close the attainment gap between disadvantaged pupils and their peers through key initiatives such as the Buckinghamshire Challenge project, the Education Strategy will significantly contribute to realising the key priorities of the Opportunity Bucks strategy.

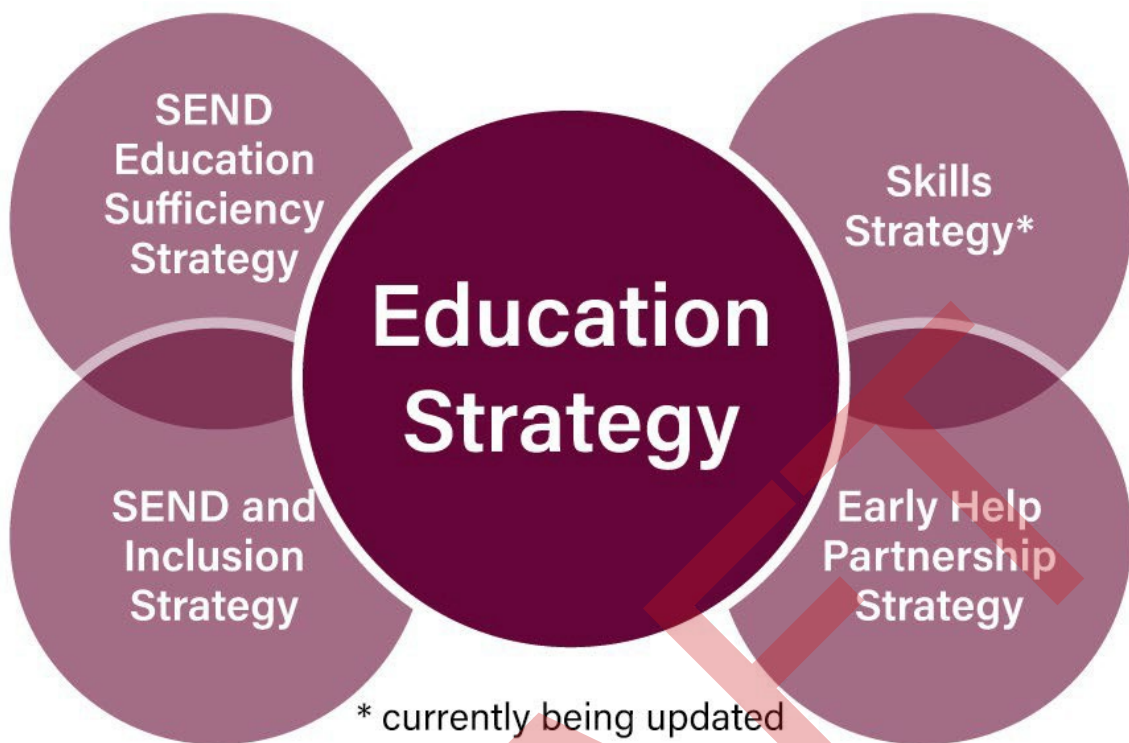


Electoral Ward	Ranking Score
Booker, Cressex and Castlefield	294
Totteridge and Bowerdean	282
Aylesbury South-West	276
Aylesbury North-West	273
Ryemead and Micklefield	268
Aylesbury North	260
Abbey	258
Terriers and Amersham Hill	250
West Wycombe	246
Chesham	236

*Top 10 ranked electoral wards – multiple poverty*

Figure 2: Location of top 10 electoral wards indicating multiple indicators of poverty

The Strategy will sit alongside other key strategies that support our broader ambitions for children and young people in Buckinghamshire as illustrated in Figure 3.



*Figure 3: Re-positioning the Strategy*

The Strategy will also reinforce the ambitions set out in the Government’s recently published Green paper on SEND and Alternative Education. A specific reference to the Green Paper can be found with reference to the Strategy’s focus on Inclusion (Priority 4).



## Principles of the Education Strategy

The Education Strategy is founded on four fundamental guiding principles:

- **Collaboration:** an ethos of collaboration and mutual respect between educational partners and a collective responsibility for the achievement of all children and young people, regardless of where they are educated or the status of establishment; this will also include co-production with families in order to improve outcomes for children and young people.
- **Proactivity and prevention:** the need to anticipate issues early and develop the strengths and resources needed to proactively improve outcomes for children and young people, rather than relying on reactive and often expensive intervention.
- **Inclusivity:** the ambition to have an education system where every children and young person is enabled to fulfil their potential regardless of their background, ethnicity, gender, race or need.
- **Financial sustainability:** the necessity to provide support structures that are financially sustainable over the course of the strategy and beyond, increasing resilience and utilising excellence and expertise within the system.





## Achievements since 2018

Much in the educational landscape has changed since 2018 when the original strategy was published, particularly in the light of the COVID-19 pandemic. School closures, nationwide lockdowns, changes to the examination systems and the adoption of new ways of working have had a significant effect on the education of children and young people, and those who educate them.

The Education Standards Report 2020-21 for Buckinghamshire provides a detailed summary of educational progress, the most notable being:

- Attainment 8 scores in 2020 and 2021 were above both figures for statistical neighbours and nationally.
- Attainment 8 for disadvantaged pupils in Buckinghamshire was above figures for statistical neighbours and nationally in 2021.
- SEND pupils in Buckinghamshire both with Education, Health and Care Plans (EHCPs) and those receiving SEND support performed above the national benchmark for Attainment 8.
- Attainment 8 scores for pupils in Buckinghamshire were also above the national average for all main ethnic groups, both genders and for pupils whose first language was not English.
- Overall permanent exclusions and suspensions were lower than the national average and have been so for the past three years.
- The percentage of pupils in Buckinghamshire schools rated as Ofsted good or outstanding has increased from 82% in 2015 to 90.6% in 2022. During the same period, the percentage of active early years registered providers in Buckinghamshire rated by Ofsted as good or outstanding has increased from 88% in 2015 to 97.5%.

Further details can be found within the [Education Standards Report](#).



## Developing the Education Strategy 2022-27

A review of the Education and Skills Strategy began in Summer 2021. The following activities were undertaken to initially develop the strategy:

- Key stakeholders including Early Years settings, schools, governors, educational professionals, FACT Bucks, Bucks Skills Hub and partners in the voluntary community sector were invited to provide feedback through an initial evaluation exercise in September 2021.
- Feedback was obtained from young people and parents and carers at the Shout Out for SEND conference in October 2021.
- Internal reviews and strategic action plans within the council's Achievement and Learning teams were evaluated and considered during Summer 2021.
- Feedback was been obtained from all the School Liaison Groups in November 2021.

These activities informed the development of priorities for 2022–27.

The initial feedback also confirmed that:

1. The strategy must be closely aligned to specific existing strategies, policies and approaches.
2. The strategy needs to have clear and measurable indicators so that its effectiveness and intended outcomes can be assessed.
3. The strategy must take into account the impact of the COVID-19 pandemic on education and identify the measures necessary to mitigate this.

A seven week public consultation in Spring 2022 was then completed and this has informed the content of this strategy.





## What did children, young people and families tell us?

Preliminary feedback from children, young people and their families was collected at the Shout Out for SEND conference in October 2021. There was some follow up work with the student representatives (Reps) who were asked about their education and whether their hopes and aspirations have been altered because the pandemic. Further feedback was collated from young people during the public consultation period.

The Reps were asked what their experience has been like in education over the last couple of years and whether their learning has been affected by the pandemic.

Everyone agreed that the pandemic had affected their learning in some way. The Reps explained what they learned about their approach to learning, the importance of socialising, their own wellbeing, and new opportunities created from the pandemic.

Key themes noted were:

- Some students found online learning difficult and learning in general less enjoyable, whilst others found the use of technology to support learning beneficial.
- Many missed the social interaction with other pupils and teachers; some felt isolated and felt that their learning had been hampered by the experience of the pandemic.
- Some reflected on what school and education meant to them and began to realise its importance to their future lives.

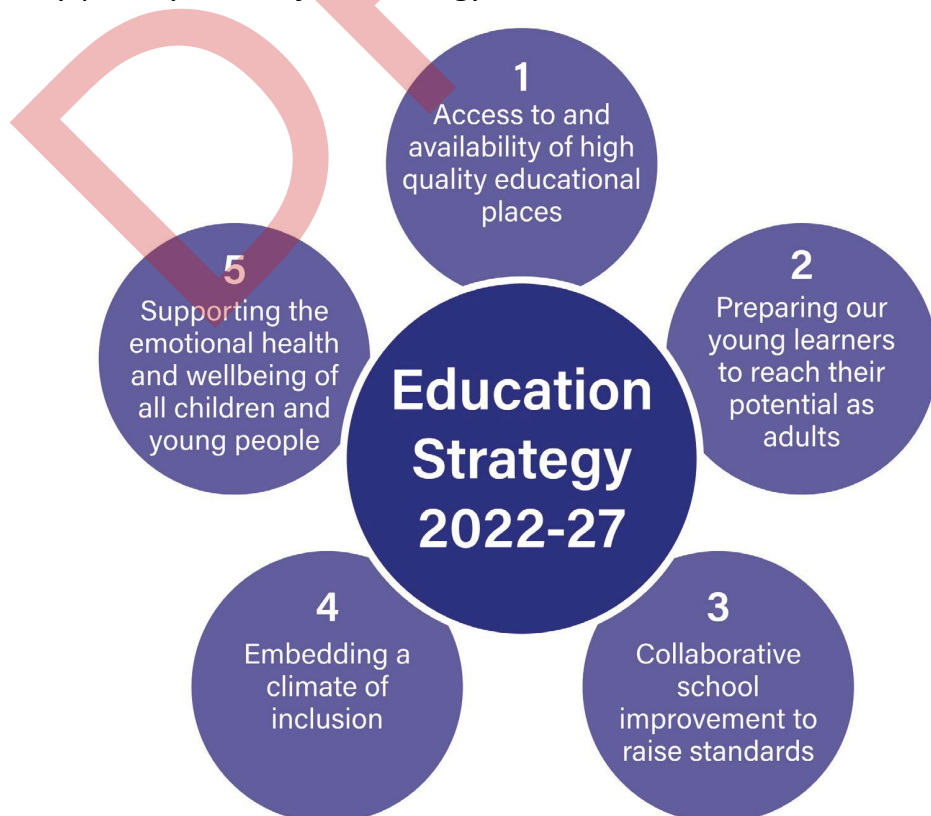
Parents and carers raised the issue of having access to vital information that would support their child as they prepare to leave education, i.e. information about opportunities such as apprenticeships.



## Key priorities for 2022-27

The information gained from the preliminary feedback in Autumn 2021 and the public consultation and engagement process during Spring 2022 has helped us to reframe the Education Strategy. The vision and aims of the Strategy will remain largely unchanged; being ambitious collaborative and inclusive will continue to be our strategic intentions. The refreshed Strategy will focus on the following priority areas (see figure 2) against which its implementation and its expected progression will be monitored and assessed.

*Figure 2: The key priority areas of the strategy*





## Priority 1. Access to and availability of high-quality educational places

*This priority supports the ambition that all children should be able to access high quality education in their school regardless of where they live. This priority also supports the intention of levelling up through the widespread availability of good school places provides the opportunity for children and young people to achieve irrespective of their location.*

We need to:

1. Ensure there are sufficient high-quality school places to meet demand through continuous monitoring and review of population projections.
2. Work proactively in partnership with schools, particularly where there needs to be re-organisation or change to existing provision to meet need.
3. Increase provision locally for our more complex young people, particularly with regards to alternative educational provision and post-16 education.
4. Ensure accurate and coordinated school place allocations are completed according to the national timelines for primary/secondary allocation.
5. Ensure that there is sufficient early years education through strategic planning and support to the local childcare market.
6. Support the development and long-term sustainability of early education and childcare provision, and where there is clear evidence of need, develop new and extended quality provision within the sector.

Wherever possible The Virtual School insist on looked after children attending good/outstanding schools. This is the advice we give to all foster carers and social care colleagues. Where a child comes into care and attends a school rated Requires Improvement/Inadequate we will monitor and review the situation each half term. If a child has strong relationships with peers and adults and progress is being made, we do not encourage a school move.

There are rare occasions where the local good/outstanding schools are not the best fit for our looked after children, this might be for a variety of personal reasons. Providing there are no safeguarding areas of concern the virtual school and social work team will work closely with the school leadership and local virtual school to monitor the child's education and well-being.

Measures:

- Total number of school and early years places available in comparison to number of places in demand.
- Increase in the number of specialist school places in the county (please refer to the SEND Education Sufficiency Strategy).

## Priority 2: Preparing our learners to reach their potential as adults

*This priority supports the intention that through excellent teachers and excellent teaching, all children will be able to access a wide range of learning opportunities through a high- quality curriculum to develop lifelong skills – a key component of the levelling up or closing the gap agenda - and that through improved levels of attendance and behaviour as well as targeted support, pupils should be enabled to realise their potential which is the strategic intent of this priority area. The ambitions of the Education Strategy are in keeping with the 'Start Well' priorities set out by the Buckinghamshire Health and Wellbeing Board which emphasises the importance of every child having the best start in life. The intention of the Health and Wellbeing plan is to ensure that all children have the best start in life so that they can achieve their potential and this priority focuses on this; this in turn will contribute to addressing the attainment gap and differential achievement which underpins the inequality that the levelling up agenda has identified.*



We need to:

1. Provide the best start for all our young learners by ensuring there is sufficient high-quality nursery and childcare provision available for parents and carers to access.
2. Ensure high parental take up of Early Years government funded places for eligible two, three and four year olds.
3. Continue to build upon the Early Years' Side-by-Side partnership improvement journey across all sectors of early years education to facilitate a culture of collective responsibility, inclusion and collaboration across sectors.
4. Work with families to support the most vulnerable children into Early Years provision (please refer to the Early Help Partnership Strategy 2022 and the Buckinghamshire Family Information Service).
5. Work with safeguarding partners, including OFSTED and the Department for Education, to monitor proactively and take action to ensure providers remain compliant and keep children safe in their early years and childcare placement.
6. Work with primary and secondary schools and other educational settings to promote high standards of education, the development of key life skills, such as resilience and independence, and improve the quality and availability of careers education provision to help young people to assess their future choices and make decisions.
7. Support the development of a wider range of pathways (academic and vocational) that will enable school leavers to progress their learning and secure positive labour market outcomes.

Measures:

- Increase in percentage of eligible two, three and four year olds taking up Early Years government funded places.
- Increase in percentage of children from disadvantaged backgrounds taking up the fully funded places for two year olds.
- Percentage of early years settings that are OFSTED rated as good or outstanding.
- The Progress 8 measure for Buckinghamshire is above zero (the national average is zero).
- Increasing the percentage of pupils achieving five grade 4s at GCSE.
- Decrease the percentage of pupils that become NEET (Not in Education, Employment or Training).
- All secondary mainstream and specialist schools and secondary Pupil Referral Units (PRUs) achieve all eight Gatsby benchmarks by 2025.

### Priority 3: Collaborative school improvement to raise standards

*This priority supports the ambition that every child should receive excellent teaching; teacher training and further professional development is key to making this ambition happen, along with the need to have high standards of curriculum provision, attendance and behaviour. The sharing of best practice, resources and expertise through collaborative working between schools will help to drive up standards. This priority will directly impact the outcomes of children and young people by aiming to reduce differential achievement between vulnerable pupils and their peers, as well as ensuring the safety and health and wellbeing of children.*

We need to:

1. Continue to address narrowing the attainment gap between disadvantaged and vulnerable pupils and their peers.
2. Continue to develop the Side-by-Side model of school improvement so as to develop expertise within the school community to drive up standards.

3. Work in partnership with schools to embed an aspirational climate through high standards of curriculum, behaviour, and attendance, so that all pupils of all abilities are encouraged to achieve their very best.
4. Increase the support for school leaders and governors to ensure national and local priorities are addressed, with a focus on closing the attainment gap and supporting a culture of safeguarding. This will be achieved through the development of traded services to ensure the continuity of support for schools beyond statutory functions.
5. Continue to build and develop collaborative networks through engaging school leaders and governors to develop a self-sustaining, system-led model.
6. Ensure that schools who are at risk of falling into an OFSTED Requires Improvement/ Inadequate category are proactively supported to avoid this outcome.
7. Work with our partners to continue the development and provision of high-quality teacher training within Buckinghamshire.

#### Measures:

- Percentage of schools are OFSTED rated as good or outstanding.
- Percentage of children and young people attending a good or outstanding school.
- Reduction in the attainment gap of disadvantaged pupils in comparison to their peers.
- The number of trainee teachers who successfully secure their teaching qualification per year.

#### Priority 4: Embedding a climate of inclusion

*This priority aims to ensure that no child should be left behind; teachers through their initial teacher training and professional development will result in a highly skilled workforce with the expertise that will enable pupils to realise their best. High quality classroom teaching with targeted support will help any child who falls behind to progress by ensuring his or her specific learning needs are met. A stronger and fairer school system will ensure the sharing of best practice, resources and expertise to enable all children who need additional support to succeed; in this way the attainment gap between the disadvantaged and their peers can be closed further, and inequalities can be reduced within communities. This priority also supports the key intent of the Government's SEND and Alternative Education Green Paper (March 2022) which sets out a vision for a single, national SEND and alternative provision system with new national standards, by focusing on the offer of a wider range or 'menu' of alternative education provision in order to support children and meet their needs.*

#### We need to:

1. Share best practice and ensure the effective sharing of information between key partners so that every child or young person's need or situation is accounted for and supported.
2. Continue to work with schools and settings to address the attainment gap for our most vulnerable children and young people.
3. Proactively increase support for children at risk of permanent exclusion or suspension.
4. Widen the offer of alternative/targeted provision to meet individual need so no child is left behind.
5. Effectively identify, track and support our 'hidden children' - cohorts of children and young people who are more likely to fall through gaps in provision and therefore have increased vulnerability (the numbers of which are likely to increase due to the after-effects of the pandemic).
6. To create and deploy a new team of inclusion advisors to help schools operate more inclusively.
7. Working with parents/carers to fulfil their role and responsibilities to support their children in education (please refer to the Early Help Partnership Strategy 2022 and the [Buckinghamshire Family Information Service](#)) and to co-produce wherever possible with families in order to drive forward improvements in service delivery.

## Measures:

- Rate of permanent exclusions at both primary and secondary level continue to remain low.
- Rate of fixed term suspensions at both primary and secondary level decrease.
- Maintain high levels of school attendance, especially for the most vulnerable cohort of pupils.
- Reduction in the number of exclusions and suspensions for pupils with SEND.
- Reduction in the attainment gap of disadvantaged pupils in comparison to their peers (see Priority 3).
- To ensure that there are sufficient alternative education places that schools and services can utilise in order to meet a diversity of needs amongst children and young people in Buckinghamshire.

## Priority 5. Supporting the emotional health and wellbeing of all children and young people

*This priority acknowledges the necessity of a high quality extra-curricular activity programme for children and the requirement for all schools to operate in a calm, orderly, safe and supportive way; all key elements essential to supporting the health and well-being of children and young people. This may also include the need for targeted support through individual tutoring and other forms of additional provision so that children can thrive and be nurtured in a positive learning environment. This priority is also a central element of the Buckinghamshire Health and Well Being Plan, which seeks to ensure that all children have the right environment and opportunity to adopt and maintain healthy lifestyles and that they are safe and protected.*

## We need to:

1. Ensure that schools and Early Years settings can access training and support to address particular behaviours that are becoming evident in pupils as a result of the pandemic.
2. Ensure there is appropriate advice, guidance and assistance available to support the wellbeing of teachers and childcare professionals in Buckinghamshire.
3. Ensure early identification and proactive intervention for pupils with behaviours resulting from anxieties that have emerged.
4. Develop a recruitment and retention plan to ensure there are sufficient excellent staff in schools and settings to support pupils and young learners to achieve their best.
5. Deliver key initiatives such as the Holiday Activity and Food (HAF) programme, and ensure outdoor education and other extra-curricular activities are promoted to vulnerable groups of pupils to support emotional health and wellbeing.

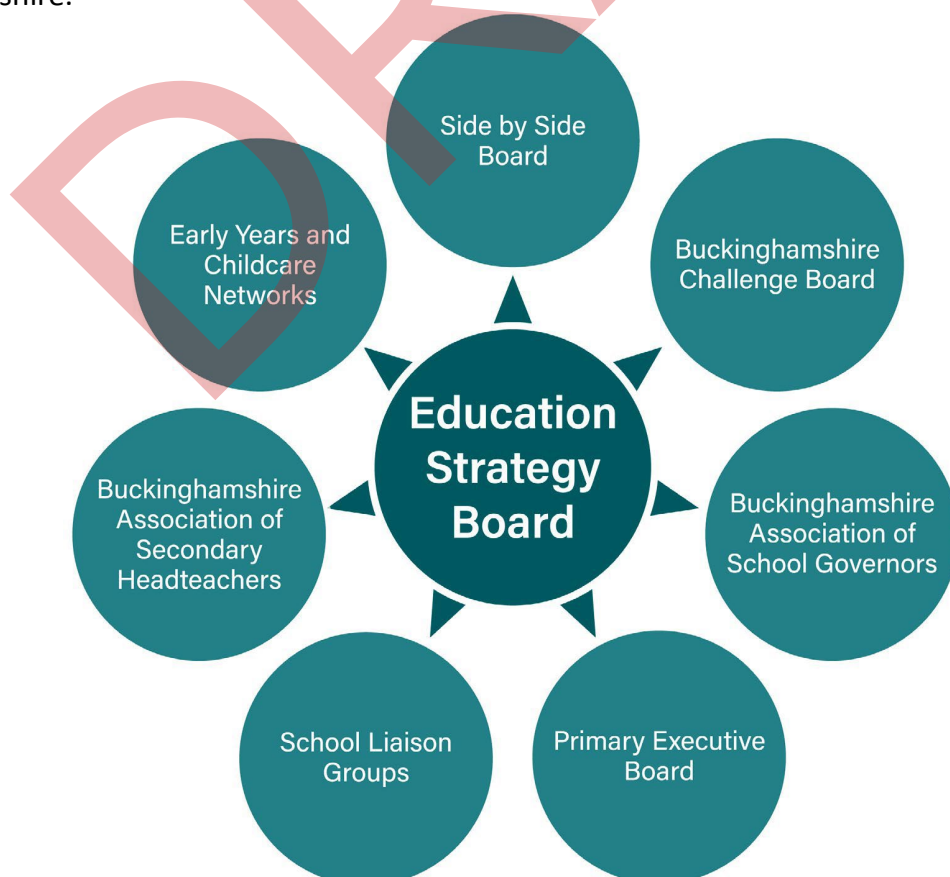
## Measures:

- Increase in the take up of eligible children of places provided through the Holiday Activity and Food programme during school holidays.
- Support from the School Improvement team within the council to help reduce the vacancy rate amongst school leaders in Buckinghamshire.



## Governance

An Education Strategy Board will provide governance and oversight of the Education Strategy. This group will include leaders from Early Years settings, primary and secondary schools (from maintained schools and academies) and will reflect the collaborative approach to achieving the vision set out in this Strategy. The group will also have links with a number of other bodies as set out in the following graphic, who work together to support and deliver education in the county. The group will receive reports on progress and provide support, scrutiny, and challenge to ensure the implementation of the Strategy leads to improved outcomes for children and young people in Buckinghamshire.







## Appendix 1: Interdependencies and Sources

- *Special Educational Needs and Disabilities (SEND) Inclusion Strategy 2021 – 2023* (available from Buckinghamshire Council's Schoolsweb [website](#))
- *The Buckinghamshire Special Educational Needs and Disabilities (SEND) Education Sufficiency Strategy 2022 – 2027* (available from Buckinghamshire Council's Schoolsweb [website](#))
- *Early Help Partnership Strategy 2022 – 2025* (available from the Buckinghamshire Council [website](#))
- *Education Standards Report 2020-21* (available from the Buckinghamshire Council [website](#))
- *Buckinghamshire Education Strategy - Consultation Evaluation Report April 2022*. Available on request
- *Happier, Healthy Lives – A plan for Buckinghamshire 2021* (available from the Buckinghamshire Council [website](#))
- *Buckinghamshire Levelling Up Framework* (available from the Buckinghamshire Council [website](#))

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# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqIA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqIA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqIA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqIA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqIA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqIAs should be an integral part of policy or service development/change and larger projects may need more than one EqIA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqIA.

All approved and signed EqIAs are recorded in a central register. Please email your completed draft EqIA to [equalities@buckinghamshire.gov.uk](mailto:equalities@buckinghamshire.gov.uk). Previous EqIAs can be made available for information upon request. For any questions or if you require support in completing your EqIA please contact Maria Damigos and Natalie Donhou Morley directly.



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

## Part A (Initial assessment) - Section 1 - Background

**Proposal/Brief Title:** Buckinghamshire Education Strategy 2022-27

**OneDrive link to report/policy:** Copy of draft strategy attached.

### Related policies:

Special Educational Needs and Disabilities (SEND) Inclusion Strategy 2021 - 2023

The Buckinghamshire Special Educational Needs and Disabilities (SEND) Education Sufficiency Strategy 2022 - 2027

Early Help Partnership Strategy 2022 – 2025

Education Standards Report 2020-21

**Date:** April 2022 (updated Oct 2022)

**Type of strategy, policy, project or service:** strategy

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision**
- Other (please explain)

### This assessment was created by:

Name: Maria Edmonds

Job Title: Education Strategy Manager

Email address: maria.edmonds@buckinghamshire.gov.uk

### Briefly describe the aims and objectives of the proposal below:

The Education Strategy is a revision of the Education and Skills Strategy that was ratified in 2018. Following further collaboration and engagement with wide range of partners, the Strategy has been refreshed to show the progress made and to highlight the priority areas that need focus on in the future, these being:

1. Access to and availability of high-quality educational places
2. Preparing our young learners to reach their potential as adults
3. Collaborative school improvement to raise standards
4. Embedding a climate of inclusion
5. Supporting the emotional health and well-being of children and young people





# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

The proposal is to ratify the refreshed strategy as the Buckinghamshire Education Strategy for 2022-27.

## **What outcomes do we want to achieve?**

The vision of the Strategy is to build a better future for all children and young people in Buckinghamshire so they can realise their potential whatever their starting point, with the focus on addressing the differential of experience between the vulnerable children in Buckinghamshire and their peers. Children and young people are at the heart of the Education Strategy as well as that of the Council's Children's and Young People's Plan and Children's Services priorities.

The Strategy will sit alongside other key strategies that support our broader ambitions for children and young people in Buckinghamshire e.g. The SEND and Inclusion Strategy, The Early Help Partnership Strategy, as well as other key initiatives such as the Levelling up Agenda within Buckinghamshire and the County's approach to promoting Health and Wellbeing. The Strategy also takes into account the recently published Green paper regarding SEND and Alternative Education.

## **Does this proposal plan to withdraw a service, activity or presence? No**

Please explain your answer:

The Strategy will focus on addressing 5 specific priority areas:

- 1) Access to and availability of high -quality educational places
- 2) Preparing our learners to reach their potential as adults
- 3) Collaborative school improvement to raise standards
- 4) Embedding a climate of inclusion
- 5) Supporting the emotional health and well- being of all children and young people

## **Does this proposal plan to reduce a service, activity or presence? No**

Please explain your answer:

The intention of the Strategy is to build on the progress made through the continuous improvement in educational provision in Buckinghamshire. The services that were in place in 2018 to support schools and early years settings with the previous strategy will remain.

## **Does this proposal plan to introduce, review or change a policy, strategy or procedure?**

Yes – the proposal seeks to review the current strategy.

Please explain your answer:

A strategy for Education and Skills was developed for Buckinghamshire in 2018 as a result of collaboration and consultation with key stakeholders. It was designed to act as a compass for implementing continuous improvement in educational provision in Buckinghamshire until 2022, which is when it needed to be reviewed and refreshed. This is timely given the



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

recent unprecedented period of uncertainty and disruption to education caused by the Pandemic.

## **Does this proposal affect service users and/or customers, or the wider community?**

No

Please explain your answer:

The Strategy sets out a direction of travel for educational provision within Buckinghamshire, with the principal aim of enabling all children and young people to achieve the best outcomes. No service is impacted and service users i.e., schools, settings and children and young people should benefit from the intentions set out within the Education Strategy.

## **Does this proposal affect employees?**

No

Please explain your answer:

Service areas within the Council and employees within maintained schools will not be impacted by the Strategy.

## **Will employees require training to deliver this proposal?**

No

Please explain your answer:

Service areas within the Council and school employees within maintained schools will not require training to deliver the Strategy specifically.

## **Has any engagement /consultation been carried out, or is planned in the future?**

Yes

Please explain your answer:

A public consultation process was undertaken in order to secure feedback about the revised Strategy by seeking the views of all key stakeholders about the proposed changes to its key priorities. The consultation opened on Monday 14 February 2022, ran for 7 weeks, and closed at midnight on Sunday 3 April 2022, and generated 42 responses. In addition to this, two online public engagement events were held during the consultation period in March 2022, with further responses also being submitted by email. An online survey was made available to students in schools and ran from Tuesday 22<sup>nd</sup> March until midnight on Friday 8



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

April. There were 106 responses from young people who were predominantly of secondary school age or in post-16 education. A further consultation process was run in September 2022 for members to add any additional commentary to that which was submitted in the spring.

The information gained from preliminary feedback in Autumn 2021 and the public consultation and engagement process during 2022 has helped to reframe the Education Strategy. The vision and aims of the Strategy will remain largely unchanged, that is; being ambitious, collaborative and inclusive and these aims will continue to be the strategic intentions as they were in the Education and Skills Strategy. The new Education Strategy will focus on the five priority areas outlined earlier in this EqIA, and against these, the implementation and its expected progression of the Strategy will be monitored and assessed.

## Section 2 - Impacts

Around 23% of the population of Buckinghamshire are children and young people. There were 126,804 children and young people aged under 18 years living in Buckinghamshire (2020 mid -year Population Estimate). Approximately 1% of children are aged 1 year and under, 21% aged between 1 and 4 years, 30% aged 5 to 9 years, 34% are aged between 10 and 15 years and 10% are aged 16 and 17 years. 38% of pupils recorded in the school census in January 2021 were BME, and just under 10,000 children were eligible for free school meals. In January 2021 9713 children were receiving SEN support through schools, with 5167 children had an EHCP (Education Health Care Plan – June 2021).

Age\*

Positive ✓ Negative Unclear None

Details: The Education Strategy aims to support the education of all children and young people aged up to 18 years old (up to 25 years for SEND pupils) so no age group should be impacted adversely.

Disability\*

Positive ✓ Negative Unclear None

Details: The Education Strategy is built on the key principle of being inclusive, with one of its key priorities being that of embedding a culture of inclusion. All children and young people with or without a disability should not be impacted adversely by the Strategy.

Pregnancy & maternity\*

Positive ✓ Negative Unclear None



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

Details: The Education Strategy is built on the key principle of being inclusive, with one of its key priorities being that of embedding a culture of inclusion. Any young person who is pregnant or has given birth should be able to access education and should not be impacted adversely by the Strategy.

## Race & Ethnicity\*

Positive Negative Unclear **None ✓**

Details: The Education Strategy is built on the key principle of being inclusive, with one of its key priorities being that of embedding a culture of inclusion. All children and young people regardless of their race or ethnic background should not be impacted adversely by the Strategy. Exclusions are very low in Buckinghamshire and the intention of the Strategy is to continually improve and widen the scope of inclusive practice to further reduce exclusion and the potential for disproportionality.

## Marriage & Civil Partnership\*

Positive Negative Unclear **None ✓**

Details: The Education Strategy seeks to achieve the very best for children and young people in Buckinghamshire so that they are happy, safe and able to achieve. The ambition of the Strategy is for children and young people in Buckinghamshire to realise their potential regardless of their family circumstances, and therefore there should not be any adverse impact on children and young people from a variety of family backgrounds and structures.

## Religion & Belief\*

Positive Negative Unclear **None ✓**

Details: The Education Strategy aims to give every child the best start so that they can realise their potential and is founded on the key principles of being ambitious, collaborative and inclusive. No child or young person should be adversely impacted by the Strategy with regards to their religion or beliefs.

## Sex\*

Positive Negative Unclear **None ✓**

Details: The Education Strategy is founded on the premise that education should provide our children and young people with the opportunity to achieve their very best through an inclusive learning environment that is characterised by excellent teaching within a system that celebrates diversity. No child or young person should be adversely impacted by the Strategy with regards to their sex.



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

## Sexual Orientation\*

Positive	Negative	Unclear	None ✓
Details: As above			

## Gender Reassignment\*

Positive	Negative	Unclear	None ✓
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Details: As above

## Gender identity

Positive	Negative	Unclear	None ✓
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Details: As above

## Carers

Positive ✓	Negative	Unclear	None
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Details: The aim of the Strategy is to work with settings and schools to enable children and young people regardless of their family circumstances/background to reach their potential. There may be some positive impacts as children and young people as carers are regarded as vulnerable group that may receive targeted support through Young Carers forums or access to particular initiatives such as the Holiday Activity and Food Programme. Targeted support will be provided where needed in order to enable children from these backgrounds to better access educational opportunities so as to achieve the best outcomes.

## Rural isolation

Positive	Negative	Unclear	None ✓
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Details: It is the intention of the Strategy to enable all children and young people to achieve the best outcomes regardless of where they live within the County.

## Single parent families

Positive ✓	Negative	Unclear	None
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Details: The aim of the Strategy is to work with settings and schools to enable children and young people regardless of their family circumstances to reach their potential. Targeted support will be provided where needed in order to enable children from these backgrounds to better access educational opportunities so as to achieve the best outcomes.

## Poverty (social & economic deprivation)

Positive ✓	Negative	Unclear	None
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# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

Details: The vision of the Education Strategy is to build a better future for all children and young people in Buckinghamshire so they can realise their potential whatever their starting point, with the focus on addressing the differential of experience between the vulnerable children in Buckinghamshire and their peers. This vulnerability may stem from social or economic deprivation; the Strategy's ambition is to address potential barriers to educational achievement enabling children and young people from whatever their background to reach their potential. There may be some positive impacts as children and young people from low-income backgrounds may be considered a vulnerable group that may receive targeted support through the Family Support Service or access to particular initiatives such as the Holiday Activity and Food Programme.

Military families / veterans

Positive ✓

Negative

Unclear

None

Details: The aim of the Strategy is to work with settings and schools to enable children and young people regardless of their family circumstances/background or where they live in the County to be able reach their potential. Targeted support will be available where needed in order to enable children from these backgrounds to access appropriate educational opportunities so as to achieve the best outcomes.

## Section 3 – Is a full assessment required?

**If you have answered yes to any of the initial assessment questions in section 1 of this EqIA, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.**

Following completion of part A, is part B completion required?

- Yes
- No
- Not required at this time

Explain your answer:

The Buckinghamshire Education Strategy 2022-2027 is an umbrella strategy, and whilst impacts from its implementation are expected, a full EqIA is not required in this instance. For the purposes of avoiding duplication, the expectation is that EqIA's for the delivery Policies/Strategies/Action Plans are completed to cover the more specific details of potential impacts.

**Have you completed an DPIA for this project/change? Yes/No ✓**



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

(As you are completing an EqIA, you may also require a DPIA - for more information please contact [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk))

## Section 4 – Sign off (Only complete when NOT completing Part B)

Officer completing this assessment: (Maria Edmonds) Date: (16 October 2022)

Equality advice sought from: Natalie Donhou Morley, Maria Damigo & Jeevan Viridi Date: 31/10/2022

Service Director sign off: (Please insert name) Date: (Please insert Date)

CMT sign off (*if deemed necessary by Service Director*) sign off: (Please insert name) Date: (Please insert Date)

Next review Date: December 2023

**If required please complete part B (full assessment)**

## Part B (Full assessment) - Section 5 – Further information

Will there be an impact on any other functions, services or policies? If so, please provide more detail:

Are there any potential barriers to implementing changes to your service/strategy/policy/project?

## Section 6 - Information gathering – what do you need to know about your customers and making a judgement about potential impacts on them?

What data do you already have about your service users, or the people your policy or strategy will have an impact on, that is broken down by protected characteristics\* and equality groups (non-statutory)?

*Guidance note (delete after completion)*

*This will be more important for negative or unclear impacts identified in Section 2 above.*

*National data and research can be useful in identifying barriers, issues and areas where equality is likely to be a priority. These include Research undertaken by the Equality & Human Rights Commission, research undertaken by trades unions, commissioned research and reports, census data, labour force surveys*

*Institutional data such as ethnic monitoring data, surveys, consultations, and complaints and grievances can be used to identify local data.*

*Please also consider 'missing data' as this may be indicative of discriminatory practice.*



# Equality Impact Assessment (EqIA)

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*Once all available data has been gathered, it should be examined to check whether there is evidence of any of the following: lower take up/participation rates by disadvantaged groups generally, lower take up/participation by certain groups, eligibility criteria which disadvantages groups, access to services being reduced or denied to people, people facing increased difficulty as a result of a policy/practice, a policy/practice resulting in reduced benefits for equality groups.*

Age\*:

Disability\*:

Pregnancy and maternity\*:

Race\*:

Marriage & Civil Partnership\*:

Religion or belief\*:

Sex\*:

Sexual orientation\*:

Gender re-assignment\*:

Gender identity:

Carers:

Rural isolation:

Single parent families:

Poverty (social & economic deprivation):

Military families / veterans:

Do you need any further information broken down by protected characteristic or equality group to inform this EqIA?

- Yes
- No

If yes, list here to help you gather data for the action plan in Section 11

## **Section 7 – Negative effects, impacts or consequences**

Is there any potential for or actual direct or indirect discrimination or a disproportionate effect on a protected group or equality group?





# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

*Guidance note: Direct discrimination is when someone is treated unfairly because of a protected characteristic, such as sex or race or an equalities group, such as being a carer. For example, someone is not offered a promotion because they're a woman and the job goes to a less qualified man. Indirect discrimination can happen when there are rules or arrangements that apply to a group of employees or job applicants, but in practice are less fair to a certain protected characteristic.*

- Yes
- No
- Not sure at this time

What are the potential negative effects, impacts or consequences and how have, or may, they arise:

*Guidance note (delete after completion)*

*Please state what the potential negative impact (s) are – Section 8 allows you to set out any minimising/mitigating actions.*

*State what the negative impact(s) are for each group, identified in Section 2. In addition, you should also consider and state potential risks associated with your proposal.*

## **Section 8 – Proposals to remove or minimise negative effects, impacts or consequences**

How is it proposed to mitigate or minimise the negative effects, impacts or consequences identified in Section 7?

*Guidance Note (delete after completion)*

*Include details of steps proposed or taken to ensure that these measures will address and remove (or where not possible, minimise) any negative impacts identified above and by when. How severe are these impacts likely to be? Please also state how you will monitor the impact of your proposal once implemented.*

*What measures will be put in place to mitigate or minimise negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). Please also identify actions you will take to assess whether these measures have addressed or will address and remove or minimise any negative impacts identified in your analysis? Please provide details. If you are unable to identify measures to mitigate/minimise impacts, please state so and provide a brief explanation.*

## **Section 9 - Other factors to take into consideration:**

*Guidance note (delete after completion)*

*This should include balancing or other factors for decision makers to take into consideration such as positive impacts (financial or otherwise), costs and resources*



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

## Section 10 - Conclusion:

### Section 11 - Action Planning

*Guidance note (delete after completion)*

*Where the policy or practice would result in unavoidable or potentially unlawful impacts changes should clearly be made where possible and specific actions should be identified and noted in the action plan. The objectives of the policy or practice should be re-examined to find out if there is an alternative way of meeting the desired objectives without the adverse impact, and potentially creating a positive one.*

*Where impacts are unavoidable the objective of completing the EqIA and the action plan is to demonstrate that impacts have been considered as part of the decision making process to ensure compliance with the PSED. An example to show how this works - where a council decides to close a care home, if they do so without considering the equalities implications (via an EqIA or otherwise) the decision is extremely likely to be quashed by the Courts on a challenge, as per previous case law. This would happen even if it is almost certain that examination of the equalities implications will have little or no impact on the final decision (e.g. due to a lack of resources to pay for the care home) - because the PSED was not part of the decision making process.*

*A properly completed EqIA should be a full and complete record to show that all equalities implications and the PSED were appropriately considered by the decision maker.*

*If the adverse impact is potentially unlawful and alternatives cannot be found, the policy or practice may need to be completely redesigned.*

Actions to be taken to address negative effects, impacts or consequences and maximise positive impacts	Potential Outcomes	Lead	Timescales

### Section 12 - Monitoring Arrangements

What are the plans to monitor the actual and/or final impact? (The EqIA will help anticipate likely effect but final impact may only be known after implementation)



# Equality Impact Assessment (EqIA)

Template reviewed Nov 2021

What are the proposals for reviewing and reporting actual impact?

## **Section 13 - Part A and B Sign off – (If Part B has not been completed please complete Section 4)**

Officer completing Part A and B assessment: Maria Edmonds Date: 16 October 2022

Equality advice sought from: Natalie Donhou Morley, Maria Damigo & Jeevan Viridi Date: 31/10/2022

Date: 31 October 2022

Service Director sign off: **SIMON JAMES**

Date: **7<sup>th</sup> November 2022**

CMT sign off (if deemed necessary by Service Director) sign off: (Please insert name) Date: (Please insert Date)

Next review date: December 2023

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## Report to Cabinet

<b>Date:</b>	5 January 2023
<b>Title:</b>	<b>Work Smart Estates Strategy</b>
<b>Cabinet Member(s):</b>	John Chilver – Cabinet Member for Accessible Housing and Resources
<b>Contact officer:</b>	John Reed – Service Director for Property and Assets
<b>Ward(s) affected:</b>	Abbey, Amersham and Chesham Bois, Aylesbury North, Aylesbury North West
<b>Recommendations:</b>	

**This strategy sets out for consideration a range of Officer recommendations which consolidates the Councils office accommodation to meet the £2.4m per annum revenue savings in the Councils Medium Term Financial Plan.**

### **Council Offices at Wycombe Old Library, Wycombe**

1. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing is authorised to make necessary arrangements to move staff from the Wycombe Old Library to the main Council Offices in Wycombe at Queen Victoria Road.
2. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing is authorised to appoint necessary consultants, agree heads of terms, and terms for a leasehold contract, exchange and complete on the letting of all or part of the Council Offices at Wycombe Old Library, in accordance with the financial implications and proposed revenue savings set out in the appendix.

### **Council Offices at Queen Victoria Road, Wycombe**

3. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to reduce operational accommodation as needed to reduce operational overhead in accordance with the provisions set out in the appendix to this report.
4. The property will be kept in the existing use for the interim period pending the conclusion of the series of actions set out in this report and the appendix and known as phase 1. At the conclusion of Phase 1 a further review of the accommodation need at the Wycombe Offices will be undertaken.

### **Council Offices at King George V House, Amersham**

5. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary consultants to masterplan the site for re development, realising the opportunity for much needed housing in the Town Centre including affordable housing. As part of the re development, consideration will be given for a future Council presence in the town to facilitate Officer operational desk space, ancillary space, meeting space including space for Planning committee meetings, Environmental Health meetings, and Community Board meetings and Community access where they are not undertaken online or virtually.
6. It is noted that for a period of time it might be the case that operations will need to be re located and temporary accommodation arranged for Council meetings and potentially interim office space for staff members. Alternatively, and where there is no obvious local need, Officers would be asked to re locate temporarily to either Wycombe or Aylesbury. The Director of Property and Assets is authorised to make such operational changes and agree associated costs. It is further noted that the disposal is at least 18 months into the future and the project will involve staff consultation regarding continued operations and

potential impact on staff that are based at the Amersham office.

7. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary consultants to progress the masterplan of the site and make an application for Planning if needed and subsequently agree terms for disposal, agree contracts, exchange contracts subject to conditions and complete on the transaction subject to a further report to Cabinet on the final business case.

**Council Offices at the Gateway, Gatehouse Way, Aylesbury.**

8. The Council offices have been the interim headquarters for the organisation since Unitary. It is approved as the longer-term headquarters for the Council
9. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary Consultants to consider master planning and preliminary budgeting for a potential extension and this will be considered against the options set out elsewhere in this report regarding the Councils current legacy headquarters building in Walton Street.
10. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing is authorised to appoint necessary consultants and contractors to bring forward the workspace accommodation strategy more widely at the Gateway following the recent successful pilot, in accordance with the financial implications set out in the appendix to this report.

### **Council Offices at Walton Street, Aylesbury known as Walton Street Offices**

11. Walton Street Offices are only partially occupied. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary consultants to bring forward the site for master planning, re generation, development and possible sale.
12. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary Consultants and if required make a Planning Application, agree terms for a potential disposal, agree contracts exchange contracts and complete on a disposal, The disposal would be subject if required to conditions and subject to alternative accommodation being provided for the staff currently based in Walton Street Offices.

### **Potential Council Offices at Aylesbury**

13. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to appoint necessary Consultants to review alternative opportunities for a smaller office in Aylesbury town centre as set out in the appendix to this report.

### **The Council Offices at Denham**

14. The Council offices at Denham have been closed for operational use for some time. The Offices will not be re-opened.
15. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources is authorised to seek to surrender the lease with the Landlord or underlet the premises to reduce operational costs for the remainder of the term of the Lease.



## General

16. The Director of Property and Assets in consultation with the Cabinet Member for Accessible Housing and Resources will bring back a periodic report to Cabinet with an update on the strategy set out in this report and the appendix not less than every 6 months for the next two years.

### Reason for decision:

Data on operational usage of the Councils main buildings has been collected over a significant period of time post covid. The data identifies the opportunity to reduce the council's office accommodation, and this report considers a strategy which achieves a reduction in operational footprint based on organisational need, a reduction in carbon footprint, and achieves both a potential capital receipt and a revenue budget saving and income. Savings from the operational estate formed part of the Unitary Councils preliminary financial strategy. This report and recommendations contained herein seek to meet that initial vision.

## 1. Executive summary

- 1.1 This report recommends a strategy which achieves a reduction in operational estate footprint based on organisational need, a reduction in carbon footprint and will deliver potential £2.4m revenue savings and £4m capital receipts savings from the operational estate as set out in the Unitary Business Case.
- 1.2 The establishment of the unitary council created opportunities to rationalise the office accommodation inherited from legacy councils. Furthermore, in common with other parts of the public and private sector, the organisational use of office accommodation has changed significantly post-Covid.
- 1.3 The Council's Work Smart strategy has been designed to enable the organisation to maximise the benefits of flexible working, whilst ensuring that we meet the requirements of our residents and continue to drive improvements in productivity. Our desk-based teams in particular balance the benefits of working in the office and collaborating with colleagues in person, with the opportunity to work at home and reduce commuting. These arrangements have become critical to the Council's ability to attract and retain staff within a competitive labour market. Our experience of this model of working over the past two years has provided us with a good dataset about

the unitary council's need for office space, and we now in a position to bring forward proposals to reduce the size of the estate and the operational running costs.

1.4 All the Councils offices represent significant regeneration and redevelopment opportunities, and this emerging strategy establishes and looks to realise some of those opportunities. The recent, wider economic issues the Public Sector is experiencing means consolidating the estate is now even more vital.

1.5 The proposals in this paper are planned to result in:

- Walton Street Offices – close and dispose/redevelop/subject to Planning
- Gateway Office, Aylesbury – retain and confirm as the Council's HQ
- Options for a small office in Aylesbury town centre
- King George V House, Amersham – close and redevelop for housing (with consideration given to retaining a small footprint in the town, subject to further consultation with staff, and stakeholders)
- Wycombe Old Library – relocate staff to Queen Victoria Road and lease the accommodation to a third party
- Queen Victoria Road, Wycombe – retain and continue to operate in the medium term, but once the recommendations in this report have been delivered, a further report will be brought forward on the potential opportunity and future of the Wycombe Offices.
- Easton Street, Wycombe – already vacated; continue to lease
- Capswood, Denham – already vacated; surrender the lease, or generate as much income as possible. Lease comes to an end in December 2026.

1.6 If the Cabinet supports this direction of travel, detailed proposals will be developed for the individual properties which will set out the timescales for implementation

## **2. Content of report**

### **Introduction**

2.1 As part of the Work Smart strategy, work has been taking place to develop the estates strategy, considering office buildings based on future need, occupancy and meeting room technology. This will facilitate collaboration and a greater desk ratio. Data has been collected from a number of sources to inform the recommendations set out in this paper.

2.2 The estates strategy led by Property Services focuses on what reduced property assets we will need in the longer term to meet a £2.4m per annum revenue savings target by

2026/2027 as well as well as making the best use of the retained accommodation to support flexible working arrangements.

### **Occupancy**

- 2.3 Two sources of occupancy have been captured to inform the strategy; a self-service check in process for employees to check into a building and occupancy headcount spot checks.
- 2.4 The data confirms that all of the Council's main buildings are underutilised. The amount of office space needed is less than half of that which is currently available.
- 2.5 The current Sq. footage is 287,655 of operational space across existing sites compared with the estimated need of 100,000 Square footage when merged. We would look to achieve a 4:1 desk ratio which is achievable based on current working patterns.
- 2.6 Further data has been captured to understand the nearest office space used by the teams. 77% of Council Officers nearest office is Aylesbury and 12% for Amersham and 8% for Wycombe. The actual data shows that occupancy is low and therefore significant consolidation is possible.

### **Pilot Space**

- 2.7 The occupancy data alongside the agreed flexible working arrangements for 'any desk' workers enabled an office to be redesigned to pilot a greater desk ratio and to provide further evidence for a reduced office estate.
- 2.8 The floor has been redesigned to provide a more flexible space with desks, break out areas, quiet areas and booths for online meetings, 121 calls, as well as collaborative spaces to bring teams together. The new layout has been very well received by employees and has operated with an increased staff to desk ratio of 4:1, which considers the 60/40 split supporting the future estimated requirement of 100,000 square feet.
- 2.9 The space provides the flexibility to accommodate both desk-based working, and opportunities for meetings and collaboration.

### **Council Office Sites**

- 2.10 The section below sets out the plans for each of the current main office sites and considerations for employees and services.

#### **Walton Street**

- 2.11 Post covid Walton Street Offices is only partially occupied, with the average daily occupancy only reaching around 30% of its capacity. It is recommended that the office (excluding the library which is part of Friars Square) is considered for master planning, re generation, development and possible sale. It is proposed that the Council will make

an Application for a Certificate of Immunity from Listing. This will be the subject of a separate report for a Leader Decision in February.

- 2.12 Alongside this alternative accommodation would need to be provided for the employees that are currently based in Walton Street Offices.

### **Gateway**

- 2.13 The Gateway was made the interim headquarters of Buckinghamshire Council in April 2020, it is recommended that Gateway remains the headquarters. Following the successful pilot, a further review of available spaces is being undertaken to understand the maximum capacity of Gateway. This would support options available for the relocation of the employees based at Walton Street offices.

- 2.14 It is anticipated that another 20,000 square feet of office space will be required in Aylesbury. Following the review of Gateway, a number of options will be considered, and a follow up report will be developed. This could include an extension of the Gateway and/or a town centre presence.

### **Amersham**

- 2.15 King George V House is only partially occupied, with an average daily occupancy reaching only 20% of its capacity. It is recommended that the site is redeveloped to support the need for housing in the town centre, including affordable housing. A provision for future Council presence in the town will be developed to facilitate business operations and will involve staff consultation. It is expected that the business plan for this will take at least 18 months.

- 2.16 It is noted that for a period of time it might be the case that operations and employees based at King George V House will need to be temporarily relocated and interim accommodation arranged for Council meetings.

### **Wycombe Old Library**

- 2.17 Wycombe Old Library is only partially occupied, with an average daily occupancy reaching only 30% of its capacity. It is recommended that the office is let out under leasehold contract agreement.

- 2.18 Employees based at Wycombe Old Library will be relocated to the Queen Victoria Road, Wycombe Office, which is across the road from the Wycombe Old Library.

- 2.19 The move to the Old Library was facilitated by the exit of the Council and the letting of Easton Street. Easton Street was a significantly larger footprint.

### **Queen Victoria Road, Wycombe**

- 2.20 Queen Victoria Road Office is only partially occupied, with an average daily occupancy reaching only 20% of its capacity. It is recommended that the office continues to operate and provide an alternative workplace location for employees currently based

at Wycombe Old Library. A further review will take place following the Phase 1 recommendations set out in this report

### **Summary of Phases**

- 2.21 The recommendations have been split into phases and breakdown is below:

Phase 1 includes closure of Wycombe Old Library in early 2023 and Amersham Offices not before summer 2024, consulting and relocating employees where required.

Phase 1 also includes closure of Walton Street offices in Spring 2025, consulting and relocating employees where required, and surrendering the lease on Capswood, Denham in 2026.

Phase 2 is to review requirements of the Queen Victoria Road office after completion of Phase 1.

**Please note** options for reduced office accommodation and town centre presence will be considered within each phase.

### **Easton Street, Wycombe**

- 2.22 Easton Street Office has been leased which generates a significant saving and income to support the revenue budget.

### **Capswood, Denham**

- 2.23 Capswood Offices have been closed for operational use for some time, it is recommended to seek to surrender the lease with the Landlord or underlet the premises to reduce costs. We have had some success in lettings to offset revenue costs.

### **General**

- 2.24 Where necessary consultants will be appointed to support the master planning process and planning applications required. Following these, terms will be agreed for disposal, agreeing and exchanging contracts and completion.

## **3. Other options considered**

- 3.1 Do nothing – This is not the recommended option. The Council set out an ambition in the Unitary Business Case to achieve operational savings from its estate. The estate is under utilised and not undertaking the review and delivering on the strategy will continue to see space being provided that is not needed to assist in the organisation.

## **4. Legal and financial implications**

- 4.1 Local authorities are given powers under the Local Government Act 1972 to dispose of land in any manner they wish, including sale of their freehold Land. The main

constraint is that the disposal must be for the best consideration reasonably obtainable pursuant to section 123(1) of the Local Government Act 1972.

- 4.2 The Council’s Medium Term Financial Plan already includes revenue savings of £2.4m revenue savings and capital receipts savings of £4m from the operational estate. If these savings are not delivered, the Council will need to identify alternative savings in order to deliver a balanced budget. as set out in the Unitary Business Case. Full detail is available in appendix 1.

## 5. Corporate implications

### HR&OD

- 5.1 A decision to close certain offices will impact those staff whose contractual base changes. Given the nature of the changes the implications are straightforward to manage through good communications with staff. These anticipated HR implications are set out in the table below:

### 5.2

Recommendation	Anticipated timescale	HR Implication
To let the Wycombe Old Library and relocate staff based there to Wycombe Office, Queen Victoria Rd	Early 2023	Requirement to communicate the change and give advance notice of the move to allow for adequate planning
Wycombe Office, Queen Victoria Road - No implications	After Phase 1 completed	No implications longer-term plan to reduce the office space available will still be enough to accommodate staff levels
Redevelop Amersham Office, King George V House site	Vacant possession after lease ceased Summer 2024	Temporarily relocate staff based here to Wycombe or Aylesbury, no contractual change but entitlement to relocation mileage may apply if home to work mileage increased to re-imburse the difference. Indicative costs are set out in the annex.  Longer term expect some accommodation to be available in Amersham area.
The Gateway – plans dependent on Walton Street and decisions on town centre provision		No HR implications
Redevelop Walton Street site and possible sale.	Spring 2025	Relocation of staff to Gateway and/or another location in the town centre will have minimal impact given distance
Capswood – already closed		Staff already relocated and mileage costs, where applicable will be being claimed.

- 5.3 Contractual workplace locations will need to be considered longer term, and it is anticipated that a clearer picture of terms and conditions will be available in the in the new year to inform decisions.

#### **ICT**

- 5.4 The recommendations will have an impact on IT services provided to the Council as network hardware and data centres are located at a number of main office sites. Access to these will either need to be retained or relocated as the phases of the strategy progresses.
- 5.5 In addition to the network, equipment in the offices will be reviewed and reallocated to the remaining spaces to ensure there is an adequate IT provision in the remaining office spaces to support increased occupancy. The reallocation of current equipment will also reduce costs and new equipment being purchased.

#### **Value for Money**

- 5.6 The proposals in this report also support the ambitions of our Corporate Plan to be “realistic and focus on greater efficiency and value for money” and that “we will manage our assets to create long term benefits and additional income reducing our dependency on the taxpayer and protecting front line services”.

#### **Equalities Impact Assessment**

- 5.7 An equalities impact assessment has been developed for the estates strategy which can be found in appendix 2. Further assessments will be carried out as recommendations and phases develop.

### **6. Local councillors & community boards consultation & views**

- 6.1 Further engagement on the recommendations set out in the report have been carried out ahead of cabinet and included all Group briefings and consultation with Local Members on Local Community Boards the area in which each office is located. There has also been a Member Steering Group involved in the formulation of this strategy.
- 6.2 A summary of Member views will be provided to the Cabinet ahead of the Cabinet meeting.

### **7. Communication, engagement & further consultation**

- 7.1 This report has been the subject of engagement with Unions and a Member steering Group. There has also been an all staff briefing.
- 7.2 An action plan for staff engagement surrounding any changes and development to the office estate will sit within the wider Work Smart communication plan. The action plan

will align with the wider Work Smart communication objectives and will be detailed with an understanding of other council projects running in parallel, mindful of any significant impact to staff health and wellbeing. The plan will be developed following approval of these recommendations, and an understanding of agreed timeframes, also factoring any requirement for consultation with staff. The Internal Communications team will develop the plan in partnership with Property and Assets, HR and the Work Smart programme team.

- 7.3 We will call upon the support of our Work Smart staff and managers reference group to test ideas and communication approaches, recognising varying levels of impact on our different workstyles, but the need for all colleagues to be aware, engaged, and taken on the journey with us.
- 7.4 Key messages for proactive external publication are being developed and individual sites considered as plans progress and will form part of the forward plan.

## **8. Next steps and review**

- 8.1 Develop a timeline for key deliverables and project plan for phase 1 working closely with Finance, HR, Comms Work Smart and IT colleagues. Continue ongoing staff, Union and Member stakeholder engagement.
- 8.2 Progress will be monitored through the Work Smart Programme governance.
- 8.3 Provide a report on the strategy to the Finance and Resources Select Committee at its meeting on 23 February 2023.
- 8.4 Provide an update on the strategy set out in this report and the appendix not less than every 6 months for the next two years to Cabinet and the Finance and Resources Select Committee.

## **9. Background papers**

- 9.1 None.

## **10. Your questions and views (for key decisions)**

- 10.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)



## 1. Financial Implications

### 1.1 Savings targets

There are 2 savings targets linked to Office Rationalisation, which are built into the Council's MTFP:

1. £2.4m ongoing revenue running cost savings, starting in 24/25 with £0.5m, with remainder to be delivered in 25/26.
2. £4m one off capital receipt from site disposal.

### 1.2 Current Revenue running costs of main office sites

The total net running costs for the current main office sites is £3.476m, giving an average running cost of £9.97 per Sq Ft. This includes the running cost of the building (including Business Rates, Energy, Maintenance, Cleaning, Security), and income received for leasing arrangements in place. This currently *excludes* staffing (see below). The table below shows the breakdown by each office site:

Space	Running Costs		Revenue		NET	Sq Ft	£Cost per Sq Ft
	£	-£	£	-£			
Walton Street	£ 1,022,959	-£ 49,773	£ 973,185			129,458	£ 7.52
QVR, High Wycombe	£ 414,322	-£ 306,538	£ 107,784			55,854	£ 1.93
Gateway	£ 888,658		£ 888,658			71,731	£ 12.39
KGVH, Amersham	£ 1,098,100	-£ 257,680	£ 840,420			38,858	£ 21.63
Capswood	£ 643,146	-£ 114,000	£ 529,146			27,835	£ 19.01
Wycombe Old Library	£ 136,946		£ 136,946			25,000	£ 5.48
<b>TOTAL</b>	<b>£ 4,204,130</b>	<b>-£ 727,991</b>	<b>£ 3,476,139</b>			<b>348,736</b>	<b>£ 9.97</b>
66 High Street*		-£ 167,538	-£ 167,538				
Easton Street, High Wycombe*		-£ 245,990	-£ 245,990				
<b>TOTAL</b>	<b>£ 4,204,130</b>	<b>-£ 1,141,519</b>	<b>£ 3,062,611</b>				

*\*previous corporate estate, now fully let; this income is budgeted for separately in the Councils Medium Term Financial Plan*

### 1.3 Estimated Savings from Work Smart Estate Strategy proposals

- 1.4 Based on the recommendations set out in the estates strategy, the closure and/or subletting of office space will result in estimated savings of £2.579m pa; with additional/replacement space in Aylesbury and Amersham at a cost of c£0.3m pa, will give a total estimated saving of £2.279m pa.

- 1.5 Further savings of £0.12m pa would be needed to meet the budget, however it is anticipated there would be some staff efficiencies from closures of buildings and/or reduction in the size of the Estate.
- 1.6 These figures exclude both 66 High Street, Aylesbury and Easton Street, High Wycombe as the properties are currently leased and the income has already been budgeted in last year's MTFP process.

<b>1. Savings from Closures/Lettings</b>	
Close Walton Street	£ 973,185
Close KGVH	£ 840,420
Let out Wycombe Old Library (running costs saving plus income from letting based on emerging Heads of Terms)	£ 236,946
Close/Let out Capswood	£ 529,146
<b>Saving from Closures/Lettings</b>	<b>£ 2,579,697</b>
<b>2. Additional Costs of new Space needed after closures</b>	
Aylesbury – additional Sq Ft estimate	£ 20,000
Amersham – additional Sq Ft estimate	£ 10,000
Total Sq ft of new office space needed	£ 30,000
<b>Additional Annual cost @£10/Sqft</b>	<b>£ 300,000</b>
<b>3. Net Savings on Running Costs only (1 less 2)</b>	<b>£ 2,279,697</b>
<i>Additional Savings/Income needed to meet £2.4m target</i>	<i>£ 120,303</i>

- 1.7 Full savings are only realised once a building let, sold, or demolition works start. Mothballing buildings/floors in the intervening period will result in a proportion of savings being made on e.g. Utilities, Cleaning and Maintenance, depending on the extent of the closure. Business Rates only attract a 3 month empty rate relief.
- 1.8 **Capital Investment Costs and Receipts**

The recommendations in the main report would have estimated capital investment costs of around £4.5m, and produce estimated capital receipts (income) of around £8.5m, leaving a net receipt of £4m to meet the Capital Receipts target. This means that the Estates Strategy should be 'self-funding' and not require additional capital investment, providing the estimated costs and receipts come in in line with estimated set out in the table below.

**Capital Investments - Costs and Receipts**

	£m
Disposal of KGVH after deduction of sale fees, and master planning of £200k	-6.1

NCO Disposal after deduction of sale fees and legal due diligence at £100k based on Consultant appraisal	-2.9
Contingency	0.5
<b>Total Receipt</b>	<b>-8.5</b>
Provision of 10,000 Sq Ft in Amersham, comprising base fit out cost of £120 psf and the remainder in fees.	1.5
Fitout of Gateway including fees based on phase 1 roll out.	1.0
Provision of 20,000 sq Ft in Aylesbury, based on refurbishment of existing building probably 66 High Street which has already been refurbished including fees. If Friars Square was progressed the costs would be in the order of £4.5m but part of the financing could be off set by income from 66 High Street	2.0
NCO Demolition (budget included in development appraisal for NCO disposal)	
<b>Total Cost</b>	<b>4.5</b>
<b>NET</b>	<b>-4.0</b>

**To note:**

- The council will need to cashflow (via short term internal borrowing or temporary use of reserves) upfront costs, such as the Gateway fit out and NCO demolition, pending the capital receipt coming in later. There would be an opportunity cost of lost interest on cash balances used.
- The costs and receipts listed above are early estimates. More due diligence will be required on costs as project plans are developed further.
- These projects are not yet built into the Council's Capital MTFP Programme. Projects would need adding in as and when they receive formal approval.
- If Amersham needed to close for an interim period for re development then the anticipated staff re location costs would be in the order of £80,000

**1.9 Income**

- 1.10 The letting of Wycombe Old Library is expected to yield new additional income of £100k pa, on top of running costs set out above. This income would be used to meet the £2.4m savings target, or, if that has already been delivered, to contribute towards

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The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqlA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqlA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqlA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqlA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqlA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqlAs should be an integral part of policy or service development/change and larger projects may need more than one EqlA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqlA.

All approved and signed EqlAs are recorded in a central register. Please email your completed draft EqlA to [equalities@buckinghamshire.gov.uk](mailto:equalities@buckinghamshire.gov.uk). Previous EqlAs can be made available for information upon request. For any questions or if you require support in completing your EqlA please contact Maria Damigos and Natalie Donhou Morley directly.

## Part A (Initial assessment) - Section 1 - Background

**Proposal/Brief Title:** Estates Strategy

OneDrive link to report/policy:

**Related policies:** Work Smart Business Case

Customer Service Strategy

ONE IT Programme

Better Buckinghamshire

**Date:** 30 November 2022

**Type of strategy, policy, project or service:** Office estates linked to culture change programme and hybrid working

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

This assessment was created by:

Name: Kim Tucker

Job Title: Snr. Business Assurance Officer Service Improvement Team

Email address: Kim.tucker@buckinghamshire.gov.uk

### **Briefly describe the aims and objectives of the proposal below:**

*This is a strategy which proposes a reduction in operational estate footprint of Buckinghamshire Council based on organisational need. This EqIA considers the Strategy as a whole and does not focus on particular sites or locations.*

### **What outcomes do we want to achieve?**

- *will deliver potential £2.4m revenue savings and £4m capital receipts savings from the operational estate as set out in the Unitary Business Case.*
- *Release land and assets for development as market, affordable and key worker housing or commercial /community/ stakeholder or partner use*
- *Improved recruitment and retention of employees*
- *Fit for purpose arrangements for elected members*

- *Reduced carbon emissions from travel and buildings*
- *Reduced revenue cost of the office estate and increased revenue generation*

**Does this proposal plan to withdraw a service, activity or presence? Yes**

*All services and activities will continue to be delivered. There will be a reduced presence across some sites.*

**Does this proposal plan to introduce, review or change a policy, strategy or procedure? Yes**

The establishment of the unitary council created opportunities to rationalise the office accommodation inherited from legacy councils. Furthermore, in common with other parts of the public and private sector, the organisational use of office accommodation has changed significantly post-Covid.

Our offices will change both in terms of location as well as configuration focussing more on collaboration and meeting spaces rather than banks of desks to support flexible working arrangements.

**Does this proposal affect service users and/or customers, or the wider community? No**

Although there may be a reduced presence in some area's services will not be impacted for customers or service users.

**Does this proposal affect employees? Yes**

Some Officers may be required to relocate to other council sites following the closure of offices. Staff relocation mileage costs will apply.

**Will employees require training to deliver this proposal? No**

Only impact is relocation of workplace there are no training implications.

**Has any engagement /consultation been carried out, or is planned in the future? Yes**

*Engagement has happened with:*

- *Accommodation Member Support Group,*
- *Heads of Service*
- *CMT*
- *Cabinet*
- *All Groups*
- *Local Members and Community Boards*

Future engagement will be carried out with the above and in addition

- *Group briefings when requested*
- *Finance and Resources Select Committee*
- *Local Members*

- *Member Steering Group*
- *Cabinet*

Regular references groups for both managers and employees have been established with nominated representatives across services, to allow the programme to provide updates and encourage feedback. Specific focus groups have also been created for employee groups or topics

There are regular communications through the all staff briefings and a newsletter provide updates.

Consultation takes place with the Trade Unions and Employee Reps and will continue to be consulted where required as the programme develops.

Where any changes are planned for changing staffs working locations, consultation will take place with staff as well as with the Trade Unions.

## Section 2 - Impacts

**Please highlight potential impacts (including unintended impacts or consequences) for each protected characteristic\*/equality groups below. Where there are negative or positive impacts please give more details of the impact. Where the impacts are unclear please explain why.**

### **Age\***

Positive	Negative	Unclear✓	None
----------	----------	----------	------

Details: it is possible some staff may be impacted by a change of office space and potential additional travel distance/method – particularly those under 25 who may earn less or not have their own method of travel. As proposals are not yet detailed or confirmed exact impacts are hard to anticipate.

### **Disability\***

Positive	Negative	Unclear✓	None
----------	----------	----------	------

Details: Although all sites will have disabled access and equipment & H&S processes in place it is possible some staff may be impacted by a change of office space and potential additional travel distance/method. As proposals are not yet detailed or confirmed exact impacts are hard to anticipate.

### **Pregnancy & maternity\***

Positive	Negative	Unclear	None✓
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### **Race & Ethnicity\***

Positive	Negative	Unclear	None✓
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### **Marriage & Civil Partnership\***



Positive	Negative	Unclear	None✓
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**Religion & Belief\***

Positive	Negative	Unclear	None✓
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**Sex\***

Positive	Negative	Unclear✓	None
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Details: The change is unclear, however, childcare tends to fall on female parents. This may be a positive or a negative, depending on the staff member and their working/home location and current working pattern.

**Sexual Orientation\***

Positive	Negative	Unclear	None✓
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**Gender Reassignment\***

Positive	Negative	Unclear	None✓
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**Gender identity**

Positive	Negative	Unclear	None✓
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**Carers**

Positive	Negative	Unclear✓	None
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Details: This may be a positive or a negative, depending on the staff member and their working location/current working pattern. As proposals are not yet detailed or confirmed exact impacts are hard to anticipate.

**Rural isolation**

Positive	Negative	Unclear	None✓
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**Single parent families**

Positive	Negative	Unclear✓	None
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Details: is the potential for impact is currently unclear. This may be a positive or a negative, depending on the staff member and their working location. As proposals are not yet detailed or confirmed exact impacts are hard to anticipate.

**Poverty (social & economic deprivation)**

Positive	Negative	Unclear✓	None
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Details: The change is unclear however it is possible that additional travel costs are not fully met by staff relocation mileage allowances. As proposals are not yet detailed or confirmed exact impacts are hard to anticipate.

### **Military families / veterans**

Positive

Negative

Unclear

None ✓

## Section 3 – Is a full assessment required?

**If you have answered yes to any of the initial assessment questions in section 1 of this EqIA, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.**

Following completion of part A, is part B completion required?

Yes

No

 Not required at this time

### **Explain your answer:**

At this stage the amount of office space remaining in legacy sites is unclear as such it is not possible to predict full impact on staff. This will be assessed and monitored as the programme progresses and EQIA updated accordingly.

This will have an impact on contractual working locations for some staff when they are working in an office location. If staff are impacted and must relocate offices a contractual mileage allowance is available for additional travel costs incurred.

As part of the Work Smart Strategy workstyles have been developed to determine what the future working arrangements will be for each workstyle and align the different roles across the organisation. While there are four workstyle categories, employees can discuss their personal circumstances and suitable alternative working arrangements made.

**Full EqIA's will be developed for each site/proposal of change, starting with Phase 1 (HW) to look at specific impacts and potential mitigations at these locations, both for staff and the wider community.**

**All HR policies and procedures will be followed as part of the delivery of the strategy and associated delivery/implementation plans.**

**Have you completed an DPIA for this project/change? No N/A**

(As you are completing an EqIA, you may also require a DPIA - for more information please contact [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk))

Section 4 – Sign off (Only complete when NOT completing Part B)

Officer completing this assessment: Kim Tucker Date: 01/12/2022

Equality advice sought from: Natalie Donhou Morley Date: 01/12/2022

Service Director sign off: John Reed Date:01/12/2022

CMT sign off (*if deemed necessary by Service Director*) sign off: John Reed Date: 08/12/2022

Next review Date: On delivery of the next Cabinet report.

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## Report to Cabinet

<b>Date:</b>	5 <sup>th</sup> January 2023
<b>Title:</b>	<b>Adoption of Local Heritage List (Phase 1)</b>
<b>Cabinet Member(s):</b>	Cllr Peter Strachan; Cllr Gareth Williams
<b>Contact officer:</b>	Eliza Alqassar and Ed Barlow
<b>Ward(s) affected:</b>	All
<b>Recommendations:</b>	<b>AGREE to adopt the Local Heritage List (Phase 1)</b>
<b>Reason for decision:</b>	To adopt the first county-wide Local Heritage List to provide clarity on Non-designated Heritage Assets and to assist the development process.

### 1. Executive summary

- 1.1 This report provides a summary of Buckinghamshire's new Local Heritage List and sets it in its national and regional context. The report describes the methodology and criteria behind the list's creation and lists those sites that are ready for adoption in Phase 1.
- 1.2 Whilst the Local Heritage List will never be fully comprehensive, and sites will continue to be discovered and added to the list over time, the aim is to achieve formal adoption of Phase 1 sites in December 2022, and Phase 2 sites in 2023. The report sets out a proposed mechanism for accepting future amendments to the Local Heritage List.

### 2. Content of report

#### *National and local policy context*

- 2.1 In March 2021 the Ministry of Housing, Communities and Local Government (MHCLG; now the Department for Levelling up, Housing and Communities – DLUHC) made funds available to 22 Local Authorities as part of a national initiative to improve the provision and standard of locally held Lists of Non-Designated Heritage

Assets (NDHAs). Buckinghamshire Council was successful in our application for a grant of £70k and was one of those authorities selected.

2.2 Statutory listing and designation is assessed nationally by Historic England and requires assets to achieve a very high threshold to meet the national criteria. Examples of statutory listings are Grade I, II\* and II buildings, scheduled monuments and Registered Parks and Gardens.

2.3 Buckinghamshire has a rich heritage and large number of heritage assets that have the benefit of statutory protection and designation. The National Planning Policy Framework (2021, paragraph 67) defines a heritage asset as: *“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)”*. A heritage asset can be designated or non-designated. Buckinghamshire has the following designated heritage assets:

- Conservation Areas - [202](#)
- Listed Buildings - [5871](#)
- Registered Parks and Gardens - [41](#)
- Scheduled Monuments - [146](#)

2.4 Local Heritage Listing should include a wide range of locally important, non-designated heritage assets, which contribute positively to the local character and identity of Buckinghamshire, and which are valued by local people, but which may have little or no protection from demolition, damage or decay.

2.5 Non-designated heritage assets can be identified in a number of ways; through the planning process or through local listing. Importantly, they are not identified by Historic England, but by the Local Planning Authority.

2.6 There is **no statutory requirement for public consultation** when identifying or recognizing a building or site as a Non-designated Heritage Asset. We do not consult publicly every time a site is identified as a Non-designated heritage asset through the planning process. However, it is important to show how the decisions were reached and what criteria they were based on. Historic England Advice Note 7 (2021, para 17) states that the legitimacy and weight of local heritage lists within the planning system is increased when the list has been prepared in accordance with defined selection criteria. For this reason, we decided to make the process entirely transparent using an online [Local Heritage List platform](#).

2.7 It is important to note that the identification of a Non-designated heritage asset does not alter existing Permitted Development Rights, nor mean that listed building consent will be required for works to the property. However, it does enable change

to be managed through the planning process and, where relevant, to ensure that significance is protected. Local listing as a non-designated heritage asset will be a material consideration in the determination of planning applications affecting the fabric, character or setting of the asset.

2.8 Local Listing will provide improved clarity for owners and all interested parties, as significance will be identified as part of the assessment process and once adopted the list will be published on the Council's website and the Historic Environment Record.

2.9 Assets will then be afforded consideration in the planning process under the NPPF paragraph 197 and will help to inform future local policies and creation of Neighborhood Plans.

#### *The creation of Buckinghamshire's Local Heritage List*

2.10 The Buckinghamshire Local Heritage List includes historic buildings (houses, chapels, agricultural and industrial buildings), archaeological sites (upstanding earthwork remains and buried sites), formal gardens, public open spaces, public works of art, monuments and street furniture.

2.11 The aims of Buckinghamshire's Local Heritage List project were: 1) To create a **single unified local list** for the new Unitary Council; 2) To respond to and assess the local heritage assets and **places nominated by the people of Buckinghamshire**; 3) To address the **geographical imbalance** of locally-important assets identified in our audit (very few assets in the east area of the county); and 4) To draw attention to the **importance of Rothschild and estate buildings** to local identity and character across the county.

2.12 On establishment of the aims, the project team developed their assessment criteria for Local Listing. Selection of Local Listing should be supported by evidence in line with Historic England's detailed assessment criteria as laid out in the [Historic England Advice Note 7 – Local Heritage Listing: Identifying and Conserving Local Heritage](#). The criteria set out by Historic England are listed below. We have set these out with more detail and some Buckinghamshire examples on our web platform here: <https://local-heritage-list.org.uk/buckinghamshire/assessment-criteria>:

- **Age** – Broadly speaking, the older the heritage asset is the rarer it is likely to be.
- **Rarity** – Heritage assets can be rare on a national, regional or local scale. Rare surviving examples of their type should be added to the list.
- **Architectural and Artistic interest** – This includes the style or design and aesthetic appearance of the heritage asset. It also includes quality and condition of the property.

- **Group value** – Where heritage assets have a clear visual, design or historic association with one another; for example a group of Rothschild estate buildings, or a pair of Iron Age hillforts constructed within sight of one another.
- **Archaeological interest** – Assets which provide evidence of past human activity; for example the earthwork remains of a Tudor garden, which can reveal evidence of garden design and what was grown.
- **Historic interest** – Assets which demonstrate significant historical association of local or national note, such as factory buildings relating to the chair-making industry in High Wycombe, bunkers associated with the Cold War, or a statue of a notable local figure.
- **Landmark status** – An asset with strong visual prominence, aesthetic appearance, communal value or historic associations; for example a focal point such as a clock tower, or an important gathering place or site of worship, such as a mosque or church.

2.13 We also established that nominated assets will have to fulfill at least one of the following criteria: 1) Assets which are visually illustrative of their period(s) or which have aesthetic value or which are innovative in their construction or design; 2) Assets which provide good insight into past human activity; 3) Assets which have historic associations, for example with notable figures (including architects, designers or people who were influential in local or nation life) or events, or which are demonstrative of social history; and 4) Assets which are valued by the community, relate well to local character or which include regional materials or construction methods.

2.14 The criteria have been agreed with the Cabinet Members for Planning and Regeneration, Cllr Gareth Williams, in September 2021, and, after a change of portfolio holders, Cllr Peter Strachan in July 2022. Our criteria and assessment methodology are set out in **Appendix 1**, along with the Review Panel Protocol.

2.15 The Review Panel is made up of the project team (staff from the Heritage and Archaeology Team and the Historic and Built Environment Manager) as well as external representatives from Buckinghamshire Archaeological Society, Buckinghamshire Historic Gardens Trust and Buckinghamshire Historic Buildings Trust.

2.16 We have a Review Panel Protocol that sets out the decision-making process underpinning the Local Heritage List Project. The assessment and review process is crucial to ensure candidate sites meet the agreed criteria and reflect [Historic England Advice Note 7](#). The Review Panel ensure that the assessment process has been



consistently applied and offers high level overview, drawing upon the expertise of relevant professional representation on the panel. The Panel meets monthly.

2.17 Each nominated candidate site has a High, Medium or Low rating against each of the criteria points. These scores are then extrapolated into an overall High, Medium or Low rating, for discussion at Panel. For each candidate site, the Review Panel makes one of the following recommendations:

- Recommended to Cabinet for Local Listing – meets the criteria.
- Recommended to Cabinet for rejection – does not meet the criteria.
- Recommend to Cabinet for removal – no longer meets the criteria.
- Further information required – put back to ‘Candidate Work in Progress’ for further enriching.

2.18 An initial audit of lists of Non-designated heritage assets compiled by some of the former District Councils, including Buildings of Note identified in Conservation Area appraisals, gave the project team a head start in summer 2021, with hundreds of buildings requiring assessment and review.

2.19 In September 2021 we launched our [Local Heritage List online platform](#), which has allowed members of the public to nominate sites online and to search and enhance records of those already nominated. The launch was coordinated with the Comms team and press coverage about the Local List, and we have held six promotional events throughout the year in different geographical areas, along with regular social media coverage to raise awareness of the project.

2.20 The ultimate outcome of the project is to achieve an adopted List of Local Heritage. The project timeline for this is set out in **Appendix 2**.

### *The success of the Local Heritage List*

2.21 Since we launched the Local Heritage List project we have:

- Developed and launched our online Local Heritage List platform: <https://local-heritage-list.org.uk/buckinghamshire>
- Received **2653 nominations** for the Local Heritage List - these vary considerably and include telephone boxes, milestones, parkland, public art, archaeological sites and buildings of all ages, including numerous dwellings, historic warehouses and chapels.
- **168 volunteers** signed up to the online platform, including a core group of 18 volunteers actively helping to assess sites and enrich our online records
- Appointed a Local Heritage List Project Officer and Assistant Heritage Officer to work on the project, and established a regular Review Panel
- Run a series of online and in-person [talks and events](#)

- Worked with the Comms team to maintain a presence on social media
- Run working parties with volunteers, including Cultural Heritage Students from the Royal Agricultural University, the Young Archaeologist’s Club, numerous Parish Councils and Neighbourhood Plan groups
- Engaged with over 40 groups and organisations, including 17 Parish Councils and other stakeholders, such as Transport for London, Canals and Rivers Trust, and Chilterns Conservation Board.

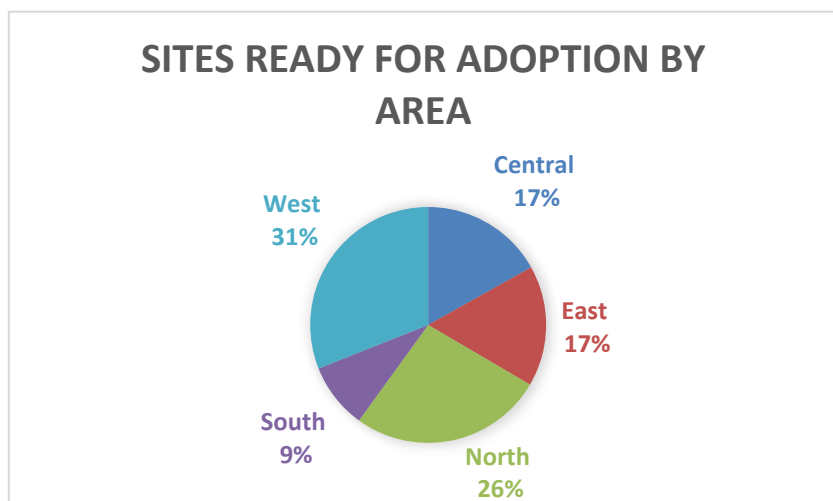
The table below sets out the numbers of nominations we have received and assessed to date.

<b>Total nominations</b>	<b>2653</b>
<b>Total researched and assessed to date</b>	<b>1693</b>
<b>Assessed nominations for adoption in Phase 1:</b>	<b>956</b>
Rejected	169
Insufficient information	16
* Buildings	546
*Parks and Gardens	77
*Landmarks, art, etc	62
*Other inc. archaeology	86
Candidates ready for Phase 1 adoption	<b>771</b>
Already assessed for Phase 2 – ready for review panel	737

2.22 In summary, **we have researched and assessed 1,693 sites in total to date**, which is well over half of all nominations and an incredible achievement for a small team. **We are bringing forward 771 sites for adoption on our Phase 1 list** and we have already assessed 737 sites for Phase 2 in 2023 and these are ready to go to Review Panel.

2.23 The sites ready for adoption are most easily viewed on our Local Heritage List platform by [searching the list](#) using the ‘Filter by Status’ box and selecting ‘Candidate (ready)’. This will bring up a list of all sites ready to be adopted in Phase 1.

2.24 We have endeavoured to assess an even spread of sites across the County and this is represented in the chart below. The former Wycombe area already had a Local List so the numbers are slightly higher for that area, but in general we have aimed to cover the whole County.



#### *Adoption of Phase 2 list and future amendments*

2.25 Once the initial Local List (Phase 1) has been formally adopted by Cabinet, we intend to bring the Phase 2 list forward for adoption in 2023. Beyond that, future amendments to the list (additions or removals) could potentially be approved by the Cabinet Member on a periodic basis.

### **3. Other options considered**

3.1 Regarding the adoption of the Phase 1 Local List, the alternative option is to not adopt as there is no legal requirement to provide a Local List. However, it is best practice to adopt one and Local Lists are being advocated by government (DLUHC) and Historic England.

3.2 Not adopting the list will continue the status quo, which is not satisfactory as heritage assets are currently being lost to neglect, damage or decay where they have not been formally identified as a Non-designated heritage asset. The Local List would be a useful tool for the planning teams and would raise awareness of any heritage issues early on in the process, rather than during it.

### **4. Legal and financial implications**

4.1 We need to expect that some owners might challenge having their property added to such a list. Currently the list is publicly accessible, and anyone can comment and make representation. The adopted list will also be publicly available online and we will write to all owners to inform them of the adoption. Should an owner choose to challenge the identification of their property as a non-designated heritage asset, they will be able to

contact the heritage team and we will reconsider the assessment of their property. In such cases, we would expect that new information or evidence would be provided to demonstrate why the property should not be a non-designated heritage asset. Re-assessment will not necessarily change the outcome.

4.2 It should be noted that inclusion on the local list does not affect an owner's permitted development rights nor mean listed building consent is required for works to the property. Change to non-designated heritage assets will be managed through the planning process in the event that a planning application is submitted, and formal appeals can take place through the planning process.

4.3 The benefit to owners is that when they do apply for planning permission, their agents will be able to identify that there is recognised heritage value early on in the process and consider this in their proposals. As such it will save owners money revising proposals and avoid the 'nasty shock' and possible additional costs (to revise proposals) that currently occur when we identify heritage value during the course of an application.

4.3 There are no financial implications to the Council if the Local List is adopted. The List can be maintained by staff in the Heritage and Archaeology team, although retention of the online platform will have a minor cost (c.£5k per annum, which can be covered in the service budget).

## 5. Corporate implications

- a) Property – some nominated sites or buildings may be Buckinghamshire Council property, for example specific buildings or public parks. Each case is assessed on its own merit and ownership should not be a factor in determining non-designated heritage assets status. However, a list of Council-owned sites has been provided in **Appendix 4**, which also includes potentially sensitive sites.
- b) HR – N/A
- c) Climate change – This report is directly related to Buckinghamshire Council's key priority of improving our environment.
- d) Sustainability – Retention and repair of historic buildings is often more sustainable than newbuild development. Therefore, the identification and recording of non-designated heritage assets on a Local List will give them some protection in the planning process and help to avoid situations whereby historic buildings are demolished to make way for new ones.
- e) Equality - The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:
  - i. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
  - ii. Advance equality of opportunity between people from different groups

iii. Foster good relations between people from different groups  
Officers have paid due regard to the aims of the Equality Act 2010 throughout the consideration and preparation of the Local List. This review has indicated no adverse impact on any of the specified groups with a protected characteristic. Officers will continue to keep this matter under review to ensure no inequalities or adverse impacts arise.

- f) Data – data generated as part of the Local List project will be subject to GDPR, and Data Protection Assessments have been carried out. We have a [Privacy Policy](#) on our Local Heritage List platform.
- g) Value for money – The value of this project is in the enhancement of Buckinghamshire’s historic environment through the development process. We have received a grant to deliver the Local List and future amendments are likely to be managed within the Council’s budget.

## **6. Local Councillors & Community Boards’ consultation & views**

6.1 The development of the Local Heritage List has been discussed with the Cabinet Member for Planning and Regeneration, as well as the Cabinet Member for Climate Change and Environment.

6.2 Member briefings on the Local Heritage List were held for all elected Members on 12<sup>th</sup> and 15<sup>th</sup> December 2022. These were attended by 58 participants and were well-received. There was in general a lot of support for the project with Members keen to engage with the project going forward. Questions raised included; whether certain villages or properties had been included in the list; the level of protection local listing would afford properties that are at risk of neglect or inappropriate development; how long it takes to add sites to the list; whether we will be advising owners that their property is locally listed (yes); whether trees are included (no); and whether there is any detailed guidance on medieval ridge and furrow. These questions were addressed by the project team at the briefings. No contentious issues or concerns were raised about the project.

6.3 Extensive engagement has taken place with over 40 partner organisations and external stakeholders, listed in **Appendix 5**.

## **7. Communication, engagement & further consultation**

7.1 Engagement with local groups and societies is ongoing. The team continue to attend events to promote the project and a further communications push will take place around the adoption of the list.

## **8. Next steps and review**

8.1 On adoption, the Phase 1 Local List will be available on our website. Those sites that have been adopted will be classified as 'Locally Listed' on our Local Heritage List Portal. We have already engaged with the Communications Team regarding positive news stories to go out once the list has been adopted. We anticipate that this will generate renewed interest in the project for Phase 2.

## **9. Background papers**

- 9.1 Appendix 1 – Buckinghamshire Council Local Listing criteria
- 9.2 Appendix 2 – Project Timeline
- 9.3 Appendix 3 – List of sites ready for adoption in Phase 1
- 9.4 Appendix 4 – List of BC-owned and potentially sensitive sites on the Phase 1 list
- 9.5 Appendix 5 – List of organisations engaged in the project

## **10. Your questions and views (for key decisions)**

If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team at [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).



# **Buckinghamshire Local Heritage List Project**

## ***Assessment & Review Panel Protocol***

Authors: Paul Rhymes & Lisa Harvey

Date: November 2021

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## Introduction

Buckinghamshire was one of twenty-two Local Authorities to successfully secure MHCLG funding in January 2021 to identify sites for inclusion on its Local Heritage List.

The scope and aims of the Local Heritage List project are as follows:

- **Unified** – to create a single unified Local List for the new Unitary Council.
- **Responsive** – to respond to and assess the local heritage assets and places valued and nominated by the people of Buckinghamshire.
- **Geographical** – we have currently identified very few assets within the East Area (formerly Chiltern district) of the County so particular efforts will be made to address this imbalance.
- **Thematic** – This year the project team have decided to draw attention to the importance of Rothschild buildings and other estate buildings to local identity and character across the county.

This protocol sets out the assessment and decision making process underpinning the Local Heritage List Project, including the aims and scope of the Local Heritage List Project Review Panel. The protocol also includes relevant guidance and criteria used for the assessment of candidate sites. The Protocol should therefore be read in conjunction with Appendices 1-4.

Whilst the Local Heritage List will never be fully comprehensive and sites will continue to be discovered and added to the list over time; the aim is to achieve adoption of all successful 'Candidate Ready' sites entered into the Local Heritage List Platform by the summer of 2022.

## Purpose

The assessment and review stage is crucial to ensure candidate sites meet the agreed criteria, reflect the Historic England Advice Note 7 and relevant Bucks local guidance. The Review Panel will therefore ensure that the assessment process has been consistently applied and will offer high level overview and draw upon the expertise of relevant professional representation on the panel.

The Local Heritage List Review Panel will take responsibility for the review and checking of candidate sites which have reached the 'Candidate for Review' stage on the Platform. All candidate sites taken to Review Panel will have been through initial assessment and enrichment. For each candidate site, the Review Panel will make one of the following recommendations:

- Recommended to Cabinet for Local Listing – meets the criteria.
- Recommended to Cabinet for rejection – does not meet the criteria.
- Recommend to Cabinet for removal – no longer meets the criteria.
- Further information required – put back to 'Candidate Work in Progress' for further enriching.

## Representation

The Review Panel will comprise voting representatives from:

- Buckinghamshire Archaeological Society
- Buckinghamshire Gardens Trust
- Buckinghamshire Historic Buildings Trust
- Buckinghamshire Council Archaeology Team
- Buckinghamshire Council Heritage Team
- Buckinghamshire Council HER Team

## Quorum & Procedure

The Review Panel shall meet at such times as may be necessary for the duration of the Local Heritage List Project but not less than once every other month until Summer 2022 or project extension thereafter.

- Meetings shall be held virtually on MS Teams unless otherwise agreed by the Panel.
- Meetings shall be convened by the Local Heritage List Project Officer or relevant project leads offering not less than seven days notice of a Panel meeting.
- Three voting members of the Forum shall constitute a quorum, provided one of those representatives is an external stakeholder relevant to the discipline being discussed.
- Minutes of the Review Panel shall be kept and recorded.

## Review Panel Preparation

The candidate sites for consideration by the Review Panel will be circulated in advance of any meeting along with the outcome of their initial assessment and the Review Panel agenda. Only those sites which have reached 'Candidate for Review' shall be considered. They must have had their assessment completed; they should have an accompanying photo or reasonable justification for no photograph being supplied.

## Assessment

To be considered for inclusion onto the Local Heritage List, assets should fall into at least one of the following general categories:

1. Assets which are visually illustrative of their period(s) or which have aesthetic value or which are innovative in their construction or design.
2. Assets which provide good insight into past human activity.
3. Assets which have historic associations, for example with notable figures (including architects, designers or people who were influential in local or national life) or events, or which are demonstrative of social history.
4. Assets which are valued by the community, relate well to local character or which include regional materials or construction methods.

Nominated assets will then be assessed in more detail against supporting evidence. The criteria are based on [Historic England Advice Note 7 – Local Heritage Listing: Identifying and Conserving Local Heritage](#) but additional criteria have been applied to aid assessment of particular asset types which are relevant to Buckinghamshire (see appendix 2-4 for further details). Each candidate site will have a High, Medium or Low rating against each of the criteria points (depending on the specific asset type criteria). These scores are then extrapolated into an overall High, Medium or Low rating. Where sites are scoring Low on a high number of criteria, these could be escalated to an overall Medium rating, for discussion at Panel.

## **High**

All candidate sites reaching an overall ‘High’ rating will be listed for the Review Panel to check but will not be voted upon at the Review Panel meeting unless requested. These sites will be put forward with a recommendation to Cabinet for Local Listing and will move from ‘Candidate for Review’ to ‘Candidate Ready’.

## **Medium**

All candidate sites reaching an overall ‘Medium’ rating will be presented to Panel with any relevant photos/material and then taken to a vote. For each candidate site, the Review Panel will make one of the following recommendations:

- Recommended to Cabinet for Local Listing – meets the criteria.
- Recommended to Cabinet for rejection – does not meet the criteria.
- Further information required – put back to ‘Candidate Work in Progress’ for further enriching.

## **Low**

All candidate sites reaching an overall ‘Low’ rating will be listed for the Review Panel to check but will not be voted upon at the Review Panel meeting unless requested. These sites will be put forward with a recommendation to Cabinet for rejection and will move from ‘Candidate for Review’ to ‘Rejected’.

It should be noted that candidate sites recommended for local listing will be included on a comprehensive report to Members of Buckinghamshire Councils Cabinet for final adoption.



## Appendix 1 – Workflow Process

Work Flow Status	What happens at each stage?	Proposed changes to Editing rights
<b>In preparation</b>	Only the registered nominee can see and edit	When the nominee selects submit the status moves to Pre-candidate. After this <b>registered users / Contributors</b> are only able to comment on entries (i.e. they cannot edit their own or other entries)
<b>Pre-Candidate</b>	This is our opportunity to filter out any innappropriate submissions.	Pre-candidate status is the first time we get to see these entries, and they are still not visible to the general public.  LHLPO will need to check and <b>change status to:</b>  Candidate (work in progress)
<b>Candidate (work in progress)</b>	This becomes the <b>enrichment</b> stage. Entries can be worked on by ‘willing’ and ‘skilled’ volunteers and/or staff	<b>Editor</b> - can edit text and can <b>change status to:</b>  Candidate (for review) only [All volunteers could be Editors]
<b>Candidate (for review)</b>	This becomes the <b>assessment</b> stage by skilled volunteers / staff	<b>Publishers</b> – can edit text and <b>change status to:</b> Candidate (ready) Rejected Removed Deleted or Locally Listed [Only Skilled volunteers / staff should be Publishers]
<b>Candidate (ready)</b>	This means ‘ready to go to Review Panel’ for final approval	<b>All Publishers</b> - can change status to Locally Listed but only EA/ PR/ JH/ JW & LH should do this – can be monitored through action logs to avoid accidental misuse.
<b>Locally Listed</b>	Formally adopted by Cabinet	
<b>Rejected</b>	Once assessed as not suitable for local listing, an explanation as to why should be added to the entry.	
<b>Removed</b>	Assets previously on the list can be assessed and removed if they no longer satisfy the criteria.	
<b>Deleted</b>	For duplicate, incorrect or offensive entries.	

## Appendix 2 - Building Assessment Criteria

### 1. Age

Generally, the older the asset is the rarer it is likely to be. Normally buildings dated after 1948 will not qualify unless they are particularly good examples of outstanding design or have strong historical, cultural or communal value. E.g. links to the Paralympics.

- If modern does it demonstrate outstanding or innovative design?
- A good example of a particular period, or multiple phases of historic development?
- Does it tell us about the people who constructed it, how they used it and the materials that they had available to them?

### 2. Rarity

This will be assessed against local characteristics and the wider context.

- A rare surviving or relatively unaltered example of its type?
- An unusual and important, locally, nationally or internationally?
- Does it contribute to a strong sense of local character and place?

### 3. Architectural or Artistic Interest

The style or design and aesthetic appearance of the asset, including how it was constructed and important features.

- Consider overall form including roof form, materials/construction, decorative or unusual features
- Offer a visually pleasing contribution to the locality, if so how?
- Sufficient physical historic evidence for the asset's interest/value to be understood?
- How does the asset relate to other buildings or structures nearby?
- Does the layout of the site contribute to its aesthetic interest?

### 4. Group value

Where assets which meet the criteria and have a clear visual, design or historic association with one another the whole group will be included.

- A clear relationship in terms of association, style, form or function with other nearby assets?
- Constructed as part of a group of similar structures?
- Contribute to a wider local, national, or international narrative?

### 5. Archaeological Interest

Evidence of past human activity, including the substance and evolution of places, people and cultures which made them. Where archaeology is buried and extent of survival unknown, site preservation is key.

- What is known about the asset from previous excavation or archival records?
- How well preserved is the asset likely to be?

- Is the site under threat, or has it been disturbed through development or land use?

## 6. Historic Interest

Assets with significant local or national historical association, including links with significant people or events. Social history and communal interest should also be considered, as well as influence on taste through literary references. Historic interest can be illustrative, eg. through settlement patterns, archival or architectural interest.

- Historical links to either local, national or international people, groups, events or social history?
- Demonstrate important transitions or historical development patterns?
- Supporting archival information available?
- Influential in the development of taste through reputation or references in literature?

## 7. Landmark Status

Structures and sites with strong visual prominence, aesthetic appearance, communal value or historic associations which therefore have a landmark, iconic or focal point status e.g. a significant focal point in a town, such as a clock tower; or an important gathering place or site of worship, such as a mosque or church. Landmark status alone is unlikely to achieve local listing designation without additional compelling evidence in support of other criteria

- How prominent is the asset in the townscape or landscape?
- Is the site well known and well loved by local people?
- Can the asset demonstrate strong historical, architectural or aesthetic qualities beyond being well known?
- Does the asset have communal or spiritual value, or does it illustrate diversity within Buckinghamshire?

## Appendix 3 – Archaeology Assessment Criteria

Archaeological sites have been assessed using the 1989 English Heritage (now Historic England) Monument Protection Programme (MPP) scoring. A number of the sites put forward for nomination will already have been scored under MPP as part of the process undertaken for creating Archaeological Notification Areas. This scoring system allocates a high, medium or low scoring to the following categories;

- Survival
- Group value
- Archaeological Documentation
- Historical Documentation
- Potential
- Diversity
- Amenity Value

The scores assigned to each of these categories has been carried over to the appropriate corresponding HEAN value (as explained below). Where this assessment has already taken place it will not be revisited unless warranted.

For those archaeological nominations not previously assessed, the HEAN criteria will be addressed by using the MPP guidance and the following assessment criteria will be followed.

**1. Age**

Archaeological sites can be deemed significant regardless of their period. *Age is therefore not considered a criteria for archaeological assets.*

**2. Rarity**

Whilst rarity was considered under MPP, scoring for this criteria was not undertaken and as such will be determined by the panel for each asset, regardless of whether it was scored under MPP or not. National and county rarity will be considered, with statistics gathered from the Bucks HER to determine county numbers. National rarity will be determined through MPP summaries.

**3. Architectural or Artistic Interest**

Archaeological sites are unlikely to have architectural or artistic interest and this category was not scored under MPP. However, where they do meet this criteria, such as upstanding building remains, or artistic interest through association (for example medieval tile industry) this will be noted.

**4. Group value**

Archaeological sites can be assessed for Group value in two ways;

- Clustering – where the site is part of a collection of similar sites, for example a Barrow cemetery;
- Association – where an asset is located within a landscape with different but associated remains. For example a Roman farmstead may be associated with a nearby Roman road.

Scoring for Clustering and Association have been taken from the MPP scores and rationale for Group Value. Unlike for MPP, the two scores will be taken separately, and therefore there are two possible scores for archaeological sites under this criteria.

**5. Archaeological Interest**

This is the main criteria for archaeological sites. To fully understand the significance of an archaeological site, each nominated asset will be assessed against the four archaeological criteria defined by the MPP (1989) scoring system, Survival, Documentation, Potential and Diversity. There are therefore four possible scores for archaeological sites under this criteria.

- Survival – the survival of the monument's archaeological potential both above and below ground is a crucial consideration and needs to be assessed in relation to its present condition and surviving features;
- Documentation – The significance of a monument may be given great weight by the existence of records of previous investigation or, in the case of more recent monuments, by the support of contemporary written records;
- Potential – On occasion the nature of the evidence cannot be precisely specified but it is possible to document reasons for anticipating its probable existence and importance and so demonstrate the justification for scheduling [*or for this purpose, local listing*]. This is usually confined to sites rather than upstanding monuments;
- Diversity – Some monuments have a combination of high quality features – others are chosen for a single important attribute.



## 6. Historic Interest

Historic interest scoring is taken from the MPP Historical Documentation category.

- Prehistoric and early Saxon archaeological sites will obviously have no contemporary historical documentation, although they may be mentioned in antiquarian sources;
- Roman sites are unlikely to be recorded in contemporary historical documentation, although they may be mentioned in antiquarian sources;
- Medieval sites onwards may have historical interest through record in documentary or cartographic sources.

## 7. Landmark Status

Landmark Status scoring is taken from the MPP Amenity Value category, which has been used for this process. This fits in well with the overview of archaeological sites with strong visual prominence, aesthetic appearance, communal value or historic associations.

There are therefore 10 possible scoring categories for archaeological sites;

- If an asset scores medium or high on 6 or more categories it will be considered an overall high and recommended for inclusion on the Local List;
- If an asset scores medium or high on 5 categories it will be considered an overall medium and will be put to panel for discussion;
- If an asset scores medium or high on 4 categories or fewer it will not be recommended for inclusion.

## Appendix 4 – Parks & Gardens Assessment Criteria

Sites that may be considered for inclusion on the list may fit one or more of the following categories:

- Gardens of Arts and Craft Houses
- Town house gardens
- Public parks
- Other designed open spaces
- Arboretum
- Gardens attached to workplaces

### 1 Age

Generally, the older a designed landscape is, the rarer it is likely to be. Normally parks and gardens dated after 1990 will not qualify unless they are particularly good examples of outstanding design or have strong historical, cultural or communal value. The more recent the asset the greater the level of completeness that will probably be required. Multiphased assets can be of great value: the value can rest in the fact that its present form is the outcome of a series of phases of development or of a continuous sequence of change. Poor condition, such as decay may not render an asset unlistable if its structure remains sufficiently intact.

- If modern does it demonstrate outstanding or innovative design?
- A good example of a particular period, or multiple phases of historic development?

- Does it tell us about the people who commissioned, designed or constructed it and how they used it?

## **2 Rarity**

This will be assessed against local characteristics and the wider historical context to make comparisons to understand the wider significance. Historic assets may be of national significance but have not yet been recognized as such and nationally designated.

- A rare surviving, very good or relatively unaltered example of its type?
- An unusual and important site, locally, nationally or internationally?
- Does it contribute to a strong sense of local character and place?

## **3 Architectural or Artistic Interest**

The style or design and aesthetic appearance of the asset, including how it was constructed and important features. This includes the key defining aspects of designed landscapes particularly the style, ornamental layout and planting. Historic assets which are early or representative examples of a style, type of site or work of a designer of local or greater significance.

- Consider overall form including decorative or unusual features
- Offer a visually pleasing contribution to the locality, if so how?
- Sufficient physical historic evidence for the asset's interest/value to be understood?
- How does the asset relate to other designed landscapes, buildings or structures nearby?
- Does the layout of the site contribute to its aesthetic interest?

## **4 Group value**

Where assets which meet the criteria and have a clear visual, design or historic association with one another the whole group will be included.

- A clear relationship in terms of association, style, form or function with other nearby assets?
- Constructed as part of a group of similar structures?
- Contribute to a wider local, national, or international narrative?

## **5 Archaeological Interest**

Evidence of past human activity, including the substance and evolution of places, people and cultures which made them. Where archaeology is buried and extent of survival unknown, site preservation is key.

- What is known about the asset from previous excavation or archival records?
- How well preserved is the asset likely to be?
- Is the site under threat, or has it been disturbed through development or land use?

## **6 Historic Interest**

Assets with significant local or national historical association, including links with significant people or events. Social history and communal interest should also be considered, as well as influence on

taste through literary or artistic references. Historic interest can be illustrative, eg. through archival or architectural interest.

- Historical links to either local, national or international people, groups, events or social history?
- Demonstrate important transitions or historical development patterns?
- Supporting archival information available?
- Influential in the development of taste through reputation or references in literature or art?

## **7 Landmark Status**

Sites with strong visual prominence, aesthetic appearance, communal value or historic associations which therefore have a landmark, iconic or focal point status e.g. a significant focal point. Landmark status alone is unlikely to achieve local listing designation without additional compelling evidence in support of other criteria

- How prominent is the asset in the townscape or landscape?
- Is the site well known and well loved by local people?
- Can the asset demonstrate strong historical, architectural or aesthetic qualities beyond being well known?
- Does the asset have communal or spiritual value, or does it illustrate diversity within Buckinghamshire?

If an asset scores high on 2 categories it will be recommended for inclusion on the local heritage list; modern designed landscapes which are of exceptional interest on 1 category only may also be recommended for inclusion, on the basis of professional judgement.

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Local Heritage List timeline

Task	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23		
Receive grant																													
Build project team																													
Audit of existing lists																													
Develop LHL web platform																													
Launch LHL platform																													
Appoint LHL Project Officer																													
Assessing Phase 1 nominations																													
Publicity events																													
Member Briefings																													
HE/DLUC Briefings																													
Review Panels																													
Draft Phase 1 Cabinet Report																													
Submit Phase 1 Cabinet Report																													
Brief SLT																													
Brief PGS																													
Brief CMT																													
Informal Cabinet																													
Cabinet - adoption																													
Assessing Phase 2 nominations																													

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**Appendix 3.** To access the Local Heritage please follow this link: <https://local-heritage-list.org.uk/buckinghamshire>

You can view nominated sites using the Map or the List tabs. To see the list of Phase 1 sites, open the List tab and filter by status - tick Candidate (ready), and press 'Filter by Status'. That will bring up a list of the 622 sites for adoption.

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List of organisations, groups and societies we have engaged with for the Local Heritage List project:

- Amersham Museum
- Amersham Society
- Archaeology in Marlow
- Beaconsfield and District Historical Society
- Buckinghamshire Archaeology Society
- Buckinghamshire Garden Trust
- Buckinghamshire Historic Buildings Trust
- Buckingham U3A Architecture Group
- Burnham Heritage Society
- Chalfont St Giles History
- Chesham Society
- Chess Valley Archaeological and Historical Society
- Chiltern Conservation Board – Woodlanders Lives and Landscapes Project
- Chiltern Open Air Museum
- Chiltern Society
- Coleshill History Group
- Hedgerley Historical Society
- High Wycombe Society
- Lacey Green History Society
- Little Chalfont Society
- Marlow Archaeology Group
- Marlow & District Railway Society
- Marlow Society
- North Marston History Club
- Oxford Brookes University
- Portsmouth University
- Royal Agricultural University
- Stewkley Local History Group
- Stoke Poges Society
- The Canal and River Trust
- Transport for London – Metropolitan Line stations and structures
- Wendover Canal Trust
- Western Turville Historical Society
- Wing Heritage Group
- Wingrave and Rowsham Heritage Association
- Winslow History
- Visit Bucks
- Young Archaeologists Club - Chiltern
- Young Archaeologists Club - Aylesbury
- 15 Parish Councils

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## Report to Cabinet

<b>Date:</b>	5 <sup>th</sup> January 2023
<b>Title:</b>	<b>UK Shared Prosperity Fund (UKSPF) Project recommendations and governance</b>
<b>Relevant councillor(s):</b>	Cllr Martin Tett
<b>Author and/or contact officer:</b>	Ian Thompson
<b>Ward(s) affected:</b>	All
<b>Recommendations:</b>	<p><b>Agree the proposed funding for the projects identified for the 2022-23 allocation of UKSPF as detailed in confidential Appendix A.</b></p> <p><b>Establish the Energy Doctor programme which will be delivered by the Council’s Climate Change and Environment team</b></p> <p><b>Approve the governance of the Bucks SPF programme, including funding decisions for 2023-24 and 2024-25 allocations of UKSPF, as detailed in confidential Appendix A.</b></p>
<b>Reason for decision:</b>	Buckinghamshire’s UKSPF funding allocation has been confirmed and therefore the Council needs to ensure plans are in place to provide effective delivery of the UKSPF fund, including spend in the current financial year.

### 1. Executive summary

- 1.1 The UK Shared Prosperity Fund gives councils a fixed funding allocation for Levelling-Up themed activity between 2022/23 and 2024/25.
- 1.2 Following the submission of our UK Shared Prosperity Fund Investment Plan in summer 2022, and receipt of Department for Levelling-Up, Housing, and

Communities' approval of the Plan in early December, the Council now needs to decide how money will be allocated to specific delivery projects.

- 1.3 We are recommending a programme of quick wins for the first year of UKSPF funding due to the short timeframe between receiving the year 1 UKSPF funds by DLUHC and the end of the financial year.
- 1.4 Recommendations are also set out for a project selection approach for 2023-24 and 2024-25 (the second and final years of UKSPF funding, for which there are far larger amounts of funding to allocate).

## **2. Content of report**

- 2.1 Buckinghamshire has been allocated £5.8m from the UK Shared Prosperity Fund (UKSPF), to fund delivery of activity consistent with the themes selected in its Investment Plan (reducing energy costs through energy efficiency measures, supporting businesses to start, grow, and increase employment, and life skills and basic skills to support people to enter or retain employment).
- 2.2 UKSPF is also specially designed to support existing Levelling-Up theme activity that would otherwise be lost by cessation of EU funding. Activity funded by UKSPF needs to align with other local Levelling-Up activity including the emerging Opportunity Bucks programme, the emerging Local Skills Improvement Plan, and Multiply.
- 2.3 This report sets out the initial plans for funding existing and new local Levelling-Up activity (starting January 2023), consistent with the national Levelling-Up approach and UKSPF scope that will align with the up-coming Opportunity Bucks programme and Multiply. The plan will specifically target the 10 wards identified by the Buckinghamshire Levelling-Up Framework experiencing particular challenges in terms of Levelling-Up outcomes, tackling the high cost of heating homes (cost of living crisis), starting and growing local businesses and job opportunities, and low levels of essential work skills and work-readiness.

### **Buckinghamshire's UK Shared Prosperity Fund allocation**

- 2.4 The UK Shared Prosperity Fund (UKSPF) is part of the Government's Levelling Up agenda, nationally providing £2.6 billion of new funding for local investment by March 2025. The UKSPF fund also replaces the EU Structural Investment Funds (ESIFs), primarily the European Regional Development Fund and European Social Fund.
- 2.5 All UK councils are offered a fixed UKSPF allocation. Buckinghamshire Council is allocated £5.8m and submitted an Investment Plan in the summer of 2022. This money will be provided on an annual basis from the Department for Levelling-Up,

Housing and Communities. Our plan was approved in December with the Year 1 funding to follow.

2.6 The Council must now agree the internal governance of UKSPF-funded activities and how proposals will be selected to receive funding.

**Funding and flexibilities**

2.7 Buckinghamshire Council can identify activity it wishes to fund through UKSPF in any way consistent with its Investment Plan (activities suitable to achieve the high-level Outputs and Outcomes identified in the Plan).

2.8 Mechanisms we can use to identify and fund activities include:

- grants to public or private organisations (*the default approach set out in Cabinet Office Grants Standards*)
- commissioning third party organisations
- competitive procurement processes
- in-house provision

2.9 The recommendation uses a combination of these approaches to achieve best-value and innovative delivery whilst also protecting the best of existing local activity that is aligned to the aims of Opportunity Bucks.

**2.10 Opportunity Bucks**

2.11 The proposed approach has been developed to align with the aims of Opportunity Bucks and will support its objectives by funding key local Levelling-Up activity.

**Project recommendations**

2.12 Our spend profile, below, reflects the year-by-year allocations from DHLUC (that form the overall £5.8M allocation for 2022/23 to 2024/25). Given the limited period to deliver the first year’s allocated funding (by 31<sup>st</sup> March 2023) it is recommended that year 1 funds be distributed to projects ready to mobilise.

2.13 See confidential Appendix A for details on the specific funding allocations for the proposed projects

UKSPF "Priority"	UKSPF "Intervention"	2022-23 allocation	2023-24 allocation	2024-25 allocation	Total allocation
Communities and place	Community measures to reduce the cost of living	Energy Doctor programme	Energy Doctor programme	Energy Doctor programme	£1.9m
		Year 1	Year 2	Year 3	

Supporting local business	Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development	Bucks Business First Buckinghamshire Council's Economic Development team projects	A mix of Economic Development, team projects and a competitive grant process	A mix of Economic Development, team projects and a competitive grant process	£1.9m
		Year 1	Year 2	Y3ear 3	
People and skills	Employment support for economically inactive people: to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths* and ESOL) AND Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills** provision for people who are unable to access training through the adult education budget or wrap around support	Funding allocation to be rolled-into Year 2	Adviza's Building Futures programme	Adviza Building Futures programme and other programmes to be identified.	£1.8m

## 2.14 Community and Place Priority

- 2.15 Within this priority, the UKSPF Intervention in our Investment Plan is: ‘Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change’.
- 2.16 Through this Intervention we are committed to delivering support to enable households to utilise energy-efficiency measures and to reduce household greenhouse gas emissions.
- 2.17 UKSPF requires us to achieve a minimum capital spend (£235,000 in 2022-23) and this Intervention will need to achieve much of the capital spend required, with opportunities to fund household improvements from this capital funding. Other Interventions in the Investment Plan do not have significant attributable capital spend.
- 2.18 To achieve these objectives, capital and revenue has been allocated up to March 2023 to fund Buckinghamshire Council’s Climate Change and Environment Team to

deliver the 'Energy Doctor' programme. See confidential Appendix A for specific funding allocations. Details of the Energy Doctor programme are outlined in Appendix B.

- 2.19 The Energy Doctor programme will consist of additional Council officers working on-the-ground in communities to provide a mix of advice and home assessment (home visits), and delivering low-cost, quick-win energy efficiency measures. Examples of these include LED lightbulbs, reflective radiator panels, and hot water cylinder insulation. A small number of one-off improvements could also be delivered.
- 2.20 This approach will support residents during the cost-of-living crisis and can be implemented quickly.
- 2.21 The Energy Doctor programme will initially target low-income private rental households where the properties have an energy performance certificate rating of D or lower. Many of these fall within the areas identified by Opportunity Bucks.
- 2.22 The Energy Doctor programme will contribute to the delivery of the Council's Climate Change and Air Quality Strategy, which highlights the importance of promoting opportunities for residents to improve their homes to help them mitigate and/or adapt to climate change and poor air quality.
- 2.23 There are currently two schemes in Buckinghamshire that deliver energy consumption reduction measures in domestic properties ("Better Housing, Better Health" and "Sustainable Warmth"). However, these measures typically have a long lead-time. Helping Hands links to the Better Housing, Better Health scheme (previously called the Affordable Warmth Helpline) which helps Buckinghamshire residents keep warm and well at home and improve the energy efficiency of their homes. The Energy Doctor programme fills the gap by offering installation of low-cost easy retrofit resource efficiency measures without the long lead-in times.
- 2.24 The Climate Change and Environment team will ensure that The Energy Doctor programme complements existing and new schemes that are rolled out by Central Government and housing associations, such as the Eco+ scheme, avoiding duplication.
- 2.25 Increasing funding for this programme in Years 2 and 3 is recommended to build the programme and deliver larger, more impactful measures, reflecting the increases in our UKSPF funding allocation for 2023-24 and 2024-25.
- 2.26 **Supporting Local Business Priority**
- 2.27 Within this priority, the UKSPF-menu Intervention committed to in our Investment Plan is: 'Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development'

- 2.28 Through this Intervention we are committed to ensuring businesses receive non-financial support, creating opportunities for businesses to adopt new technology, and that jobs are safeguarded and created.
- 2.29 See confidential Appendix A for the year 1 funding allocation for this intervention to be spent before March 2023.
- 2.30 To achieve these objectives, it is recommended that Buckinghamshire Business First (BBF) receives a grant award for year 1 (see confidential Appendix A). This will be subject to a detailed agreement on the specific deliverables and outcomes to be delivered.
- 2.31 BBF has experience of delivering ESIF-funded business support programmes and are currently delivering legacy ESIF programmes which are due to end this year and are the best option for achieving the quick-spend under this Intervention that is required in the first year of UKSPF.
- 2.32 Funding will be used to deliver a programme of business support to be initially prioritised in the Opportunity Bucks wards and will focus mainly on reducing business energy consumption to increase resilience during times of high energy cost. Additionally, there will be support for rural businesses to access future funding sources. Further detail of the programme of support is provided in Appendix 3.
- 2.33 Awarding funding from the 2022-23 allocation to an alternative business support organisation is not considered a viable approach due to the tight timescales and unique scale and experience of BBF on EU-funded business support projects as well as the Community Renewal Fund (which is ceasing in December 2022).
- 2.34 Alongside the BBF grant, we recommend an allocation to Buckinghamshire Council's Economic Development Team to commission business support projects. These will focus on support for start-ups and sector-specific support for markets and Digital skills. The proposed allocation can be found in confidential Appendix A and further detail on the projects in Appendix C.
- 2.35 For 2023-24 and 2024-25 there is a remaining amount available under this Intervention which can be found in confidential Appendix A.
- 2.36 An allocation of the remaining amount is ringfenced to support Buckinghamshire Council's Economic Development Team to deliver its program of business support activity. Further detail is provided in Appendix C.
- 2.37 The remaining allocation will provide business support activity across Buckinghamshire through a competitive process. This will mirror the competitive process of allocation previously operating for ESIF-funded business support activity. It will allow for innovative approaches to delivery to be identified.



- 2.38 The process will require the funded business support activity to align with Buckinghamshire’s Strategic Vision, Buckinghamshire Council’s Corporate Strategy, and UKSPF requirements. Examples include (but are not limited to):
- Start-up support (in hard-to-reach areas), including sign posting to financial programmes or 1:1 support
  - Sustaining and growing businesses to help create good quality positions with progression and growth
  - Support for innovation in creative and digital sectors to generate business growth
  - Health and Social Care innovation and Medtech opportunities
- 2.39 The approach in Years 2 and 3 will combine a fair, competitive, and transparent process for the bulk of funding, allowing a mix of new ideas and delivery approaches to come-forward, whilst ensuring Buckinghamshire Council develops a business-support legacy that can be sustained after UKSPF funding ends in March 2025.
- 2.40 **People and Skills Priority**
- 2.41 Within this Priority, the Investment Plan committed to two UKSPF-menu Interventions. These are, “Employment support for economically inactive people: to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths and ESOL)” and, “Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills provision for people who are unable to access training through the adult education budget or wrap around support”
- 2.42 Through this Intervention we are committed to ensuring additional Bucks residents gain basic life and career skills including qualifications, that people engage in job searching and feel better prepared for work and sustain employment.
- 2.43 The allocation proposed for these Interventions by our Investment Plan can be found in confidential Appendix A. By design the UKSPF funding in 2022-23 and 2023-24 for People and Skills activities can only be used to sustain existing EU-funded activity that would otherwise cease with EU funding streams. New activities can commence only in the final year of UKSPF (2024-25).
- 2.44 Building Futures, run by the charity Adviza, is the only eligible local skills activity. It is a partnership of organisations who together provide employment support to vulnerable adults who are economically inactive, offering one-to-one, person-centred support aimed at moving them into employment or closer towards mainstream provision and then employment. Further detail on Building Futures is provided in Appendix D.

- 2.45 Building Futures activity has for some time prioritised support for people that live in, or close to, the wards that Opportunity Bucks has identified as key areas requiring Levelling-Up (Building Futures is already delivered from locations in the centre of Aylesbury, High Wycombe, and Chesham and is therefore already accessible to people in these wards). Continuing Building Futures is therefore required to ensure that Opportunity Bucks' additional investment can build on, rather than replace, existing provision.
- 2.46 It is recommended that the future work of Building Futures, funded by our UKSPF allocation, is overseen by the Opportunity Bucks thematic board.
- 2.47 We recommend funding Adviza's Building Futures programme until March 2024, at which point the Opportunity Bucks thematic board can then review progress and determine the continued funding case for 2024-25.
- 2.48 The allocation of UKSPF funding in 2024-25, which can extend to new projects, should be determined nearer the time by the Opportunity Bucks thematic board alongside Multiply and the emerging Buckinghamshire Local Skills Improvement Programme. That approach will ensure a joined-up investment in local skills.
- 2.49 **Governance and project selection**
- 2.50 The Council, as lead for the fund, holds the overall responsibility for determining the allocation of funding and output monitoring. The Council will manage, assess and approve applications, process payments and the day-to-day monitoring. The 4% top slice from the overall allocation will be used to support the fund administration.
- 2.51 In addition to the Council's role in administering the fund, the lead body must ensure that local partners are involved in supporting the delivery of the fund, by providing advice on strategic fit and deliverability – taking care to avoid conflicts of interest. This will ensure that Fund investments complement other activities in the area and meet Fund and local objectives.
- 2.52 **Proposed governance of Bucks Investment Plan**
- 2.53 Buckinghamshire Growth Board will provide partner oversight for the delivery of the workstreams identified for UKSPF funding.
- 2.54 It is proposed that the Levelling Up Programme Board 'Opportunity Bucks' advises the project selection for SPF and synergies with OB projects. This board includes a number of existing thematic lead organisations:
- Education and Skills: Action4Youth, BBF, Bucks Council Education lead
  - Jobs and Careers: BBF, BC Corporate Director for Planning, Growth and Sustainability, Bucks LEP

- Quality of Public Realm: BC Corporate Director for Communities, BC Service Director for Economic Growth and Regeneration
  - Standard of Living: Red Kite, BC Service Director of Culture, Sport and Leisure, Bucks NHS Trust
  - Health and Wellbeing: BC Director of Public Health, BC Service Director of Culture, Sport and Leisure, Integrated Care Board
- 2.55 UKSPF guidance recommends that certain partners are involved in UKSPF on an ongoing basis, advising and assisting in delivery of the outcomes sought from the investments made. We suggest a separate group should inform that the business support intervention draw upon appropriate representation from this sector.
- 2.56 It is also important to note that conflicts of interest may arise if potential providers and funding bidders are involved in project definition and selection. Any potential conflicts of interest will be anticipated and dealt with in an appropriate way.
- 2.57 Terms of Reference should be drafted to ensure the Group is aware of the lead local authority's responsibilities as the Accountable Body and to make each member aware of its role and responsibility.

### **3. Other options considered**

- 3.1 We are recommending an approach that uses the freedoms and flexibility of project selection and funding, to mix the benefits of direct grants, direct funding for internal teams, and competitive bidding. Alternative options within the Interventions were considered impractical given the timescales required, and would likely offer worse value for money, or likely to offer a less-rounded mix of activity and benefits.
- 3.2 Running a bidding/competitive process for project funding for the 2022-23 UKSPF programme is not feasible given the need to spend it by the end of March 2023.
- 3.3 For the People and Skills Priority, UKSPF criteria prohibit the funding (until April 2024) of any activity other than those already receiving EU funds, and so alternatives to the recommended option of supporting Adviza are not available. We are recommending considering additional or alternative skills provisions in 2024-25, the point at which UKSPF permits consideration of other options.

### **4. Legal and financial implications**

- 4.1 Buckinghamshire Council is the accountable body responsible for overseeing delivery of projects and distribution of funding in accordance with corporate policies and standards.

- 4.2 The Communities and Place Project (Domestic Resource Efficient Project, Years 1-3) will be delivered in-house by the Council's Energy team.
- 4.3 Initially, funding agreements will need to be agreed between BBF (Year 1 only) and Adviza (Years 1 and 2). Detailed project plans, including financials, will need to be provided and sense-checked before Funding Agreements are signed.
- 4.4 Financial Health checks have already been carried out on BBF and Adviza, with no concerns raised.
- 4.5 For the further grant allocations, beyond those set out above, a transparent, competitive grant process will be created, with input from Legal and Finance.
- 4.6 The Strategy and Growth Funding team are working closely with the Council's Legal team to ensure that any agreements and schemes established to allow the delivery of the Buckinghamshire Council Investment Plan protect the Council's interests and expedite delivery.
- 4.7 The Council is entitled to utilise 4% of our funding allocation for the management and administration of the programme. This must also be utilised to cover management and administration of the £1.8m Rural England Prosperity Fund capital grant programme, which has no separate capacity funding attached to it.

## **5. Corporate implications**

- 5.1 At this stage there are no implications for Property, HR, or Data as there is no proposed project or activity that would impact these.
- 5.2 The programme will have HR implications given the new roles funded by UKSPF within the Council. These being:
  - a) A Grants Officer assisting and dealing with day-to-day administration of the UKSPF programme – this will be funded through the 4% Management and Administration of the UKSPF funding
  - b) 3 officers (Grade 6) and 1 administrator (Grade 2) being added to the Energy Management Team – this is included in the project costs for the Energy Doctor programme
- 5.3 Climate change and Sustainability are corporate priorities that the community and place priority align with through our measures to support cost of living challenges. Our proposals include allocating funding to projects to improve the energy efficiency of Buckinghamshire's housing stock or install more efficient heating systems or heating from renewable sources.

- 5.4 There are positive implications for Equality: the proposed approach strongly reflects the Levelling-Up agenda and is aimed at levelling-up the life chances of the most deprived people in Buckinghamshire. The Interventions and projects identified have been selected as those with the greatest potential overall to achieve this levelling-up aim, address persistent inequalities, and support the Opportunity Bucks framework. Prior to establishing individual projects, it is hard to anticipate the potential impacts of our wider community, although any impacts at this stage would be anticipated as being positive as this is the purpose of the SPF.
- 5.5 A Data Protection Impact Assessment will be undertaken for the Energy Doctor scheme element as there will be new processing of personal data, and this has been discussed with the Council's Head of Information Management. With regards to the existing skills programmes that our Investment Plan is proposing to continue funding, once approval has been given, we will need to find out if they are processing personal data and encourage them to complete one if they are.
- 5.6 Value for Money has been a foundational consideration for prioritising our Investment Plan project proposals for year 1 and recommendations for years 2 and 3; the projects prioritised are judged to provide value for money with the limited funding available through the Bucks allocation.

## **6. Local councillors & community boards consultation & views**

- 6.1 This is a county-wide investment plan. There has been oversight of the investment plan interventions and proposed projects through the Buckinghamshire Growth Board. Additionally, engagement with councillors and community boards will likely take place in years 2 and 3 during the next stages of call for projects.

## **7. Communication, engagement & further consultation**

- 7.1 Local stakeholders have been engaged, including through the mid-June workshop and attendance at stakeholders' meetings. This, and further communication offline, has provided opportunity for stakeholders to express their views and offer evidence to help shape the priorities identified.
- 7.2 Communications plans will be developed appropriate to each Intervention and project to be delivered.

## **8. Next steps and review**

- 8.1 Subject to receipt of the 2022-23 allocation from government, the relevant project deliverers for year 1 will be informed and funding agreements negotiated to enable delivery of the investment plan outcomes for 22/23.

## **9. Background papers**

9.1 None

## **10. Your questions and views (for key decisions)**

10.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk)

**APPENDIX B**

Proposed activity under the Communities and Place theme.

**A new Energy Doctor programme**Current Support for Domestic Resource Efficiency

Several mechanisms exist in Buckinghamshire to support the implementation of energy consumption reduction measures in domestic properties:

- **Helping Hands:** a service operated by the Community Support Team, which refers enquirers (where appropriate) to the **Better Housing Better Health** programme, or Charris Grants. Better Housing Better Health operates the **ECO flex scheme**, a Government initiative where obligated energy companies have to improve the ability of low income, fuel poor, and vulnerable households to heat their homes. This includes the installation of insulation and upgrading inefficient heating systems.
- **Sustainable Warmth:** a programme funded by the Department for Business, Energy & Industrial Strategy (BEIS) to implement energy performance improvement measures in on and off-gas grid homes in Buckinghamshire (until 31<sup>st</sup> March 2023) with an Energy Performance Certificate rating of D, E, F, or G, where household income is ≤£30,000. The average cost of interventions per household in on-gas grid homes is £10,000. The scheme is being delivered by City Energy Group, and is being largely managed by the Greater South East Net Zero Hub (with guidance from the Climate Response Team).

Gaps in current provision

These schemes provide measures that affect the status of fixed assets in domestic properties – typically those that will result in a reduction of energy used to heat premises. There is a relatively long lead time for these measures to be implemented – dependent on the completion of surveys, provision and acceptance of quotations, availability of materials and suitably qualified labour, and installations at suitable times. A gap therefore exists regarding the installation of low-cost easy retrofit resource efficiency (LCERRE) measures.

Energy Doctor

The **Seasonal Health Intervention Network** (SHINE) is a one-stop referral system for the NHS and third sector helping them provide affordable warmth and seasonal health interventions to residents in Islington. In Islington, an 'Energy Doctor in the Home' home visiting service is available under SHINE, which involves Council-trained personnel providing advice and LCERRE measures to eligible residents. Buckinghamshire's Energy Doctor programme is designed to operate along similar lines.

The Council's Energy Management and Climate Response Teams manage the Council's obligations in relation to the management of energy and water across the Council's estate and achieving net zero carbon emissions in Buckinghamshire by 2050 respectively. Despite having a comprehensive understanding of the costs and effectiveness of resource saving measures, the teams do not have the capacity currently to include a bespoke programme of activity to help progress their implementation in domestic premises.

The UK Shared Prosperity Fund will fund a new Energy Doctor programme, comprising one administrator (grade 2) and three officers (grade 6) being added to the Energy Management

Team, and the required tools and materials to progress the implementation of LCERRE measures. The officers will focus on providing advice on support available (including funding and grants) to assist with the implementation of resource efficiency measures, identify and recommend appropriate interventions, and provide (and fit, where necessary) LCERRE measures to support the sustainable use of resources (including reducing energy and water consumption) and help mitigate fuel poverty.

It is forecast that 230 household visits can be conducted by March 2023. These number of visits are forecast to achieve the following annual savings for residents:

- Around 214,000 KWHs of energy consumption saved
- 45 tonnes CO<sub>2</sub> saved
- Fuel cost savings (across the 230 households) of £34,000 (average saving of £148 per household per year)

LCERRE measures delivered will include:

- reflective radiator panels;
- LED lightbulbs;
- door, window, and chimney draught proofing;
- secondary glazing film;
- hot water cylinder insulation jackets;
- solar generators;
- electricity consumption monitors.



## APPENDIX C

Proposed activity under the Supporting Local Business theme.

### **2022-23 Buckinghamshire Business First programme**

BBF will undertake two strands of work:

- An Energy Resilience Programme (ERP) advising businesses on resilience to high energy prices through energy use reduction
- A rural business advice service supporting businesses to create applications for small capital grants that the Rural England Prosperity Fund will offer businesses in Bucks from April 2023 onwards.

ERP will be focused on the ten wards Opportunity Bucks has identified, directly supporting job opportunities and existing employment in these areas. It will offer businesses a free carbon footprint assessment, offering tailored, practical advice to businesses on how they can reduce energy use. This will address the three-fold increase in business energy costs over the last couple of years that businesses are now facing, as well as helping them prepare for any future increases in energy prices after the business energy price cap expires in April 2023.

The rural business advice service will offer a local staff resource to support businesses (in parts of Bucks outside of Aylesbury and High Wycombe) to bid for funding, including REPF grants that will be available from April 2023.

### **Economic Development Team business support programme**

Buckinghamshire Council's Economic Development Team has a planned programme of business support activity that UKSPF funding will be used to delivery. These are based on both legacy experience and pilots that were recently funded by the ERDF Reopening High Streets Safely Fund (RHSSF) and Welcome Back Fund (WBF). Many are focused on protecting and growing the businesses at the head of local town centres. The projects made a positive impact and provided a tried and tested approach we will build on. Specific strands of work will include, but are not limited to:

- Start-up training for business entrepreneurs.
- Support to make it easier for market-traders to operate in existing markets and new specialist markets.
- Signposting, support and training for market traders.
- Digital skill training to help Buck's businesses reach new customers and expand

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## Appendix D

Proposed activity under the People and Skills theme

### Building Futures

The Building Futures programme consists of a partnership of organisations:

- a. Adviza – the lead and accountable body
- b. Oasis Partnership
- c. Bucks Mind
- d. Healthy Living Centre (Aylesbury)

It is understood that Healthy Living Centre and Bucks Mind will not be continuing with the programme past March 2023, regardless of continuation of funding.

Building Futures is part of “Building Better Opportunities”, a national programme of ESF/National Lottery funded employment support projects to tackle poverty and social exclusion. Adviza are the lead partner providing project managers, co-ordinators and keyworkers as well as providing funding for keyworkers at Oasis, Bucks Mind and Healthy Living Centre.

#### Purpose and offering

The two delivery strands are intensive support and embedded support.

**Intensive Support:** gives each client an allocated keyworker who guides and inspire them to reach their employment goals. Journeys last on average between 3 and 6 months with two-hour appointments scheduled at a minimum of once a fortnight. Support is delivered at a variety of community and/or provider venues where the client feels comfortable.

The keyworker and the client track progress through ongoing action plans. Together, steps are agreed which support the client to gain the knowledge and skills they need to enter employment. The focus is on empowering the client to make the right decisions whilst avoiding future reliance on their keyworker or other services.

Embedded support is in addition to 1-2-1 support. Working with other organisations, Building Futures creates group activities that embed employability skills into an activity that attracts those individuals who would not normally engage with a standard employability programme. Examples include:

- **Employment FM:** A ten session course that we deliver in collaboration with Wycombe FM. This provides the clients with the skills required to take over an afternoon radio show. Responses to this course has been very positive and the output from the radio show have even been used as articles by a blind magazine.

- Film Workshop: A recent project by jobseekers to create a video which would be used as part of a local heroes' exhibition at Bucks Discovery Museum. Like Employment FM this attracted hard to reach clients and provided an excellent model for inspiration and unveiling hidden transferable skills.

### Results to date

Building Futures began delivery in 2017 and has provided over 1100 clients in the Bucks LEP area with intensive employability support. It has specifically targeted people from hard-to-reach groups including those aged over 55, people with disabilities and people from ethnic minorities. Although referrals should be people who are unemployed or economically inactive for more than 6 months, it accepts referrals from anyone facing barriers to employment who is not in work.

The Building Futures projects give a voice to individuals who may feel estranged from their local community. This engagement helps in making the mind-set change they need to return to the labour market. Testimonials of client feedback can be heard here <https://youtu.be/-osBLw1yW9g>

### Community cohesion

Building Futures is very much a community project. In addition to direct partners Oasis, Bucks Mind and The Healthy Living Centre, there have been over thirty referral partners including agencies such as YOS, Family Support, JCP, NEET solution group, etc. Once every 6 weeks they hold a keyworker workshop bringing together workers from the partnership group to share best practise and upskill. Through this activity of bringing partners together, Building Futures is enhancing the level of support that Bucks services provide to clients.



## Report to Cabinet

- Date:** 5<sup>th</sup> January 2023
- Title:** **High Wycombe Asset Disposal Strategy**
- Cabinet Member(s):** John Chilver, Cabinet Member for Accessible Housing & Resources
- Contact officer:** John Reed, Claire Hunter
- Ward(s) affected:** Chiltern Villages
- Recommendations:** **That Cabinet:**
- (1) Authorise an extension to the date by when the Council must declare the existing Put & Call Notice (“the P&C”) live.**
  - (2) Authorise variation of the terms of the existing Put & Call Notice (“the P&C”) as set out in the confidential annex including**
    - a. delaying the date that the Council can serve its Put option and**
    - b. permitting Wycombe Film Studio (“WFS”) to serve its Call option as soon as the P&C is live**

**providing the Council’s revised financial position is no worse than that of November 2022.**
  - (3) Declare the P&C, once in its final form, live thus enabling the Council to receive the capital receipt from WFS as detailed in the confidential annex.**
  - (4) Delegate 1-3 above to Director for Property & Assets in consultation with the Cabinet Member for**

**Accessible Housing and Resources, the Director for Finance ( s.151 officer).**

**Note: the capital receipt will be retained for income generation – initially from the interest received on the capital.**

**Reason for decision:** Exercising the P&C in a revised form presents the best overall outcome for the Council in terms of securing a long-term income stream and a capital receipt.

## **1 Executive summary**

- 1.1 Under its existing legal contract with WFS, the Council must shortly decide whether to exercise the Option Agreement (“the agreement”) for the P&C on the film studio site (“Site A”) adjoining Wycombe Air Park. If no decision is made, the P & C falls away.
- 1.2 Since the existing legal contract was signed in April 2022, WFS have requested a variation in the terms of the P&C to ensure delivery of the overall business plan for developing a major film studio complex on Site A.
- 1.3 Negotiations are ongoing between the Council and WFS and revised terms are close to being agreed. These terms result in a greater capital receipt, in accordance with the terms set out in the confidential appendices.
- 1.4 As currently worded, the agreement needs to be signed off by the Council no later than January 2023. Otherwise, the agreement falls away. If the Council decides to serve notice, then it can secure a capital receipt which is greater than the value of the income stream under the current agreement.
- 1.5 Decision 1 is whether the Council will agree an extension to this sign off date of the Put and Call option. On the basis that the P&C does not go live until a planning permission is granted for a permanent consent for film studios on the site, which is likely to be in March 2023, this request for an extension is not a commercially sensitive point and WFS have confirmed that they are ready to progress the extension of time.
- 1.6 Decision 2 is whether the Council accept the variations currently being asked for by WFS. The key changes sought enable WFS to acquire the effective freehold for Site A anytime after the agreement is served; in contrast, the Council cannot demand a sale until a later date but in the meantime are entitled to a higher rent than currently entitled to.
- 1.7 Decision 3 is whether the Council wish to trigger the agreement in either its existing or revised form.

1.8 Officers recommend all three actions. All are financially advantageous to the Council and optimise the prospects for the film studio to be developed over the short to medium term.

## **2 Content of report**

### **2.1 Background to the P&C.**

2.2 The Council entered into an Agreement for Lease (the Afl") with WFS on 14 April 2022. As part of this legal document, the agreement was entered into for a P&C whereby the Council or WFS, subject to strict timing conditions, could choose to convert the proposed 25-year lease ("the lease") into an effective freehold purchase (150-year lease) on Site A in return for a set value capital receipt. Timing for the lease to commence is when WFS successfully secure planning permission for the comprehensive development of sound stages and associated buildings on Site A.

2.3 Explanatory note - A P&C is a contractual arrangement between two parties whereupon Party One can Put the legal obligations of the notice onto Party Two whilst Party Two can Call to have the notice put on it. In this instance, Party One is the Council and Party Two is WFS.

2.4 The agreement provided that WFS must provide reasonable evidence to the Council of its funding arrangements in relation to the P&C within a defined period. This was actioned by WFS in accordance with the timescale set out in the agreement.

2.5 The Council now has a further defined period to decide whether to serve notice on WFS that it must enter the P&C in the form attached to the Agreement. If the Council serves notice, then the Parties must enter the P&C within ten working days of receipt of the notice by WFS. Once the P&C is entered, neither party can terminate it.

2.6 The service of the initial notice does not trigger the P&C but enables the valid service of Put or Call notices by the respective parties in accordance with the timings in the agreement.

### **2.7 The terms of the existing P&C.**

- (i) The P&C obligates WFS to sign a 150-year lease on Site A on a peppercorn rent subject to a pre agreed capital sum which only varies depending on square footage consented. Provisions exist for additional monies to be paid by WFS to the Council if planning permission is obtained on a later date for more accommodation. As part of this agreement, the 25-year lease on the site, granted on planning permission, is extinguished.
- (ii) If an option notice is served but the 150 Year Lease is not completed by WFS, there will be an increase in the annual rent in the 25-year lease.

- (iii) The Council's Put Option Period starts on the date that is 30 days after the date on which the Lease is completed pursuant to the Agreement for Lease and will end on the third anniversary of the date of the Option Agreement.
- (iv) The Tenant's Option Period will start on 30 September 2024 and will end on the third anniversary of the date of the Option Agreement.
- (v) The Option Agreement refers to 150 Year Lease for an 'Enhanced Scheme' which is for a 275,000 sf film studio complex that is currently in for planning. A decision on this is expected in March 2023.

## **2.8 Next Available Steps**

- (i) Three scenarios exist:
  - Exercise the agreement and then seek to amend the terms of the P&C to meet the funding requirements of both WFS and its funding partner whilst maintaining the Council's income and capital receipt budgets.
  - Extend the long stop date to exercise the agreement and then seek amendments as per the terms set out in the confidential annex. If by the extended longstop date, no variation is agreed, then exercise the P&C on the current terms. If variations are agreed, exercise the P&C on the revised terms.
  - Do nothing – the Council do not exercise the existing agreement by the longstop date whereupon WFS will still be obligated to occupy Site A on a 25-leasehold basis once a permanent planning consent is obtained.

## **3 Legal and financial implications**

### **3.1 Financial implications.**

- (i) Exercising the Put & Call Option results in a loss of Revenue income from the point at which the 150-year lease is entered into. March 2023 is the earliest this could happen based on current planning decision dates. This would result in a pressure on the Council's Revenue budget.
- (ii) Serving the Put Option will provide a significant Capital Receipt. The interest on this figure exceeds the revenue income received annually, based on today's interest rates. This will ensure no ongoing pressure to the Council's Revenue budget.



### **3.2 Legal implications**

(i) Extending the date of the notice poses no major legal implications and serves to protect the Council's position while negotiations are finalised for the variations to the agreement.

(ii) Best Value requirements

The Council has a legal obligation under Section 123 of the Local Government Act 1972 not to dispose of land for a consideration less than the best that can be reasonably obtained unless the land is disposed of for a short tenancy of less than seven years or in some cases Secretary of State consent is required. This has been satisfied as discussed in the confidential annex.

### **4 Corporate implications**

(i) Property – this transaction meets MTFP targets

(ii) HR – Not applicable

(iii) Climate change – not applicable

(iv) Sustainability – not applicable

(v) Equality (does this decision require an equality impact assessment) not applicable

(vi) Data (does this decision require a data protection impact assessment) not applicable

(vii) Value for money – the proposed agreement meet 'best value' considerations

### **5 Local councillors & community boards consultation & views**

5.1 Local Councillors have been consulted as part of the decision-making process and have stated their support for the emerging transaction and for negotiations to continue. They have stated that they would not support a freehold disposal.

### **6 Communication, engagement & further consultation**

6.1 The document will move through the formal Council process and carry out consultation necessary for this decision.

6.2 WFS have undertaken the necessary public engagement for their development as part of the planning process.

### **7 Next steps**

7.1 This will be taken to Cabinet for a final decision on 5 January 2023.

## **8 Background papers**

8.1 See Cabinet decision for original WFS decision 28<sup>th</sup> September 2021.

## **9 Your questions and views**

9.1 If you have any questions about the matters contained in this report, please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider, please inform the democratic services team. This can be done by email [democracy@buckinghamshire.gov.uk](mailto:democracy@buckinghamshire.gov.uk).

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