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Chairman: Councillor R.V. Blaney
Vice-Chairman: Councillor D.J. Lloyd

Members of the Committee:

Councillor Mrs T. Gurney
Councillor R.B. Laughton
Councillor A.C. Roberts
Councillor D. Staples
Councillor Mrs A.A. Truswell (Opposition Spokesperson)

Substitute Members

Councillor R.J. Jackson
Councillor D. Jones
Councillor D.P. Logue
Councillor Mrs Y. Woodhead

MEETING: Policy and Finance Committee

DATE: Wednesday, 25th February 2015 at 5.30pm

VENUE: Carriage Court, Kelham Hall

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Nigel Hill on 01636 655243.

AGENDA

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in the Carriage Court, Kelham Hall, Newark on Thursday, 29th January 2015 at 5.30pm.

PRESENT: Councillor R.V. Blaney (Chairman)
Councillor D.J. Lloyd (Vice- Chairman)

Councillors: Mrs T. Gurney, R.B. Laughton, A.C. Roberts, D. Staples and
Mrs A.A. Truswell.

ALSO IN ATTENDANCE: Councillors: J. Bradbury, Mrs B. Brooks, J.E. Hamilton, P. Handley, R.J.
Jackson, D. Jones, D.R. Payne, M. Shaw, and R. Shillito.

55. APOLOGIES FOR ABSENCE

There were no apologies for absence.

56. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

There were no declarations of interest.

57. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

58. MINUTES FROM THE MEETING HELD ON 4 DECEMBER 2014

The minutes from the meeting held on Thursday, 4th December 2014 were agreed as a correct record and signed by the Chairman.

59. LEISURE CENTRE MANAGEMENT COMMISSIONING

Prior to considering the report the Committee applied the public interest test in relation to the detailed business plan and considered that it contained exempt information. It was considered that the business plan contained information whereby individual staff members could be identified, as could their future terms and conditions within the new company. In addition it contained issues relating to TUPE and pension strain and ongoing consultations involving the unions. Finally it contained financial information relating to the new company which, if disclosed, could prejudice or significantly weaken the Council's (and the new company's) position in a competitive leisure market revealing market sensitive information or information of potential value to competitors.

The Lead Policy and Commissioning Officer presented a report which sought approval to move forward to the final stage and implementation of the arrangements for the establishment of a council owned company for the management of the Authority's leisure centres and the sports development service.

Noted within the report was the original and current revised scope together with a note of the key documentation. Also reported were details of the governance and board structure, financial projections, management structure and staffing, pension information, support services, relationship with Southwell Leisure Trust, activities in relation to the setting up of the company and details of the ongoing dialogue with the Dukeries Leisure Centre.

The Leisure & Environment Committee had considered the report at their meeting on 13th January 2014. Their comments were considered by the Committee and the Director – Safety addressed the points raised.

In relation to the Living Wage, it was noted that this had not been referred to within the Business Plan. The Director – Safety advised that the intention was for such a reference to be included in the Business Plan and confirmed that this would be included.

AGREED (unanimously) that:

- (a) delegated authority be given to the Director – Resources to undertake all necessary actions to ensure that the new leisure services company is established;
- (b) the proposed interim and permanent board structure and timetable for the establishment of the company be approved as detailed in paragraph 5.8 of the report, and recommendations be made to the Council on 10th February 2015 for the appointment of 3 Members (Councillors Blaney, Dawn and Truswell) and 2 officers (Chief Executive and Director – Resources) to the Interim Board;
- (c) the proposed contract between the Council and the company for a 15 year period with 5 yearly break clauses be approved;
- (d) the approach for dealing with the overachievement of targets by the company as detailed in paragraph 6.3 of the report be approved;
- (e) the operation of an open pension scheme for the company be approved;
- (f) the requirement that the company utilise the support services provided by the Council for a minimum period of two years, except where there is a clear conflict of interest be approved;
- (g) delegated authority be given to the Director – Customers to continue ongoing negotiations with Southwell Leisure Trust including the formalisation of a service level agreement;
- (h) the set-up and ongoing costs for the new company as outlined in paragraphs 6.1 and 11.2 of the report be noted;
- (i) current progress on the formulation of the business plan be noted;
- (j) the designation of the Director – Customers as the Council's Authorised Officer within the contract between the Council and the company be noted; and

- (k) the position relating to the potential for a Dukeries Community Interest Company to be formed and for a further report to be brought to Policy and Finance Committee if a formal proposal is received concerning this be noted.

Reason for Decision

To approve the arrangements for the establishment of the new leisure company and to ensure that the Leisure and Environment Committee has an opportunity to consider the proposals concerning the establishment of the new leisure company.

60. POLICY & FINANCE COMMITTEE REVENUE BUDGET 2015/16-2019/20

The Assistant Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy and Finance Committee for 2015/16 and future years. A summary of the current budget proposals were attached at Appendix A to the report together with a schedule of fees and charges pertaining to the Committee which were attached as Appendix B.

The current draft budget showed a reduction in 2015/16 and the report gave details of how the reduction was calculated. It was reported that the budget would reduce further during the financial year as strategic savings were agreed and implemented. Also shown were the major variances between 2014/15 and 2015/16. When considering the report, Members specifically requested that the Kelham Hall Events budget be recast for years 3-5 of the medium term financial plan.

AGREED (unanimously) that:

- (a) the final Committee budget as shown at Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 25th February 2015 for inclusion in the overall council budget; and
- (b) the scales of fees and charges as shown at Appendix B to the report be recommended to the Policy & Finance Committee at its meeting on 25th February 2015 and the Council on 10th March 2015.

Reason for Decision

To ensure that the final budget proposals for 2015/16 to 2019/20 and level of fees and charges for 2015/16 are recommended to Policy & Finance Committee on 25th February 2015.

61. HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2015/16-2019/20

The Assistant Business Manager – Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2015/16 to 2019/20. The report showed the actual outturn of the Housing Revenue Account for the year 2013/14; examined the proposed income and expenditure on the Housing Revenue Account for 2015/16; and, in accordance with Section 76 of the Local Government and Housing Act 1989, made recommendations to avoid a deficit on the Housing Revenue Account. The report also set out indicative figures of income and expenditure for the financial years 2016/17 to 2019/20.

The report also made recommendations to adjust rent levels and service charges with effect from April 2015. These had been calculated in accordance with Government guidance which was in line with the rent setting policy agreed by the Cabinet on 26th January 2012. The report also sought to determine the apportionment of rent increases in accordance with Section 162 of the Local Government and Housing Act 1989, charges for garage rents, plots and garage ports, housing support service charges and the annual management fee payable to Newark and Sherwood Homes in accordance with the Management Agreement.

The setting of the budget and the approval of rent levels at the Council Meeting in February 2015 would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation. It was noted that since April 2012 the Housing Revenue Account had been self-financing and there was no longer any central government control though Housing Revenue Account subsidy. Other controls continued to exist such as the cap on overall Housing Revenue Account debt and the ring fencing of the account.

Concern was expressed in relation to the closure of the Bishops Court extra care housing provision in Boughton with Members commenting that the Council needed to work closely with Nottinghamshire County Council on this issue.

AGREED (unanimously) that:

- (a) the Rent Setting Policy shown in Appendix C to the report be considered and revised to follow the new Government guidance on rent setting;
- (b) officers continue to progress a housing growth programme with each specific development proposal reported to the Policy & Finance Committee for approval subject to a robust financial appraisal and set against delivering the requirements of the Management Agreement with the Council's Housing Management Company, maintaining the necessary capital housing investment programme and considering any need for debt repayment; and
- (c) the following recommendations be made to the Council at its meeting on 10th February 2015:
 - (i) the Housing Revenue Account budget for 2015/2016 as set out in Appendix A to the report be recommended to Council on 10th February 2015;
 - (ii) the Management and Maintenance Fee for 2015/2016 of £7,674,500 be noted;
 - (iii) the weekly rents of all properties in the Housing Revenue Account be increased in accordance with the amount shown on the spreadsheet, as Appendix B to the report;

- (iv) that the support charges in Appendix D remain at the 2014/15 level;
- (v) that other services charges should be increased by 2.2 % with effect from April 2015; and
- (vi) garage, garage plot and garage port rents are increased by 2.2% in line with CPI + 1% with effect from 1st April 2015.

Reason for Decision

To enable the HRA budget for 2015/2016 the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

62. NEWARK CASTLE GATEHOUSE TOWER PROJECT

The Business Manager – Parks and Amenities presented a report which advised Members of a project to carry out major improvements to the Gatehouse Tower at Newark Castle. Following a feasibility study it had been concluded that it would be possible to embark upon a project to protect the gatehouse and make it suitable for interpretation displays. It was considered that adding a roof and weather and pigeon-proofing structure would be the best long term decision. The Leisure and Environment Committee, at its meeting on 13th January 2015, gave its support and resolved that the Policy & Finance Committee be recommended to approve a capital bid for up to a maximum of £20,000 to support the project to Stage 1 of the Heritage Lottery Fund (HLF) bidding process.

The full cost of the Stage 1 bid was £60,000 and, if this stage of the project was approved, this cost needed to be included in the Capital Programme, offset by third party contributions from the HLF, the Gilstrap Charity and any other contributions. Should the HLF Stage 1 bid be successful, the Committee would need to consider a detailed proposal for a scheme which was likely to have a gross cost of approximately £800,000.

AGREED (unanimously) that:

- (a) a Capital Programme scheme for a total cost of £60,000 with a District Council contribution estimated at £20,000 for a Stage 1 Heritage Lottery Fund application for the Newark Castle Gatehouse Tower project be approved; and
- (b) if the Stage 1 bid was successful, a further report be brought to the Policy & Finance Committee to seek approval for the scheme.

Reason for Decision

To enable a Stage 1 Heritage Lottery Fund application to be submitted for the Newark Castle and Gatehouse Tower project.

63. MINUTES FROM THE MEETING OF THE STRATEGIC HOUSING LIAISON PANEL HELD ON 8TH DECEMBER 2014

The Committee considered the minutes from the meeting of the Strategic Housing Liaison Panel held on 8th December 2014.

AGREED (unanimously) that the minutes be noted.

Reason for Decision

To ensure Members of the Policy and Finance Committee remain up to date and aware of issues considered by the Strategic Housing Liaison Panel.

64. EXCLUSION OF PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

65. RIBA STAGE D REPORT INTO INTEGRATION OPPORTUNITIES AT THE PALACE THEATRE, NATIONAL CIVIL WAR CENTRE - NEWARK MUSEUM AND TOURISM INFORMATION CENTRE

The Committee considered the exempt report presented by the Deputy Chief Executive in relation to the proposed Visitor Information Centre design and business case. It also updated Members as to prospective funders for the development of the National Civil War Centre and Palace Theatre site.

The report specifically sought:

- Approval of the RIBA Stage D Business Case and design;
- Permission to submit a planning application to build the Visitor Information Centre;
- To enter into a competitive procurement process to identify a main building contractor and caterer to operate the café bar; and
- To recommend that the new Visitor Information Centre be included as a scheme in the Council's committed Capital Programme.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

Councillor R.V. Blaney left the meeting following consideration of this item.

66. LEISURE CENTRE MANAGEMENT COMMISSIONING

The Committee considered the exempt Appendix D to Agenda Item No. 5 – Leisure Centre Management Commissioning – which was the detailed Business Plan and proposal for the operation of Leisure Facilities and Associated Sports Development Services in the district.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

67. FORMER MUNICIPAL BUILDINGS, 20 BALDERTONGATE, NEWARK

The Committee considered the exempt report presented by the Deputy Chief Executive in relation to the proposal to dispose of this property. The report contained a summary of offers received and the options available for Members.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

Meeting closed at 7.28pm.

Chairman

COMMISSIONING PROGRAMME

1.0 Purpose of Report

1.1 To consider the future commissioning programme.

2.0 Background

2.1 In May 2013, the Council commenced four pilot commissioning projects working within a draft framework. The projects and frameworks were developed following a period of officer and member development.

2.2 The wider challenges facing the Council at that time continue:

- the Council is a leaner organization and has less capacity.
- the Localism Act 2011 signalled a shift towards a more varied mix of service delivery and devolution demonstrated by the package of assets and services under discussion with Newark Town Council.
- the current financial position provides more scope for capital investment than revenue growth.
- the economic recovery is gaining traction.
- a collaboration agreement with Rushcliffe and Gedling is progressing.
- more savings will be required.

2.5 Whilst this environment may be challenging and volatile it has created new opportunities and freedoms for the Council to lead, innovate and drive changes.

2.6 Member workshops on strategic priorities in Winter 2011/12 determined that:

- The Council is prepared to facilitate the delivery of services by parish and town councils, social enterprises and the private sector.
- The Council should develop a commissioning process and schedule to help make decisions on service devolution.
- The Council should take into account the impact on cost when making decisions to devolve services but this will be balanced alongside other considerations.
- The Council should set and monitor service standards where services are being devolved and performance against standards will determine whether a service continues to be devolved.

2.7 The Council's approach to commissioning was not established to be a cost cutting instrument although in the recent context significant savings have had to be made in the Council's budget. Projects such as the creation of a Growth Investment Fund illustrated how commissioning can be used to develop new activities whereas the Leisure Management project illustrates how commissioning can be used to develop new ways of providing services that also save significant sums of revenue. One of the most important learning points is having a clearly defined scope which sets out the outcomes desired from commissioning. Commissioning has provided a way of thinking about different approaches to service delivery and therefore preserves other services which would not otherwise have been viable.

2.8 There is a well established financial planning process and commissioning is complementary to this. Budget reports to the recent cycle of committees highlighted a number of strategies that have already been deployed, several of which have been informed by commissioning activities. These are:

- Deliver savings through collaboration with other authorities
- Deliver savings through devolution to town and parish councils
- Deliver savings through alternative management arrangements, such as trusts and local authority companies
- Deliver savings through a more efficient asset base (primarily by relocating to more efficient offices)

3.0 Commissioning Programme

3.1 In June 2013, Policy Committee agreed an indicative five year programme.

3.2 The report to the previous Committee meeting in September 2014 outlined the projects reviewed so far which include:

- Growth Investment Fund
- Food Safety
- Palace Theatre
- Tourism
- Building Control
- Community Safety
- Leisure Management

3.3 A number of issues have since affected the original programme and a number of these are outlined below:

Collaboration Agreement	The breadth of activities considered includes ICT, Development Control, Waste Management, Building Control, Environmental Health, Customer Service Centres, Payroll, Procurement, Emergency Planning, Human Resources, Economic Development and Grounds Maintenance.
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Devolution	Newark Town Council on 17 December 2014 considered a devolved package of services that include markets, car parks, parks and open spaces. In addition, a range of car parks, public toilets and cemeteries are proposed for transfer to parish councils. These services were included in the indicative commissioning programme for 2014/15 and 2015/16. A broad commissioning approach has been adopted for these and project support is being provided from the business unit.
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Service changes	Housing Options, Energy and Homes Support was due to be reviewed in 2014/15 but the business unit is experiencing an increase in homelessness related activity. This is mirrored in neighbouring districts. Policy Committee deferred this review until there are signs that the caseload is stabilising or declining.
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Sports and Arts Development were due for review in 2015/16 and 2016/17 respectively. These activities will be incorporated within the remit of the new leisure management company.

- 3.4 Current projects approved by Policy Committee in September 2014 are researching options for the future delivery of back office services, the implementation of the new arrangements for leisure management and support to the devolution of services including those to Newark Town Council.

4.0 Future Commissioning Programme

- 4.1 Looking ahead there are a range of pressures likely to affect local government and some specific to the Council. The Chancellor's Autumn Statement 2014 signalled continued reductions in public sector spending to help with deficit reduction. Policies and priorities may shift following national and local elections. Capacity across the Council will continue to be constrained by financial, service demand and change management pressures such as major capital schemes and collaboration may lead to greater resilience and economies of scale.
- 4.2 Whilst future commissioning projects will be a matter for the new Council from May 2015, members may wish to consider potential areas of focus.
- 4.3 As the economy strengthens and Universal Credit is further rolled out, members may wish to consider a review of the Revenues and Benefits business unit. This area has dealt with a range of welfare reform changes, fluctuations in demand relating to the recession/economic recovery and Universal Credit is planned to be rolled out by 2020. It also accounts for a significant share of revenue spending.
- 4.4 Current work under the Collaboration Agreement is looking at the design of contact centres and partnerships with other agencies such as Department for Work and Pensions and, with the prospect of a move from Kelham Hall, a hub and spoke model to service delivery. Members may wish to consider a commissioning project that focuses on future electronic service delivery, digital access and channel shift.
- 4.5 Work on setting up a leisure company has demonstrated the potential for new arrangements to yield substantial savings without affecting core service delivery. In the light of that experience, Members may wish to consider potential management approaches for the National Civil War Centre.
- 4.6 The inclusion of housing as a theme within Nottinghamshire's health and wellbeing strategy is welcome and signals much broader thinking about the role of housing within public health. Members may wish to consider a commissioning project that wraps together local progress with our housing related policies and strategies and consider our role in addressing public health issues.
- 4.7 The collaboration agreement is progressing and commissioning support to develop any agreed arrangements concerning Environmental Health, Planning Technical and Refuse and Street Sweeping will support project implementation and the transition to any agreed arrangements.

5.0 Developing our Approach to Commissioning

- 5.1 The Council continues to have a mixed model of service delivery.
- 5.2 Whilst some councils have taken forward large scale outsourcing projects this would not appear to be a realistic opportunity for Newark and Sherwood. For many years, our operations have been reviewed, streamlined and developed with economy, effectiveness and efficiency in mind. Outsourcing opportunities would therefore seem to be limited. This is partly because of the level of service which we provide. Also, given our generally lean operations we do not have the potential margins that larger councils may have. We have also developed shared services with authorities in Nottinghamshire for services in ICT and these may grow to involve Human Resources and Finance. Furthermore, the costs and upheaval arising from a district council led procurement may only be partially offset by savings especially as outsourcing contract durations appear to be shortening from 10 to 5 years.
- 5.3 Outsourcing is likely to be more viable where the Council is named on another council's contract arrangements (for example Lincolnshire County Council's support services contract). However significant assurance and due diligence work will still need to be undertaken in addition to the management of the transition from the Council to another provider.
- 5.4 Initially, a rigorous options appraisal lay at the heart of our commissioning model. Experience showed this was too bureaucratic and we modified our approach to be sharper and more focused on testing fewer, more realistic options. This, more agile, approach to commissioning should continue to be refined.
- 5.5 Our experience of commissioning has shown that reforming services internally, considering shared services and looking at other approaches (for example with Leisure) provide valuable opportunities for future delivery of services. These options should be tested first by the commissioning projects identified by the incoming Council.

6.0 Equalities Implications

- 6.1 Each commissioning business case will include an equality impact assessment. This will be undertaken at the start of each project and as part of the options appraisal for alternative ways forward. The impact assessments will inform the needs assessment work and the monitoring and review of revised service delivery arrangements.

7.0 RECOMMENDATION

That the Council's approach to future commissioning be approved with the detailed programme being agreed by the new Council after May 2015.

Reason for Recommendations

To progress the Council's commissioning programme.

Background Papers

Nil

For further information please contact Ged Greaves on Ext 5231.

Kirsty Cole
Deputy Chief Executive

PROPOSALS FOR THE TRANSFER OF DISTRICT COUNCIL ASSETS TO LOCAL COUNCILS

1.0 Purpose of Report

- 1.1 To inform members of a range of proposals for devolving the ownership and responsibility for the operation and maintenance of a number of District Council assets and amenities located around the District, including public conveniences, cemeteries and Community Centres.

2.0 Background

- 2.1 In addition to the three public conveniences currently owned in Newark, which are the subject of a separate devolution process, the District Council owns two other public conveniences located in Southwell and Edwinstowe and has an agency agreement (soon to expire) to fund and maintain public conveniences in Lowdham which are owned by the Parish Council. In addition to these it also currently leases public conveniences in Laxton and Farndon. In the case of Laxton the public Conveniences are located with and form part of the visitor centre and are leased from the Crown Estates, the lease for which runs out in July 2015. Farndon public conveniences are leased from Punch Taverns and whilst the lease has some time to run either party can give six months notice to come out of the lease.
- 2.2 There are also 14 Cemeteries located in various Towns and Parishes throughout the District. All but two of these are funded and managed by the local councils/Parishes in which they are located the two exceptions being Lowdham and Walesby. Both of these cemeteries have been managed and funded by the District Council for many years and whilst there will be a reason/decision for this, officers have been unable to identify any supporting documentation.
- 2.3 Running in parallel with the devolution proposals and discussions with Newark Town Council, officers have been having similar meetings and discussions with other relevant Parish and Town Councils with a view to securing agreement for the transfer of the aforementioned assets and amenities to the respective local councils.
- 2.4 Officers have also been meeting with local communities in which we currently have Community Centres, specifically Coddington, Rainworth and Fernwood. Whilst discussions are still on going with Rainworth and Fernwood, an in principle agreement has been reached with Coddington Parish Council to transfer the freehold of the Community Centre subject to Committee approval and an agreed scheme of works being completed for which there are adequate R &R funds available. The scheme of works will bring the Community Centre up to a good state of repair. However, the Community Centre will be a significant asset to maintain into the future and this represents some risk for a relatively small Parish Council which is also currently losing some precept income because of changes to the Newark town boundaries. It is therefore proposed that a sum of £5,878 is transferred to Coddington Parish Council in recognition of this situation. Funds are available within the budget provision to support localism.

2.5 Location plans for the public conveniences and cemeteries identified in this report are attached as appendices for members information together with a location plan for Coddington Community Centre.

3.0 Information

3.1 In September the Director Communities wrote to the Clerks of all the relevant Parish and Town Councils advising them of the District Councils ambition for the devolving of services and amenities to local councils and asking to meet with them to discuss our proposals and provide any relevant information. The purpose of this being twofold, firstly to bring the matter to the local councils attention particularly in relation to precept setting and secondly to gauge the reaction/response to the proposals in order for this to be reported to firstly the Leisure and Environment Committee and then to Policy and Finance Committee for final approval

3.2 Officers have now met with all of the relevant local authorities and discussed the proposals for each site. The proposals were positively received with none of the authorities expressing major concerns. Budget information has been provided and it has been made clear that where any repairs are due to be carried out these will be completed before hand over on the 1st April. One of the main issues raised by the local councils is that of on-going maintenance and repairs and it has been explained to them that there will be a one off payment made to them from existing repairs and renewal funds in acknowledgement of the liabilities they are taking on. There are sufficient repairs and renewals funds for identified schemes currently available to accommodate this within existing budgets. The amount of payment for each council will vary depending on the current state of each asset and is identified in the proposals in section 4.0.

3.3 The current cost of the public convenience agency agreements to the District Council is £41,380, broken down as follows: Southwell £13,300; Edwinstowe £9,500; Lowdham £8,290; Farndon £6,820; and Laxton £3,470. Additional annual costs are incurred through Repairs & Maintenance (£2,500), Repairs & Renewals contributions (£540), rent and rates for Laxton (£2,345) and Legionella inspections (£480). The total cost of running the 5 sites is thus £47,245 pa.

3.4 The annual cost of the Lowdham and Walesby cemeteries varies according to income from the number of grave plots sold and number of burials carried out. Thus the 2013/14 budget outturn for Lowdham Cemetery resulted in a net cost of only £1,474, with income of £7,336, whereas for 2010/11 the net cost was £6,133 and income was £4,080. On average and for the purposes of calculating savings, over the last 3 years the 2 cemeteries have resulted in an average net annual cost to the Council of £2000 p.a. in the case of Lowdham and £1000 in the case of Walesby.

3.5 All of the local councils detailed above have now confirmed their willingness to take over the public conveniences/cemeteries in their areas, (with specific proposals confirmed with Laxton and Farndon where we currently lease toilets), with the exception of Southwell. Several meetings have been held with Southwell Town Council the last one resulting in a response from the Town Council indicating that they would consider taking on responsibility for the Market, some areas of private estate grounds maintenance and the Church Street toilets subject to the Council paying £50,000 towards the running of the toilets and further discussions regarding the eventual ownership of the Church Street and

King Street car parks. Discussions regarding this are still on-going and senior officers hope to meet with the Town Council before the 25th February and will give a verbal up date to the Committee if a meeting can be arranged. Any final agreement with the Town Council will be presented to this Committee for approval as a separate report.

- 3.6 In addition to the above, officers can confirm that Ollerton Town Council remain committed to taking over the Mansfield Road car park currently owned by this Council. Final details are in the process of being confirmed and a separate report will be presented to this committee to approve the transfer of the freehold of the car park to the Town Council in March. (the saving to the Council following the transfer of the car park will be £4100 per annum.)
- 3.7 The total saving to the Council if the public convenience and cemeteries identified above were devolved to the respective local councils, excluding Southwell toilets, equates to £36,945. The total cost of funding the one-off payments as detailed in section 4.0 below which form part of the devolution package equates to £32,500 for which adequate R & R funds exist.

4.0 Proposals

- 4.1 **Edwinstowe Public Conveniences** - that the freehold of the site, as outlined in red on the attached plan, be transferred to the Parish Council together with a one-off payment of £10,000 in recognition of future liabilities and planned maintenance.
- 4.2 **Lowdham Public Conveniences** – that a one-off payment of £8,500 be made to Lowdham Parish Council in recognition of future liabilities and planned maintenance.
- 4.3 **Lowdham Cemetery** - that the freehold of the cemetery site as outlined in green on the attached plan, be transferred to the Parish Council together with a one-off payment of £10,000 in recognition of future liabilities and planned maintenance.
- 4.4 **Walesby Cemetery** - that the freehold of the cemetery site as outlined in green and the extension land hatched in brown on the attached plan, be transferred to the Parish Council together with a one-off payment of £4,000 in recognition of future liabilities and planned maintenance/improvements.
- 4.5 **Farndon Public Conveniences** - are owned by Punch Taverns and managed by their agents James A Baker Property Consultants. The lease is based on an annual tenancy with a break clause allowing either party to come out of the agreement having given six months prior notice. Having now met with the Parish Council and the owners agents it is proposed that subject to Committees approval notice to break the lease be sent to the site owners agent in late February.
- 4.6 **Laxton Public Conveniences** - belong to the Crown and form part of the nationally recognised Laxton Visitor Centre and as such the District Council currently lease them from the Crown Estate Commissioners. Having met with Laxton Parish Council and the Crown Estate Commissioners to discuss the future of these public conveniences a response has been received from the Parish Council proposing that the Crown Estates renew the existing lease directly with the Visitor Centre Trust for a “peppercorn rent”, that cleaning and maintenance schedules be reduced and that the Parish Council relinquishes its management fee. This reduces the running costs significantly down to £900 per annum and the Parish Council and Trust are asking that the District Council consider making a grant of £900 p.a to enable these toilets to remain open as part of the Laxton Visitor

Centre. The current lease is due to expire on the 31st July 2015 and subject to the Committees approval it is proposed that the District Council does not renew the lease allowing it to expire through effluxion of time and that an annual grant of £900 per annum be paid to the Visitor Centre Trust.

5.0 Comment of Director - Resources

5.1 The annual savings set out in the report of £36,945 represent a significant contribution to the savings necessary to deliver the District Council's budget as well as achieving the policy of devolution to town and parish councils. The one off payments set out in 3.7 and section 4 of £32,500 can be found from existing renewal and repair funds. Overall, the payback period for these schemes is less than 1 year.

5.2 With regard to Coddington Community Centre, the transfer of funds of £5,878 required to achieve the transfer can be found from the localism budget.

6.0 RECOMMENDATIONS that:

- (a) **the proposals for public conveniences and cemeteries as outlined in paragraph 4.1 – 4.6 above be approved;**
- (b) **the proposed transfer of the freehold for Coddington Community Centre to Coddington Parish Council, together with a grant of £5,878 from the localism budget as outlined in paragraph 2.4 be approved; and**
- (c) **the position regarding Southwell Town Council as outlined in paragraph 3.5 and Ollerton Car Park as outlined in paragraph 3.6 be noted.**

Reason for Recommendations

To devolve local amenities and facilities to the local communities that they serve.

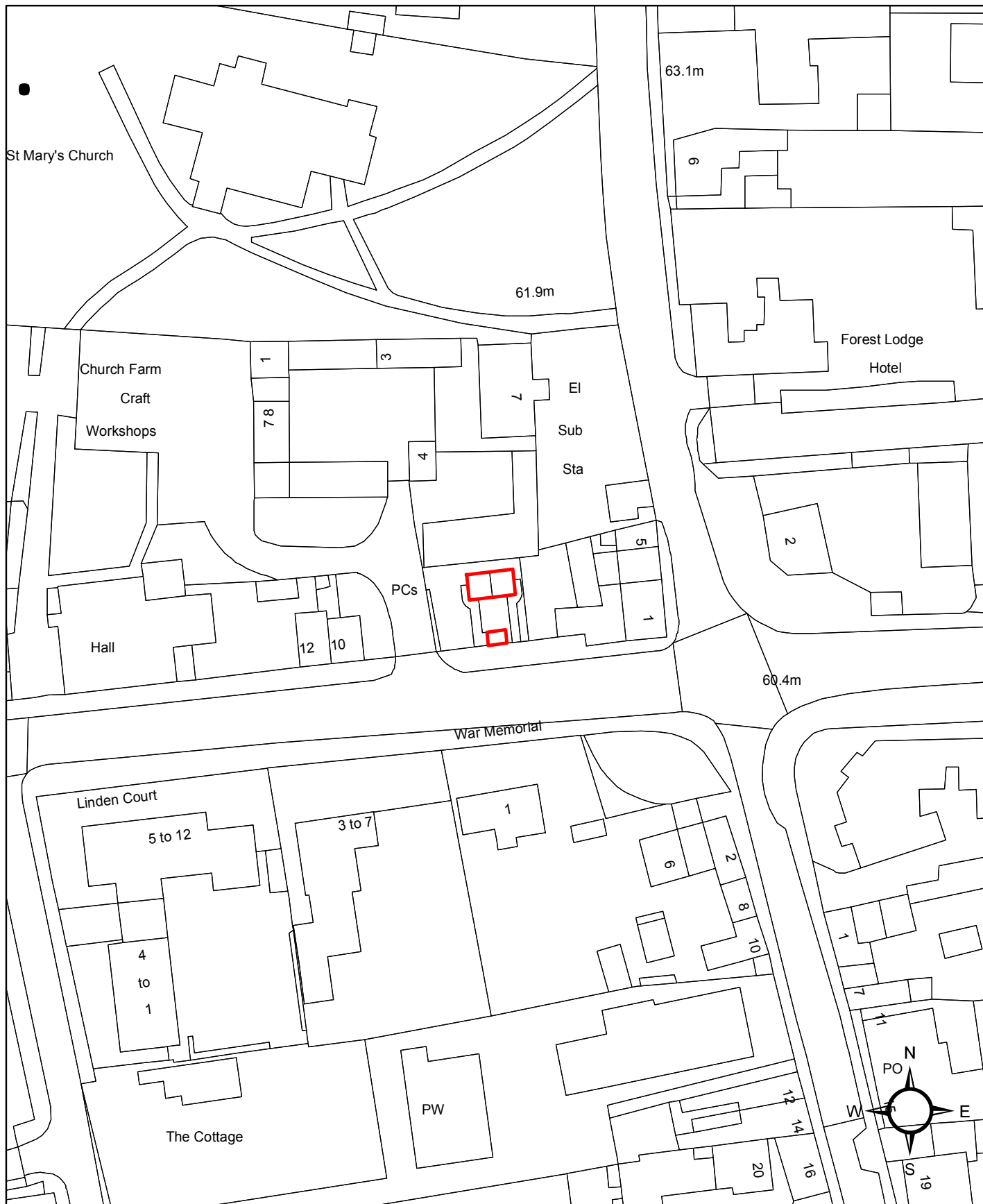
Background Papers

Nil

For further information please contact Phil Beard Business Manager - Parks and Amenities on extension 5714.

Andy Statham
Director - Community

Corporate Property



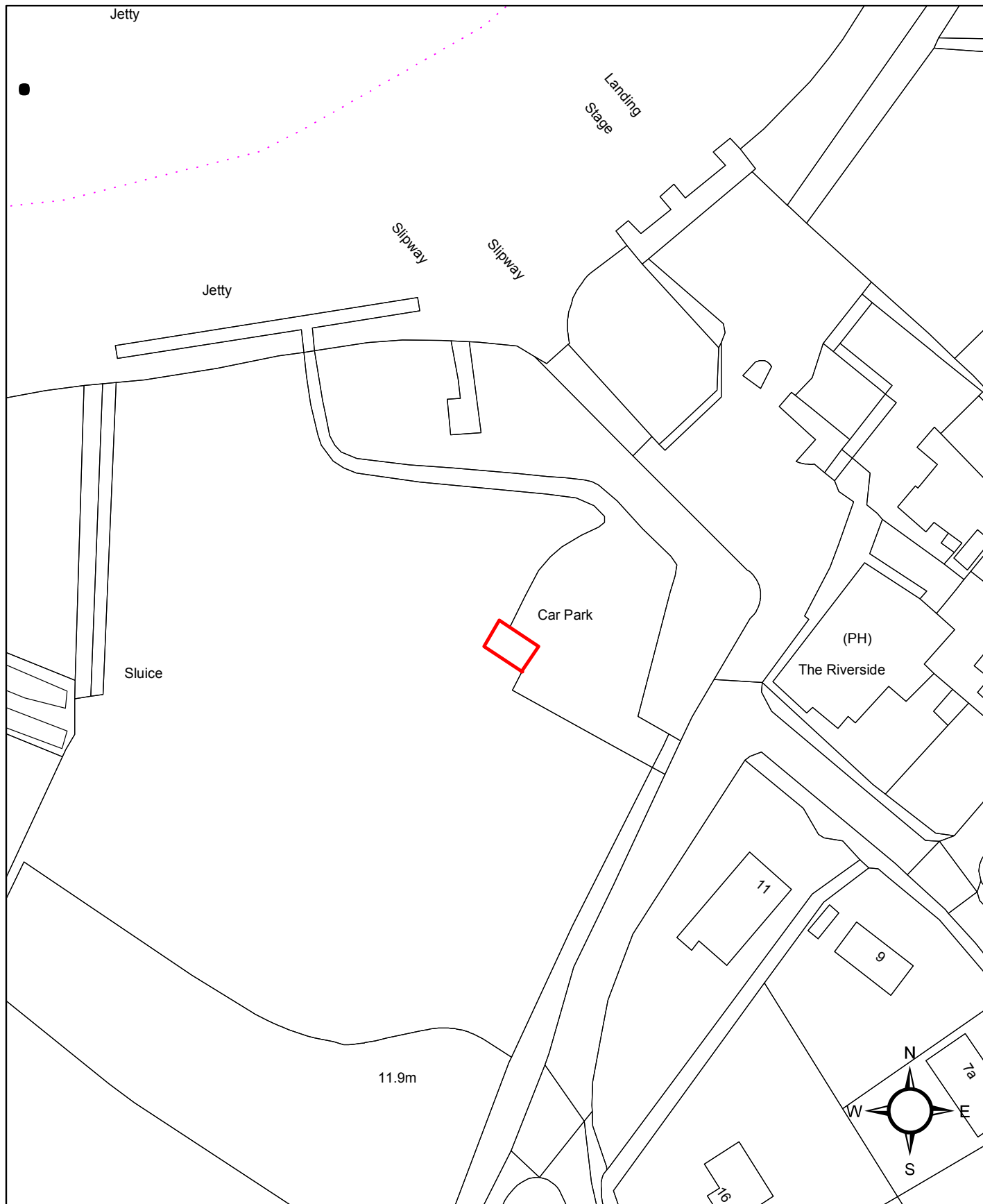
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Public Conveniences,
Edwinstowe,
Nottinghamshire
For Identification Purposes Only

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Corporate Property



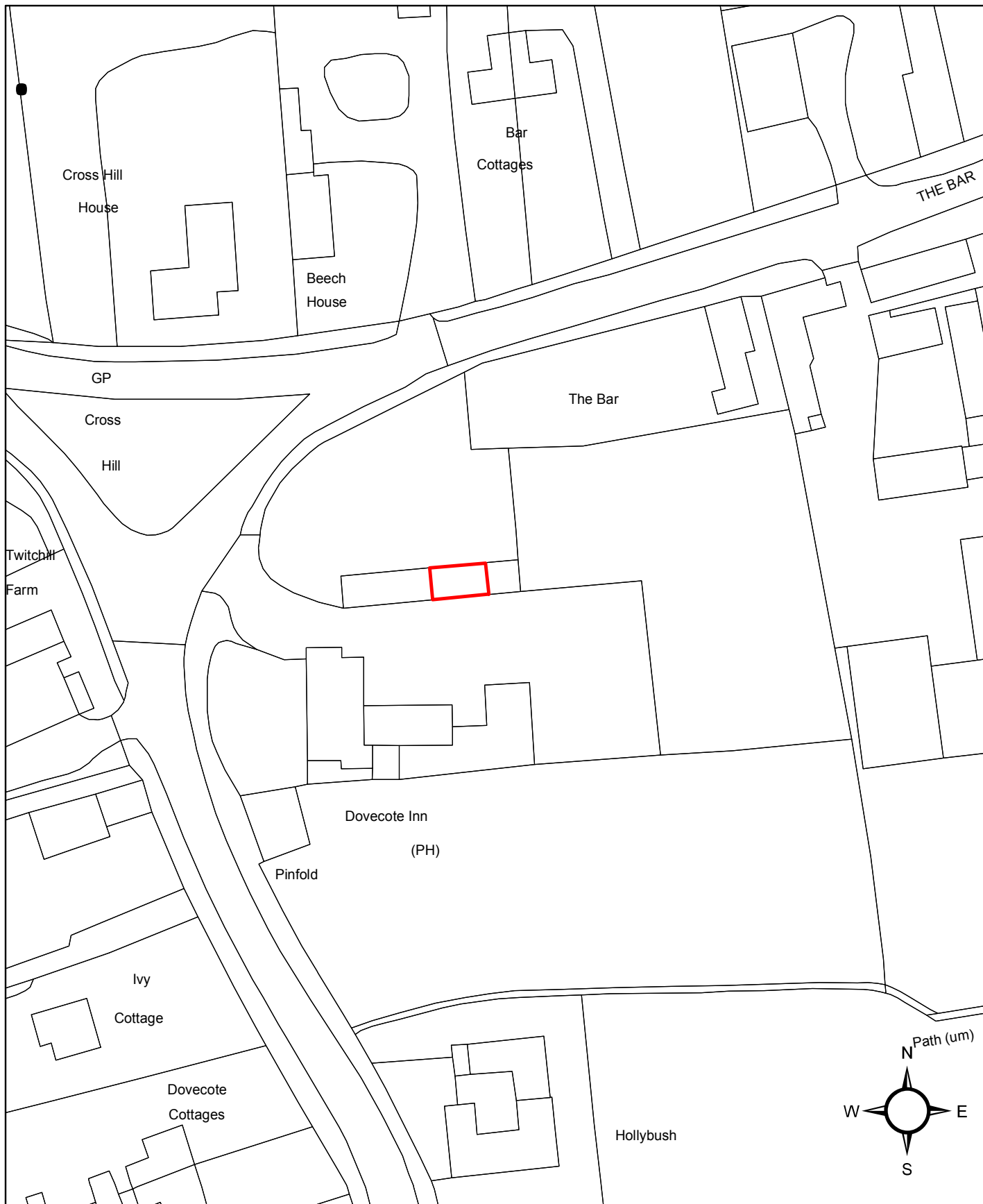
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Public Conveniences,
Farndon,
Nottinghamshire
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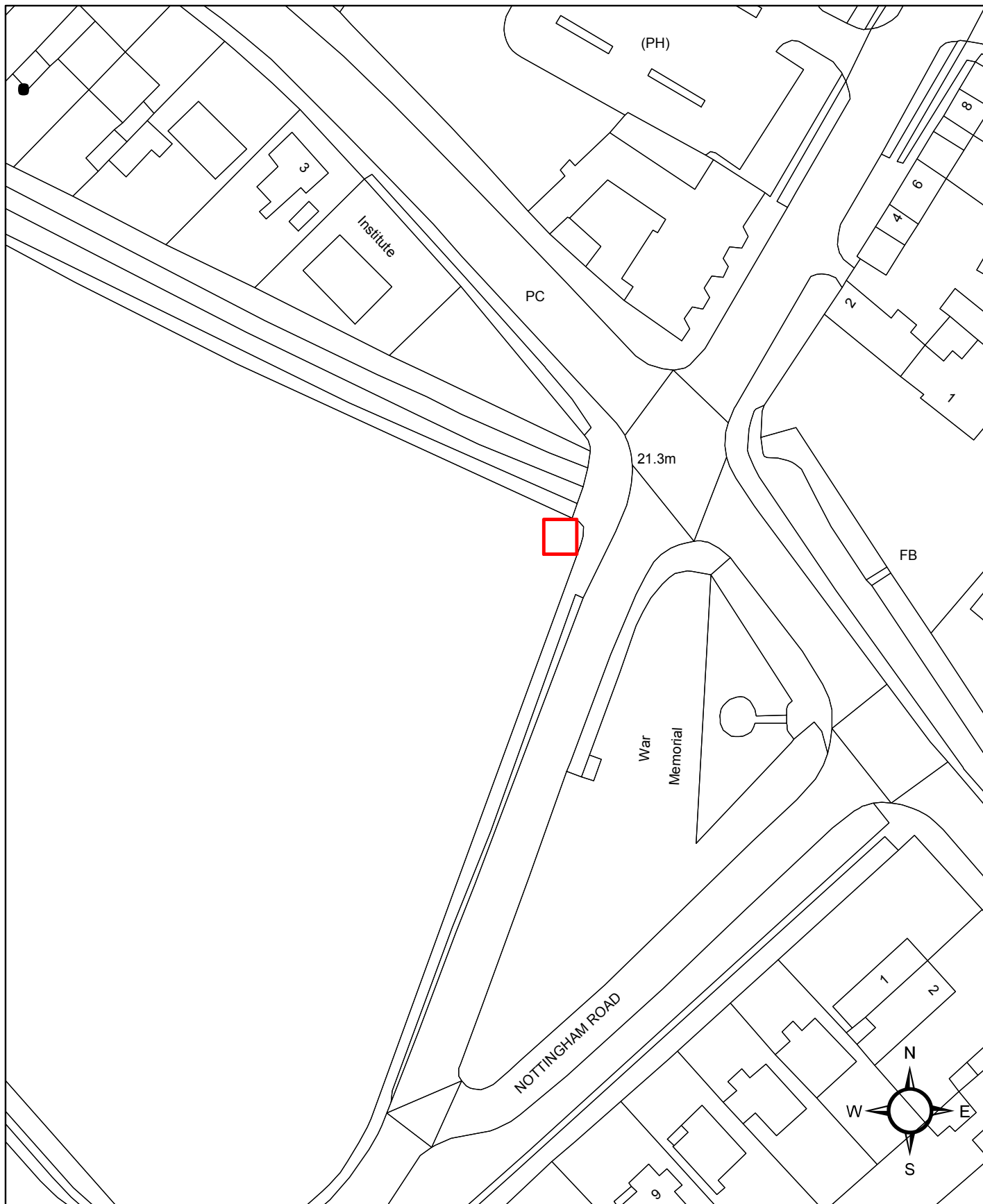
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Nottinghamshire
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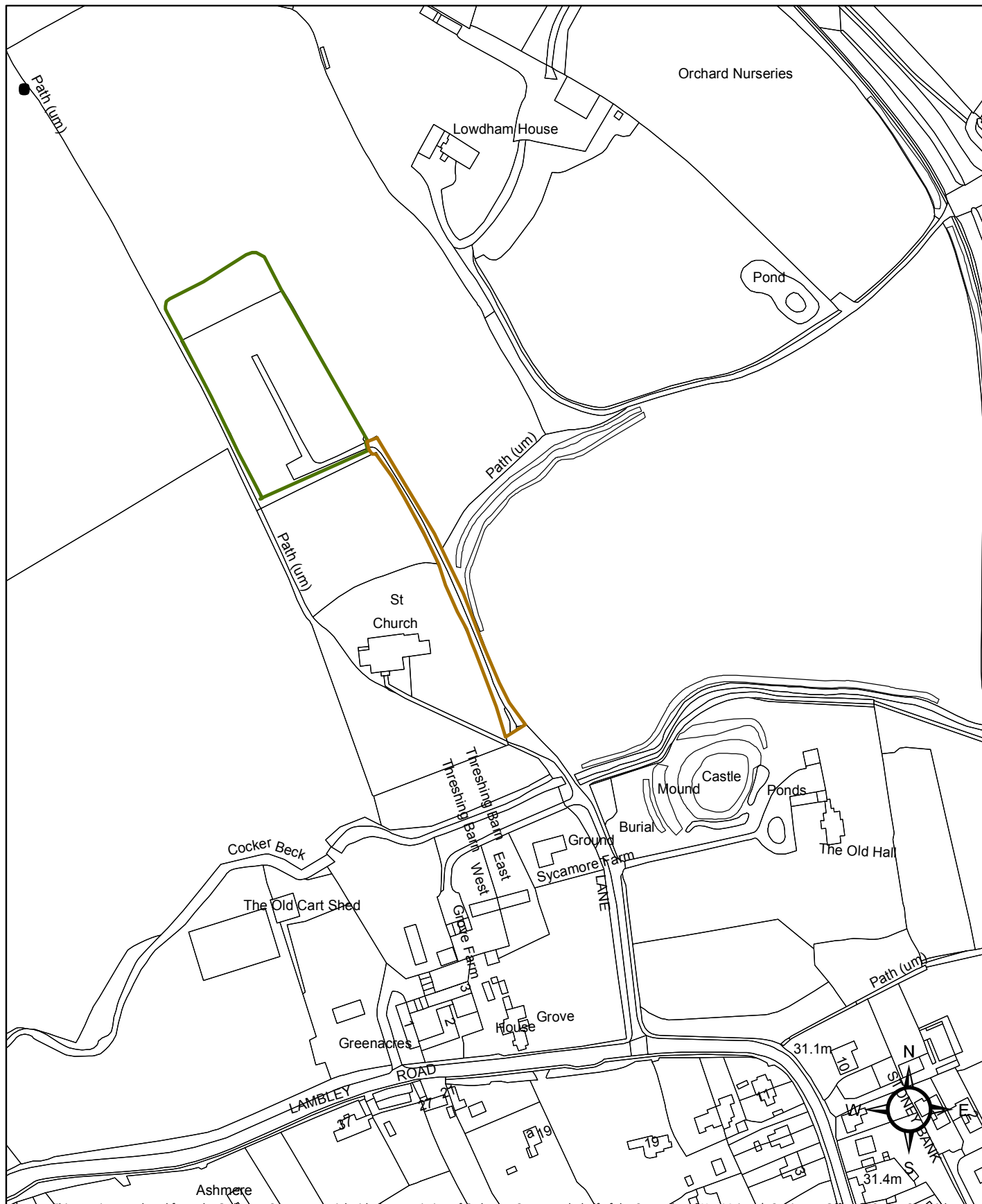
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Public Conveniences,
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Lowdham Cemetery
 Edged Green Cemetery
 Edged Brown Access way
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Grid Ref: SK<Double click to insert>
Scale: 1:2,500

Corporate Property



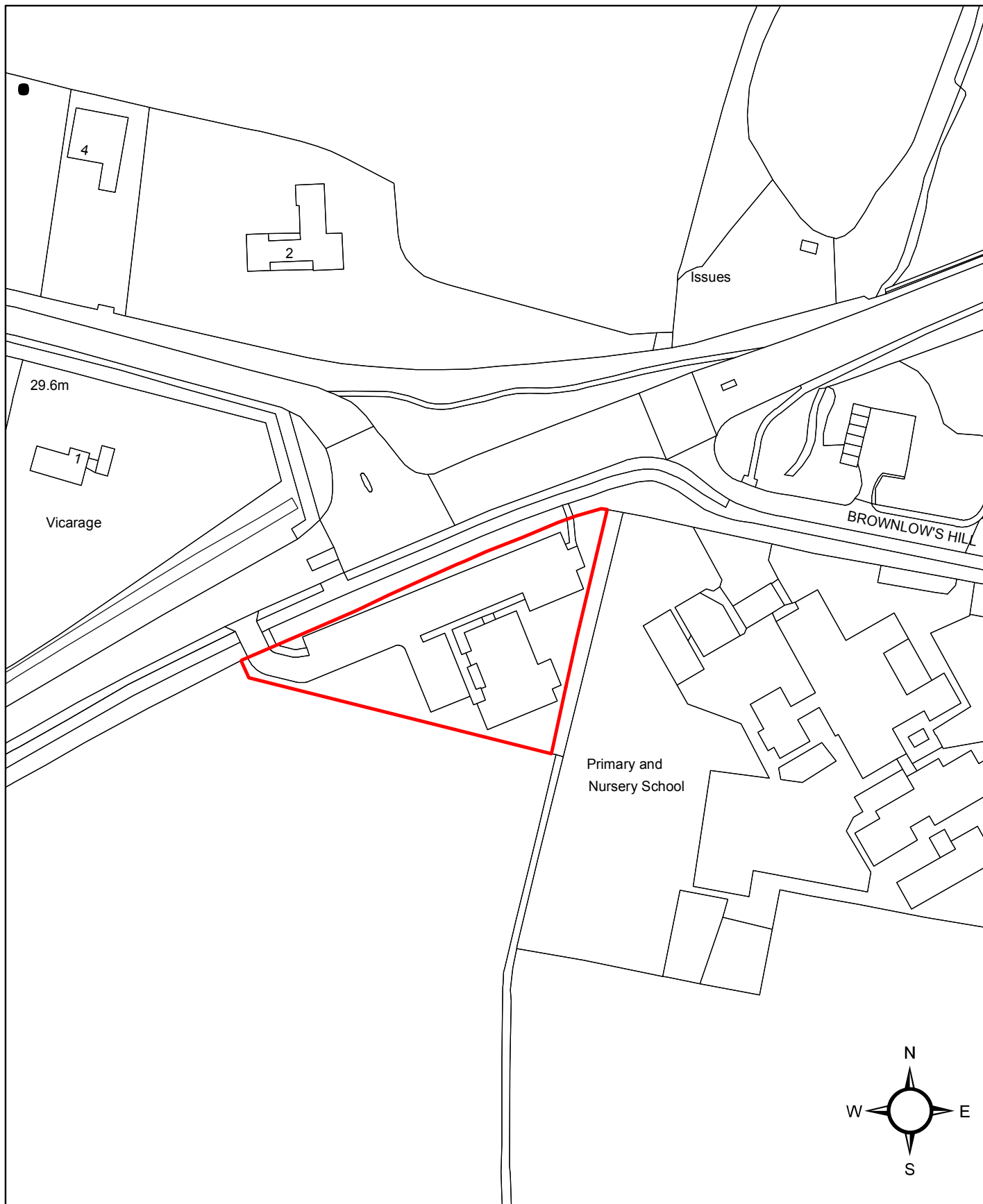
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Walesby Cemetery
 Edged Green Cemetery
 Hatched Brown Extension Land
 Edged Brown Access way
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Grid Ref: SK<Double click to insert>
Scale: 1:1,250

Corporate Property



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Coddington Community Centre
Beckingham Road
Coddington
Notts
NG24 2TP

For Identification Purposes Only

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Scale: 1:1,250

REVENUE BUDGET - PROPOSED BUDGET 2015/16 AND MEDIUM TERM FINANCIAL PLAN FOR 2015/16 to 2019/20

1.0 Purpose of Report

1.1 To enable the Policy & Finance Committee to consider spending proposals and make recommendations to Council for the Budget 2015/2016 and preliminary projections for 2016/2017 to 2019/2020.

2.0 Introduction

2.1 This report sets out details of the proposed budget for the Council for the financial year 2015/2016. The budget proposals were formulated in accordance with the framework set out in the Council's Constitution with an original report being presented to the Policy & Finance Committee on 18th September 2014.

2.2 This budget also includes indicative overall budgets for the following four financial years, i.e. 2016/2017 to 2019/2020.

2.3 The level of discretionary fees and charges for services provided by the Council are considered as part of the budget process rather than being implemented piecemeal throughout the year. This is considered later in the report with fees and charges for each business unit being shown in a separate booklet, available in the Members' Room and circulated to Group Leaders. The fees and charges will be included in the budget book and circulated to all Members for the Council meeting on 10th March.

2.4 The Local Government Finance Settlement ("the Settlement") provides key figures for Government Grant that form a major part of the Council's budget. The draft settlement was announced on December 18th. The final settlement was received on 4th February 2015.

2.5 Members will be aware that the Council is part of business rates pool with other Nottinghamshire Authorities. A projection of available resources under Business Rates Retention has been completed. At this stage, the Medium Term Financial Plan has been prepared using these forecasts assuming NDR growth at a similar level to that achieved in 2013/14 but with an adjustment for business rates lost through the closure of Thoresby colliery in 2015. This will be reviewed as more information becomes available.

2.6 This report has been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders.

2.7 In accordance with the Constitution, all Members, Directors and Business Unit Managers have been involved with the preparation of the budget.

2.8 The detail budget sheets showing the proposed budget for each Committee have been deposited in the Members' Room.

3.0 Proposed Budget 2015/2016 - Finance Settlement Figures

3.1 The table below shows the figures for the years 2013/14, 2014/15 and 2015/16. The key figure is the "Settlement Funding Assessment" which is part Revenue Support Grant and part retained Business Rates and forms the overall amount of funding receivable by the

Council. It should be noted that for 2013/14 this includes the funding for the Council Tax Support Scheme, but this is not separately identifiable for 2014/15 or 2015/16.

	Provisional Figures provided by CLG										
	2013/14			2014/15			Change	2015/16			Change
	£'000	£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000	
Start-Up Funding Assessment	8,042			7,070			-12.09%	5,962			-15.67%
made up of											
RSG		4,829			3,795		-21.41%		2,624		-30.86%
made up of											
Formula Funding			4,090			3,511	-14.16%			2,351	-25.26%
2011/12 C Tax Freeze grant			97			95	-2.06%			93	-2.11%
2013/14 C Tax Freeze grant			0			64				64	0.00%
2014/15 C Tax Freeze Grant						65				65	
Council Tax Support funding			595			0	-100.00%			0	
Homelessness Prevention funding			47			45	-4.26%			44	-2.22%
Rural Services Delivery Funding						5				7	40.00%
Returned funding			0			10					
Retained Business Rates		3,213			3,275		1.93%		3,338		1.92%
made up of											
Formula Funding			2,721			3,177	16.76%			3,238	1.92%
2011/12 C Tax Freeze grant			65			66	1.54%			67	1.52%
Council Tax Support funding			396			0	-100.00%			0	
Homelessness Prevention funding			31			32	3.23%			33	3.13%
Total	8,042			7,070			-12.09%	5,962			-15.67%

3.2 The funding for 2015/16 is broadly consistent with that estimated and previously included in the Council's provisional estimates and no further savings need to be made as a result of the Settlement.

3.3 This is the final year of a 3 year settlement however it is anticipated that the Council will continue to suffer grant reduction in in future years. An assessment of the overall resources available to the Council will be made prior to the commencement of the budget process for 2016/17.

4.0 Council Tax Freeze Grant

4.1 The Government has announced funding for Councils for a further Council Tax freeze in 2015/16. The existing Council Tax Freeze grant relating to 2013/14 and 2014/15 have been consolidated into the NNDR/RSG settlement figures for Government Grant.

4.2 The one off grant in respect of 2015/16 is anticipated to be around £65,350 and will be payable for one year, whilst the freeze grant for 2014/15 was payable for 2 years i.e. for 2014/15 and 2015/16. In 2015/16 the element of tax freeze grant has been included in the overall grant funding (see the table above).

4.3 In order to be eligible for the Council Tax Freeze Grant for 2015/16, the Council has to meet criteria set by the Government. The Council is required to demonstrate that it has not increased the level of Council Tax including Internal Drainage Board levies but excluding Parish Precepts above the same calculation for 2014/15.

4.4 Where Councils do increase Council Tax, the Council Tax Requirement is used to determine the level which would trigger a referendum. DCLG have now issued the criteria for triggering a referendum which is that the relevant basic amount of council tax for 2015-16

is 2%, or more than 2% greater than its relevant basic amount of council tax for 2014-15. Once again, for Newark and Sherwood DC the relevant basic amount for each year includes Internal Drainage Board levies.

5.0 Proposed Budget 2015/2016 - General Principles

- 5.1 Once again, this has been an extremely difficult budget round. After further reductions in the levels of grant for 2014/15 and 2015/16 publicised following the June 2013 Spending Round the Chancellor has stated that local authorities can expect the same trajectory of cuts to Government Grants to be continued and this has been assumed in the Council's Medium Term Financial Plan (MTFP). The level of Government Grant, including retained Non-Domestic Rates, is already known for 2015/16 and shows a reduction of £1.04m against 2014/15 (£1.1m reduction in Revenue Support Grant offset by an increase of £63,000 in retained NDR) .
- 5.2 Reductions in Government grant are expected to continue and the Council's biggest savings requirement is currently projected to be in 2016/17 at £1.3m. Along with savings requirements in 2017/18 to 2019/20 of around £1.3m, the cumulative savings requirement over the next 4 years is £2.6m or 20% of the Council's budget for 2014/15. It must be recognised that national or local policy changes could result in variations to these figures.
- 5.3 Due to the pressures identified and the level of funding cuts expected in 2014/15 and future years it is necessary to consider strategic savings that will lead to ongoing reductions in spending over a number of years. Most savings that can be found from efficiencies have already been taken.
- 5.4 Policy Committee agreed a commissioning programme at its meeting on 6th June 2013. The programme has identified savings through alternative management arrangements such as trusts and local authority companies. A shared Building Control service is currently being considered and collaboration on other functions with Gedling and Rushcliffe are being explored. Building Control is a ring-fenced function so any savings will accrue to the Building Control Account and translate into reduced charges maintaining the competitiveness of the service. However, it is a policy of the shared service that the proportion of costs which are non-chargeable are reduced over time. Non-chargeable costs are charged to the General Fund therefore any reduction will benefit council tax payers.
- 5.5 Although there has been a clear focus on the need to deliver savings, the Council has also set priorities to develop services in certain areas. This has been through a combination of the development of facilities and assets, and identifying funds for the delivery of specific policies.
- 5.6 With respect to assets, the Council is developing a National Civil War Centre, is in the process of procuring a new Leisure Centre in Newark and has taken a decision to move its headquarters from Kelham Hall. These are included in the Medium Term Financial Plan and all will be provided at no additional cost to council tax payers. Efficiencies in the running costs of these assets against the current asset base have been identified that will support budgets in future years.

5.7 In the March 2013 Budget, the government announced that a flat rate state pension will be introduced from April 2016. This will mean an end to employees in local government pension schemes being able to "opt out" of the state second pension and an end to the 3.4% rebate in National Insurance contributions that public sector employers currently benefit from for those employees that have opted out. This will cost the Council approximately £230,000 per year from 2016/17.

5.8 The appropriate bases agreed centrally and used in the preparation of the budget are:

(a) Average Interest Rate re External Debt 2015/16 4.3% (HRA). During the period of the medium term financial plan loans will mature and will have to be replaced. This may offer opportunities to reduce the debt rate if they can be replaced with loans at a lower interest rate.

There is currently no general fund borrowing, however future prudential borrowing will be based on the prevailing rates at the time the funding is needed.

Officers are reviewing future capital projects and determining the extent to which new borrowing may be required.

(b) Debt Charges Debt charges are based on the existing debt of the Council plus new debt to be incurred to finance the approved capital programme, and is calculated in accordance with the prudential system of local government capital finance.

(c) Employers Superannuation 12.5 %. The next actuarial review will be carried out as at 31st March 2016 with any change to be implemented in 2017/18. It should be noted that the County Council Superannuation fund has changed the method of payment for the back-funded element of pensions – previously this was charged as an additional percentage on top of the basic employers contribution for each employee, however the basic rate is now payable with an annual lump sum payable from below the line. This is shown at line 18 of the summary and is reduced by a contribution from the HRA in respect of the pension earned by employees who transferred to NSH when the company was set up.

(d) Employees The budget was prepared using a 1% increase for 2014/15 and future years to include pay, increments and all other salary costs. The 2014/15 pay award has now been agreed and also covers 2015/16. It is considered that the impact of this on the overall pay

budget for 2015/16 will not result in a significant change from the budget.

(e) General Inflation

2% (Bank of England target figure).

(f) Capital Charges

Under the Accounting Code of Practice Local Authorities are required to show capital charges for the use of their assets based on the current market value. Members will appreciate however that these amounts have been included within the estimates to show the true cost of delivering local services and that they are required to be reversed at lines 12 and 13 to ensure that the overall Council Tax is not inflated

5.9 All other increases, apart from those for which central provision has been made had to be found by each Committee from within its target. This includes National Non-Domestic Rate contributions at 49.3p in the pound (48.0p where small business rate relief applies).

6.0 **Proposed Budget 2015/2016 – Summary**

6.1 The Council’s annual budget is shown in detail in the Appendices to this report. The overall position is summarised in Table 1:

TABLE 1	Estimate 2015/2016
	£
Total service budgets	11,909,310
Less capital reversals	1,452,200
Net Service Expenditure	10,457,110
Other net Expenditure	<u>2,034,700</u>
Council Tax Requirement excluding Parishes	12,491,810

7.0 **Service Expenditure after reversal of capital charges Appendix A (Line 14)**

7.1 Service expenditure after capital charges have been reversed (Line 14) shows a decrease of £1,630,180. This includes an element to cover the lump sum payment to the pension fund of £1,065,000 which was previously charged direct to services as a percentage of employee costs. Also included in this line are strategic savings of £560,000 which have been identified but not yet built into service budgets (see paragraph 7.3). The major savings which have been incorporated into services budgets are identified below:

- Income from green waste collection
- Opening of the National Civil War Centre
- Staffing efficiencies in leisure centre management and community services
- Increased income from Newark lorry park
- Increased development control income
- Members’ allowances takes account of savings following a restructure of the Council
- A restructure of the Corporate Management Team and Business Managers across the Council has resulted in savings overall.

- A contribution from the HRA towards the lump sum pension payment in respect of pensions earned by former employees prior to 2004 who transferred to Newark and Sherwood Homes. This payment has previously been made annually as an additional voluntary contribution to the pension fund from the HRA but is now incorporated into the lump sum calculated by the Actuary.

7.2 The budget also includes the impact of external pressures. These items include the impact of the national economic climate. The following additional expenditure/reduced income is included in the service budgets:

- A restructure of the Economic Growth business unit has created an additional post. This was approved by the Committee at its meeting in September 2014 (Economic Development, Line 1)
- An annual contribution of £10,000 to National Rail for 3 years has been agreed to bring forward improvements to the Newark to Nottingham rail service. (Economic Development, Line 1)
- Reduction in Housing Benefit Admin grant (Policy & Finance Committee, Line 4)
- Estimated costs of Pensions Auto Enrolment (Line 5)
- Increase in the Employers national insurance payable (Line 6)

7.3 Significant strategic savings are currently shown in lines 7 to 10 of the revenue budget. As plans are worked up and confirmed these savings will be vired into relevant service budgets. In all cases it is anticipated that these will have a major impact on the Council's overall budget. These are:

7.3.1 Leisure Commissioning – the setting up of a wholly owned company to deliver leisure centres and sports development was approved by Policy and Finance Committee on 29th January 2015 for implementation aimed for 1st June 2015. The estimated saving in 2015/16 is £250,000.

7.3.2 Devolution – there is a report elsewhere in this agenda covering devolution to parish and town councils other than Newark. The devolution agreement with Newark Town Council is still subject to negotiation. In total, savings of £260,000 have been included in the budget for 2015/16.

7.3.3 Collaboration and Service Redesign – savings are being delivered through joint working with Gedling and Rushcliffe Borough Councils. Anticipated savings of £50,000 have been included below the line and further savings, particularly through joint procurement, have been included in service budgets.

7.3.4 Accommodation move – savings have been included in the Medium Term Financial Plan for 2017/18 onwards when it is anticipated that the Council will relocate its headquarters.

7.4 Officers and Members continue to work closely to look for savings in the provision of services.

8.0 Employee Plan 2015 -16 (Appendix C)

8.1 The Employee Budget for 2014/2015, produced early in 2014, predicted an increase of 2.99 full-time equivalents (FTE's) to an establishment of 433.49 FTE's at 31st March 2015. In the current review staffing levels are estimated to be 448.03 FTE's as at 31st March 2015.

- 8.2 Following a restructure during 2014/15 the business units formerly reporting to the deleted post of Director – Growth were realigned within other directorates. Economic Growth and Building Control reported to the Director – Community, with Strategic Housing to the Director – Safety, Housing Options & Energy & Home Support to Director – Customers and Growth Development, Planning Policy and Technical Support to the Deputy Chief Executive.
- 8.3 A number of additional posts were created during the year including 2 temporary Customer Services Officers and an apprentice, TUPE across of 2 HR staff from NSH, a Landlord Support Officer and Homelessness Strategy and Projects Officer within Housing Options, an additional post within Economic Growth and the inclusion of Leisure relief staff as contracted employees.
- 8.4 It is currently estimated that the establishment at 31st March 2016 will decrease to 360.56 Full Time Equivalents. This decrease is largely due to the TUPE transfer of Leisure staff to the new Leisure Company.

9.0 Review of Fees and Charges

- 9.1 A number of charges for services administered by the local authority are set by statute and the timing and review is therefore prescribed by Central Government. There remain however, a number of services where the Council does have the ability to review and if necessary amend its charges or charging regime.
- 9.2 In accordance with the Council's Constitution, each service area should consider the level of fees and charges to be implemented the following financial year as part of the overall process of service planning and budget formulation.
- 9.3 The proposals for the levels of fees and charges to be implemented from 1st April 2015 are available in the Members' Room and a copy has been circulated to all Group Leaders and will be included in the budget book circulated to all members at Council on 10th March 2015.

9.4 Building Control Fees and Charges

- 9.4.1 The Building Control Service has a charging scheme to recover their costs for work relating to building regulations and a range of discretionary and supplementary charges for additional services. These charges have been reviewed and updated and remain competitive with other Districts and private sector providers. Rates are shown in the tables in Appendix D.

9.5 Planning Pre-Application Advice

- 9.5.1 The Council provides a comprehensive pre application advice service, which includes amongst other things consultation with key stakeholders. The aim of this service is to deliver wherever possible, timely, responsive, constructive and reliable advice so as to save significant resources by allowing an applicant not to pursue schemes which are unacceptable, or have to be modified once they've been submitted.
- 9.5.2 The scales of fees for pre-application advice are shown in Appendix E.

9.6 Car Parking Fees and Charges

- 9.6.1 A review has been made of Newark Car park tariffs with the introduction of “Innertown” and “Outertown” charges. The aim is to promote and encourage use of ‘north of the river’ car parks for longer stays and to better promote and encourage through-put in ‘town centre’ car parks.
- 9.6.2 The fixed charge for lorry parking has increased from £12.00 to £12.50 and where a meal voucher is purchased with parking from £15.00 to £15.50.
- 9.6.3 Car parking charges can be seen in Appendix G.

9.7 Markets Fees and Charges

- 9.7.1 Changes have been made to charges for Riverside - Stall and Pitch and Farmers Market rentals.
- 9.7.2 Newark and Southwell market charges are set out in Appendix H.

9.8 Licensing Fees - General

- 9.8.1 Appendix J provides a list of the discretionary fees for all types of licensing functions under the responsibility of the Homes and Communities Committee – Safety, Hackney Carriage and Private Hire. Fees have been increased by an average of 2%.
- 9.8.2 The discretionary fees under the Gambling Act 2005 have been increased by approximately 2%. Discretionary fees are also shown in appendix J.
- 9.8.3 Fees set by Statute under the Gambling Act 2005 are shown in appendix J. There are currently no proposals by Government to increase fees in 2015-16.

9.9 Environmental Health Fees and Charges

- 9.9.1 The Environmental Health Service has a range of services, some statutory and some discretionary, for which it imposes a charge. All charges are reviewed each year and where possible are compared to the other Local Authorities in the region and to the private sector if they are in competition as a direct service provider.
- 9.9.2 The tables set out in Appendix K show the current level of charges for licences and the proposed increase for 2015/16.
- 9.9.3 Commercial Pest Control fees have been increased slightly above inflation and can be found in Appendix L.

9.10 Leisure Centre Fees and Charges

- 9.10.1 The Leisure Centre Business Unit has assessed its fees and charges for 2015/16. The appropriate levels of charges have been determined, assessing potential income levels and taking into account the current economic climate and the sustainability of the fees being applied.

9.10.2 As a result of the above process, the business unit is recommending:

that Swimming lessons, One to One lessons, Dryside Coaching Courses, Fitness Induction, Youth Fitness and Squash (Adults) is increased in accordance with its findings.

9.10.3 A scale of current and proposed fees and charges is shown in Appendix N.

9.11 The National Civil War Centre and Resource Centre

9.11.1 Changes to Annual Family Pass (2+3) and Annual Family Pass (1+3) have been revised in line with benchmarking of other similar tourist attractions for 2015-16 and continue to offer value for money to family groups.

9.11.2 A scale of proposed fees and charges can be seen in Appendix P.

9.12 Culture Fees and Charges

9.12.1 Fees and charges for the Palace Theatre remain largely unchanged from 2014/15 with some theatre hire and staffing recharges increasing approximately in line with inflation and these can be seen in Appendix Q.

9.13 Parks and Amenities Fees & Charges.

9.13.1 Fees and charges for Parks and Amenities have been increased between 2% to 17%. Cemetery fees have been raised by more than inflation to bring them in line with the averages for the County. Cemetery charges are shown in Appendix O.

9.13.2 Fees for the Newark Castle grounds and undercroft are shown on in Appendix S.

9.14 Trade Refuse Fees and Charges

9.14.1 Businesses within the district have to pay for the collection and disposal of the waste that they generate and the Council offers a competitive service. Costs and, therefore, charges are divided into collection and disposal, the latter of which is set by Nottinghamshire County Council as our Waste Disposal Authority.

9.14.2 Existing trade waste contract charges and charges for removal of bulky household waste are set out in Appendix T.

9.15 Street Name and Numbering

9.15.1 Street Name and Numbering charges remain unchanged and can be seen in Appendix U.

9.16 Other Fees and Charges

9.16.1 Local Land Charges fees can be seen in Appendix F and have been increased in accordance with inflation. Charges for advertising in the 'Voice' Magazine can be seen in Appendix F. Public Conveniences charges can be seen in Appendix R and the charges for recovery action taken on unpaid Council Tax and NNDR can be seen in Appendix V.

10.0 Capital Financing net of Interest Receivable (Line 15)

- 10.1 The capital financing costs are the best estimate at this time. However due to their nature and composition they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.
- 10.2 There is a decrease in Capital Financing costs shown at line 15 in 2015/16, but an increase each year after that. The reduction reflects the decision by the Director of Resources to continue with the policy of not borrowing and instead running down investment levels due to the continuing large differential in rates. There was also a plan to borrow in advance but the changes to interest rates have made this option not viable. However, in future years there are the increased Financing Costs of the capital programme.
- 10.3 The Council's Treasury Strategy is the subject of a separate report which is being considered by Audit and Accounts Committee prior its submission to Council on the 10th March. The budget assumes that long term borrowing will be undertaken using fixed rate PWLB at an average rate of 4.1% during 2015/16 with rates decreasing over the following years.
- 10.4 The investment income figure reflects the historically low interest rates which can be earned and also the policy, outlined in 10.2 above of using funds available for investment to reduce the borrowing requirement. Interest receivable reflects the estimated interest to be earned based on the projected cash flow for the year 2015/2016. It has been assumed that the average rate of interest earned on treasury investment during 2015/16 will be 0.66% with very gradual increases in future years. Please see paragraph 10.2 regarding the measures being taken by the Council to address volatility in the medium term.

11.0 Contribution from/(to) Reserves (Line 21)

- 11.1 Each year the Section 151 Officer of a local authority is required under Section 26 of the Local Government Act 2005 to review the amount of reserves and provisions that the authority holds. This review is carried out primarily to ensure that reserves and provisions are not allowed to be 'run down' to an imprudent low level, taking into account their purpose and likely use. In undertaking this review it is also necessary to ensure that amounts do not become over provided for. With this in mind a review of reserves held by the Authority has been undertaken. It has been decided that contributions can be brought into the General Fund in 2015/2016 to meet the revenue costs of administering the Growth Investment Fund.
- 11.2 As a consequence of entering into a shared service for Building Control it will be necessary to pay receipts in advance for work not currently undertaken, effectively the fee paid on deposit of plans prior to any inspections being carried out into the Partnership. This sum amounts to £190,400. If the shared service arrangement does not proceed, it will still be necessary to account for this amount as a receipt in advance.
- 11.3 An additional contribution to the localism reserve has been set aside to assist in meeting any additional costs for Parish & Town Councils where services are delivered at a more local level.
- 11.4 The revenue costs of administering the 'Think Big' scheme are met by a contribution from the reserve.

12.0 General Fund Balance (Line 22)

12.1. At its meeting in September 2014 Policy & Finance Committee approved a recommendation that the District Council should aim to maintain General Fund balances at approximately £2.9m. The General Fund working balance at the end of the financial year 2013/14 was £2.934m. In order to maintain the level of balances it is intended that other appropriate reserves will be used in the first instance to fund any one-off costs arising and balances will only be used when these reserves have been fully utilised.

13.0 Parish Precepts

13.1 Parish/Town councils are required to 'precept' for their net expenditure from the District Council's General Fund. Because of this, the amount of Parish Precepts forms part of the District Council Tax Requirement.

13.2 The Local Government Finance Act 2012 brought in changes to the way that Council Tax benefits are paid – now treating them as a discount. The Council Tax base now needs to take into account the Local Council Tax Support Scheme and this reduces the Council Tax Base. This will impact on all classes of local authority including town and parish councils as well as the District Council and major precepting authorities.

13.3 The Government grant settlement for 2015/16 does not separately identify any grant with regard to the potential impact of changes to the Council Tax base on town and parish councils, although the notes with the settlement suggest that the support has been included in the total grant again this year.

13.4 At its meeting on 19th September 2013 Policy & Finance Committee approved a policy on grants to Parish Councils in which it was agreed that:

- Since the parish element of grant funding for Council Tax support is no longer explicitly identified, and the Council is experiencing ongoing cuts to its own grant funding, the Council's policy is that:
- From 2014/15 no further grant will be paid to parish and town councils that received less than £500 grant in 2013/14.
- For all other parish and town councils, the grant paid will be reduced to zero over the three financial years 2014/15, 2015/16 and 2016/17.

The amount of grant for 2015/16 is £128,520 and this has been allocated to Parishes according to the amount of grant for 2013/14 and subject to the constraints above. Parish and Town Councils have been notified of the amounts of grant receivable.

13.5 The precepts for parish/town councils are not fully known at this time. However tables including the actual parish precepts and grant funding will be circulated at the Council meeting on 10th March 2014.

14.0 Revenue Support Grant and Non-Domestic Rates (NDR) (Lines 29 to 31)

14.1 Under the NDR system, the Department of Communities and Local Government sets the rate in the pound payable. For 2015/16, the rate in the pound has been set at 49.3p (48.0p where Small Business Rate Relief applies).

14.2 A new scheme relating to the distribution of business rates took effect from 1st April 2013. Instead of passing all of the rates collected to central Government to be redistributed as formula grant, councils will now pass 50% of the rates collected to central Government, and 10% to major preceptors. The amount passed to central Government will still be redistributed as formula grant. The amount retained by councils will be subject to a tariff or top-up to leave the amount that central Government has determined is the Council's baseline funding need.

14.3 For 2015/16, Newark and Sherwood District Council's retained business rates has been assessed as £3.338m and the Revenue Support Grant from central Government will be £2.624m, giving total funding of £5.963m. This does not include any additional revenue generated and retained by the Council, including any amount generated through the Nottinghamshire Business Rates Pool.

15.0 Council Tax Requirement

15.1 The Newark & Sherwood District Council Annual Revenue Budget for 2015/2016 is £12,491,810 as shown in Table 1 and Appendix A (Line 28 Column C). This is offset by Government Grant of £2,623,636 and retained NDR of £3,957,986 (assuming £620,000 additional retained business rates). This leaves a net call on the Collection Fund before Parish Precepts are added of £5,910,188 (Line 32).

16.0 Subjective Analysis

16.1 A subjective analysis showing the total service expenditure and income for 2015/2016 according to type is shown in Appendix B.

17.0 Risk Assessment and Sensitivity

17.1 Under Section 25 of the Local Government Act 2004 the statutory Section 151 Officer, the Director of Resources, is charged with reporting on the robustness of the estimates made. This section fulfils that statutory requirement.

17.2 In considering the overall level of budget proposed and the sensitivity of income and expenditure levels it should be noted that:-

- A 1% increase in Council Tax is equivalent to a sum of £65,350 net expenditure
- A £1 increase in Council Tax is equivalent to a sum of £36,770 net expenditure

17.3 As with all District Councils the costs of staffing make up a considerable part of the budget. As shown in paragraph 5.6 an allowance of 1% has been made within the budget for a national pay award and any increments due. The actual pay award for 2014/15 AND 2015/16 was 2.2% with effect from 1st January 2015 together with lump sum payments in December 2014 and April 2015 for certain grades. Overall, the actual pay award does not

impact significantly from a 1% increase each year as has been built into the budget. To the extent that any future national agreement exceeds that figure the impact will need to be met from Council reserves. For every 1% increase in staffing costs a further £123,320 would require to be found from the Council's balances to the extent that other savings or staff reductions could not be made to offset the increase. It is not considered that this presents a significant risk for 2015/16.

17.4 A substantial part of the net budget is dependent on the buoyancy of income streams thus offsetting the expenditure falling to be met from the General Fund and hence Council Taxpayers. Account has been taken within the 2015/16 budget of the levels of income which are considered to be achievable. However, any significant underperformance on income will give rise to a subsequent increase in the net expenditure in the year and therefore place an unbudgeted demand on the Council's revenue balances. A 1% drop in income from fees and charges across all service areas would be equivalent to an amount of £65,290 or a tax increase of £1.80 or 1.1%.

17.5 Income from most income streams is currently meeting budget targets.

17.6 In 2015/16, it is essential that the incomes stream from all areas is monitored closely. The Corporate Management Team continues to scrutinise income levels on a regular basis.

17.7 Within the 2015/16 budget it has been necessary to find substantial savings in order to bring the level of expenditure (and hence Council Tax) to an acceptable level. Some of these items are highlighted in Section 7.1 and 7.3 above. In order to maintain the long-term financial stability of the budget and future viability of services it is essential that the savings projected in this budget are fully achieved. It is essential that these savings are achieved in order for the overall budget position for 2015/16 to be delivered.

17.8 At the time of constructing the budget a number of uncertainties exist which could cause significant variation to the projected levels of expenditure and income reflected within the budget. The most significant areas in addition to those identified as income above are:

17.8.1 Interest Rates

The Authority pays and receives a significant amount of interest as reflected in line 15 of Appendix A, comprising estimated capital financing costs £843,830, leased assets £36,800 and investment interest £573,630. These amounts have been calculated taking into account various factors such as cash flow, level of capital receipts available, levels of anticipated balances and reserves, and the anticipated interest rates achievable during the year. To the extent that variations occur in the above areas, the level of interest paid and received in the year may fluctuate from that anticipated.

The impact of a 1% interest rates change is not significant in terms of the Council's overall budget.

17.8.2 General Inflation

Services are required to stand the impact of general inflation within their budget targets. The Bank of England forecasts that the level of inflation will remain around its target level of 2%.

(December 2014 CPI 0.5%) Inflation puts further pressure on non-pay budgets and there is a risk that this will impact on the level of expenditure in 2015/16. It should be noted that the allowance for inflation covers the period up to March 2016.

17.8.3 Reserves and Provisions

As referred to at paragraph 11.1 above, in carrying out the statutory review of Reserves and Provisions now necessary under the Local Government Act 2005. The position is set out in paragraph 11.1 to 11.4, above.

17.8.4 New Local Government Finance System

The localisation of Council Tax Support and Business Rates transfer risk from central government to local government. If the cost of council tax benefits increases, the additional cost will have to be borne by the Council. A proportion of any reduction in the amount of business rates collected will also be borne by the Council. This includes the impact of any successful appeals against rateable value even where these relate to periods before the introduction of the new system. Conversely, the Council will benefit by a proportion in increases in business rates collected.

17.9 The construction of this year's budget has been extremely challenging and has required the Council to make significant savings across the Authority. There is also a need to continue to "drive out" efficiencies in the future. It is essential that the savings identified are achieved and provided that this is the case I consider that this budget does not place an unacceptable risk on the overall financial health of the Authority.

18.0 Medium Term Financial Plan

18.1 Looking forward to identify financial constraints and challenges which may occur in the future has always been a part of Newark and Sherwood's strategic approach to finance. The purpose of the financial plan is to identify the challenges facing the Council in the next five year period and to plan to meet these ensuring sufficient resources exist to enable the aims and objectives of the Council to be met. The Medium Term Financial Plan is combined with the annual budget. It is felt that this approach will give one comprehensive document covering both the current year's annual plan (2015/16 budget) and the 5 year Medium Term Financial Plan (2015/16 to 2019/20) of the Council's finances.

18.2 Under current projections there is a need for the Council to find significant savings in the next four years, £1.3m in 2016/17, and a further £1.3m in the years 2017/18 to 2019/20. This is after the strategic savings shown in lines 7 to 10. It is essential that the Council continues to find efficiencies to enable these amounts to be found with minimal impact on the current level of services being delivered. In view of the level of savings required, it is essential that the Council continues to deliver savings over the period of the Medium Term Financial Strategy.

19.0 RECOMMENDATIONS

It be recommended to Council on 10th March 2015 that:

- (a) the Employee Plan shown in Appendix C be noted;
- (b) the following amounts be now calculated by the Council for the year 2015/2016 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (i) **£82,675,170** being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act;
 - (ii) **£70,183,360** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act; and
 - (iii) **£12,491,810** being the amount by which the aggregate at (a)(i) above exceeds the aggregate at (a)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year;
- (c) the figures shown as (b)(i) and (a)(iii) above to be increased only by the amount of Parish Precepts for 2015/2016; and
- (d) the budget figures included in the report be the Council's budget for 2015/2016 and Medium Term Financial Plan for 2015/2016 to 2019/2020;

Reason for Recommendations

To enable Policy & Finance Committee to make recommendations to full Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 for the purposes of setting Council Tax levels for the year 2015/2016.

Background Papers

Summary of Discretionary Fees and Charges for 2015/16

For further information on the budget please contact Amanda Wasilewski on extension 5738 or David Dickinson on extension 5300.

David Dickinson
Director - Resources

A	B	C	D	E	F	G	H
Committee	Estimate 2014-15 £	Estimate 2015-16 £	C-B MORE/ (LESS)	Estimate 2016-17 £	Estimate 2017-18 £	Estimate 2018-19 £	Estimate 2019-20 £
1 Economic Development	1,234,170	1,075,840	(158,330)	1,097,550	1,138,500	1,189,920	1,226,880
2 Homes & Communities	1,705,530	1,646,610	(58,920)	1,671,930	1,677,140	1,692,740	1,706,530
3 Leisure & Environment	6,834,410	6,400,380	(434,030)	6,418,120	6,467,550	6,406,080	6,413,470
4 Policy & Finance	3,433,290	3,176,480	(256,810)	3,269,020	3,315,280	3,364,990	3,414,900
Sub total	13,207,400	12,299,310	(908,090)	12,456,620	12,598,470	12,653,730	12,761,780
5 Pensions auto enrolment	170,000	170,000	0	170,000	170,000	170,000	170,000
6 Loss of NI rebate due to pensions changes	0	0	0	230,000	230,000	230,000	230,000
LESS future savings to be built into service budgets							
7 Leisure Commissioning	0	(250,000)	(250,000)	(380,000)	(400,000)	(400,000)	(400,000)
8 Devolution	0	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)
9 Collaboration & Service Redesign	0	(50,000)	(50,000)	(100,000)	(100,000)	(100,000)	(100,000)
10 Accomodation move	0	0	0	0	(395,000)	(500,000)	(510,000)
11 Total Service Budgets	13,377,400	11,909,310	(1,468,090)	12,116,620	11,843,470	11,793,730	11,891,780
LESS Central Reversals							
12 Deferred charges reversal	(355,720)	(369,310)	(13,590)	(369,310)	(369,310)	(369,310)	(369,310)
13 Capital Charges reversal	(934,390)	(1,082,890)	(148,500)	(1,152,090)	(1,154,170)	(1,142,700)	(1,078,420)
14 Sub-Total Service Expenditure	12,087,290	10,457,110	(1,630,180)	10,595,220	10,319,990	10,281,720	10,444,050
ADD Centrally Funded Expenditure							
15 Capital financing	354,250	307,000	(47,250)	813,140	858,320	916,980	1,278,140
16 Pensions Act	196,400	198,360	1,960	200,340	202,340	204,360	206,400
17 Drainage Levy	482,870	491,020	8,150	499,920	508,760	517,750	526,900
18 Pension - employers lump sum contribution (GF only)	93,000	805,000	712,000	929,000	929,000	929,000	929,000
19 Benefit support grant - Parishes	192,720	128,520	(64,200)	64,310	0	0	0
20 Sub-Total all Expenditure	13,406,530	12,387,010	(1,019,520)	13,101,930	12,818,410	12,849,810	13,384,490
Contributions to/(from) Reserves and Balances							
21 Contributions to/(from) Reserves	(14,920)	170,150	185,070	0	0	0	0
22 Contributions to/(from) General Fund Balances	0	0	0	0	0	0	0
23 Sub-Total after Contributions to/(from) Reserves	13,391,610	12,557,160	(834,450)	13,101,930	12,818,410	12,849,810	13,384,490
LESS Council Tax Freeze Grant							
24 Council Tax freeze grant 14/15	(63,890)	0	63,890	0	0	0	0
25 Council Tax freeze grant 15/16	0	(65,350)	(65,350)	0	0	0	0
26 NSDC COUNCIL TAX REQUIREMENT	13,327,720	12,491,810	(835,910)	13,101,930	12,818,410	12,849,810	13,384,490
27 Parish Precepts							
28 TOTAL COUNCIL TAX REQUIREMENT	13,327,720	12,491,810	(835,910)	13,101,930	12,818,410	12,849,810	13,384,490
29 Formula Grant	(3,728,523)	(2,623,636)	1,104,887	(1,641,110)	(1,229,100)	(808,870)	(381,720)
30 NDR Growth	(500,000)	(620,000)	(120,000)	(800,000)	(800,000)	(800,000)	(800,000)
31 Retained NDR	(3,275,399)	(3,337,986)	(62,587)	(3,433,320)	(3,502,000)	(3,572,030)	(3,641,980)
32 NET CALL ON THE COLLECTION FUND	5,823,798	5,910,188	86,390	7,227,500	7,287,310	7,668,910	8,560,790

BUDGET SUMMARY - SUBJECTIVE
ANALYSIS OF OVERALL SERVICE EXPENDITURE

APPENDIX B

CODE	DESCRIPTION	2014/15 INITIAL BUDGET	2015/16 BASE BUDGET	More / (Less)	2016/17 BASE BUDGET	2017/18 BASE BUDGET	2018/19 BASE BUDGET	2019/20 BASE BUDGET
111	SALARIES AND WAGES	10,456,790	10,383,690	(73,100)	10,513,660	10,630,080	10,740,880	10,829,940
112	OTHER SALARIES/WAGES PAYMENTS	31,390	31,390	0	31,390	31,390	31,390	31,390
113	NATIONAL INSURANCE	719,700	696,970	(22,730)	706,810	714,520	722,070	728,500
114	SUPERANNUATION	2,039,690	1,196,740	(842,950)	1,210,890	1,224,330	1,237,180	1,247,730
115	OTHER EMPLOYERS CONTRIBUTIONS	22,840	22,840	0	23,190	23,540	23,900	24,270
EMPLOYEE SUB TOTAL		13,270,410	12,331,630	(938,780)	12,485,940	12,623,860	12,755,420	12,861,830
211	REPAIRS AND MAINTENANCE	318,010	338,920	20,910	334,790	340,510	346,340	352,270
212	ENERGY COSTS	503,000	492,440	(10,560)	477,810	487,100	496,800	506,680
213	RENT	196,170	200,990	4,820	203,160	203,900	204,640	208,480
214	RATES	455,240	481,770	26,530	583,050	594,710	606,610	618,730
215	WATER SERVICES	99,400	112,760	13,360	112,120	114,360	116,650	118,970
216	FIXTURES AND FITTING	5,200	200	(5,000)	200	200	200	200
217	CLEANING AND DOMESTIC	14,490	17,770	3,280	19,250	19,560	19,870	20,190
219	CONTRIBUTION TO FUNDS	533,010	519,550	(13,460)	518,250	517,730	517,210	516,680
311	TRANSPORT	1,279,780	1,271,830	(7,950)	1,294,150	1,312,540	1,336,400	1,358,670
313	CONTRACT HIRE OP LEASE	4,700	700	(4,000)	700	700	700	700
315	CAR ALLOWANCES	141,730	130,490	(11,240)	131,850	133,940	136,290	138,650
316	INSURANCE	58,080	63,750	5,670	64,880	66,030	67,200	68,790
411	EQUIPMENT AND FURNITURE	385,600	284,700	(100,900)	308,490	312,920	317,450	321,860
412	MATERIALS	58,000	57,980	(20)	62,220	63,080	63,970	64,870
421	INTERNAL	33,000	48,000	15,000	48,010	48,020	48,030	48,040
431	CLOTHING AND UNIFORMS	30,510	30,250	(260)	31,030	31,310	31,890	32,180
441	GENERAL OFFICE EXPENSES	320,630	345,900	25,270	349,530	353,520	358,410	362,220
451	CONTRACTUAL	1,179,000	1,397,510	218,510	1,421,530	1,446,610	1,477,120	1,498,190
452	OTHER SERVICES	870,700	898,780	28,080	983,650	992,770	993,870	1,008,100
453	LEASING PREMIUMS	327,860	337,370	9,510	347,490	357,910	368,650	379,710
461	COMMUNICATIONS AND COMPUTING	580,950	662,700	81,750	672,150	686,120	697,260	708,650
471	STAFF	33,720	34,660	940	32,430	32,720	33,010	33,330
472	MEMBERS	247,650	220,440	(27,210)	222,640	224,870	227,110	229,380
473	CHAIRMAN	10,140	10,180	40	10,180	10,180	10,180	10,180
481	GRANTS	198,990	171,250	(27,740)	161,560	151,860	152,190	152,510
482	SUBSCRIPTIONS	50,270	52,370	2,100	50,140	50,940	51,750	52,580
491	INSURANCE	262,330	272,410	10,080	274,210	279,240	284,380	290,850
492	CONTRIBS TO FUNDS AND PROVIDSNS	275,840	282,010	6,170	287,060	292,190	297,430	302,780
493	OTHER	1,193,600	1,296,220	102,620	1,303,050	1,316,810	1,339,750	1,358,850
496	CAPITAL	500	500	0	500	500	500	500
497	DISCOUNTS	0	9,110	9,110	8,360	7,600	6,790	5,920
611	HOUSING BENEFITS	26,939,440	27,919,440	980,000	27,919,440	27,919,440	27,919,440	27,919,440
612	OTHER TRANSFER PAYMENTS	39,870	60,220	20,350	60,220	60,220	60,220	60,220
614	PAYMENTS	0	0	0	0	0	0	0
711	ADMIN BUILDINGS	1,224,920	1,155,980	(68,940)	1,172,260	1,187,690	1,204,390	1,220,400
712	CENTRAL DEPARTMENT SUPPORT	5,119,820	5,416,400	296,580	5,508,220	5,574,240	5,641,970	5,691,610
713	CSS MONTHLY PERCENTAGE RECHGS	416,170	140,270	(275,900)	142,760	145,290	147,870	150,480
714	CENTRAL EXPENSES	444,660	420,690	(23,970)	427,460	429,870	435,270	443,520
715	DEPARTMENTAL ADMINISTRATION	1,042,240	951,700	(90,540)	964,510	975,200	985,840	994,630
811	LOANS POOL	1,030	1,040	10	1,040	1,040	1,040	1,040
817	DEBT MANAGEMENT EXPENSES	10	10	0	10	10	10	10
821	CAPITAL CHARGE	1,290,110	1,452,200	162,090	1,521,400	1,523,480	1,512,010	1,447,730
RUNNING EXPENSES SUB-TOTAL		46,186,370	47,561,460	1,375,090	48,031,760	48,266,930	48,516,710	48,698,790
911	GOVERNMENT GRANTS	(27,300,970)	(28,234,490)	(933,520)	(28,234,490)	(28,234,490)	(28,234,490)	(28,234,490)
922	CONTRIBUTIONS FROM OTHER LAS	(218,290)	(233,590)	(15,300)	(178,300)	(178,540)	(178,540)	(178,680)
924	PARISH COUNCIL CONTRIBUTIONS	(8,200)	(8,490)	(290)	(8,490)	(8,490)	(8,490)	(8,490)
926	RECEIPTS FROM OTHER FUNDS	(12,000)	(7,700)	4,300	0	0	0	0
928	RECHARGE NON GF ACCOUNTS	(1,525,440)	(1,574,570)	(49,130)	(1,574,850)	(1,590,370)	(1,610,130)	(1,623,930)
931	SALES	(338,930)	(620,570)	(281,640)	(699,790)	(737,840)	(873,620)	(874,410)
932	FEES AND CHARGES	(6,093,560)	(6,215,940)	(122,380)	(6,493,110)	(6,548,680)	(6,605,340)	(6,663,110)
933	RENTS	(1,319,790)	(1,330,600)	(10,810)	(1,346,870)	(1,348,290)	(1,335,990)	(1,336,240)
935	COMMISSION	(12,400)	(13,040)	(640)	(11,300)	(11,430)	(11,560)	(11,700)
938	FEES AND CHARGES	(294,550)	(312,800)	(18,250)	(317,600)	(322,500)	(327,490)	(332,580)
939	OTHER RECEIPTS	(605,900)	(631,400)	(25,500)	(641,620)	(644,640)	(646,860)	(647,970)
941	INTEREST	(600)	(610)	(10)	(610)	(610)	(610)	(610)
951	RECHARGE GF REV ACCOUNTS	(8,264,300)	(8,090,040)	174,260	(8,220,220)	(8,317,280)	(8,420,340)	(8,505,640)
958	INT CHARGE FOR SERVICES	(149,960)	(148,140)	1,820	(151,110)	(154,130)	(157,220)	(160,360)
961	REVENUE APPROPRIATION ADJUST	(104,490)	(171,800)	(67,310)	(182,720)	(195,030)	(207,720)	(220,630)
INCOME SUB-TOTAL		(46,249,380)	(47,593,780)	(1,344,400)	(48,061,080)	(48,292,320)	(48,618,400)	(48,798,840)
TOTAL		13,207,400	12,299,310	(908,090)	12,456,620	12,598,470	12,653,730	12,761,780

EMPLOYEE PLAN

REVIEW OF 2014/2015

The Employee Budget for 2014/2015, produced early in 2014, predicted an increase of 2.99 full-time equivalents (FTE's) to an establishment of 433.49 FTE's at 31st March 2015. In the current review staffing levels are estimated to be 448.03 FTE's as at 31st March 2015.

2014/2015		2015/2016		
SERVICE AREA	Actual Employee Establishment at 31.03.14	Planned Employee Establishment at 31.03.15	Planned Variations	Anticipated Employee Establishment at 31.03.16
Chief Executive's	1.00	1.00		1.00
Deputy Chief Executive	5.72	34.29	-0.22	34.07
Community	117.39	120.62		120.62
Growth	47.43	0.00		0.00
Safety	46.52	54.43	-1.00	53.43
Customers	124.42	147.77	-81.04	66.73
Resources	88.02	89.92	-5.21	84.71
TOTAL	430.50	448.03	-87.47	360.56
Joint Negotiating Committee	7.00	6.00		6.00
Grades NS 11-17	86.13	91.67	-8.00	83.67
Grades NS 9 -10	52.31	50.67	-5.00	45.67
Below Grade NS 9	285.06	299.69	-74.47	225.22
TOTAL	430.50	448.03	-87.47	360.56

ESTIMATE 2015/2016

It is currently estimated that the establishment at 31st March 2016 will decrease to 360.56 Full Time Equivalents. This decrease is largely due to the TUPE transfer of Leisure staff to the new Leisure Company.

SUMMARY OF DISCRETIONARY

FEES and CHARGES

FROM 1st APRIL 2015

**SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES
AND ASSOCIATED MATTERS**

FOR

NEWARK AND SHERWOOD DISTRICT COUNCIL

TO BE READ IN CONJUNCTION WITH

THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010

Date this Scheme came into effect: 1 October 2010. Rate of charges amended on

4 January 2011 (to reflect changes in VAT),

7 July 2011 and 1 January 2013 (to reflect changes in hourly rate)

1 April 2014 (to reflect changes in hourly rate)

1 April 2015 (to reflect changes in time allocation and site inspections)

SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

'building' means: any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

'building notice' means: a notice given in accordance with Regulations 12(2)(a) and 13 of the Building Regulations 2010 (as amended)

'building work' means:

- a) the erection or extension of a building;
- b) the provision or extension of a controlled service or fitting in or in connection with a building;
- c) the material alteration of a building, or a controlled service or fitting;
- d) work required by building Regulation 6 (requirements relating to material change of use);
- e) the insertion of insulating material into the cavity wall of a building;
- f) work involving the underpinning of a building;
- g) work required by building Regulation 23 (requirements relating to thermal elements);
- h) work required by building Regulation 22 (requirements relating to a change of energy status);
- i) work required by building Regulation 28 (consequential improvements to energy performance);

'Building Regulations' means: the Building Regulations 2010 (as amended)

'chargeable function' means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the Authority in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the Authority in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984 (as amended).
- (c) the consideration of a building notice which has been given to the Authority in accordance with the Building Regulations 2010.
- (d) the consideration of building work reverting to the Authority under the Building (Approved Inspectors etc.) Regulations 2010.
- (e) the consideration of a regularisation application submitted to the Authority under Regulation 18 of the Building Regulations 2010.

'cost' does not include any professional fees paid to an architect, quantity surveyor or any other person.

‘dwelling’ includes a dwelling-house and a flat.

‘dwelling-house’ does not include a flat or a building containing a flat.

‘flat’ means a separate and self-contained premise constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

‘floor area of a building or extension’ is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

‘regularisation’ means:

a request for a certificate given in accordance with Regulation 18 of the Building Regulations for unauthorised work that has carried out on or after 11th November 1985 and

‘relevant person’ means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of ‘chargeable advice’.

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**, payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the Authority.
- **A reversion charge**, payable for building work in relation to a building: -
 - a) which has been partly completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a) of the Approved Inspectors Regulations; or
 - b) In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the Authority in accordance with Regulation 18 of the Building Regulations.

Chargeable advice, Local Authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the Authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 3 for definition).

Any charge which is payable to the Authority may, in a particular case, and with the agreement of the Authority, be paid by instalments of such amounts payable on such dates as may be specified by the Authority. If the applicant and an Authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in Regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in Regulation 12(6)(5) or 43 of the Building Regulations (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with Regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same Local Authority;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a Local Authority to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.
- c) The Authority has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-
 1. the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
 2. the provision of extension of a room which is or will be used solely-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare of disabled persons.

- (c) Note: **‘disabled person’** means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

Information required to determine charges

If the Authority requires additional information to enable it to determine the correct charge the Authority can request the information under the provisions of Regulation 9 of the Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the Authority’s Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to:–

- The floor area of the building or extension;
- The estimated duration of the building work and the anticipated number of inspections to be carried out;
- The use of members of a relevant competent persons scheme to carry out the work;
- The use of accredited standard details, for example Part E compliant details from Robust Details Ltd or LABC Registered Details;
- Any accreditations held by the builder or other member of the design team;
- The nature of the design of the building work and whether innovative or high-risk construction is to be used;
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the ‘estimate’ is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The Authority has established standard charges using the principles contained within the Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building works that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within the Building (Local Authority Charges) Regulations 2010. If the Authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the Authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in Regulation 7(5) of the Charges Regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the Authority will state which factors in Regulation 7(5) of the Charges Regulations it has taken into account in establishing a standard or individually determined charge.

Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the Authority will establish the charge by individually determining the charge.

Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £65.40 has been used.
- Any charge payable to the Authority shall be paid with an amount equal to any value added tax payable in respect of that charge. Note that VAT is not currently charged on Regularisation or Reversion Applications.
- Charges are not payable for the first hour when calculating an advice charge.
- The Authority accepts payment by instalments in respect of all building work where the total charge exceeds £1000. The Authority will on request specify the amounts payable and dates on which instalments are to be paid.

Reduced charges

The Authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the Local Authority to perform the chargeable function for that work.

Where any of the work shown in Table C is to be carried out at the same time as work for which a charge under Table B or Table D has been paid, then the Table C charge for the relevant work will be reduced by 50%.

Where any of the work shown in Table D is to be carried out at the same time as work for which a charge under Table B or Table C has been paid, then the Table D charge for the relevant work will be reduced by 50%.

Where in accordance with Regulation 7(5)(i) of the Charges Regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other the charge for the whole of the work will be individually determined.

Where in accordance with Regulation 7(5)(j) of the Charges Regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same Local Authority, the charge will be individually determined.

No additional charge will be made for the first re-submission following a rejection.

Supplementary charges

The charges have been set on the basis that the design and building work will be undertaken by a person or company that is competent to do so, and reasonable assumptions have been made on this basis as to the likely time that will be necessary to deal with the application.

A supplementary charge may however be made where additional costs are incurred in order to verify compliance with the Building Regulations, for example:–

- Where additional inspections are needed as a result of work not being ready, or not being to an acceptable standard on the first inspection visit, or the omission of notification stages at the appropriate construction.
- Where the project includes work which could have been carried out by a member of an approved Competent Persons Scheme, but was not.
- Where calculations required by Part L are not provided by an accredited energy assessor.
- Where details used to demonstrate compliance with Part E are not provided by Robust Details Ltd.
- Where air tightness testing is required under the Building Regulations unless a certificate confirming compliance is provided by a person who is registered by the British Institute of Non-destructive Testing in respect of pressure testing for the air tightness of buildings.
- In the case of a full plans application, the application needs to be re-submitted more than once before being approved.
-

Please note that this list is not exhaustive, and that where a supplementary charge is made, a clear explanation of the reason will be given in each case. See Table E.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the Local Authority will issue a refund or request a supplementary charge. A written statement setting out the basis of the refund or supplementary charge will be provided, which will clearly show how this has been calculated. In the calculation of refunds or supplementary charges, no account shall be taken of the first hour of an officer's time

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Authority has received the correct charge. In other words, relevant timescales do not start until the appropriate payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Authority has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request.

Transitional Provisions

The Authority's scheme for the recovery of charges dated 1 January 2013 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1 January 2013 and the 1 April 2014 inclusive.

STANDARD CHARGES

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the Authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the Authority then a reduction to the standard charge will be made.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables. For all work other than that included in the tables, the plan and inspection charges will be individually determined.

Building Notice Charge

The Building Notice charge is listed in the following tables. For all work other than that included in the tables, the Building Notice charge will be individually determined.

Reversion Charge

This charge is listed in the following tables. For all work other than that included in the tables, the reversion charge will be individually determined.

Regularisation Charge

The charge is listed in the following tables. For all work other than that included in the tables, the regularisation charge will be individually determined.

TABLE A**STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

Number of Dwellings	Plan Charge	Inspection Charge	Building Notice charge	Regularisation and Reversion Charge
1	£150	£590	£740	£930

Includes VAT at 20%

Notes -

For 2 or more dwellings, or for a single dwelling where the floor area exceeds 300m² the charge is individually determined, suggested framework is detailed above but factors that may affect charges further are covered earlier in Reduced charges and Supplementary charges.

TABLE B**STANDARD CHARGES FOR OTHER BUILDING WORK****Domestic extensions to a single building**

Description	Plan Charge	Inspection Charge	Building Notice charge	Regularisation and Reversion Charge
Extension or loft conversion where floor does not exceed 20m ²	£150	£340	£490	£610
Extension or loft conversion where floor exceeds 20m ² but does not exceed 60m ²	£150	£420	£570	£710
Extension or loft conversion where floor area exceeds 60m ²	£150	£510	£660	£830
Erection or extension of a domestic garage or carport up to 36m ²	£150	£290	£440	£540
Erection or extension of a domestic garage or carport over 36m ²	£150	£380	£530	£660

Includes VAT at 20%

Notes –

- a) The above charges can be used for more than one extension provided all extensions are built at the same time and the total floor area of all the extensions is used as the basis for calculation.

TABLE C**Domestic alterations to a single building**

Description	Plan Charge	Inspection Charge	Building Notice charge	Reduced charge if carried out at same time as work in Table B or D	Regularisation and Reversion Charge
Renovation of a thermal element to a single dwelling. (e.g. external insulation or reroofing)	£200	£0	£200	£100	£250
Replacement of windows/doors (where all are replaced at the same time)	£230	£0	£230	£115	£290
Any electrical work other than the complete rewiring of a dwelling.	£230	£0	£230	£115	£290
Electrical work involving the complete re-wiring of an existing dwelling.	£290	£0	£290	£145	£360
Removal of a single load bearing wall or chimney stack	£260	£0	£260	£130	£280
Installation of insulation into an existing cavity wall	£150	£0	£150	£75	£177
Installation of PV panels or a solar heating system	£290	£0	£290	£145	£360
Conversion of a domestic garage into a habitable room(s)	£150	£260	£410	£205	£440

Includes VAT at 20%

TABLE D**ALL OTHER WORK**

Description	Plan Charge	Inspection Charge	Building Notice charge	Reduced charge if carried out at same time as work in Table B	Regularisation and Reversion Charge
Work for which the estimated cost is £1000 or less	£150	£140	£290	£145	£310
Work for which the estimated cost is over £1000 and up to £5000	£150	£260	£410	£205	£510
Work for which the estimated cost is over £5000 and up to £20000	£150	£310	£460	£230	£570

Includes VAT at 20%

Notes –

- a) Where the work involves a change of use or a change of energy status, the charge will be individually determined in each case.

TABLE E

Item	Discretionary Building Control Services	Charge
1	Professional interpretation of historic building regulation application and resolve any outstanding decision and/or certification.	£115
2	Research and supply additional copy of certificate or decision notice for applications post 2009	£10
3	Research and supply additional copy of certificate or decision notice for applications prior to 2009	£25
4	Withdraw application prior to assessment.	£55
5	Redirecting invoice.	£30
6	Domestic energy assessment and certification for new and existing dwelling. SAP & EPC per dwelling without room in roof space.	£150
7	Domestic energy assessment and certification for new and existing dwelling. SAP & EPC per dwelling with room in roof space.	£200
8	Domestic structural design per structural opening.	£115
9	Professional advice relating to dangerous structures per hour. (Costs incurred by engaging contractors charged separately.)	£78
10	Professional consultation service relating to demolition application.	£115

PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE – APPENDIX E

Development Category	Previous charge	Proposed charge
<p>DO I NEED PLANNING PERMISSION REQUESTS EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc)</p>	<p>Fixed Charge of £48 This would cover one letter.</p>	<p>Fixed Charge of £48 This would cover one letter.</p>
<p>EXEMPTION 2 – COMMERCIAL ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	<p>Fixed Charge of £48 This would cover one letter.</p>	<p>Fixed Charge of £48 This would cover one letter.</p>
<p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1200 This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>	<p>Fixed charge of £1200 This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>
<p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT Residential development of 200 or more dwellings or where the site area is 4 hectares or more.</p>	<p>£1500</p>	<p>£1500</p>
<p>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 10 and 199 dwellings (inclusive)</p>	<p>£840</p>	<p>£840</p>
<p>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	<p>£480</p>	<p>£480</p>
<p>CATEGORY D – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space or change of use of less than 300 sqm Advert Consent.</p>	<p>£180</p>	<p>£180</p>
<p>NEW CATEGORY E – WIND TURBINES</p>	<p>£1200</p>	<p>£1200</p>

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority

TERMS AND CONDITIONS

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made over the phone by telephoning 01636 650000. Alternatively payment can be made by cheque, which should be made payable to Newark and Sherwood District Council.

SERVICE STANDARDS AND SUBMISSION REQUIREMENTS

Exemptions (Do I need Planning Permission Requests)

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. Building Control will also advise as to whether Building Regulations approval is required. You will receive acknowledgement of your request for the advice within 1 week of a valid request, **unless our response can be issued within 1 week of a valid request**. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Pre Application Advice

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at our reception at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- That your request for advice has been received;
- That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- Any additional information that is required before pre-application advice is offered; and o The name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Within 10 days of receiving a valid request, the case officer will contact you and agree a time and date for a meeting if applicable. Alternatively, the case officer will confirm the timescales for issuing their advice. The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

Meetings will normally be held at Kelham Hall.

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

A manager or more senior manager will check the detailed advice note before it is issued (even if that person did not attend any meeting).

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit;
- Consult with key statutory and non-statutory consultees that would normally be contacted at application stage;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant at Kelham Hall where applicable.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed the fee must be paid in full prior to any advice being issued.

QUALIFICATION

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

CONTACT US

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using planning@nsdc.info or 01636 650000

LAND CHARGES- ECONOMIC DEVELOPMENT COMMITTEE – APPENDIX F

Type of Search	Relevant Act or Order	2014-2015 Existing	2015-2016 Proposed	2015/2016 Estimate	Comments
LLC1	Local Land Charges Act 1975	£25	£25.50	1400	*
Con29 Residential	Local Land Charges Act 1975	£60	£61.50	1150	*
Con29 Commercial	Local Land Charges Act 1975	£85	£87.00	250	*
Optional Question Q5	Local Land Charges Act 1975	£20	£20.50	350	*
Optional Question Q22	Local Land Charges Act 1975	£20	£20.50	200	*
Optional Questions Remainder	Local Land Charges Act 1975	£10	£10.50	120	*
Written Enquiries	Local Land Charges Act 1975	£17	£17.50	6	*
Additional Parcels	Local Land Charges Act 1975	£15	£15.50	30	*
Personal Search	Local Land Charges Act 1975	NIL	NIL	1150	
Light Obstruction Notice – Registration Fee	Rights of Light Act 1959	£67.50	£69.00	0	

*The fees for 2015/16 are subject to revision following discussions between the LGA and the Ministry of Justice. In accordance with legislation, fees are determined on a recovery of cost basis. No increases in fees on full searches are proposed for 2015/16 as the service continues to deal with competition from external companies (Personal Search Companies).

Progress continues regarding the transfer of local land charge function (LLC1 searches) to the Land Registry, this will have a significant impact in terms of the Council's fee income.

We do not anticipate that there will be any change until 2016 at the earliest which means that we do not have to address the potential budget shortfall in 2015/16 but may need to look at this for 2016/17.

The representatives from the Land Registry have advised the Business Manager Technical Support that the proposal to transfer the local land charges function from the local authorities to the Land Registry had been included in the Queen's speech on 4th June 2014 and was contained within the Infrastructure Bill which was currently receiving its first reading in the House of Lords. Deputy Chief Executive and Business Manager Technical Support will continue to update on progress of project.

CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE – APPENDIX G

NEWARK CAR PARKS	Existing 2014-15		2015-16 Proposed	
INNER TOWN			30 min	£0.50
London Road	1 hour	£1.00	1 hour	£1.00
Balderton Gate	2 hours	£1.60	2 hours	£1.50
Mount Street	2-4 hours	£2.60	2-3 hours	£2.50
Town Wharf	Over 4 hours	£4.60	3-4 hours	£4.50
Newark Market Place (Option)			Over 4 hours	£7.50
Appletongate	After 6pm (Evening Charge)	£1.00	After 6pm (Evening Charge)	£1.00
OUTER TOWN				
Riverside (former Tolney Lane)	1 hour	£1.00	1 hour	£1.00
	2 hours	£1.50	2 hours	£1.50
Riverside Arena	2-4 hours	£2.10	2-4 hours	£2.00
Livestock Market	Over 4hours	£2.60	4-5 hours	£2.50
			5 hours and above	£3.00
SOUTHWELL CAR PARKS	Up to 2 hours	FREE	Up to 2 hours	FREE
King Street	2-3 hours	£1.60	2-3 hours	£1.60
Church Street	3-4 hours	£2.60	3-4 hours	£2.60
Bramley Centre & Library	4-5 hours	£3.60	4-5 hours	£3.60
	5-6 hours	£4.70	5-6 hours	£4.70
	Over 6 hours	£6.00	Over 6 hours	£6.00
Dedicated Motorcycle Bay	Motorcycles parking in general bays shall be liable to a Penalty Charge Notice. Motorcycles <u>must</u> park in the dedicated motorcycle bay			
Southwell: King Street				

Church Street		
Bramley Centre & Library		
LORRY PARKING		
Lorry Parking – Fixed Charge	£12.00	£12.50
Lorry Parking (with meal voucher)	£15.00	£15.50
SEASON TICKETS		
INNER TOWN (Newark)	£80 per month £160.00 per quarter £640 per year*	£81.60 per month £163.20 per quarter £652.80 per year*
OUTER TOWN (Newark)	£45.00 per month £105 per quarter £420 per year*	£45.90 per month £107.10 per quarter £428.40 per year*
KING STREET RESIDENTS (Southwell)	One Payment £50 annual	One Payment £51 annual
CHURCH STREET and BRAMLEY CENTRE & LIBRARY (Southwell)	£350 per year	£357 per year
CONTRACT CAR PARK RATES Fixed charge	Quarterly £200.00	Quarterly £204.00
Cashless parking to be offered at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.		

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5

NEWARK MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE –APPENDIX H

Day	Item	2014/2015 Existing	2015-16 Proposed
Monday (25 traders)	Rent	£15.00	£15.00
	Extra stall	£ 7.50	£ 7.50
	Extension	£ 5.00	£ 5.00
	Mobile Unit	£ 4.95/linear metre	£ 4.95/linear metre
	Stodman St/Bridge St	£ 35 - £60	£ 35 - £60
Wednesday (65 traders)	Rent- Licensed	£ 20.00	£ 20.00
	Extra licensed stall	£ 10.00	£ 10.00
	Rent - Casual	£ 23.00	£ 23.00
	Extra casual stall	£ 22.00	£ 22.00
	Extension	£ 7.00	£ 7.00
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Riverside Stall	£15.00	£16.00
	Riverside Pitch	£ 4.95/linear metre	£ 5.30/linear metre
	Farmers	£ 22.00	£23.00
Stodman St/Bridge St	£ 35- £60	£ 35- £60	
Thursday (20 traders)	Rent	£15.00	£15.00
	Extra stall	£ 7.50	£ 7.50
	Extension	£ 5.00	£ 5.00
	Mobile Unit	£ 4.95/linear metre	£ 4.95/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Friday (40 traders)	Rent- Licensed	£ 16.00	£ 16.00
	Extra Licensed stall	£ 10.00	£ 10.00
	Rent- Casual	£ 19.00	£ 19.00
	Extra Casual stall	£ 10.00	£ 10.00
	Extension	£ 6.00	£ 6.00

	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Saturday (65 traders)	Rent- Licensed	£ 20.00	£ 20.00
	Extra Licensed stall	£ 10.00	£ 10.00
	Rent- casual	£ 22.00	£ 22.00
	Extra casual stall	£ 12.00	£ 12.00
	Extension	£ 7.00	£ 7.00
	Mobile Unit	£6.60/linear metre	£6.60/linear metre
	Stodman St/Bridge St	£ 35- £60	£ 35- £60
Charity Stall		£12	£12
Off Site Hire		£18	£18

SOUTHWELL MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

Day	Item	2014/2015	2015/2016
		Existing	Proposed
Thursday (5 traders)	Rent	£15.00	£16.00
	1 Additional Stall	£ 8.00	£ 8.00
	Extension	£ 1.00/ square metre	£ 1.00/ square metre
	Farmers	£18.00	£18.00
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Saturday (18 traders)	Rent	£18.00	£18.00
	1 Additional Stall	£10.00	£10.00
	Extension	£ 1.00/square metre	£ 1.00/square metre
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Charity Stall		£12	£12
Off Site Hire		£18	£18

- Electricity, other than that provided for lighting is charged additionally, according to load, from £3- £7 per day
- Licensed market traders pay £4.00 per week retainer for a maximum of 3 weeks holiday per year and 20% of Trailer charge, ie: £40.00 normal rent- £8 holiday charge
- Licensed market traders pay the full rent for their licensed stalls if they fail to attend other than holidays. This is reduced to £8.00 if the stall is re-let to another trader.
- An initiative to increase the stall occupancy a number of years ago permitted licensed traders to take additional stalls over and above their licensed stalls at a reduced rent of £6.50 on Mondays and Thursdays, £5.25 on Fridays and £9.50 on Wednesdays and Saturdays. This initiative has now ceased but traders who took advantage of it have been allowed to retain their additional stalls at the reduced rent. Licensed market trader's rent may be waived at the discretion of the Parking and Markets Manager in the case of serious illness or hospitalisation.

To attract and retain new traders and licensed traders: various discount schemes are now available:

1. A Loyalty Discount Scheme is provided to all Licensed Traders. If a Licensed stallholder attends the market on 90 percent of his/her available days during November and December then a discount is offered at £5.00 per stood market day in January/February.
2. A New starter discount of 25% on all stalls is available payable to new market traders on any day on the 4th consecutive week of trading, ie: On the 4th week trading day(s) there is free rent on each and every stall rented over the previous 4 weeks by the new trader.
3. A New Lines Discount of £10% is additionally provided to new traders where the type of goods offered is not available on that market day
4. At the discretion of the Business Manager for Car Parking and Markets, taster stalls for new/potential traders may be offered at £10 per stall for a maximum of two weeks on any day.
5. The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer to apply a level of stall rent relevant to competition and the market price and the potential for trading viability, for one off Specialist Markets in the Market Place or at any other town locations including Stodman Street and Bridge Street and at Southwell.
6. The Business Manager for Car Parking and Markets shall have the discretion to offer limited discounts to licensed traders during days when there is severe adverse weather that has significantly affected footfall to the Market Places
7. Additional seasonal casual traders offering lines already offered by licensed traders, eg: wreaths, shall be limited to 5 on a market with at least a 75% occupancy on that day and 3 on a market with less than 75% occupancy and such traders shall be charged a rent fee of £25 per day on all days.
8. At the discretion of the Business Manager for Car Parking and Markets, schools and colleges may be granted free stall use for a maximum of 5 market days per year to assist in the attraction of an additional younger customer profile for the markets.
9. An additional premium to relevant stall holders may be charged at the discretion of the Business Manager for Car Parking and Markets, to meet or mitigate the costs of any market home delivery service.

ADVERTISING RATES FOR VOICE MAGAZINE – HOMES AND COMMUNITIES COMMITTEE – APPENDIX I

Size	2014/2015	2015/2016
	Existing	Proposed
Full page (210mm wide x 295mm deep)	£1,020 + VAT	£1,040 + VAT
½ page (210mm wide x 147.5mm deep)	£612 + VAT	£624 + VAT
¼ page	£357 + VAT	£364 + VAT
Back (Full page dimensions)	£1,275 + VAT	£1,275 + VAT

LICENSING FEES – HOMES AND COMMUNITIES COMMITTEE- APPENDIX J

	Type of Licence	Relevant Act or Order*	2014/15	2015-16 Proposed	Average Number issued per year	Duration
1	Hypnotism – Grant	Ref 001	£45	£46	0	Occasional for specific dates
2	Sex Establishment – Grant/Renewal	Ref 002	£3540	£3540	0	Up to 1 year
3	(a) Hackney Carriage	Ref 003	£204	£208		Annual
	(b) Private Hire Vehicle –	Ref 003	£158	£160		Annual
	(c) Ambulance Vehicles	Ref 003	£87	£90		Annual
	(d) Hackney Carriage/Private Hire Drivers	Ref 003	£92	£94		Annual then 3 years on renewal
	(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	£31	£32		Annual
	(f) Ambulance Drivers	Ref 003	£61	£63		Annual then 3 years on renewal
	(g) Ambulance Drivers over 65	Ref 003	£21	£22		Annual
	(h) Private Hire Operators	Ref 003				3 years
	(i) Basic		£143	£145		

	(ii) plus per vehicle		£26	£27		
	(i) Ambulance Operators	Ref 003				3 years
	(i) Basic		£138	£140		
	(ii) plus per vehicle Plates		£16	£17		
	(j) Knowledge Test	Ref 003	£36	£37		One Off
	(k) Drivers Test	Ref 003	£36	£37		One Off
	(l) Replacement Badge	Ref 003	£16	£16		One Off
	(m) Replacement Plate	Ref 003	£39	£39		
	(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	£41	£42		One Off
	(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	£82	£83		One Off
	(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	£69	£70		One Off
	(q) Temporary & Permanent Magnetic Roundels	Ref 003	£16	£16		One Off
	(r) Additional stick on Roundels	Ref 003	£8	£8		One Off
1	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
2	The Authority has the discretion to charge a reasonable fee – There are currently no such premises within the District					
3	<p>The Authority may charge such fees for the grant of licences so as to recover the cost of services. The fees have increased by approximately 2%.</p> <p>Comparisons have been made with other Nottinghamshire local authority fees. Temporary Plate/Transfer of vehicle licence has been increased over recent years to more realistically reflect the actual cost of providing the plate etc and administration work involved.</p>					

GAMBLING ACT 2005 – DISCRETIONARY FEES

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations.

No changes are proposed for these fees.

	BINGO	ADULT GAMING CENTRE	FAMILY ENTERTAINMENT CENTRE	BETTING PREMISES (ex tracks)	BETTING ON TRACK
Transitional Fast Track Application	£200	£200	£200	£200	£200
Transitional non-fast track Application	£800	£800	£800	£800	£800
New application	£943	£943	£943	£943	£943
Application for reinstatement of licence	£500	£500	£500	£500	£500
Application for provisional statement	£943	£943	£943	£943	£943
Application to convert provisional statement	£600	£600	£600	£600	£600
Application to Vary licence	£800	£800	£800	£1000	£1000

Application to transfer licence	£33	£33	£33	£33	£33
Notification of Change	£51	£51	£51	£51	£51
Copy of Licence	£16	£16	£16	£16	£16
Annual Fee	£475	£475	£475	£475	£475

GAMBLING ACT 2005 FEES SET BY STATUTE

Permit		Fee	Comments
Family Entertainment Centre	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Prize Gaming Permits</u>	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Gaming Machines in Alcohol Licensed Premises</u>	Notification of up to 2 machines	£50	
	Gaming machine permit for more than 2 – existing operator	£100	
	Gaming machine permit for more than 2 – new operator	£150	
	Variation (number of category)	£100	

	Transfer	£25	
	Annual fee	£50	
	Change of name	£25	
	Copy of permit	£15	
<u>Club Gaming and Club Machine Permits</u>	Existing Operators (transition)	£100	
	New Application	£200	
	Renewal	£200	
	Variation	£100	
	Annual Fee	£50	
	Copy of Permit	£15	
Temporary use notice		£100	
Small society Lottery	Exempt Lotteries – Registration Fee	£40	
	Exempt Lotteries – Annual Fee	£20	

LICENSING ACT 2003 – FEES SET BY STATUTE

<u>Type of licence</u>	<u>Current Fee</u>	<u>Comments</u>
Premises licence - Application	Variable	The fee payable depends on the rateable value of the premises which are prescribed/set nationally.
Premises Licence – Annual Fee	Variable	The fee payable depends on the rateable value of the premises which are prescribed/set nationally.
Premises Licence –additional fee for large events	Variable	The fee payable depends on the rateable value of the premises which are prescribed/set nationally.
Premises Licence – Full Variation	Variable	The fee payable depends on the rateable value of the premises which are prescribed/set nationally.
Premises Licence –Minor Variation	£89	
Personal Licence	£37	
Temporary event Notice	£21	
	£40	
	£20	

There are currently no proposals by Government to increase the fees in 2015/16

ENVIRONMENTAL HEALTH FEES AND CHARGES – LEISURE AND ENVIRONMENT COMMITTEE- APPENDIX K

	Type of licence	Relevant act or order*	Duration	Notes	2014-15 Existing	2015-16 Proposed
1	Animal Boarding Establishments	Ref 004	Annual		£153 + vet fees £107 +vet fees	£156 + vet fees £109 +vet fees
2	Home Boarding	Ref 004	Annual		£66 + vet fees There is an additional charge of £15 per host family when part of a franchise	£67 + vet fees There is an additional charge of £16 per host family when part of a franchise
3	Dangerous Wild Animals	Ref 005	Annual		£117 + vet fees	£120 + vet fees
4	Dog Breeding	Ref 006	Annual		£153 + vet fees £87 + vet fees	£156 + vet fees £89 + vet fees
5	Riding Establishments	Ref 007	Annual		£153 + vet fees £118 + vet fees	£155 + vet fees £120 + vet fees
6	Ear-Piercing, Tattooing, Acupuncture. Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	Annual		£87 £102 Where the premises already hold a licence for ear piercing etc £44 person £51 premises	£89 £104 Where the premises already hold a licence for ear piercing etc £45 person £52 premises

7	Massage & Special Treatment No massage (just sunbeds)	Ref 008	Annual Annual		£143 £102	£145 £104
8	Lasers	Ref 008	Annual		£459 £153 £204	£465 £156 £208

	Type of licence	Relevant act or order*	Duration	Notes	2014-15 Existing	2015-16 Proposed
9	Zoos	Ref 009	First licence valid for 4 years Renewal valid for 6 years		£408 £306 £306 £153	£414 £312 £312 £156
10	Pet Shops Pet Animals Act 1951	Ref 010	Annual		£153 £99	£156 £101
11	High Hedges	Ref 011	One Off		£143 + VAT £275 + VAT	£145 + VAT £280 + VAT
12	Licence Application for House in Multiple Occupation	Ref 012	One off		£367 £317 £108	£374 £323 £110
13	Scrap Metal Dealer	Ref 013	Three years		£300 £110 £80 – Collector £200 - Site	£300 £110 £80 – Collector £200 - Site
14	Mobile Homes Act 2014	Ref 014		To reflect the variation in the cost		Application fee £353

				<p>of processing the application depending on the size of the site.</p> <p>Depends on total number of pitches</p>		<p>plus £8.50 per additional unit</p> <p>Annual fee £10 - £15 per pitch.</p> <p>Transfer/a mendment of licence £155</p> <p>Depositing Site rules £133</p>
1-8	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
9	Fee now split to differentiate between Council Element and DEFRA element. The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
11-12	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
13 & 14	New licensing System. Fees agree mid-year by Licensing Committee.					

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	2014-15 Existing	2015-2016 Proposed	Comments
Health & Purity Certificate	£26	£27	
Foot & Mouth Health Certificate	£110	£112	
Condemnation Certificate	£77 per hour + £36 admin + VAT	£79 per hour + £36 admin + VAT	
Applications made under the Local Authority Pollution prevention and Control Regime			
Copies of Permits	£39 + VAT	£40 + VAT	
Copy of Full Register	£75 + VAT	£77 + VAT	
Environmental Site Reports			
Home Buyer Version	£61 + VAT	£63 + VAT	
Detailed version	£173 = VAT	£177 = VAT	

SERVICE: Pest Control Domestic	2014-15 Existing	2015-2016 Proposed	Comments
Survey of domestic premises	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Mice or rats (in house or garden), fleas, bedbugs at domestic premises.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasps at domestic premises	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Cluster flies at domestic premises	£80 including VAT (reduction to £40 for means tested benefit)	£80 including VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

PEST CONTROL –COMMERCIAL

SERVICE: Pest Control Commercial	2014-15 Existing	2015-2016 Proposed	Comments
Survey of commercial/business premises	£40 + VAT	£42 + VAT	
Insect treatment - commercial/business premises	£60 per hour + materials + VAT	£62 per hour + materials + VAT	
Rodent treatment - commercial/business premises	£60 per hour + materials + VAT	£62 per hour + materials + VAT	
Wasp treatment - commercial/business premises	£95 +VAT ; and £20 + VAT for each additional nest if treated at one visit	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	

DOG WARDENS

STRAY DOGS:	2014-15 Existing		2015-2016 Proposed		Comments
<p>This includes Government fee, Local Authority charge, and kennelling costs.</p> <p>Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.</p>	1 Day	£83	1 Day	£83	<p>No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities reveals that NSDC charges are high in comparison.</p>
	2 Days	£91	2 Days	£91	
	3 Days	£99	3 Days	£99	
	4 days	£107	4 days	£107	
	5 Days	£115	5 Days	£115	
	6 Days		6 Days	£123	
	7 Days		7 Days	£131	

PRIVATE WATER SUPPLIES- APPENDIX M

Activity	NSDC charge 2014-15	Proposed charge 2015-2016	Comments
Risk Assessment	Hourly rate x time spent	Hourly rate x time spent	Guidance on fees is provided by the Drinking Water Inspectorate
Sampling	£50	£50	
Investigation	Hourly rate + analysis costs	Hourly rate + analysis costs	
Authorisation	Hourly rate x time spent	Hourly rate x time spent	
Domestic Supplies (Reg 10)	£25	£25	
Check Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	
Audit Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	

MISCELLANEOUS CHARGES

SERVICE	2014/2015 Existing	2015/2016 Proposed	Comments
Solicitor's letter for accident investigation.	£77 hour + VAT	£79 hour + VAT	
Copy of Photographs relating to accident	£40 + VAT	£40 + VAT	
Disabling burglar alarm under Environmental Protection Act 1990 – statutory nuisance	£155 per hour + VAT + alarm company costs + £75 Admin fee + VAT	£159 per hour + VAT + alarm company costs + £75 Admin fee + VAT	
CCTV Drain scans	£120 + VAT per hour or part thereof	£122 + VAT per hour or part thereof	
Emptying Dog Waste Bins	£1.75 + VAT per emptying per bin	£1.75 + VAT per emptying per bin	No increase. Above inflation rises in past three years.
Housing immigration check	£77	£80	

***Relevant act/ Order References**

Ref 001 - Hypnotism Act 1952

Ref 002 - Local Government (Miscellaneous Provisions) Act 1982

Ref 003 - Local Government (Miscellaneous Provisions) Act 1976

Ref 004 - Animal Boarding Establishments Act 1963

Ref 005 - Dangerous Wild Animals 1976

Ref 006 - Dog Breeding and Sale of Dogs (Welfare) Act 1999

Ref 007 - Riding Establishments Acts 1964 and amended 1970

Ref 008 - Nottinghamshire County Council Act 1985

Ref 009 - Zoos Licensing Act 1981

Ref 010 - Pet Animal Act 1951

Ref 011 - Anti Social Behaviour Act 2003

Ref 012 - Housing Act 2004

Ref 013 - Scrap Metal dealers Act 2013

Ref 014 – Mobile Phones Act 2014

LEISURE CENTRES FEES AND CHARGES – LEISURE AND ENVIRONMENT COMMITTEE – APPENDIX N

Activity	Leisure Centre	Current Adult Price £	Proposed Adult Price £	Current Junior Price £	Proposed Junior Price £
Swimming	GLC/DLC	3.80	3.80	£2.50	2.50
Swimming 60+	GLC/DLC	3.10	3.10		
Badminton	GLC/DLC	7.90	7.90	5.00	5.00
Swimming Lessons	GLC/DLC			64.00	65.00
One to One Lessons	GLC/DLC	12.00	13.00		
Dryside Coaching Courses	GLC/BCLC/DLC			64.00	65.00
Fitness Suites	GLC/BCLC/DLC	6.00	6.00		
Fitness Classes	GLC/BCLC/DLC	5.50	5.50		
Fitness Induction *	GLC/BCLC/DLC	43.00	45.00		
Youth Fitness per session	GLC/BCLC/DLC			2.50	2.50
Youth Fitness *	GLC/BCLC/DLC			12.00	13.00
Squash	GLC/DLC	6.20	6.30	4.00	4.00
Xperience** includes badges	GLC/DLC/BCLC			25.00	25.00
Xperience Energy	DLC/BCLC			21.00	21.00
Xperience Energy (Concession)	GLC/DLC/BCLC			18.00	18.00
ACTIVO **	GLC/BCLC/DLC	27.99	27.99		
ACTIVO CONCESSION**	GLC/BCLC/DLC	23.00	23.00		
ACTIVO WORK-OUT	GLC/BCLC/DLC	23.00	23.00		
ACTIVO & XPERIENCE Corporate **	GLC/BCLC/DLC	24.00	24.00	18.00	18.00

General Notes:

It is proposed that existing Activo and Xperience customers will continue to pay 2014-15 fees for 15/16.

In general pay and play prices have remained the same with some minor increases in wet & dryside courses

GLC – Grove Leisure Centre

BCLC – Blidworth Community Leisure Centre

DLC – Dukeries Leisure Centre

* - Based on first month unlimited usage included in the price

** - Includes induction

LOWDHAM AND WALESBY CEMETERY CHARGES - LEISURE AND ENVIRONMENT COMMITTEE APPENDIX O

Area	Service	2014/2015 Existing	2015/16 Proposed	Number undertaken in 2013/14
Grants of Exclusive Right	Purchase of Grave – Resident of Parish	£390	£470	8
	Purchase of Grave – Non Resident of Parish	£780	£940	0
Burials	Grave Digging	£397	£417	11
	Burial of Ashes	£115	£120	1
Memorials	Headstone, Cross, Scroll (max height 2'6")	£155	£160	4
	Height over 2'6" – extra per foot	£26	£27	1
	Vases (max height 9")	£47	£50	0
	Additional inscriptions	£47	£50	1

Some cemetery charges have been raised by more than the rate of inflation in order to bring them in line with the averages for the county.

MUSEUMS AND HERITAGE – LEISURE AND ENVIRONMENT COMMITTEE APPENDIX P

National Civil War Centre – Newark Museum 2015/16 charges on opening		
Proposed Ticket Types	Charge Inc VAT	Notes
Day Tickets		
Adult	7.00	No anticipated change on prices agreed for opening during 2014
Concession	6.00	
Children 5-16	3.00	
Children under 5	Free	
Group Visit (10 or more paying)	10% discount	
Annual Pass – Adult	£11	
Annual Pass - Concession	£10	
Annual Pass – Children	£5	
Annual Pass – Family 2 Plus up to 3	£27	
Annual Pass – Family 1 Plus up to 3	£19	

OTHER CHARGES			
Other Income	Charge	Additional Information	Proposed 2015-16 inc VAT
Temporary Gallery Hire	£50 per gallery per week or fee waived if thought volume of visitors justified it / minor income from gallery sales	Millgate charge indicated	Not proposed to have temporary gallery hire available during 2015-16 as our exhibition programme will drive paying visitor numbers
Room Hire			
Loans Box Fines	£10	Late return of boxes	£15
Out of District Schools Travel Expenses	£100	Flat fee	Price by request – It is not intended to promote outreach for

			schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.
Photocopying	£50p A4 £1.00 A3		£50p A4 £1.00 A3
Scan Orders	£5.50 £6.50 £9.00	This price includes VAT . Postage is extra.	£5.50 £6.50 £9.00
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)		£5.00 plus £2.00 admin(very rarely requested)
Own Camera	£2.00	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£2.00
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£6.00	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£6.00
Publication	Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image Local	There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication. Cost per image is based on <u>one</u> use only. Two	Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image minimum Local Authority/voluntary/charitable

	<p>Authority/voluntary/charitable organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p>	<p>uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>organisations £20.00 per image minimum</p> <p>Corporate Products (annual reports, TV) £100.00 per image minimum</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image minimum</p>
Television/filming		Contract required from film company	
Long Term Archaeological Storage at Museum Resource Centre	£100 per box and £10.00 per year on going per box	Costs are based on English Heritage Calculations. One off fees.	£120 per box and £15.00 per year on going per box
Discovery box – Cost per hire	Discuss – time frames for charges	Loan period is 2 weeks – fines for late returns	£10 per box for two weeks
Education programme @ NCWC	Part of new offer or interim	To be paid on day of visit by cash/cheque/card or by invoice	<p>£3.50 (£2.92 net) per head – Half day (2 – 2.5 hr) visit – one facilitated* activity, one self-led activity**</p> <p>£4.95 (£4.13 net) per head – Full day visit – one facilitated activity, two self-led activities.</p> <p>£5.95 (£4.96 net) per head – Full Day</p>

			visit – two facilitated activities, one self-led activity.
Outreach programme	Part of new offer or interim	To be paid by all non-school participants. As above.	Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.

THE RESOURCE CENTRE			
Hire Location	Charge	Additional Information	Proposed 2015-2016
Out of Hours – Guided tours	Out of hours £75 plus £1.00 per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person
In Hours – Guided tours	During working hours £40 plus £1.00 per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person
Workshops	Part of new offer or interim	To be paid in advance when booking	Price by request

PALACE THEATRE - FEES AND CHARGES - LEISURE AND ENVIRONMENT COMMITTEE APPENDIX Q

	2014/15 Existing	2015/16 Proposed Average number issued per year Duration
<p>1 <u>Theatre Hire (VAT Exempt):</u> <u>With Stage & Dressing Rooms as equipped</u></p> <p><u>Full Theatre : 602 Seats</u></p> <p>Per day with one performance - Weekdays Commercial Hire</p> <p>Per day with one performance - Weekends Commercial Hire</p> <p>Per day with two performances - Weekdays Commercial Hire</p> <p>Per day with two performances - Weekends Commercial Hire</p> <p>Week Hire: Monday-Saturday</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>
<p>2 <u>Non-Profit Making/ Charity/ Local</u> <u>Available All year Monday-Friday + Off-Peak Weekends (at our discretion but excluding Autumn)</u> <u>Current Stalls-Only Hirers to be phased into new pricing structure over two years</u></p> <p>There is also an element of flexibility built into the fees and charges for non-profit making, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.</p> <p>Per day with one performance - Weekdays Non Profit Making/Charity/Voluntary</p> <p>Per day with one performance – Weekends Non Profit Making/Charity/Voluntary</p>	<p>£1,000</p> <p>£1,500</p>	<p>£1,000</p> <p>£1,500</p>

	Per day with two performances - Weekdays Non Profit Making/Charity/Voluntary	£1,500	£1,500
	Per day with two performances – Weekends Non Profit Making/Charity/Voluntary	£2,000	£2,000
	Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,000	£2,000
3	<u>Theatre Hires : Supplementary Charges Per Hour (VAT Exempt)</u> <u>(Not Including Staffing)</u>		
	Technical/Dress:		
	Commercial Hires	£76.50	£77.50
	Non Profit Making/Charity/Voluntary	£64.50	£65.50
	General Rehearsals: (No lights)		
	Commercial Hires	£64.50	£65.50
	Non Profit Making/Charity/Voluntary	£54.00	£55.00
	Get In/Fit Up/ Get Out		
	Commercial Hires	£20.50	£21.50
	Non Profit Making/Charity/Voluntary	£17.50	£18.50
4	<u>Staffing Recharges : Per Hour Plus VAT</u>		
	Technical Manager - Weekdays*	£32.50	£33.00
	Technical Manager - Weekends**	£37.50	£38.00
	Technical Officer - Weekdays*	£24.50	£25.00
	Technical Officer - Weekends**	£28.50	£29.00
	Technical Assistant - Weekdays*	£16.50	£17.00
	Technical Assistant - Weekends**	£20.50	£21.00
	* Plus 20% on all rates for hours worked between 2330 and 0600 hours		
	** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours		
5	<u>Room Hires : Per Hour (VAT Exempt)</u> <u>Available during core theatre opening times only</u>		

	<p>Theatre Bar: Meetings between 0900 & 0000 Non-Profit Making/ Charity/ Community</p> <p>Commercial</p> <p>Performances between 0900 & 0000</p> <p>Education and Outreach Programmes (external) full day fee: Bar No staging/ technical/ staffing costs</p> <p>Byron Lounge: Non-Profit Making/Charity/Community</p> <p>Commercial</p> <p>The Workshop Non-Profit Making/Charity/Community</p> <p>Commercial</p>	<p>£20.50</p> <p>£31.50</p> <p>£56.00</p> <p>£120.00</p> <p>-</p> <p>£31.50</p> <p>£15.00</p>	<p>£21.00</p> <p>£32.00</p> <p>£56.00</p> <p>£120.00</p> <p>-</p> <p>£32.00</p> <p>£15.00</p>
6	<p><u>Room Hires: Commercial (VAT Exempt)</u></p> <p>Byron Lounge: Meetings per day Byron Lounge: Meetings half day</p> <p>Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.</p>	<p>£265.00 £159.00</p>	<p>£265.00 £159.00</p>
7	<p><u>Miscellaneous Charges : Plus VAT</u></p> <p>House PA System - Per Day</p> <p>House PA System - 4 to 7 Day hire period</p> <p>Commission Box Office Ticket Sales: Commercial Hires Non Profit Making/Charity/Voluntary</p> <p>Merchandise – Table Rent (of gross sales)</p>	<p>£71.50</p> <p>£255.00</p> <p>10% 5%</p> <p>15% +£20 if we sell on</p>	<p>£73.00</p> <p>£260.00</p> <p>10% 5%</p> <p>15% +£20 if we sell on</p>

Credit Card Booking Fees	promoters behalf	promoters behalf
Ticket Printing Recharge - per ticket	5%	5%
Marketing: Core Contribution (Basic contra + sliding scale of charges as follows:)	0.07p	0.07p
Half Page: Palace Guide	£105.00	£110.00
Full page: Palace Guide		
Front cover: Palace Guide		
Postal mailings	£180.00	£180.00
	£350.00	£350.00
	£500.00	£500.00
Email blasts		
Overprinting of leaflets per 1,000	£1 per letter	£1 per letter
Marketing: Internet Image downloading charge	£60.00	£60.00
Wardrobe Facilities – Washing Machine/Iron per day	£25.00	£25.00
Piano Hire & Tuning		
Mobile Portable Stage (including 2 staff to set up and take down)		
Mobile Portable PA/Lights (per hour)	£13.00	£14.00
Transportation costs of equipment (if arranged on behalf of client) recharged at cost price	£102.00	£102.00
	-	

PUBLIC CONVINIENCE CHARGES – LEISURE AND ENVIRONMENT COMMITTEE – APPENDIX R

Public Convenience	2014/2015 Existing	2015/2016 Proposed	Income 2013/14
Gilstrap Centre	20p	20p	£6,421
St Marks Precinct	20p	20p	

PARKS AND AMENITIES FEES & CHARGES – LEISURE AND ENVIRONMENT COMMITTEE- APPENDIX S

Facility	Purpose		2014/2015 Existing	2015/16 Proposed	No of bookings 2013/14
Parks & Playing Fields	Football Season (13 matches or more)	Seniors	£460	£490	3
		Juniors	£252	£264	2
		Mini Soccer	£130	£140	2
	Football Pitch (per match)	Seniors	£44	£48	1
		Juniors	£26	£28	0
		Mini Soccer	£13	£16	0
	Hire of Park – commercial use		£380 per day or 5% of ticket sales	£390 per day or 5% of ticket sales	3
	Hire of Park – charities		£90 but waived at the discretion of CMT	£92 but waived at the discretion of CMT	0
	Circuses		£300 per day	£320 per day	0
	Fun Fairs	Large Fair	£300 per day	£310 per day	1
		Small Fair	£225 per day	£230 per day	2
	Sponsorship	Bedding Displays	£700pa	£715pa	2
Outdoor Fitness Camps		£6 per session	£6.20 per session	0	
Newark Castle & Gardens	Guided Tours	Adult	£4.00	£5.00	Total income 2013/14 – £2,110
		Child	£2.00	£2.50	
		Family	£10.00	£12.50	
		Ghost Tour – commercial hire	Now charged as Garden Hire (£380 per day)	£390 per event	
	Hire of Gardens – charity		£90 but waived at the discretion of CMT	£92 but waived at the discretion of CMT	0
	Hire of Gardens – commercial		£380 per day or 5% of ticket sales	£390 per day or 5% of ticket sales	0
	Hire of Gardens for weddings	Bandstand Undercroft	£300 £600	£350 £600	5 6
Sherwood Avenue Park	Tennis Court Hire	Adult	£2.00 per adult per hour	£2.00 per adult per hour	Total income 2013/14 - £2,424
		Child	£1.00 per child per hour	£1.00 per child per hour	
Lincoln Road Pavilion	Hire of Pavilion		£8.50 per hour	£8.50 per hour	Total income 2013/14 - £1,350

Some charges have been raised by more than the rate of inflation in order to bring them in line with the averages for comparable district and parish councils.

TRADE WASTE CONTRACT CHARGES - LEISURE AND ENVIRONMENT COMMITTEE- APPENDIX T

Trade Waste and Recycling / Garden Bins							
We cannot set figures for these services at this time until we have received information from Nottinghamshire County Council and discussed information with partners which may not be until December or later. The current charge for domestic garden bins is £30 each. One charge affects the other if the variation is large we may need to alter the final figures							
			Recycling		Refuse/ Clinical		
Bin Size		2014/15 Collection Charge	2014/15 Disposal Charge	2015/16 Proposed Collection	2015/16 Proposed Disposal	2015/16 Proposed Collection	2015/16 Proposed Disposal
1	140	2.05	1.32	2.01	0.30	2.01	1.28
2	240	2.39	2.26	2.48	0.51	2.48	2.20
3	360	2.93	3.39	3.05	0.77	3.05	3.30
4	660	4.40	6.22	4.46	1.42	4.46	6.05
5	1100	6.26	10.37	6.53	2.36	6.53	10.08
6	Pre Paid Sacks	1.42	0.57			1.58	0.44
7	Clinical	N/A	N/A	N/A	N/A	5.80	1.98
Commercial Fridges						1.98	
8	Per Unit	£75.00	78.75	£82			
9	Collection and Transport	£94.10	98.80	£100			
Cleansing Services Hours			2014/15 Existing	2015/16 Proposed			
1	1		55.00	£57			
2	1.5		82.50	£84.75			
3	2		110.00	£113			
4	3		165.00	£169			
5	4		220.00	£226			
6	5		275.00	£282.50			

Bulky Waste Charges	2014/15	2014/15	2015/16	2015/16
	First Item	Subsequent Item	First Item	Subsequent Item
Domestic Bulky Waste	£10	£5	£12	£6
White Goods Inc Computer and TV Monitors	£10	£10	£12	£12
Large Items are not covered by above charges	£47.05 per hour	£55 per hour	£57 per hour	

STREET NAME AND NUMBERING– LEISURE AND ENVIRONMENT COMMITTEE- APPENDIX U

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed fee schedule:

Service	Current charge	Proposed charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25	£25
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£75 admin fee plus £25 per plot* requiring re-numbering/naming	£75 admin fee plus £25 per plot* requiring re-numbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.
2. All fees must be paid prior to notification being sent.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.
7. Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.

NON PAYMENT OF COUNCIL TAX/NNDR- POLICY AND FINANCE COMMITTEE- APPENDIX V

Council Tax	2014/2015 £	2015/16 £
Summons	100.00	£100
Liability Order	With summons	With summons

NNDR	2014/2015 £	2015/2016 £
Summons	125.00	£125
Liability Order	With summons	With summons

NEWARK SIGNAGE STRATEGY

1.0 Purpose of Report

- 1.1 To provide the rationale and proposed delivery for the new Signage Strategy for Newark and to request approval of capital expenditure in order to upgrade road and pedestrian signage in Newark.

2.0 Background Information

- 2.1 At the Economic Development Committee on 26th March 2014 an Economic Development Strategy was presented. The three main objectives were as follows:

1. To develop and maintain an in-depth understanding of the Newark and Sherwood economies, business stock and sector strength
2. To develop appropriate place marketing to visitors and investors
3. To plan and support growth for our district

- 2.2 Since March 2014, activities have been planned and undertaken with regards to Objective 2, including development of a Signage Strategy for Newark. The November Monitoring Report provided an update on the strategy; an initial asset survey has been undertaken and external consultation events were held in October.

- 2.3 The consultation events have been used to inform the strategy and are discussed in Section 3. The Initial Asset Survey was carried out between May and July 2014 and has resulted in an inventory of all highway and pedestrian signage within Newark town centre, on the key routes into the town centre and on the stretches of the trunk roads immediately adjacent to Newark.

3.0 Rationale

3.1 Objectives

As a result of the Initial Asset Survey and the objectives of the Economic Development Strategy, the rationale for the Signage Strategy is focussed around three key areas:

- ❖ Encouraging inward investment into Newark.
- ❖ Incorrect or outdated signage in and around the town.
- ❖ The National Civil War Centre opening in early May 2015 and associated Augmented Reality Trail.

3.2 Inward Investment

Promotion of the district for business and leisure has been identified as a critical activity within the Economic Development Strategy. Signage can be used as a tool to attract not only visitors as tourists but also shoppers, businesses and investors. Whilst some visitors may be planning a trip to Newark, others may be influenced by the signage which they pass on the trunk roads surrounding the town. Newark's position on the strategic road network places it in a prime location for capturing the markets on the A1, A46, A17 and A617 and therefore selling Newark's offer for businesses and investors (and tourists) should extend onto these platforms.

Consideration will be given and enquiries made regarding cost effective methods of promoting the Newark and Sherwood offer on both East Coast and Cross Country Rail links, as well as via business channels.

3.3 Incorrect Signage

3.3.1 The Initial Asset Survey identified signs that are unsatisfactory for a number of reasons, including: obsolete designs; superseded regulations; obsolete hierarchy; non-existent destinations; incorrect directions (as a result of vandalism); and change of road names. These problems were seen with both highway and pedestrian signage.

3.3.2 **Appendix A** contains examples of the above issues. These have arisen from attempts to accommodate the development of Newark and the surrounding road network over time, without consideration of the network of signs as a whole. Where new signs have been required they have not generally been replacements but additions to the existing older / obsolete signage, which has caused the secondary issue of sign clutter. The strategy will therefore remove / replace some of the existing signage.

3.4 National Civil War Centre

Before the opening of the National Civil War Centre (NCWC) in May, its location and the preferred car parking areas will need to be signed on both the highway network and pedestrian signs ('finger' posts). There is therefore the opportunity to strategize the movement of visitors between the different origins (i.e. trunk roads, bus station, train stations) and destinations (Civil War Centre and car parks).

3.5 Consultation

3.5.1 On the 28th and 29th October 2014 consultation events were held for stakeholders and relevant or interested parties. These included colleagues at Newark and Sherwood District Council, representatives for Nottinghamshire County Council and Newark Town Council, and members of local organisations such as Newark Business Club, Town Hall Museum Friends and Friends of Sconce and Devon Park.

3.5.2 Following a presentation outlining the strategy proposals and options, questions / comments were invited from consultees. The key themes discussed are summarised below:

- ❖ *How should Newark be referred to on signs?* Suggestion was made that Newark-on-Trent is used for signs on the trunk roads but more local signs use Newark. The existing gateway signs refer to Newark as an 'Historic Civil War Town' and the sign on the A1 northbound at Balderton says 'Historic Market Town'. Suggested alternatives were just 'Civil War Town' or 'Home of the National Civil War Centre'.
- ❖ *How should the tourist attractions in Newark be referred to and should the car parks be referred to similarly?* The different attractions in Newark town centre could be grouped into the 'Newark Attractions' on trunk road signs and car parks could be signed as 'Attractions Car Parks'.

- ❖ *What symbols should be used to promote Newark on brown tourism signs?* The existing sign on the A1 has symbols for local services, i.e. petrol, toilets, food, tourist information and hotels. In order to promote Newark as a tourist destination, symbols for the Parish Church, Castle, Theatre, Museums, Market and Civil War Centre could be used. This may require designing new symbols for the NCWC and / or market. The general consensus was that the Tourist Information symbol could be omitted as this is common to most towns. The focus should be on what is unique about Newark.
- ❖ *Should the 'Welcome to Newark' gateway signs be redesigned and if so how should they look?* Most consultees liked the current design of gateway signs but thought the twin towns could be removed and the 'Historic Civil War Town' description may need to be changed. There was discussion regarding the possibility of signs with pictures of the town on them which had a mixed response in terms of possible impact or longevity.
- ❖ *Which destinations should be signposted for pedestrians?* Suggestions were: National Civil War Centre, Palace Theatre, Market Place, Town Hall & Museum, Parish Church, Sconce and Devon Park, Tourist Information, Toilets, Castle, River Trent, Buttermarket, St. Marks Place, Train Stations and Bus Station. There were concerns regarding signing pedestrians to Sconce and Devon Park given its distance to the town centre, and therefore an indicative walking time could be included on the signs to this destination. Uncertainty over any possible name changes for the Buttermarket and St. Marks Place, and the location of the new Tourist Information Centre, could mean that these destinations are added to pedestrian signs at a later date.
- ❖ *Should tourists be encouraged to take recommended walking routes? Where should the routes go?* It was generally agreed that suggested routes into the town centre and to the NCWC would be useful for tourists. The routes do not necessarily need to be the shortest or quickest, but could pass-by other attractions such as the Castle and would be a good opportunity for businesses to maximise on passing trade. The walking routes could be presented on static 3D maps at the car parks and stations, which would also mark the attractions as signposted on the pedestrian finger posts.
- ❖ *Where should visitors to Newark park and should car parks be separated into long and short stay on signs?* It was generally agreed that the Tolney Lane, Riverside Arena and Cattle Market car parks were suitable for tourists to Newark. Visitors can then take in the various attractions in the town and park for the day at relatively low cost rather than only visiting the one attraction and then leaving the town immediately following their initial focus. For those visiting Newark for other purposes, long and short stay car parks elsewhere in town should continue to be signed. NB: Appleton Gate is still under consideration as a dedicated car park for the National Civil War Centre/Newark Museum and the Theatre.

3.6 Other Considerations

- 3.6.1 Another key consideration in the process has been the introduction of the augmented reality tour for the NCWC. Any new signage, particularly pedestrian finger posts, will be located with consideration for the new augmented reality information boards.

3.6.2 The proliferation of A-board signs in the town centre has been considered and there is a County Council policy already in place which will continue to be adhered to. The control of private advertisement is outside of the scope of the Signage Strategy.

3.6.3 Accessibility has also been considered in terms of walking routes and signage. The proposed walking routes on both the map boards and between finger posts have been designed with pedestrian crossing facilities in mind and therefore they are considered safe. Any new highway signage and finger posts will replicate existing signs and will be within regulation.

3.7 Strategy

3.7.1 **Highway Signage**

3.7.2 The process for design of the strategy begins with the signage on the trunk roads and outskirts of Newark and works inwards. Regardless of location or type, all signs will, where possible, replace existing signs and will therefore use existing posts in approved settings.

3.7.3 Tourists visiting Newark by car will be encouraged to park at the Cattle Market, Tolney Lane and Riverside Arena car parks. This will be done via the key trunk road routes into / adjacent to Newark, i.e. the A1, A17, A46 and A617. Initial signs will be located on the approach to key junctions and will take the form of brown tourist signs with symbols for the NCWC, the Castle, and / or the Parish Church, Market and Museums. It is on these signs that the name Newark-on-Trent will be used and Newark will be described as an Historic Civil War Town. Research will be undertaken as to the cost and feasibility of the design/use of a new symbol for the NCWC (possibly the Cannon) and individual symbols can be replaced if and when this is approved. The initial signs will use the battlefield symbol to depict the NCWC. The Sconce will be signposted from the Farndon Roundabout.

3.7.4 From the A1, A46 North and A17, tourist cars will be routed onto the Newark bypass towards the Great North Road Roundabout (A46 / A617 / A616 / B6166). The signs at the main roundabouts will therefore signpost the A46 bypass for Newark Attractions / Newark Attractions Car Parks. These long stay car parks will encourage visitors to see other attractions in the town and to use the fabulous retail offer. Appleton Gate will be promoted on the NCWC website and in general motorists using navigation systems will head for the Appleton Gate car park. However, in terms of traffic flow and availability of car park spaces, the Newark attractions car parks provide flexibility. Signs will also continue to sign Newark town centre routes for other visitors not related to tourism.

3.7.5 Blue border signs on the A46 will be replaced with green signs to mirror the classification of the road and references to the A612 will be removed. On all signs at the Great North Road Roundabout, the B6166 Great North Road will be signed as the route for Newark Attractions / Car Parks. The potential long term works by Severn Trent Water Authority will also have an impact on the ability to travel through the town and directing visitors to the Cattle Market area to park does alleviate some of the issues that the works may create.

3.7.6 At all entry points into Newark, including at the exits from the A46 and A1 roundabouts, there will then continue to be gateway signage. These could remain the same or take the form of replicas of existing signage, with the twin town information remaining if this is appropriate. Newark Town Council would be involved in any discussions relating to the twinning signs.

3.7.7 Past the Cattle Market / Riverside Arena / Tolney Lane car parks, additional / alternative and short stay car parks will be signposted. Any existing signage to car parks in the town centre will therefore remain. This will also ensure that those visiting Newark will be able to locate suitable parking.

3.7.8 **Appendix B** contains examples of new and replacement signs along the route between the A1 southbound and the Attractions Car Parks.

3.8 Pedestrian Signage

3.8.1 Pedestrians will need to be signposted not only from the car parks but also from the bus and train stations. From these origins, destinations will be the attractions in and around the town centre as discussed at the consultations. Signs will then need to direct pedestrians back towards the car parks and stations again.

3.8.2 The majority of existing pedestrian finger posts will remain in their current locations but will be updated to include new destinations and remove non-existent ones. A manufacturer who can replicate the existing signs will be sourced and a more flexible material used so that changes and any damage to the signs can be more easily repaired and updated.

3.8.2 New finger posts will be required in several locations to support the opening of the NCWC and to better direct pedestrians around Newark. **Appendix C** contains; A) a plan illustrating the locations of existing and proposed finger posts and destinations; and B) a table detailing the destinations that will be signed on each post. Some of the routes that already exist between finger posts and destinations will be maintained, whilst others will be altered to provide shorter routes or routes with better crossing facilities, etc.

3.9 Economic Development Committee

3.9.1 At the Economic Development Committee on 21 January 2015, the following recommendations were agreed, following a briefing for both Leisure and Environment and Economic Development Committee members.

- (a) the signage strategy is agreed and discussions with relevant agencies and any tender exercise that is required is commenced;
- (b) options to gain financial support via Nottinghamshire County Council and any other sources are undertaken;
- (c) that Newark is described as an Historic Civil War Town;
- (d) that the battlefield symbol is utilised for the promotion of the National Civil War Centre (NCWC);
- (e) the Newark Attractions car parks are identified as those near to Newark Castle Station with signs identifying these as Attractions Car Parks;
- (f) the pedestrian signs are updated and replaced with similar looking signs that are easier to maintain and replace by section if needed;

- (g) the twinning signs are retained, although there may be some inconsistencies which will be reviewed; and
- (h) that the replacement should be undertaken prior to the opening of the National Civil War Centre.

3.10 Overall Capital Expenditure

3.10.1 Expenditure on signage is capital expenditure and the costs below are based on achieving what is outlined in this document.

3.10.2 The estimated costs allow for full replacement, including mounting, and assume that signs will not require specialised posts for passive safety, as it is believed that they are all behind crash barriers. It may be possible to re-use some of the mounts, but to assess this properly, the consultants would need to have structural assessments done of the existing posts, which will need to be undertaken in discussion with the HA, this may not save any costs in the long run. Discussions with A1+, agents for the HA, have commenced in outline and further meetings held early in 2015. Their costs are likely to be high, and the estimates are ballpark figures based on the consultants previous experience of various HA projects around the country. The calculations are on the high side as the consultants have averaged the costs out based on generic sign sizes. Actual costs could well be lower depending on contractor, post specification and time of year the work is done.

15 large direction signs (approx. 15m²)@£2,500 each - £37,500
6 large flag signs (approx. 10m²)@£1,500 each - £9,000
10 smaller direction signs (approx. 5m²)@£1,000 each - £10,000
Pedestrian signage revisions – suggest £15,000
Traffic management – could be up to £15,000

Total estimate - £86,500

Highways Agency costs would also be incurred which could be anywhere between £10,000 and £20,000.

4.0 Equalities Implications

4.1 The signage will improve on that currently available and will be compliant with national guidance regarding signage

5.0 Impact on Budget/Policy Framework

5.1 The approximate costs of the signs are included and would be capital expenditure. This expenditure is significant and if progressed Nottinghamshire County Council will be contacted in order to discuss any funding options. The estimated capital expenditure proposed is £86,500.

6.0 Comments of Director – Resources

6.1 The figures given in the report are estimates, and include some unconfirmed assumptions. The total cost will not be known until all Highway organisations have been contacted, and Highways Agency costs are determined. Total expenditure could be higher or lower than estimated.

- 6.2 If the signage strategy is approved, and when confirmed costs are known, a recommendation will need to be made to be made to Policy & Finance Committee that the expenditure be added to the Council's capital programme. At that stage the sources of funding will need to be identified.
- 6.3 Efforts should be made to identify any external sources of funding, which would reduce the cost to the Council.
- 6.4 Some alterations to the signs would be required even if the signage strategy work did not go ahead, due to changed legislation and Highways Agency rules as laid out in paragraph 3.17 and Appendix A. Discussions therefore need to take place with the Highways Agency to ensure that the Council only incur expenditure relating to their requirements for new signage for the National Civil War Centre.
- 6.5 Future maintenance costs relating to the signs will need to be added to the revenue budget.

7.0 RECOMMENDATION

That the Committee agree to the Capital Expenditure as outlined in para 3.10 and notes that discussions are ongoing regarding additional contributions to the funding which may reduce the capital expenditure for Newark & Sherwood District Council.

Reason for Recommendation

The opening of the National Civil War Centre in May 2015 will of course significantly increase visitor numbers into the town and so ensuring correct and effective traffic management and also pedestrian directional information is crucial to the development of the Centre and the reputation of Newark as a thriving town.

Background Papers

The full initial asset survey.

For further information please contact Julie Reader-Sullivan on ext 5258.

Andy Statham
Director – Community

Example 1 – Obsolete Design

Sign on westbound approach to A17 / Beckingham Road roundabout.



- Miles to destinations are not generally used anymore
- The directions are also difficult to understand given they are for a roundabout

Example 2 – Superseded Regulations and Hierarchy

Signs on A46 southbound and northbound approaches to A46 / A617 / A616 roundabout.



- The use of blue borders on local signs was discontinued in 1994 and will be disallowed from the end of 2015
- Signs colour should reflect the status of the road rather than the destination. I.e. as the A46 is a primary route these signs should be green even though they are for local destinations.

Example 3 – Non-Existent Destinations and Incorrect Directions

Pedestrian finger posts outside Natwest (Market Place) and The Gilstrap.



- 'Police', 'Citizens Advice Bureau' and 'Millgate Folk Museum' destinations have been blacked out
- Fingers are pointing in wrong direction (see 'Bus Station' finger outside Natwest).

Example 4 – Change of Road Names


Great North Road northbound on approach to A46 / A617 / A616 roundabout.



- The A612 to Southwell has been reclassified to a C-road and therefore several signs are incorrect.

Notes:

- IF THIS DRAWING HAS BEEN RECEIVED ELECTRONICALLY IT IS THE RECIPIENT'S RESPONSIBILITY TO PRINT THE DOCUMENT TO THE CORRECT SCALE.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE IT IS RECOMMENDED THAT INFORMATION IS NOT SCALED OFF THIS DRAWING.
- THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DRAWINGS AND SPECIFICATIONS.

No	Amendment	Date	By
			
65 Northgate, Newark, Nottinghamshire, NG24 1HD E-Mail: info@morgantucker.co.uk Web: www.morgantucker.co.uk Tel: 01636 610 766 Fax: 01636 610 766			
Client: Newark and Sherwood District Council			
Project: Newark Signage Strategy			
Title: Sign Designs: A1 Southbound - Attractions Car Parks			
Drawn By	NS	Checked By	SP
Date	16/12/2014	Scale	Not to Scale
Drawing No	JN1645-NWK-0020		Version
			Preliminary
			Rev
			-

Newark attractions

National Civil War Centre

Newark Castle

Church

Winthorpe (A1133)

Air museum

Newark attractions

Newark stations

Town centre car parks

Newark attractions

Southwell (A617)

Newark attractions

Lorry park

Livestock market

Newark Northgate

Newark Ind Estate

Kelham Southwell A617

Ollerton A616

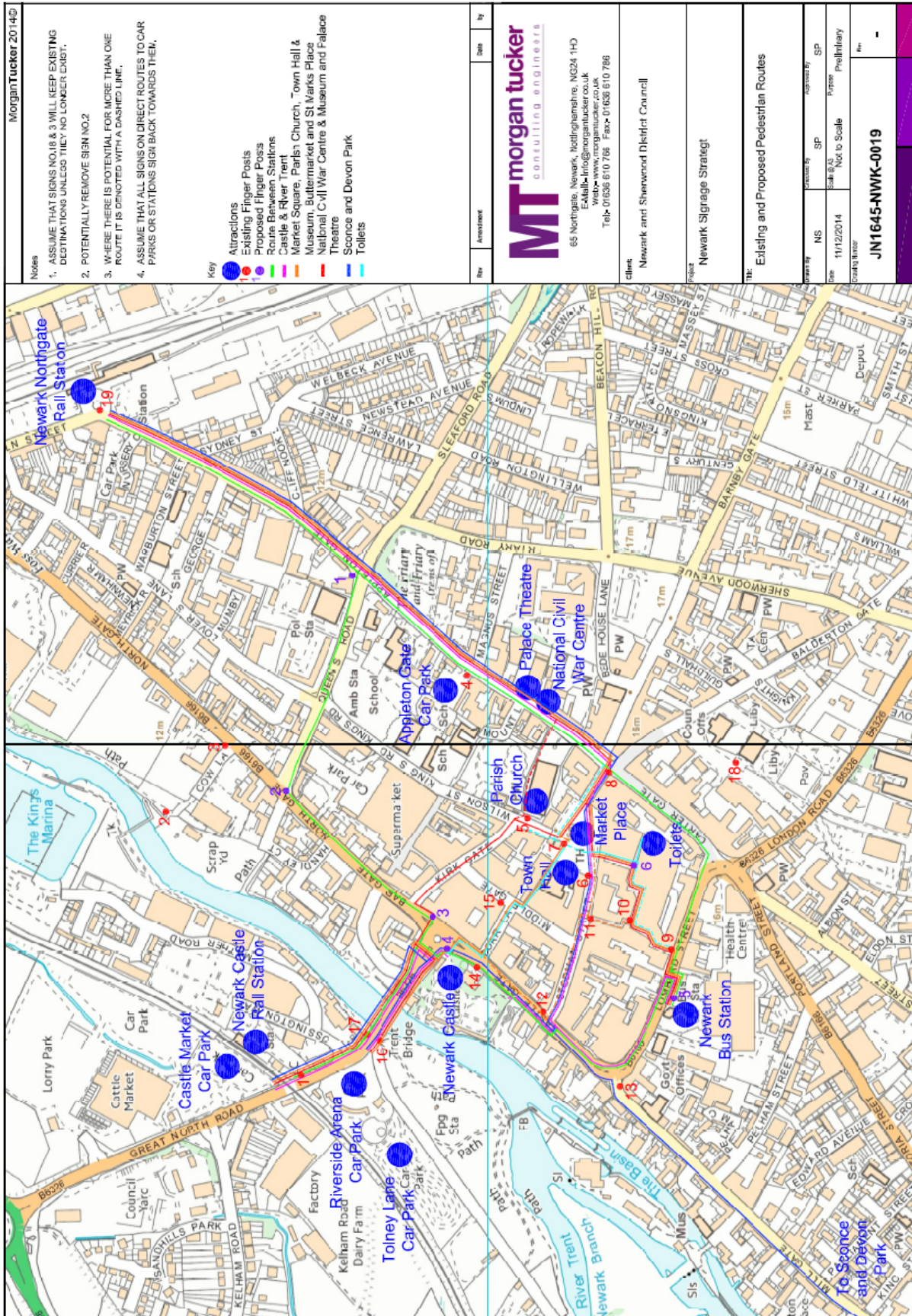
Farndon

Newark attractions

Lorry park

Livestock market

Newark Castle



Existing Sign Reference	Directions Towards:
	(...) = Possible additional destination grouped into singular destination > = Sign back towards = Could be
1	<ul style="list-style-type: none"> • Castle { • Market Place • Parish Church • Town Hall { • Palace Theatre • National Civil War Centre • Sconce and Devon Park
2	<ul style="list-style-type: none"> • Riverside Walk
3	-
4	<ul style="list-style-type: none"> • Northgate Station • Castle Station • Bus Station { • Palace Theatre • National Civil War Centre { • Market Place • Parish Church • Town Hall • Sconce and Devon Park • (Toilets)
5	<ul style="list-style-type: none"> { • National Civil War Centre • Palace Theatre { • Market Place • Parish Church • Town Hall • (Toilets) • >Stations • >Car Parks
6	<ul style="list-style-type: none"> • Castle • Sconce and Devon Park { • (National Civil War Museum) • (Palace Theatre) • >Stations • >Car Parks
7	<ul style="list-style-type: none"> { • National Civil War Centre • Palace Theatre • Toilets • >Stations • >Car Parks
8	<ul style="list-style-type: none"> • Northgate Station • Bus Station • Sconce and Devon Park { • National Civil War Centre • Palace Theatre

	<ul style="list-style-type: none"> • Market Place • Parish Church • Town Hall • Castle • >Car Parks
9	<ul style="list-style-type: none"> • Bus Station • National Civil War Centre • Palace Theatre • Market Place • Parish Church • Town Hall • (Toilets) • (Rail Stations) • (Sconce and Devon Park)
10	<ul style="list-style-type: none"> • National Civil War Centre • Palace Theatre • Market Place • Parish Church • Town Hall • (Toilets) • >Bus Station
11	<ul style="list-style-type: none"> • Sconce and Devon Park • Castle • (Market Place, Parish Church, Town Hall) • (National Civil War Museum, Palace Theatre) • (Toilets) • >Stations • >Car Parks
12	<ul style="list-style-type: none"> • Sconce and Devon Park • Castle • Bus Station • Castle Station • >Car Parks
13	<ul style="list-style-type: none"> • Sconce and Devon Park • Bus Station • Castle • Riverside Walk • >Castle Station • >Car Parks
14	<ul style="list-style-type: none"> • Castle Station • Sconce and Devon Park • Riverside Walk • >Car Parks
15	<ul style="list-style-type: none"> • (Market Place, Parish Church, Town Hall) • (National Civil War Centre, Palace Theatre) • >Car Parks • >Castle Station

16	<ul style="list-style-type: none"> • Castle { <ul style="list-style-type: none"> • Market Place • Parish Church • Town Hall { <ul style="list-style-type: none"> • Palace Theatre • National Civil War Centre • Sconce and Devon Park • Riverside Walk
17	<ul style="list-style-type: none"> • Castle • Castle Station { <ul style="list-style-type: none"> • Market Place • Parish Church • Town Hall { <ul style="list-style-type: none"> • Palace Theatre • National Civil War Centre • Sconce and Devon Park • Riverside Walk
18	-
19	<ul style="list-style-type: none"> • Stations { <ul style="list-style-type: none"> • Market Place • Parish Church • Town Hall { <ul style="list-style-type: none"> • National Civil War Centre • Palace Theatre • Sconce and Devon Park

New Sign Reference	Directions Towards
1	<ul style="list-style-type: none"> • Castle Station • Bus Station { • National Civil War Centre • Palace Theatre { • Market Place • Parish Church • Town Hall • Castle • Sconce and Devon Park • >Northgate Station
2	<ul style="list-style-type: none"> • Castle Station • Northgate Station
3	<ul style="list-style-type: none"> • Stations { • National Civil War Centre • Palace Theatre { • Market Place • Parish Church • Town Hall • (Sconce and Devon Park) • >Car Parks
4	<ul style="list-style-type: none"> • Stations • Sconce and Devon Park • Riverside Walk • >Car Parks
5	<ul style="list-style-type: none"> • Stations • Castle { • National Civil War Centre • Palace Theatre { • Market Place • Parish Church • Town Hall
6	<ul style="list-style-type: none"> • Toilets { • Market Place • Parish Church • Town Hall { • National Civil War Centre • Palace Theatre • (Bus Station)

CAPITAL PROGRAMME 2015/16 TO 2019/20

1.0 Purpose of Report

1.1 In accordance with Financial Regulation 6.2.3, Policy & Finance Committee is required to consider the Capital Programme and recommend to Council the final Programme. This report details the available resources, the Council's existing committed programme and the priority schemes identified.

2.0 Resources Available

2.1 The current Capital Programme includes an estimate of the amount available from useable capital receipts over the period 2015/16 – 2019/2020 of £7.6m. After allocating the receipt from the sale of the Potterdyke car park to the Leisure Centre project, the remaining receipts are made up of accumulated Right to Buy council house sales, the sale of Kelham Hall and other sundry items.

2.2 In previous years the Council has budgeted for revenue support for external borrowing for capital schemes under the Prudential regime. However in line with the Council's current Treasury Strategy, wherever possible expenditure has been financed by temporarily 'borrowing' from internal reserves and balances. On reviewing finance available from this source it has been possible to identify further internal resources which can be used temporarily to finance capital expenditure.

2.3 A number of projects within the programme benefit from external funding, which is earmarked for these projects. These projects are listed below.

Project	Funding
25 Supported dwellings – Bilsthorpe	£1,558,850
2015-2018 Affordable Housing Developments	£1,963,132
Newark Leisure Centre	£2,562,117
National Civil War Centre/Town Trail	£4,143,833
Ollerton Hall acquisition and works	£100,000
Southern Link Road (Growth Point)	£2,500,000
Total	£12,827,932

3.0 Proposals

3.1 General Fund

Proposals for the General Fund Capital Programme are attached at **Appendix A**. Schemes completed in the current year will be reported as part of the Outturn Report. The figures have been updated to include the proposals approved by Policy & Finance Committee on 4th December 2014. Indicative estimates of expenditure for new offices have also been included for financial planning purposes but financing has yet to be determined. Members are not being asked to approve the construction project at this stage. A total of £302,000 has already been approved for preparatory work.

3.2 Housing Revenue Account

Asset Management

The Management Agreement is the overarching legal agreement between the Council and Newark and Sherwood Homes and one of its annual requirements is that the Company will submit to the Council its written proposals for the next year's arrangements for a number of operational and strategic activities including, an Asset Management Programme.

The annual Asset Management Programme is informed by the HRA Asset Management Strategy, developed by the Company, the Strategy has gone through a recent refresh but no substantive changes have been to this. The development programme has been discussed and scrutinised by Council officers with the Company at the meeting of the Strategic Housing Liaison Panel on 17th September 2014. Relevant extracts of the report and minutes of the Panel meeting are at **Appendix E**.

The HRA property investment programme is attached at **Appendix B** for approval and is financed through provisions within the 30 year HRA Business Plan.

Housing Growth

The Committee approved at its meeting on 3rd July 2014 the approach the Council will take to housing growth on land in its ownership and through the additional finance now available within the self-financing HRA.

Set against the finances available and as already reported to the Committee at its meeting on 4th December 2014, in the Housing Growth report, a number of opportunities have been identified and categorised into short, medium and long term schemes. Two of which are included in Capital Programme, the remainder will be reported to the Committee for consideration in due course.

3.3 Transport, Plant, Equipment & Technology

The Council currently has vehicles, plant, equipment and technology which it has either financed from its own resources as part of the capital programme or by a leasing contract. The decision on which financing route is made after a full appraisal of the alternatives for each tranche of assets as they come up for replacement. However in order to capture the full impact of this expenditure the full replacement cost is included as capital expenditure.

A schedule of these assets, together with their planned replacement dates is shown at **Appendix C**.

In order to comply with financial regulations and the requirements of the leasing companies it is necessary for members to approve the replacement programme and to delegate the decision on method of financing to the Director – Resources.

4.0 Financing

4.1 Subject to the approval of the proposals outlined in section 3.0 above, the current proposals for their financing are shown at **Appendix D**.

4.2 When business cases for new schemes are brought to Committee, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

5.0 RECOMMENDATION

It is recommended to Council on 10th March 2015 that:

- a) the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme;**
- b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;**
- c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2015/16 to 2019/20 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;**
- d) with effect from 11th March 2015, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and**
- e) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to Policy Committee for consideration.**

Reasons for Recommendations

To enable the Capital Programme to be considered by the Policy Committee in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

Background Papers

Nil.

For further information please contact Jenna Norton on Ext 5327.

David Dickinson
Director - Resources

GENERAL FUND	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
TA1211	Newark, New Leisure Centre	7,559,883	10,122,000	372,464	905,100	7,297,000	1,547,436			
TA1212	Bowbridge Road Residential Land	12,676	12,676	7,676	5,000					
TA1213	Purchase of Land - Sports Hub	65,000	65,000	4,954	60,046					
TA1214	Leisure Centre Access Road Enhancement	197,025	197,025		197,025					
TA3050	National Civil War Centre	1,844,231	5,488,064	1,002,032	4,405,032	81,000				
	NCWC Other NCC funded expenditure	0	289,000		289,000					
TA3051	Newark Civil War Town Trail	0	211,000		211,000					
TA3052	Palace Theatre/Museum Integration	1,460,846	1,460,846		50,691	1,410,155				
TA3286	Information Technology Investment	1,108,589	1,126,231		179,961	0	513,270	0	433,000	0
TA	CUSTOMERS	12,248,250	18,971,842	1,387,126	6,302,855	8,788,155	2,060,706	0	433,000	0
TB2250	Vehicles & Plant (NSH)	692,000	692,000		0	17,000	0	0	675,000	0
TB2253	Vehicles & Plant (NSDC)	2,880,385	2,994,433	568,223	392,140	1,266,070	558,000	78,000	132,000	2,132,595
TB3057	Maun Valley Phase II	0	60,000	57,226	2,774					
TB3154	Castle Gatehouse Project	20,000	60,000			60,000				
TB3158	Hawtonville School Playing Field	87,742	107,742	82,491	25,251					
TB3159	Humberstone Road Open Space, Southwell	20,000	54,837	41,323	13,514					
TB3252	Newark Castle Essential Works Ph I	0	315,241	303,347	11,894					
TB3263	Sconce & Devon Park Restoration Ph II	204,140	1,601,584	1,571,009	30,575					
TB6145	Grant to Farndon Sports Pavillion	178	43,277	10,719	32,558					
TB6146	Southwell, Nottingham Road Rugby Pitch	0	35,883		35,883					
TB6147	Contribution to Cycle Route Improvements	-7,634	25,000		25,000					
TB	COMMUNITY	3,965,653	5,989,997	2,634,338	569,589	1,343,070	558,000	78,000	807,000	2,132,595
TC1000	New Council Offices	0	6,302,000	28,400	273,600	2,000,000	3,800,000	200,000		
TC2280	Ollerton Hall acquisition and works	100,000	350,000	35,365	314,635					
TC3282	Energy Saving Proposals	7,000	221,600	214,079	7,521					
TC	RESOURCES	107,000	6,873,600	277,844	595,756	2,000,000	3,800,000	200,000	0	0

GENERAL FUND

TE3267 Growth Point (Internally Funded)
 TE3268 Rural Broadband Provision
 Southern Link Road Contribution
 Newark Signage Strategy

TE

TF3161 Balderton land drainage
 TF3222 Works to Wellow Green Hostel
 TF6011 Private Sector Disabled Facilities Grants

TF

SAFETY

TOTAL GENERAL FUND

	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	0	449,121	449,121			449,121				
	0	250,000	250,000			165,000	85,000			
	2,105,674	394,326	2,500,000			2,500,000				
		106,500	106,500			106,500				
TE	2,105,674	1,093,447	3,305,621	0	0	3,220,621	85,000	0	0	0
	9,105	2,895	12,000	2,895	9,105					
	0	150,000	150,000		150,000					
	0	0	0		379,509	465,000	465,000	465,000	465,000	465,000
TF	9,105	152,895	162,000	2,895	538,614	465,000	465,000	465,000	465,000	465,000
TOTAL GENERAL FUND	10,969,715	24,226,845	35,303,060	4,302,203	8,006,814	15,816,846	6,968,706	743,000	1,705,000	2,597,595

HOUSING REVENUE ACCOUNT**PROPERTY INVESTMENT PROGRAMME**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
S91100	0	540,000	540,000	540,000	540,000	540,000
S91105	199,800					
S91106	340,200					
S711	540,000	540,000	540,000	540,000	540,000	540,000
S91200	0	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91211	1,296,000					
S91212	324,000					
S712	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91300	132,780	378,000	378,000	378,000	378,000	378,000
S91314	324,000	270,000	0	0	0	
S91318	68,040					
S91319	6,160					
S91320	108,380					
S91321	6,480					
S713	645,840	648,000	378,000	378,000	378,000	378,000
S91400	0	183,600	183,600	183,600	183,600	183,600
S91408	140,400					
S91409	43,200					
S714	183,600	183,600	183,600	183,600	183,600	183,600
S91500	0	54,000	54,000	54,000	54,000	54,000
S91510	56,160					
S91511	54,000	54,000	54,000	54,000	54,000	54,000
S715	110,160	108,000	108,000	108,000	108,000	108,000
S93100	0	680,400	680,400	680,400	680,400	680,400
S93106	594,000					
S93107	81,000					
S93108	5,400					
S731	680,400	680,400	680,400	680,400	680,400	680,400
S93200	0	0	0	0	0	0
S93204	162,000	0	270,000	270,000		
S732	162,000	0	270,000	270,000	0	0
S93500	0	594,000	594,000	594,000	594,000	594,000
S93506	594,000					
S735	594,000	594,000	594,000	594,000	594,000	594,000

HOUSING REVENUE ACCOUNT

		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
S93600	ENERGY EFFICIENCY	0	502,200	502,200	502,200	502,200	502,200
S93606	EE DOORS	102,600					
S93608	ENERGY EFFICIENT BOILERS	194,400					
S93609	LED PROJECT WILLIAM BAILEY HSE/THORESBY RD	54,000					
S736	ENERGY EFFICIENCY	351,000	502,200	502,200	502,200	502,200	502,200
S95100	GARAGE FORECOURTS	27,000	108,000	108,000	108,000	108,000	108,000
S95108	Resurfacing Work 14-15 Phase 1	70,200					
S95109	Garages	27,000	27,000	27,000	27,000	27,000	27,000
S95110	H457 Alexander Rd Car Park	10,800					
S751	GARAGE FORECOURTS	135,000	135,000	135,000	135,000	135,000	135,000
S95200	ENVIRONMENTAL WORKS	279,280	313,200	313,200	313,200	313,200	313,200
S95230	82 Millgate Environmental	2,700					
S95245	Grange Road Individual Access	38,340					
S95246	Boundary/Retaining Walls Ollerton	49,680					
S95247	Alliance Street Garage Site Impr H436	4,000					
S95248	Potwell Flood defence Scheme	30,240					
S95249	Fencing work Fosse Estate	8,320					
S95250	Communal Lighting	21,600	21,600	21,600	21,600	21,600	21,600
S95251	82 Millgate Flats Door Entry system	2,160					
S95255	H445 Boundary Wall Fencing	10,800					
S95256	Gaitskill Cresecent, Ewinstowe Boundary Walls	109,080					
S95257	Fencing - Burton Court, Bilsthorpe	37,800					
S95258	Fencing - Nightingale Close, Bilsthorpe	5,400					
	Flood Defence Systems	32,400	10,800	10,800	10,800	10,800	10,800
	Play Areas	27,000	27,000	27,000	27,000	27,000	27,000
	Estate Remodelling	0	162,000	162,000	162,000	162,000	162,000
S752	ENVIRONMENTAL WORKS	658,800	534,600	534,600	534,600	534,600	534,600
S97100	ASBESTOS	0	108,000	108,000	54,000	54,000	54,000
S97107	Abestos Removal 14/15	75,600					
S97108	Abestos Suveys 14/15	32,400					
S771	ASBESTOS	108,000	108,000	108,000	54,000	54,000	54,000
S97200	FIRE SAFETY	38,560	54,000	54,000	54,000	54,000	54,000
S97209	Vale View Fire Risk Assessment	860					
S97210	FRA Surveys 14/15	14,580					
S97211	Fire Doors Delacey Crt & William Bailey House	54,000					
S772	FIRE SAFETY	108,000	54,000	54,000	54,000	54,000	54,000
S97300	DDA IMPROVEMENTS	0	21,600	21,600	21,600	21,600	21,600
S97305	H422 DDA Kitchens 14/15	21,600					
S773	DDA IMPROVEMENTS	21,600	21,600	21,600	21,600	21,600	21,600
S97400	DISABLED ADAPTATIONS	0	432,000	432,000	432,000	432,000	432,000
S97407	Care Plans 2014/15	399,600					
S97408	OT1 minor adaptations 2014/15	32,400					
S774	DISABLED ADAPTATIONS	432,000	432,000	432,000	432,000	432,000	432,000
S97500	LEGIONELLA	0	16,200	32,400	32,400	32,400	32,400

HOUSING REVENUE ACCOUNT**S791 UNALLOCATED FUNDING**S99100 UNALLOCATED FUNDING
S99101 Grant Income**S791 UNALLOCATED FUNDING****SUB TOTAL PROPERTY INVESTMENT****AFFORDABLE HOUSING**SA1012 Buy-back of RTB Council Houses 36,500
SA1013 25 supported dwellings - Bilsthorpe 2,330,141
SA1014 Purchase of land at St Mary's Gardens 60,000
SA1015 Affordable Rural Housing Grant 260,000
SA1016 Site A - Wolfit Avenue, Balderton 0
SA1017 Site B - Wolfit Avenue, Balderton 0
SA1018 Coronation Street/Grove View Rd, Balderton 3,000
SA1019 Lilac Close 0
SA1020 Second Avenue, Edwinstowe 0**SUB TOTAL HOUSING REVENUE ACCOUNT**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
S791 UNALLOCATED FUNDING	0	16,200	32,400	32,400	32,400	32,400
S99100 UNALLOCATED FUNDING	0	54,000	54,000	54,000	54,000	54,000
S99101 Grant Income						
S791 UNALLOCATED FUNDING	0	54,000	54,000	54,000	54,000	54,000
SUB TOTAL PROPERTY INVESTMENT	6,350,400	6,231,600	6,247,800	6,193,800	5,923,800	5,923,800
AFFORDABLE HOUSING						
SA1012 Buy-back of RTB Council Houses	36,500					
SA1013 25 supported dwellings - Bilsthorpe	2,330,141					
SA1014 Purchase of land at St Mary's Gardens	60,000					
SA1015 Affordable Rural Housing Grant	260,000					
SA1016 Site A - Wolfit Avenue, Balderton	0	381,984	42,450			
SA1017 Site B - Wolfit Avenue, Balderton	0	397,666	44,180			
SA1018 Coronation Street/Grove View Rd, Balderton	3,000	635,668	70,960			
SA1019 Lilac Close	0	846,415	95,000			
SA1020 Second Avenue, Edwinstowe	0	491,229	54,580			
	2,689,641	2,752,962	307,170	0	0	0
SUB TOTAL HOUSING REVENUE ACCOUNT	9,040,041	8,984,562	6,554,970	6,193,800	5,923,800	5,923,800

VEHICLES, PLANT, EQUIPMENT & TECHNOLOGY

APPENDIX C

NSDC

SCHEME

Leased Assets

CC120902 Refuse vehicle
 8808001067 Johnston VT650 Sweeper
 8811001026 Trimax Mower
 6611001006 4 Kubota mowers
 99920034 2 Kubota mowers
 8809001012 Massey Ferguson Tractor and Flail
 8810001025 7 Refuse vehicles

NSDC Leased Assets

Owned Assets

E00010 Ransome Mower
 E00020 Medical Truck
 E00021 Street Sweeping Transit
 E00022 Transit Van
 E00023 Transit Van
 E00024 Hit squad vehicle
 E00025 Hit squad vehicle
 E00026 Ford Ranger Pick-up
 E00027 Ford Ranger - Grounds Maintenance
 E00028 Transit Pickup - Grounds Maintenance
 E00029 Ford Transit - Grounds Maintenance
 E00030 Ford Transit - Grounds Maintenance
 E00031 Dropside Transit - Street Cleaning
 E00032 Dropside Transit - Street Cleaning
 E00033 Transit Pickup - Grounds Maintenance
 E00034 Dennis Elite Refuse Collection Vehicle
 E00035 Dennis Elite Refuse Collection Vehicle
 E00036 Dennis Elite Refuse Collection Vehicle
 E00037 Dennis Elite Refuse Collection Vehicle
 E00038 Dennis Elite Refuse Collection Vehicle
 E00039 Ford Fiesta - Refuse
 E00039 Ford Fiesta - Refuse
 E00040 Ford Connect - Castle Ranger
 E00040 Ford Ranger - Sconce Ranger
 E00040 Ford Connect - Car Parks
 E00041 Ford Connect - Pest Control
 E00041 Ford Connect - Pest Control
 E00041 Ford Ranger - Pest Control
 E00042 Johnston CX201 Compact Sweeper
 E00043 Johnston V651 Road Sweeper
 E00044 Johnston V651 Road Sweeper
 E00045 Refuse Collection Vehicle
 E00046 Refuse Collection Vehicle
 E00047 DAF Tipper Grab
 E00304 Fitness Equipment - Dukeries
 E00402 Market Stall
 E00403 Market Stall
 E00601 Mobile lifting Equipment
 E00603 Spider mower
 E00605 Fitness Equipment - Blidworth
 E00606 Fitness Equipment - Dukeries
 E00607 Fitness Equipment - Grove
 E00608 Fitness Equipment - Southwell
 X00005 Ground Maintenance Ranger
 Medical Truck
 Medical Truck
 Refuse Collection Vehicle
 Refuse Collection Vehicle

NSDC Owned Vehicles & Plant

2014/15 REVISED	2015/16 REVISED	2016/17 REVISED	2017/18 REVISED	2018/19 REVISED	2019/20 REVISED
293,640	122,000	10,000			
44,500			18,000		45,000
	1,080,000				
338,140	1,202,000	10,000	18,000	0	45,000
		30,000			
27,000					
27,000	23,590				
	23,590				
				55,000	
				55,000	
					17,000
					18,000
					21,000
					23,000
					23,000
					24,000
					21,845
					25,000
					160,000
					160,000
					160,000
					160,000
					160,000
					10,000
					10,000
					11,250
					11,250
					11,250
					14,000
					14,000
					14,000
					66,000
					105,000
					105,000
					160,000
					160,000
		18,000			25,000
			30,000		
			30,000		
				22,000	20,000
		100,000			
		120,000			
		185,000			
		95,000			
	16,890				
					29,000
					29,000
					160,000
					160,000
54,000	64,070	548,000	60,000	132,000	2,087,595

NSDC	SCHEME	2014/15 REVISED	2015/16 REVISED	2016/17 REVISED	2017/18 REVISED	2018/19 REVISED	2019/20 REVISED
TB2253	TOTAL NSDC ASSET REPLACEMENT PROGRAMME	392,140	1,266,070	558,000	78,000	132,000	2,132,595

Technology	SCHEME	2014/15 REVISED	2015/16 REVISED	2016/17 REVISED	2017/18 REVISED	2018/19 REVISED	2019/20 REVISED
E00204	Torex - Leisure Receipting System			50,000			
E00207	Replacement computer software			33,000			
E00208	Servers			15,000			
E00209	Warden Call System			320,000			
E00211	Replacement Laptops					70,000	
E00215	Desktops & Monitors	87,090		95,270			
E00216	Network Server					180,000	
E00217	IT Investment Software					50,000	
E00218	IT Investment Hardware					83,000	
	Laptops 14/15	17,642					
	Laptops 18/19					50,000	
	Firewall	20,536					
	Palace/Museum Ticketing Software	54,693					
TA3286	TOTAL TECHNOLOGY REPLACEMENT PROGRAMME	179,961	0	513,270	0	433,000	0

NSH	SCHEME	2014/15 REVISED	2015/16 REVISED	2016/17 REVISED	2017/18 REVISED	2018/19 REVISED	2019/20 REVISED
Leased Assets							
	22 various vans (used by NSHomes)					400,000	
	10 Various Vans (used by NSHomes)					145,000	
	6 Various Vans (used by NSHomes)					130,000	
	Leased Assets	0	0	0	0	675,000	0
Owned Assets							
E00602	NSH Van		17,000				
	NSH Owned Assets	0	17,000	0	0	0	0
TB2250	TOTAL NSH ASSET REPLACEMENT PROGRAMME	0	17,000	0	0	675,000	0

CAPITAL PROGRAMME FINANCING

COMMITTED SCHEMES EXPENDITURE

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Housing Services	9,040,041	8,984,562	6,554,970	6,193,800	5,923,800	5,923,800
Other Services	8,006,814	15,816,846	6,968,706	743,000	1,705,000	2,597,595
Total Expenditure	17,046,855	24,801,408	13,523,676	6,936,800	7,628,800	8,521,395

CAPITAL EXPENDITURE FINANCING

Net Internal and External Borrowing Approval	1,928,950	4,380,807	1,783,978	0	0	2,132,595
Government Grants	953,629	4,954,674	465,000	465,000	465,000	465,000
Contributions from Third Parties	5,538,670	1,670,922	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0	0
Capital Receipts	1,211,580	5,816,750	307,170	273,000	1,235,000	0
Capital Reserve	1,007,126	1,545,155	4,723,228	8,500	8,500	0
Revenue Support	6,406,900	6,433,100	6,244,300	6,190,300	5,920,300	5,923,800
Total Resources Available	17,046,855	24,801,408	13,523,676	6,936,800	7,628,800	8,521,395

Net resources before allowing for Earmarked Funds

0 **0** **0** **0** **0** **0**

Extract of the Report to the Strategic Housing Liaison Panel:

STRATEGIC LIAISON HOUSING PANEL
17th September 2014

AGENDA ITEM NO.4

Management Agreement Annual Changes for 2015/16

3.5.6 Implementation of an approach to undertake Legionella assessment surveys.

3.5.6.1 The Legionella guidance (ACoP L8) now includes a specific section on Landlord's duties which has introduced the term "residential accommodation". The guidance clearly states that Landlords must carry out a Legionella risk assessment of the hot and cold water systems in all residential accommodation. The guidance does not give a definition of residential accommodation but the HSE has made it clear, at a recent series of Stakeholder events, that this meant any rental property used for domestic purposes.

3.5.6.2 The ACoP L8 is not prescriptive in meeting the delivery and required timescales, there are a number of alternative choices available in terms of the approach and eliminating risk. The options are based on the level of risk the Council/ Company are comfortable with in terms of the delivery of the survey and completion of related works. The cost of delivery of the survey and related capital costs would be required to be funded in the years commensurate to programme related to the option chosen. The speed at which the surveys are carried out subject to increased revenue fee all are deliverable within the resources of the Asset Management Programme which would be proposed to be adapted to reflect the preferred option by the Company and Council as appropriate.

3.5.6.3 The alternative options are:

- a. A 10% sample archetype of NSDC properties can be established and preparation of a contract be undertaken ready for commencement in April 2015. This will give a more informed indication as to the level of risk present and future resources required.

During 2015 a 10% sample Legionella risk assessment survey undertaken by competent specialist and risk assessments returned to the Company, issues could be identified which may pose an increased risk from the HSE's expectations and may need to be targeted for priority action. These would be completed through a Capital Programme of compliance work proposed to the Council for their approval.

Plan the subsequent risk assessment survey rollout programme over the following 5 years (18% of properties a year = 990 units). The cost of modifications required could be estimated from the archetype first year survey of assessments.

- b. Financial resources be identified in the next financial year to commence a full survey of all properties from April 2015. This will then require additional resources from the Council's Capital Programme to address in a timely manner any significant areas of risk identified.
- c. Legionella surveys to be undertaken to achieve full survey of all properties at a rate quicker than the 6 year programme in option a); for example 2 years or 4 years.

3.12 Asset Management Strategy

3.13 It is proposed that the strategy now be subject to a revision every 10 years instead of the previous 3 years. It is, however, subject to the annual review required by the Council as part of the new Management Agreement. This change has been made to ensure that the Council has a document that reflects the fact that with the arrangements under Self-Financing, the Asset Management Strategy needs to have a long term approach in order to ensure that the Council can sustain a long term viable HRABP and support the Council's Housing Growth Strategy.

3.14 The strategy has been fully reviewed and this has resulted in non-substantive changes for proposal to the Council along with the other annual Management Agreement changes. Specific reference has been made to parking and locally acute problems relating to this issue which often require multi agency solutions to resolve. Parking in some areas is acknowledged to be of such an issue that without intervention it may have a long term detrimental impact upon the HRABP through asset becoming non-viable through low demand resulting from the inability to park vehicles. Parking is considered further under the Asset Management Programme.

3.15 Asset Management Programme

3.16 The proposed changes from the current programme are:

- a. Proposed installation of carbon monoxide detectors be moved backwards one year due to expected legislative requirement not yet coming forward.
- b. Footpath, roads, walkways and garage forecourts be increased slightly up to the 2014/15 expenditure level due to current and expected level of demand to meet legislative requirements.
- c. External Wall Insulation be reduced to zero after 2015/16. This is due to higher than expected levels of inward investment achieved through the Green Deal Eco scheme that has allowed the acceleration of the External Wall Programme and removed the requirement for further investment in the short to medium term.

- d. Additional expenditure line be included for making Legionella improvements to domestic properties following the release of new guidance and Approved Code of Practice by the Health and Safety Executive in April 2014.
- 3.17 The programme provides a provision for parking to support the sustainability of the asset over time. This is an area where we are seeing increasing requests for work by tenants. These requests may be a tenant preference rather than being based on asset sustainability. The resource allocation able to be proposed in relation to other investment requirements is not sufficient to provide parking solutions to all properties. Further some solutions, although feasible, are costly for the provision of a few parking spaces and therefore benefit only a small number of people. To try and maximise the parking schemes provided and maintain equality for tenants the Panel may want to consider a proposal to require payment/contribution or fee for the provision of parking, seeking for the costs to be met by the user as the beneficiary.
- a. Parking schemes are only progressed where the cost per parking space is less than will be recoverable by fee over specified period of time; e.g. 3 years.
 - b. Costs of future schemes be met by the individual or group of individuals that benefit.

Extract from the minutes of the Strategic Housing Liaison Panel:

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **Strategic Housing Liaison Panel** held in G21, Kelham Hall on Wednesday 17 September 2014 at 4.00pm.

MANAGEMENT AGREEMENT ANNUAL CHANGES FOR 2015/16

The Panel then considered the new requirements around Legionella testing, which had been included as a specific landlord's duty to carry out a Legionella risk assessment of hot and cold water in all residential accommodation. The Panel heard that it was likely to cost around £250,000 to undertake assessments in all the Company stock, and there were potential further costs associated with any remedial works required. However, the Panel noted that capital works undertaken in achieving the Decent Homes standard had helped reduce the risk of Legionella.

A number of alternative options for programming assessments were presented to the Panel which were detailed in the report. Members considered the proposed timetables for the assessments and during discussion heard that there had been one case of Legionella in the District a number of years ago. Periodic 'refresher' assessments would be required, which were likely to be on a five to ten year rolling basis, however, it was unlikely that these would lead to a requirement for remedial works.

The Panel heard that option A- to undertake a sample assessment of 10% of properties to ascertain the level of risk present and future resources required was likely to cost £45,000. Any works required would be undertaken as part of the Capital Programme. Subsequent risk assessment surveys would then be undertaken over the following five years. Members of the Panel agreed that this approach would help smooth out the cost of undertaking the assessments, but questioned whether this would lead to a greater risk of negative reputational impact should there be a case of Legionella in a property that had not yet been assessed. Officers acknowledged that there was a potential risk, but also clarified that communal properties were already subject to programme of Legionella testing. In addition, to help mitigate the risk, Officers suggested that if, following an initial 10% sample assessment, the level of risk was higher than expected, further assessments could be undertaken on an accelerated programme. The Panel agreed to support option A being pursued.

With regard to the Asset Management Strategy, the Panel were of the view that the Strategy should be revised every ten years instead of every three years, which would help facilitate more effective planning for growth to manage and maintain viable stock.

The Panel then considered the proposed changes to the Asset Management Programme. The Chief Executive- Newark and Sherwood Homes explained that there was an increasing number of requests for parking schemes/provision from tenants, some which were based on tenant preference rather than asset sustainability, however, there were examples of stock within the District where there was no parking provision at all. Members of the Panel agreed that in some cases it might be beneficial to provide parking to improve highway safety, however, acknowledged that the cost of some schemes was prohibitive. It was also suggested that charging be implemented for some parking schemes, so the cost per parking space would be recoverable by a fee over a specified period of time. The Panel agreed that flexibility was essential when considering parking schemes and if appropriate, charging for works should be considered.

Finally the Panel discussed the Annual Procurement Plan, which would include specified contracts to be procured, identifying them as either high or low risk. The Panel considered the list of factors which would be used to assess the risk rating of the contracts, and agreed that these should be circulated to the Council's Procurement Manager.

AGREED (unanimously) to recommend that:

6. option A for Legionella Assessment Surveys be pursued; and
7. that the Asset Management Strategy be revised every ten years instead of every three years.

BUSINESS RATES – LOCAL TRANSITIONAL RATE RELIEF SCHEME

1.0 Purpose of Report

- 1.1 To inform the Policy & Finance Committee of a proposed new local transitional rates relief scheme for the financial years 2015/16 and 2016/17.
- 1.2 To request that the Policy & Finance Committee adopt the proposed scheme for the 2015/16 and 2016/17 financial years.

2.0 Background Information

- 2.1 The transitional relief scheme was introduced in 2010 to help those ratepayers who were faced with higher bills. The scheme ends on 31 March 2015 and as a result a small number of ratepayers will face a jump to their full rates bill from 1 April 2015.
- 2.2 The government announced in the Autumn Statement on 3 December 2014 that it will extend to March 2017 the current transitional relief scheme for properties with a rateable value up to and including £50,000. The government has published guidance to authorities about the operation and delivery of the policy.
- 2.3 The government will, in line with the eligibility criteria set out in the guidance, reimburse local authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended, to grant relief. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under section 47.
- 2.4 Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure can be reimbursed, the government expects local government to grant relief to qualifying ratepayers.

3.0 Proposals

- 3.1 **Which properties will benefit from relief?**
- 3.2 Properties that will benefit are those with a rateable value up to and including £50,000 who would have received transitional relief in 2015/16 or 2016/17 had the existing transitional relief scheme continued in its current format. In line with the existing thresholds in the transitional relief scheme, the £50,000 rateable value threshold should be based on the rateable value shown for 1/4/10 or the substituted day in the cases of splits and mergers.
- 3.3 This policy applies to transitional relief only (i.e. those moving to higher bills).

3.4 **How much relief will be available?**

3.5 The transitional relief scheme should be assumed to remain as it is in the current statutory scheme except that:

- a. the cap on increases for small properties (with a rateable value of less than £18,000 in both 2015/16 & 2016/17 should be assumed to be 15% (before the increase for the change in the multiplier), and
- b. the cap on increases for other properties (up to and including £50,000 rateable value) in both 2015/16 and 2016/17 should be assumed to be 25% (before the increase for the change in the multiplier).

3.6 The scheme applies only to properties up to and including £50,000 rateable value based on the value shown for 1/4/10 or the substituted day in the cases of splits and mergers. Changes in rateable value which take effect from a later date should be calculated using the normal rules in the transitional relief scheme.

3.7 An explanation and illustration of how the relief (and the associated section 31 grant) should be calculated is at **Appendix A**.

3.8 **Recalculations of relief**

3.9 As with the current transitional relief scheme, the amount of relief awarded should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

4.0 **Equalities Implications**

4.1 There are no equality implications associated with this report.

5.0 **Impact on Budget/Policy Framework**

5.1 Central government will reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme. There will therefore be no additional costs incurred by the Council in adopting such a scheme for 2015/16 and 2016/17.

6.0 **RECOMMENDATION**

That the proposed new local transitional rates relief scheme for the 2015/16 and 2016/17 be adopted.

Reason for Recommendation

To establish a local transitional rates relief scheme for the financial years 2015/16 and 2016/17.

Background Papers - None

For further information please contact Phil Ward on Ext 5347.

David Dickinson
Director – Resources

Calculating the extension of transitional relief where other reliefs apply

Under the existing statutory transition scheme which ends on 31 March 2015, transitional relief is measured before all other reliefs. But the extension of transitional relief into 2015/16 and 2016/17 will be delivered after other reliefs (including other Localism Act delivered reliefs such as retail relief).

Therefore, for the purposes of awarding relief and claiming section 31 grant, authorities should measure the extension of transitional relief after all other reliefs. To do this authorities will need to:

Step 1: identify those eligible properties which would have qualified for transitional relief in 2015/16,

Step 2: calculate the actual rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief has ended,

Step 3: calculate the rates bill for those properties in 2015/16 after all other reliefs assuming transitional relief continued (in line with the assumptions in this guidance), and

Step 4: calculate the difference between stage 2 and 3 and award a Localism Act discount to that value.

Example

If a ratepayer would have been eligible for transitional relief of 25% caps in 2015/16 then their bill is calculated as follows (ignoring inflation):

	Step 1	Step 2	Step 3	Step 4
	2014/15	2015/16	2015/16	2015/16
Bill before any reliefs	10,000	10,000	10,000	10,000
Transitional relief (had the original scheme continued)	-4,000	na	-2,500	na
Net bill before Localism Act discount	6,000	10,000	7,500	10,000
Localism Act discount (to give effect to transitional relief)	na	ns	na	2,500
Net rates bill	6,000	10,000	7,500	7,500

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice Chairman) and the Opposition Spokesperson of the appropriate committee (Constitution incorporating a scheme of delegation approved by the Council in May 2013)

Subject: Scheme Alteration - Homes and Communities Agency Affordable Homes Programme 2015-18

Appropriate Committee: Policy & Finance

Details of Item (including reason(s) for use of urgency procedure):

To seek approval for a proposed alteration to the schemes submitted to the Homes and Communities Agency (HCA) Affordable Homes Programme 2015-18.

The Policy Committee at its meeting on 3rd April 2014 (*Agenda Item No.10*) resolved for the Council to submit a grant bid to the HCA's 2015 – 18 Affordable Homes Programme in addition to Council HRA and Newark & Sherwood Homes capital finance to develop 5 HRA sites, in partnership with Newark & Sherwood Homes, to deliver 32 additional units of new Council housing.

The bid submission to the HCA was successful and Members should note that the development of two sites (Coronation Street and Grove View Road) will be financed through the use of 1-4-1 Right to Buy Receipts and not HCA grant.

Alteration to Schemes

After initial site investigations it has been revealed that some changes are necessary to two of the proposed schemes:

Wolfit Avenue, Balderton (Site B)

The site at Wolfit Avenue, Balderton (B scheme) provided for four x two bedroomed dwellings. Site investigations have revealed that an unadopted sewer on the Wolfit B site reduces the site capacity to 4 x 1 bedroom flats from 2 bed dwellings as the footprint is reduced.

Coronation Street, Balderton

The site at Coronation Street provided for four x 1 bed apartments. Site investigations identified the precise location and easement of the adopted sewer which has allowed for an increase in the footprint of the apartments, providing each home with an additional bedroom. The site now offers four x two bedroom apartments.

The proposed changes deliver the same number of units in Balderton and across the whole scheme development, as detailed below:

<i>Schemes for completion 2015/17</i>	<i>Original Proposal</i>	<i>Revised Proposal</i>
Wolfit Avenue, Balderton Site A	4 x 2 bed apartments	No change
Wolfit Avenue, Balderton Site B	4 x 2 bed apartments	4 x 1 bed apartments
Coronation St, Balderton	4 x 1 bed apartments	4 x 2 bed apartments
Grove View Rd, Balderton	4 x 1 bed apartments	No Change
Lilac Close, Newark	6 x 1 bed apartments 4 X 2 bed apartments	No change
Second Avenue, Edwinstowe	6 x 1 bed apartments	No change
Total	32	32

Financial Considerations

Pending Council support, the revised schemes will be submitted to the Homes and Communities Agency for approval. The additional costs incurred at Coronation Street by increasing the number of bedrooms from one to two for four units will be met from 1-4-1 Right to Buy Receipts; The costs will be offset by the reduction at Wolfit Avenue (B) from 4 x 2 bed apartments to one bed apartments.

There are no overall financial implications arising from the proposed scheme changes. Grant levels are not affected as the Council will be delivering an equal number of bed spaces. The number of bed spaces is used by the HCA in determining the amount of grant awarded.

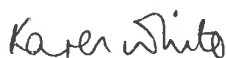
Decision

That the proposed scheme changes are approved to enable drawings to be prepared in preparation of the release of the tender documents to contractors on the 2nd February 2015 so to keep to the original development programme, meeting the requirements of the contract with the HCA.

Members Consulted:

Councillor Roger Blaney
Councillor David Lloyd
Councillor Abbie Truswell

Signed:



Date: 30th January 2015

Karen White
 Director – Safety