

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 04 November 2015

Time: 17:30

Venue: Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,
Andover, Hampshire, SP10 3AJ

For further information or enquiries please contact:

Caroline Lovelock - **01264 368014**
email clovelock@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview & Scrutiny Committee

MEMBER		WARD
Councillor C Lynn	Chairman	Winton
Councillor A Finlay	Vice Chairman	Chilworth, Nursling & Rownhams
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor J Cockaday		St Mary's
Councillor S Cosier		North Baddesley
Councillor D Drew		Harewood
Councillor B Few Brown		Amport
Councillor K Hamilton		Harroway
Councillor I Jeffrey		Dun Valley
Councillor J Lovell		Winton
Councillor J Neal		Millway
Councillor B Page		Harroway
Councillor T Preston		Alamein
Councillor J Ray		Cupernham
Councillor K Tilling		Valley Park
Vacancy		

Overview & Scrutiny Committee

Wednesday, 04 November 2015

AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Call in Items
- 5 Urgent Items
- 6 Urgent decisions taken since last meeting
- 7 Minutes of the meeting held on 7 October 2015
- 8 **Budget Panel Report** 4 - 6
To consider the Budget Panel's recommendation on the Council's Medium Term Financial Strategy
Councillor A Finlay (Lead Member) (20 minutes)
- 9 **Draft Budget Fees and Charges** 7 - 48
To consider the Budget Panel's recommendation on the proposed Fees and Charges for 2016/17
Councillor A Finlay (Lead Member) (20 minutes)
- 10 **Programme of Work for the Overview and Scrutiny Committee** 49 - 64
To enable Members to keep the committee's future work programme under review (20 minutes)

ITEM 8

Budget Panel Report

Report of the Budget Panel Lead Member (Portfolio: Economic)

Recommended:

In light of the uncertainty presented by the recent Government announcement regarding Business Rates and Grants, that consideration of the Medium Term Financial Strategy be deferred until after the Chancellor’s Autumn Statement has been made on 25 November. Thereafter, consideration be given to the ways in which a resulting Budget Gap can be closed.

SUMMARY:

- To consider the Budget Panel’s recommendation on the Council’s Medium Term Financial Strategy.

1 Introduction

- 1.1 The Budget panel met on 14 October to review the Council’s medium Term Financial Strategy proposed for 2016/17.
- 1.2 The Budget Panels views and recommendation are set out in the Annex to this report.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	1		
Author:	Councillor Finlay	Ext:	
File Ref:			
Report to:	OSCOM	Date:	4 November 2015

Report of the Budget Panel

The Budget Panel met for the first time during this financial year on 14th October. The objectives of the meeting were to review the Council's Medium Term Financial Strategy and to consider the Fees and Charges schedule proposed for the years 2016-2017. From these deliberations, the Panel expected to provide the Overview and Scrutiny Committee with recommendations for its consideration.

Medium Term Financial Strategy

In the event, the Council's Medium Term Financial Strategy could not be finalised due to a very recent government announcement about significant changes to funding which it proposed to unveil on 25th November this year and which had created some uncertainty. Primarily, these would apply to the business rates which the Council collects and, although it was stated that full retention of these would be available to local councils by the end of the parliament (2020-2021), these changes might begin to be implemented by the beginning of April next year. The timing and expectations associated with the proposed changes need to be clarified. Hence the Head of Finance had determined that it was unwise to produce the strategy until further details were known on 25th November, the date of the Chancellor's Spending Review announcement.

The Head of Finance, in support of this decision had provided helpful observations on what could transpire as a result of the business rate proposals, summarised as follows:

It is expected that Revenue Support Grant (RSG) will be phased out as had been expected. Any increase in taxes collected locally, be they from business or other sources, will result in councils being responsible for more services. No net gains to councils could be expected. It was unclear as to whether the expected burden of increased services would fall on county councils or on borough and district councils.

It was possible that funding could be moved around the system by adjusting top-ups and tariffs. Each approach has consequences that go beyond simply funding new burdens. Local areas would be challenged to promote growth and attract business to benefit. However, a balance might be effected between the areas which can do this successfully and those which cannot. This could result in successful areas subsidising less successful ones. Any reduction in business rates which a council might contemplate will have to take account of State Aid requirements. Furthermore, the power to award discounts has been open to local authorities for a number of years, although it has rarely been used. Where it has, the Government has funded 50% of the cost of discounts but will not do so in future. Any increases may require

approval from the Local Enterprise Partnership rather than voters in the Test Valley area. It rather militates against the government's encouragement of city and county devolution proposals although it is possible that some councils could become self-funding.

There will continue to be some kind of mechanism for resources to flow between areas of high and low resource (akin to the current transfers through top-ups and tariffs) and central government will retain control of the main elements of the rates scheme including revaluation and mandatory discounts. The main benefit for most self-funded authorities is that they will be able to keep a larger share of any local growth in taxation – as long as their local tax bases actually increase.

The Panel was aware that the strategy was further dependent on other grants referred to by the government representative as “core grants” which are not defined until mid-December usually. So it isn't possible to make a recommendation regarding the Medium Term Financial Strategy to the Overview and Scrutiny Committee at this time. Hence a further review will take place in January when it is expected that a recommendation can be made.

Budget Gap

Nonetheless, it is always necessary to provide for the shortfall in funding expected between the amount which the Council will collect from Council Tax for the year 2016-2017 and the financial obligations which it must meet. This budget gap will be met by savings in the least risky elements of service provision as identified by service heads. This is referred to as the Corporate Challenge. Further details will be available by mid-December.

Recommendations to OSCOM:

In light of the uncertainty presented by the recent Government announcement regarding Business Rates and Grants, that consideration of the Medium Term Financial Strategy be deferred until after the Chancellor's Autumn Statement has been made on 25 November. Thereafter, consideration can be given to the ways in which a resulting Budget Gap can be closed.

ITEM 9 Draft Budget Fees and Charges

Report of the Budget Panel Lead Member (Portfolio: Economic)

Recommended:

That the proposed Fees and Charges be noted and, subject to final scrutiny by the Cabinet, that they be accepted.

SUMMARY:

- To consider the Budget Panel’s recommendation on the proposed Fees and Charges for 2016/17.

1 Introduction

- 1.1 The Budget panel met on 14th October to review the Council’s medium Term Financial Strategy proposed for 2016/17.
- 1.2 The Panel reviewed the Proposed Fees and Charges for 2016/17. After some discussion regarding the above average percentage increases for bulky household waste at 29.9% and the 90% increase for the use of the Astro turf charges by Juniors at Charlton Sports Centre, the Panel agreed that subject to final scrutiny by Cabinet they were content with the proposals.
- 1.3 It was noted that, whereas the cost of parking permits at TVBC was £15, it was £100 at Eastleigh Borough Council. This may be an item for review in future. It was also noted that if a Council Tax rise was required, it would be of just under 2%.
- 1.4 The schedule of proposed Fees and Charges for 2016/17 are attached at Annex 1.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	1		
Author:	Councillor Finlay	Ext:	
File Ref:			
Report to:	OSCOM	Date:	4 November 2015

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
SPORTING ACTIVITIES				
Charlton Sports Centre				
Football and Rugby:				
Adults	Monday to Friday	44.25	44.75	1.13%
	Saturday/Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Supplement for use of Floodlit Pitch (per hour)		18.75	19.00	1.33%
Training	per pitch/hour	12.70	12.85	1.18%
	changing accommodation supplement	4.35	4.40	1.15%
Mini Soccer		12.70	12.85	1.18%
Cricket:				
Adults	Monday to Friday	43.80	44.25	1.03%
	Saturday or Sunday	57.00	57.70	1.23%
Under 18	Charged at 50% of the full fee			
Hire of Showground:				
Per day (commercial hire)		On application		
Hire of Showground and Football Fields:				
Per day (commercial hire)		On application		
Running Track:				
Annual Season Ticket (April to March)				
Adult		35.00	35.50	1.43%
Junior		17.65	17.90	1.42%
Day Ticket				
Adult		3.10	3.15	1.61%
Junior		1.35	1.35	0.00%
Meetings:				
Saturday/Sunday/Bank Holidays				
9 am to 6 pm		251.50	255.00	1.39%
Half Day (up to 4 hours)		148.50	150.00	1.01%
Monday to Friday				
9 am to 6 pm		148.10	150.00	1.28%
Half Day (up to 4 hours)		99.50	101.00	1.51%
Under 18 - charged at 60% of the full fee				
Supplement to be charged for Floodlighting (per hour)				
		18.75	19.00	1.33%
Groundsman attendance (half day)				
		71.75	73.00	1.74%
Group training track only (per hour)				
		9.90	10.00	1.01%
Hire of Pavilion Room:				
Per hour		10.50	10.70	1.90%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
SPORTING ACTIVITIES				
London Road Sports Ground				
Football:				
Adults	Monday to Friday	44.25	44.75	1.13%
	Saturday/Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Mini Soccer		12.70	12.85	1.18%
Cricket:				
Adults	Monday to Friday	43.80	44.25	1.03%
	Saturday/Sunday	57.00	57.70	1.23%
Under 18	Charged at 50% of the full fee			
East Anton				
Football				
Under 18	Monday to Friday	N/A	22.80	
	Saturday/Sunday	N/A	27.65	
Cricket:				
Adults	Monday to Friday	N/A	44.25	
	Saturday/Sunday	N/A	57.70	
Under 18	Charged at 50% of the full fee			
Walworth Sports Centre and Picket Twenty				
Football:				
Adults	Monday to Friday	44.25	44.75	1.13%
	Saturday/Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	12.70	12.85	1.18%
	Changing accommodation supplement	4.35	4.40	1.15%
Mini Soccer		12.70	12.85	1.18%
Hire of Ground:				
	Per day (commercial hire)		On application	
Rooksbury Mill				
Fishing:				
	Daily permit - per rod	7.50	7.65	2.00%
	Season ticket	48.50	49.25	1.55%
	* Under 18 and over 60 - 50% fees			

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
SPORTING ACTIVITIES				
Romsey Memorial Park				
Tennis:				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
Fishing:				
Residents	(per rod per day)	16.70	17.00	1.80%
Non-Residents	(per rod per day)	32.80	33.25	1.37%
Residents	(per rod per half day)	10.30	10.50	1.94%
Non-Residents	(per rod per half day)	20.90	21.20	1.44%
* Residents under 18 and over 60 - 50% fees				
Romsey Sports Centre				
Cricket:				
Adults	Monday to Friday	44.00	44.25	0.57%
	Saturday/Sunday	57.30	57.70	0.70%
Under 16	Charged at 50% of the full fee			
Football and Rugby:				
Adults	Monday to Friday	44.20	44.75	1.24%
	Saturday/Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Training:				
	Per pitch/hour	12.70	12.85	1.18%
	Changing accommodation supplement	4.35	4.40	1.15%
Floodlights (per court)		6.15	6.25	1.63%
Hire of Ground				
Per day (commercial hire)		On application		

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Saxon Fields Sports Ground				
Football:				
Adults	Monday to Friday	44.25	44.75	1.13%
	Saturday/Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Training	per pitch/hour	12.70	12.85	1.18%
	changing accommodation supplement	4.35	4.40	1.15%
Mini Soccer		12.70	12.85	1.18%
Hunts Farm Sports Centre				
Cricket:				
	Monday to Friday	43.80	44.25	1.03%
	Saturday or Sunday	57.00	57.70	1.23%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	Monday to Friday	44.20	44.75	1.24%
	Saturday or Sunday	54.75	55.30	1.00%
Under 18	Charged at 50% of the full fee			
Training	per pitch/hour	12.70	12.85	1.18%
	changing accommodation supplement	4.35	4.40	1.15%
Mini Soccer	per match per pitch	12.70	12.85	1.18%
Croquet Lawn:				
	Per match	38.10	38.80	1.84%
Hire of Top Room (Pavilion):				
	Per hour	10.20	10.70	4.90%
Hire of Ground:				
	Per day (commercial hire)		On application	
Commercial hire of leisure land for exercise classes			On application	

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2016/17

Usage by Clubs

Full payment in advance for block bookings of 10 or more regular (no further apart than 14 days) sessions for the same activity at the same venue will attract VAT exemption, provided all regulations are complied with. Any cancellation reducing the block booking to below 10 sessions will incur VAT on all remaining sessions except in the event that the Council cancels the booking in the event of unforeseen non-availability.

New clubs or groups may be granted initial discounts at the discretion of the Contractor, in consultation with the Head of Finance.

Notes - All Sports Facilities

- I. Cancelled Bookings - 48 hours notice must be given of a cancellation otherwise the full charge will be payable if the facility cannot be re-let, unless adverse weather conditions caused cancellation.
- II. Alterations to Charges - the Council reserve the right to alter charges of any facility without prior notice, particularly if the rate of VAT changes.
- III. Course Fees, Hire and Sale of Equipment will be charged at the market rate in agreement with the Head of Community & Leisure.
- IV. Non-Specified Charges - authority is given to the Contractor, in conjunction with the Head of Community & Leisure and the Head of Finance, to negotiate and agree charges for the use of non-specified areas, experimental schemes and group bookings to encourage the use of underused or unused facilities and to negotiate discounts with charitable or youth bodies.

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

The Lights	CHARGES 2015/16		£ CHARGES 2016/17		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
All charges exclude VAT at the standard rate with the exception of those marked *.						
Hire of Theatre						
4 hours	302.00	496.00	305.00	505.00	0.99%	1.81%
8 hours	393.00	659.00	400.00	670.00	1.78%	1.67%
12 hours	593.00	992.00	600.00	1,000.00	1.18%	0.81%
Weekly Hire	2,040.00	2,040.00	2,070.00	2,070.00	1.47%	1.47%
Charge for Sunday Hire Sunday 10am - 10pm. Monday to Saturday 6pm to 11pm	150.00	200.00	150.00	200.00	0.00%	0.00%
Hire of Arena						
4 hours	206.00	322.00	210.00	325.00	1.94%	0.93%
8 hours	264.00	410.00	267.00	415.00	1.14%	1.22%
12 hours	292.00	469.00	296.00	476.00	1.37%	1.49%
Hire of Conference Room						
4 hours	80.00	130.00	80.00	130.00	0.00%	0.00%
8 hours	138.00	228.00	138.00	228.00	0.00%	0.00%
12 hours	180.00	295.00	180.00	295.00	0.00%	0.00%
Hire of Board Room						
4 hours	72.00	116.00	72.00	116.00	0.00%	0.00%
8 hours	120.00	202.00	120.00	202.00	0.00%	0.00%
12 hours	158.00	258.00	158.00	258.00	0.00%	0.00%
Hire of Studio One						
4 hours	96.00	165.00	96.00	165.00	0.00%	0.00%
8 hours	175.00	270.00	175.00	270.00	0.00%	0.00%
12 hours	218.00	350.00	218.00	350.00	0.00%	0.00%
Hire of Dance Studio						
4 hours	96.00	165.00	96.00	165.00	0.00%	0.00%
8 hours	175.00	270.00	175.00	270.00	0.00%	0.00%
12 hours	218.00	350.00	218.00	350.00	0.00%	0.00%
Additional dressing room per 4 hour session	35.00	35.00	36.00	36.00	2.86%	2.86%
Flipchart Hire (per day)	8.50	8.50	8.50	8.50	0.00%	0.00%
Laptop	43.00	43.00	45.00	45.00	4.65%	4.65%
Projector	53.00	53.00	55.00	55.00	3.77%	3.77%
Screen Hire (per day)	36.00	36.00	36.00	36.00	0.00%	0.00%
Laptop, Projector, Screen (per day)	122.00	122.00	125.00	125.00	2.46%	2.46%
Technical Services (4 hour session)	58.00	58.00	60.00	60.00	3.45%	3.45%
Ticket Printing - per show	12.50	12.50	12.50	12.50	0.00%	0.00%
Spotlight Theatre Membership Scheme - New Members	20.00 *	N/A	20.00 *	N/A	0.00%	
Box Office Commission	6.00%	10.00%	6.00%	10.00%	0.00%	0.00%
Credit Card Commission	3.00%	3.00%	3.00%	3.00%	0.00%	0.00%
These charges apply where The Lights prints and processes tickets for hirers of facilities.						
Non-cash transaction fee	1.00	1.00 *	1.00	1.00 *	0.00%	0.00%
Internet Booking Fee	2.00	2.00 *	2.50	2.50 *	25.00%	25.00%
Grand Piano Hire (inc. moving and tuning)	85.00	85.00	85.00	85.00	0.00%	0.00%
TV & DVD (per day)	32.00	32.00	32.00	32.00	0.00%	0.00%
Lectern (per day)	12.00	12.00	12.00	12.00	0.00%	0.00%
Radio Microphone	18.00	18.00	18.00	18.00	0.00%	0.00%
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00	0.00%	0.00%
Banner Site - Lights' Roof	50.00	50.00 *	50.00	50.00 *	0.00%	0.00%
Star Cloth	45.00	45.00	45.00	45.00	0.00%	0.00%
Wedding Reception Venue Hire	1,500.00	N/A	1,500.00	N/A	0.00%	

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

Cemeteries

The fees, payments and sums set out below apply where the person to be interred was, or immediately before death was, a resident of the Borough of Test Valley or, in the case of a stillborn child, where one of the parents is, or at the time of interment was, such a resident. In all other cases the fees and charges relating to non-residents will apply.

Persons who were formerly residents of the Borough of Test Valley shall be considered as residents for the purpose of the scale of fees, if the date of death is less than twelve months after leaving the Borough.

	2015/16 £	2016/17 £	Increase
1 Interment and Scattering Management Fee (No charge for persons 3 years or under)			
Ashes interment	240.00	244.00	1.67%
Scattering of Ashes	240.00	244.00	1.67%
Full Burial Plots Single Interment	532.00	540.00	1.50%
Full Burial Plots Double Interment	657.00	668.00	1.67%
NOTE - Above charges are for Test Valley residents. Double fee is payable for non-residents.			
2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial			
These fees include the Deed of Grant and all expenses thereof.			
<u>Full Burial Plots</u>			
a. Childs Plot size 0.914m x 0.609m (3'0" x 2'0")	275.00	279.00	1.45%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m (3'6") in height including the base, 0.609m (2'0") in width including the base and 0.457m (1'6") in depth.			
b. Single Depth Plot size 1.981m x 1.143m (6' 6" x 3'9") and 1.371m (4'6" in depth)	435.00	442.00	1.61%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.			
c. Double Depth Plot size 1.981m x 1.143m (6'6" x 3'9") and 1.828m (6'0" depth)	617.00	627.00	1.62%
<u>Memorial Guidance</u>			
A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.			
<u>Standard Cremated Remains Plots</u>			
d. Cremated remains plot size 0.457m x 0.304m (1'6"x1'0"). Applies to both double and single depth.	336.00	341.00	1.49%
<u>Memorial Guidance for Standard Cremated Remains Plots</u>			
A flat tablet not exceeding 0.457m (1'6") x 0.304m (1'0") x 0.050m (2")			
<u>Proposed Cremated Remains Plots</u>			
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	376.00	382.00	1.60%
<u>Memorial Guidance for Proposed Cremated Remains Plots</u>			
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")			
A tablet, cross, book or desk top style memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.			

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Cemeteries (Cont.)			
3 Gravestones, Tablets and Memorial Inscriptions			
(Where the Exclusive Right of Burial was purchased prior to the introduction of the combined fee - 01 April 2004)			
<u>Lawn Memorial</u>			
a. A headstone, tablet, wooden cross, inscribed vase, not to exceed 1.066m (3'6") in height including base, 0.762m (2'6") including the base and 0.457m (1'6") in depth.	128.00	130.00	1.56%
<u>Cremation Tablet - Single</u>			
b. a tablet not to exceed 0.457m (1'6") x 0.304m (1'0") x 0.050m (2") on site for cremated remains	98.00	99.00	1.02%
c. Additional Inscription	27.00	27.00	0.00%
d. Replacement memorial (identical)	27.00	27.00	0.00%
e. Renovation of memorial	27.00	27.00	0.00%
Memorials covering the whole of the surface of a burial plot, with or without kerbs, are neither permitted in the lawn area of the Andover Cemetery nor the Charlton (Andover) and Woodley (Romsey) Cemeteries. The following memorials will only be permitted;			
On a grave - a headstone, tablet, wooden cross or inscribed vase.			
On a site of cremated remains - an inscribed tablet set flush with the ground surface.			
On a proposed cremation plot - a tablet, cross, book or desk top style memorial.			
4 Other Cemetery Services			
a. Transfer of Exclusive Right of Burial to a new registered owner.	34.00	34.00	0.00%
b. Top up purchase of Exclusive Right of Burial Five Years	21.00	21.00	0.00%
c. Copy of Deed of Grant	28.00	28.00	0.00%
d. Copy of Registry Entry	10.00	10.00	0.00%
e. Hire of Charlton Cemetery family room / hour	22.00	22.00	0.00%
f. Exhumation	On application		
g. Genealogy services	15.00	15.00	0.00%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Charlton Sports Centre (Cont.)				
Artificial Turf Pitch:				
Hockey/Football (60 minutes)				
Full Pitch				
Adult	Peak	50.25	51.25	1.99%
	Off Peak	35.00	35.50	1.43%
Junior	Peak	26.05	26.55	1.92%
	Off Peak	17.90	18.25	1.96%
Concessionary rate		11.48	21.90	90.77%
Three Quarter Pitch				
Adult	Peak	41.80	42.60	1.91%
	Off Peak	27.80	28.35	1.98%
Junior	Peak	21.60	22.00	1.85%
	Off Peak	14.75	15.00	1.69%
Half Pitch				
Adult	Peak	32.50	33.15	2.00%
	Off Peak	21.85	22.25	1.83%
Junior	Peak	17.90	18.25	1.96%
	Off Peak	12.70	12.95	1.97%
Quarter Pitch (Six a Side)				
Adult	Peak	21.75	22.15	1.84%
	Off Peak	17.50	17.85	2.00%
Junior	Peak	15.00	15.30	2.00%
	Off Peak	11.50	11.70	1.74%
Floodlights (per hour)	Peak	10.05	10.25	1.99%
Peak Period:	Monday - Friday 5.00 pm - 10.00 pm Saturday and Sunday - all day			
Off Peak Period:	Monday - Friday 9.00 am - 5.00 pm			
Prices include:	Changing and shower facilities			

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Andover Sports Academy				
Tennis	Adult	7.10	7.20	1.41%
	Junior	3.55	3.60	1.41%
Table Tennis	Adult	4.94	5.00	1.21%
	Junior	3.71	3.75	1.08%
Short Mat Bowls	Adult	3.66	3.70	1.09%
	Junior	1.80	1.80	0.00%
Indoor Hall (not for profit bookings)	Adult	19.10	19.45	1.83%
	Junior	12.70	12.95	1.97%
Communiy Suite	Adult	17.00	17.30	1.76%
	Junior	12.45	12.70	2.01%
	Commercial	24.75	25.25	2.02%
Meeting Room	Adult	11.50	11.70	1.74%
	Junior	6.30	6.40	1.59%
	Commercial	16.80	17.10	1.79%
Studio Room	Adult	16.40	16.70	1.83%
	Junior	9.05	9.20	1.66%
	Commercial	23.90	24.35	1.88%
Outdoor Court – Team games	Adult	20.25	20.65	1.98%
	Junior	11.50	11.70	1.74%
Floodlights (per court)	Adult	6.00	6.10	1.67%
	Junior	2.99	3.05	2.01%
Hire of equipment	Adult	2.83	2.85	0.71%
	Junior	1.95	1.95	0.00%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
<u>The Knightwood Leisure Centre</u>				
Football:				
Adults		55.10	56.20	2.00%
Under 16	- Charged at 50% of the full fee	27.50	28.05	2.00%
Training	- per pitch/hour	11.70	11.90	1.71%
Cricket:				
Adults		55.10	56.20	2.00%
Under 16	- Charged at 50% of the full fee	27.50	28.05	2.00%
Tennis:				
Adult	- per court per 55 minutes	7.40	7.55	2.03%
Junior	- per court per 55 minutes	3.65	3.70	1.37%
Multi-Use Games Area (MUGA):				
Adult	- per 55 minutes	22.95	23.40	1.96%
Junior	- per 55 minutes	15.35	15.65	1.95%
Badminton:				
Adult	- per 55 minutes	8.65	8.80	1.73%
Junior	- per 55 minutes	4.30	4.35	1.16%
Table Tennis:				
Adult	- per 55 minutes	4.85	4.95	2.06%
Junior	- per 55 minutes	3.65	3.70	1.37%
Main Hall:				
Commercial	- per 55 minutes	29.05	29.60	1.89%
Local Residents	- per 55 minutes	14.40	14.65	1.74%
Other Halls:				
Commercial	- per 55 minutes	17.55	17.90	1.99%
Local Residents	- per 55 minutes	10.85	11.05	1.84%
Short Mat Bowls		2.50	2.55	2.00%
Health and Fitness Classes:				
Member		5.35	5.45	1.87%
Concessionary - Member		3.90	3.95	1.28%
Concessionary - Non-Member		2.75	2.80	1.82%

Notes

- 1 All courts are for 55 mins to allow, where applicable, for staff to changeover equipment.

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
<u>The Knightwood Leisure Centre (Cont)</u>			
Netball:			
Adult - per court per hour	12.40	12.65	2.02%
Junior - per court per hour	8.55	8.70	1.75%
<u>Charlton Sports Centre</u>			
Boating:			
Canoes/Paddle Boats per person per 20 minutes			
Adult	3.15	3.20	1.59%
Junior	1.60	1.65	3.12%
Adventure Golf - per round:			
Adult	2.50	2.55	2.00%
Junior	1.60	1.65	3.12%
Par 3			
Adult	5.15	5.25	1.94%
Child (under 16) / concessionary	2.50	2.55	2.00%

Note

- 1 All courts are for 55 mins to allow, where applicable, for staff to changeover equipment.

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
SPORTING ACTIVITIES			
<u>Andover Leisure Centre</u>			
Squash 40 minutes			
Adult	8.65	8.80	1.73%
Junior	4.50	4.55	1.11%
Badminton - 40 minutes			
Adult	7.60	7.75	1.97%
Junior	3.75	3.80	1.33%
Table Tennis - 40 minutes			
Adult	7.60	7.75	1.97%
Junior	3.75	3.80	1.33%
Half Main Hall for sporting use (55 minutes)			
Adult	31.35	31.95	1.91%
Junior	16.30	16.60	1.84%
All Main Hall - 55 minutes non-sporting use			
	134.95	137.65	2.00%
Creche - 1 hour session	3.30	3.35	1.52%
Creche - 2 hour session	4.30	4.35	1.16%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £			CHARGES 2016/17 £		
	Joining Fee £	Monthly Install- ments £	Full Year £	Joining Fee £	Monthly Install- ments £	Full Year £
<u>Membership Fees</u>						
<u>Andover Leisure Centre and Romsey Rapids</u>						
Inclusive Membership (Committed)						
12 Months	39.15	39.15	430.80	20.00	39.00	430.80
Inclusive Membership (Uncommitted)						
Single	48.50	48.50		20.00	49.00	429.00
Junior (VATable)	24.20	24.20	265.70	20.00	24.00	264.00
Family	112.90	112.90	1,240.55	20.00	113.00	1,243.00
TVBC Staff Member	24.20	24.20	265.70	20.00	24.00	264.00
Centre Membership						
Concessionary			64.45			65.00

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
<u>Andover Leisure Centre (Cont.)</u>			
Health and Fitness (Cont.):			
Health and Fitness Classes			
Band A	6.40	6.50	1.56%
Band B	5.50	5.60	1.82%
Band C	4.90	5.00	2.04%
* Monday - Friday up to 4.30 pm Saturday/Sunday - all day			
Fitness Suite - Session	7.15	7.25	1.40%
Fitness Suite - Concessionary Member	3.20	3.25	1.56%
Induction	40.00	40.80	2.00%
Health Suite - Session	7.15	7.25	1.40%
Health Suite - Concessionary Member	3.20	3.25	1.56%
Health Suite and Swim	9.25	9.40	1.62%
Sunbeds	0.90	0.95	5.56%
Swimming Charges - 1 hour			
Adult	3.75	3.80	1.33%
Concessionary	2.50	2.55	2.00%
Under 3 / Disabled Helper			
Senior Citizen	2.50	2.55	2.00%
Post & Ante natal / Parent & Baby			
50+ session	3.45	3.50	1.45%
Aquafit	5.25	5.35	1.90%
Hire of Main Pool - 1 hour	99.50	101.45	1.96%
Hire of Practice Pool - 1 hour	49.70	50.65	1.91%
Hire of 1 Lane Main Pool - 1 hour	29.00	29.55	1.90%
Peter Pan	3.15	3.20	1.59%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
<u>Romsey Rapids</u>			
Swimming: (Guaranteed minimum 1 hour)			
Adult	5.55	5.65	1.80%
Junior (3-17) / Senior Citizen / Registered Disabled / Student / Unemployed	4.20	4.25	1.19%
Family (2 Adults and up to 3 Juniors or 1 adult and up to 4 Juniors)	18.70	18.95	1.34%
Reduced rates at times of restricted usage:			
Adult	4.60	4.65	1.09%
Junior	3.20	3.25	1.56%
Family	15.55	15.85	1.93%
Health Suite:			
Sauna / Steam Room / Jacuzzi (Sun Bed optional extra)	7.30	7.45	2.05%
Family Members - 11/2 (Saturday & Sunday)	45.80	46.70	1.97%
Sun Bed - per minute	0.90	0.95	5.56%
Health Suite and Swim (Special rates available for unemployed/ Income Support for use up to 5.00pm)	12.10	12.30	1.65%
Fitness Suite:			
1 hr use of conditioning equipment	7.15	7.25	1.40%
Fitness and Swim	11.70	11.90	1.71%
Induction	40.00	40.80	2.00%
Concessionary rate	3.20	3.25	1.56%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2016/17**

SPORTING ACTIVITIES	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
<u>Romsey Rapids (Cont.)</u>			
Special Sessions:			
Mums/Babies	4.20	4.25	1.19%
All Lane Swimming	3.75	3.80	1.33%
Over 50's Swim Hour	3.15	3.20	1.59%
Ante/Post Natal Session	4.00	4.05	1.25%
Aqua Beat	5.25	5.35	1.90%
Child Special	2.70	2.75	1.85%
Creche	3.30	3.35	1.52%
For two hours	4.30	4.35	1.16%
<p>Tickets for Early Morning Swimming and Early Fitness must be purchased in advance from the Main Reception.</p> <p>Children under 8 yrs old must be accompanied by an adult (18 yrs).</p>			
<u>Other</u>			
Smoothie Bike - Daily hire	52.00	53.00	1.92%
<u>Romsey Sports Centre</u>			
Squash	6.95	7.05	1.44%
Table Tennis	5.05	5.15	1.98%
Tennis	7.25	7.40	2.07%
Adventure Golf	2.40	2.45	2.08%
Cricket Net	1.00	1.05	5.00%

CORPORATE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Advertising - Test Valley News			
1/2 Page Advert Portrait (127mm x 350mm) Landscape (259mm x 172mm)	1,000.00	1,000.00	0.00%
1/4 Page Advert Portrait only (127mm x 172mm)	650.00	650.00	0.00%
1/8 Page Advert Portrait (61mm x 172mm) Landscape (127mm x 86mm)	350.00	350.00	0.00%
1/16 Page Advert Portrait only (61mm x 86mm)	200.00	200.00	0.00%
Small Advert Portrait only (63mm x 66mm)	125.00	125.00	0.00%

For details of artwork requirements, please contact the editor on 01264 368000.

General Photocopying

General Photocopying (per A4 side)

Black and White

A4/A5	0.20	0.20	0.00%
A3	0.40	0.40	0.00%

Colour

A4/A5	0.75	0.75	0.00%
A3	1.50	1.50	0.00%

Student/Parish Council Rate-
(Black and White only);

A4/A5	0.10	0.10	0.00%
A3	0.20	0.20	0.00%

Details of copy charges for larger size printing (up to A0) are shown on the Planning and Building Service pages and are applicable across the Council.

NOTE - All charges above are subject to VAT at the standard rate

ENVIRONMENTAL SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Bulky Household Waste Collection			
Single Item	21.00	27.25	29.76%
Multiple items (maximum of four items)	37.75	49.00	29.80%
Garden Waste - price on application, subject to a minimum charge of	31.50	32.00	1.59%
Disposable sacks for Schedule 2 Waste (roll of 25)	54.50	55.00	0.92%
Garden Waste Collection			
Initial Annual Subscription*	29.00	29.50	1.72%
Additional Annual Subscriptions	16.50	17.00	3.03%
6 Monthly Subscription (November to May)	16.50	17.00	3.03%
Replacement Sack	1.50	1.50	0.00%
Early Bird Discount**	2.00	2.00	0.00%
Online Discount***	1.50	1.50	0.00%
* one subscription is one sack / approved receptacle			
** applies only to initial annual subscription paid during early bird period			
*** applies once to the total transaction for garden waste, which must include at least one subscription			
Wheeled Bins			
Purchase of wheeled bin for waste collection (per bin)	25.00	25.00	0.00%
Purchase of 1100 litre wheeled bin for waste collection (per bin)	250.00	275.00	10.00%
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin			
Shopping Trolley Return			
Removal, Storage and Return	75.00	75.00	0.00%
Direct return (where an agreement is in place with the owner)	35.00	35.00	0.00%
Fixed Penalty Notice			
	Min / Max	Min / Max	
Dog Fouling and Dropping Litter	50 / 80	50 / 80	
Street Litter Control Notices/Litter Clearing Notices	60 / 110	60 / 110	
Graffiti / Flyposting	50 / 80	50 / 80	
Offences in relation to waste receptacles	60 / 110	60 / 110	
Abandoning a Vehicle	120 / 200	120 / 200	
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300	
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300	

ENVIRONMENTAL SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Vehicle Workshop Charges			
Brake Roller Test (Per Axle)	23.50	24.00	2.13%
Hire Charges			
Operative Hire	24.50	25.00	2.04%
Operative and Van Hire	35.00	36.00	2.86%
Mechanical Sweeper - Large (HGV) Sweeper	49.50	50.00	1.01%
Mechanical Sweeper - Compact Unit	37.75	38.50	1.99%
Hire charges are per hour, subject to a minimum 1 hour hire. Travel time is in addition to hire charge and may require an additional charge.			
Note - All charges above are subject to VAT at the standard rate			
MoT Test Fees			
Class 4 vehicles (Cars)	40.00	40.00	0.00%
Class 5 vehicles (Passenger vehicles)	50.00	50.00	0.00%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	50.00	50.00	0.00%
Combined Taxi / Hackney Carriage Test & MoT	75.00	75.00	0.00%

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
High Street (Daily or part thereof)			
Concessionary	58.00	59.00	1.72%
Commercial / Private Hire	256.00	261.00	1.95%
Time Ring (Daily or part thereof)			
Concessionary	21.00	21.00	0.00%
Private Hire	39.00	39.00	0.00%
Commercial Hire	131.00	133.00	1.53%

Conditions of Hire:

Full terms and conditions can be viewed on the
Council's website www.testvalley.gov.uk
Or contact the Estates Service on 01264 368000

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2016/17**

THE RENDEZVOUS / UPPER GUILDHALL

Sessions	Private Hire		Commercial Hire		Concessionary	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	153.00	289.00	356.00	503.00	103.00	135.00
Morning 08.00 - 13.00	50.00	98.00	117.00	178.00	34.00	41.00
Afternoon 13.00 - 18.00	50.00	98.00	117.00	178.00	34.00	41.00
Evening 18.00 - 24.00	60.00	108.00	135.00	186.00	43.00	71.00
Hourly (Min. 2 hrs)	31.00	35.00	57.00	74.00	15.00	17.00

For 2016/17 the above charges have increased by between 0.00% and 2.04%.

Wedding Fees	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Weekday (excluding bank holidays)	173.00	176.00	1.73%
Saturday	270.00	275.00	1.85%
Sunday / Bank Holiday	293.00	298.00	1.71%

The above fee includes 1 hours for rehearsal
Bookings can be for morning (08:00 - 13:00) or afternoon (13:00 - 16:00)

Conditions of Hire

See Crosfield Hall Charges

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2016/17**

CROSFIELD HALL

Whole Complex	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	285.00	322.00	373.00	515.00	193.00	257.00
Morning 08.00 - 13.00	86.00	97.00	113.00	155.00	57.00	75.00
Afternoon 13.00-18.00	115.00	127.00	151.00	208.00	75.00	102.00
Evening 18.00 - 24.00	115.00	127.00	151.00	208.00	75.00	102.00
Hourly (Min. 2 hrs)	31.00	33.00	38.00	50.00	18.00	26.00
Main Hall	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	193.00	215.00	294.00	416.00	126.00	193.00
Morning 08.00 - 13.00	57.00	68.00	88.00	123.00	39.00	57.00
Afternoon 13.00-18.00	75.00	86.00	117.00	166.00	50.00	75.00
Evening 18.00 - 24.00	75.00	86.00	117.00	166.00	50.00	75.00
Hourly (Min. 2 hrs)	18.00	23.00	31.00	41.00	13.00	18.00
Annexe	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	143.00	158.00	221.00	312.00	96.00	157.00
Morning 08.00 - 13.00	42.00	46.00	69.00	95.00	30.00	46.00
Afternoon 13.00-18.00	57.00	68.00	88.00	123.00	39.00	66.00
Evening 18.00 - 24.00	57.00	68.00	88.00	123.00	39.00	66.00
Hourly (Min. 2 hrs)	14.00	15.00	23.00	32.00	9.00	15.00
Nightingale Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	55.00	72.00	96.00	133.00	40.00	67.00
Morning 08.00 - 13.00	17.00	23.00	30.00	40.00	13.00	18.00
Afternoon 13.00-18.00	23.00	30.00	39.00	51.00	15.00	26.00
Evening 18.00 - 24.00	23.00	30.00	39.00	51.00	15.00	26.00
Hourly (Min. 2 hrs)	7.00	8.00	9.00	14.00	4.00	7.00

For 2016/17 the above charges have increased by between 0% and 2.04%.

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2016/17

CROSFIELD HALL (Cont.)

NOTES:

Storage Charges

(For Regular Hirers of the Crosfield Hall)

Type of Storage	Size	Annual Charge
Metal Cupboard	Up to 1200mm x 1000mm x 470mm	£41.00
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£141.00

- 1) All items are left at hirers own risk. Test Valley Borough Council will not be held responsible for any theft or damage that might occur whilst equipment etc is stored on the premises.
- 2) The location of storage is at the discretion of the Estates Service.
- 3) The above storage facility will be made available to groups and/or organisations who hire the Crosfield Hall in advance for no less than one booking per month for a minimum of ten months in any one calendar year.
- 4) The storage of equipment etc will be subject to prior arrangement with the Head of Estates.
- 5) Test Valley Borough Council reserves the right to move and or dispose of any equipment left on the premises at the expiration of the storage hire period.

Conditions of Hire for Guildhall and Crosfield Hall

The scales of charges are subject to the conditions of hire

Sunday Trading

The Council will not permit a hiring which contravenes the Shops Act 1994.

Discounts

A discount of 10% will be given on the total bill to all categories of hirers on bookings for 2 or more days, whether consecutive days or block bookings, when payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

- 1) Concessionary rates of hire will be charged to individuals/organisations for bookings falling within the following guidelines and the Head of Estates and Corporate Director exercise discretion where any doubts arise as to whether or not the applicant falls within the guidelines:-
 - a) for individuals or organisations holding a charitable status, based in Test Valley, who hire the halls for a purpose which benefits the community at large, the organisation is bona fide, and only pays honoraria to its officers
- 2) The Head of Estates is authorised not to require payment in advance in respect of bookings for concessionary rates of hire.
- 3) The Head of Estates is authorised to decide into which category, i.e. commercial, private or concessionary, an application falls.
- 4) The Head of Estates is authorised to request a £300 deposit from hirers. This amount can be used to pay for damage / additional cleaning works, with the balance to be refunded.

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2016/17**

OFFICE ACCOMMODATION - BEECH HURST

Conference Room 1	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	225.00	471.00	341.00	578.00	157.00	N/A
Morning 09.00 - 13.00	113.00	225.00	139.00	274.00	79.00	N/A
Afternoon 13.00-17.00	113.00	225.00	139.00	274.00	79.00	N/A
Evening 18.00 - 23.00	117.00	259.00	175.00	341.00	102.00	N/A

Conference Rooms 2 & 5	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	153.00	225.00	204.00	341.00	95.00	N/A
Morning 09.00 - 13.00	80.00	130.00	109.00	172.00	52.00	N/A
Afternoon 13.00-17.00	80.00	130.00	109.00	172.00	52.00	N/A
Evening 18.00 - 23.00	85.00	147.00	116.00	214.00	65.00	N/A

Interview Room	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	74.00	130.00	113.00	196.00	58.00	N/A
Morning 09.00 - 13.00	30.00	44.00	51.00	84.00	23.00	N/A
Afternoon 13.00-17.00	30.00	44.00	51.00	84.00	23.00	N/A
Evening 18.00 - 23.00	37.00	70.00	74.00	117.00	30.00	N/A

For 2016/17 the above charges have increased by between 0% and 2%.

Discounts

A discount of 10% will be given on the total bill to all categories of hire on bookings for 2 or more days, whether consecutive days or block bookings, where payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

No concessionary rates for Saturday, Sunday and Bank Holidays.

Other

Tea/Coffee/Biscuits/Cordial - per catering charges set by Property Services Manager.
Buffet lunches per menus

VAT applied at standard rate on catering, no VAT on rooms/halls hire.

Conference Aids Standard facilities include flip chart stand and overhead projector and screens.

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Licences			
Dog Breeders - plus Vet's fees			
Commercial Dog Breeders	145.55	148.00	1.68%
Breeders for Dog Shows	103.00	105.00	1.94%
Pet Shops	146.00	148.00	1.37%
Home Trading Pet Shop	86.00	87.00	1.16%
Riding Establishments (plus Vet's costs)	186.00	189.00	1.61%
Animal Boarding Establishments			
Domestic Boarding Establishments	101.00	103.00	1.98%
Commercial Boarding Establishments - Dogs	146.00	148.00	1.37%
Commercial Boarding Establishments - Cats	128.00	130.00	1.56%
Commercial Boarding Establishments - Combined	205.00	209.00	1.95%
Dangerous Wild Animals (plus Vet's costs)	186.00	189.00	1.61%
Zoo (per 4 or 5 years, plus Vet's costs)	945.00	945.00	0.00%
Street Traders			
Up to seven days	40.00	41.00	2.50%
Annual - one night per week	590.00	600.00	1.69%
Annual - extra night per week	97.00	98.00	1.03%
Registrations			
Initial Registration of Hairdressers	103.50	105.00	1.45%
Ear / Skin Piercers and Tattooists	138.00	140.00	1.45%
Electrolysis practitioners	138.00	140.00	1.45%
Hygiene Certificates (plus analysis charges as deemed necessary)	67.00	68.00	1.49%
Dog Control			
Collection Fee (plus kennelling fee for number of days / part days recharged at cost)	35.00	35.00	0.00%

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Houses in Multiple Occupation			
Licensing - Basic Fee	444.00	455.00	2.48%
- Maximum Fee	739.00	750.00	1.49%
Housing Act Notices & Orders			
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	Hourly rate Min. 2hrs	
Registered Provider Affordable Housing Enabling Fee		£250 per unit	
Health Education Courses			
Food Hygiene Course - Level 2	58	No longer available	
Food Hygiene Course - Level 3	80	No longer available	
Other Health & Safety and Food Hygiene Courses		On application	
Photographs			
Photograph from negative	6.00	6.00	0.00%
Photograph from print	15.00	15.00	0.00%
Digital Photographs	6.00	6.00	0.00%
Motor Salvage Operators			
Registration	75.00	75.00	0.00%
Viewing of Register	Nil	Nil	
Copy of Register	11.00	11.00	0.00%
Environmental Protection Act / Pollution, Prevention and Control Act 1999 (Regulations 2000)			
Environmental Protection Act - Prescribed Processes			
In accordance with the DEFRA fees and charges scheme			
Immigration Assessment of Fitness -			
Checks for residency and work permit applications	146.00 *	149.00 *	2.05%

* Plus VAT at standard rate

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Pest Control			
Domestic Premises:			
Wasps, Hornets' Nest	48.00	49.00	2.08%
Each additional nest (Payment in advance)	16.00	16.00	0.00%
Rats & Mice - Maximum of three visits	65.00	66.00	1.54%
Charges for rat and mouse treatments are only applicable to those residents classed as non-vulnerable.			
There will be no charge for households in receipt of Council Tax support.			
Fleas			
Up to 3 bedroomed property	65.00	66.00	1.54%
4 bedroomed property	75.00	76.00	1.33%
5 bedroomed property	85.00	86.00	1.18%
In excess of 5 bedrooms, each additional bedroom	10.00	10.00	0.00%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
Bed Bugs			
Up to 3 bedroomed property	80.00	81.00	1.25%
4 bedroomed property	92.00	93.00	1.09%
5 bedroomed property	102.00	103.00	0.98%
In excess of 5 bedrooms, each additional bedroom	10.00	10.00	0.00%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
Other Insects	65.00	66.00	1.54%
(Minimum charge up to 1 hour, thereafter the hourly rate for each hour or part thereof)			
Commercial Premises:			
Non Contract work			
Rodents - initial visit	97.00	98.00	1.03%
Rodents - additional visits	48.00	49.00	2.08%
Fleas	75.00	76.00	1.33%
Other Insects (Minimum charge - 1 hour)	75.00	76.00	1.33%
Additional visits - hourly rate plus cost of materials			
Wasps, Hornets' Nest (Payment in advance)	58.00	59.00	1.72%
Each additional nest (Payment in advance)	21.00	21.00	0.00%
Advice / Premises Surveys	22.00	22.00	0.00%

If an invoice is required a charge of £12 will be added to the cost of treatments.

Contract Work - Rodents and Insects. Quotations given for individual premises

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Work carried out for the Public			
(Work carried out on the legitimate request of the public OR in cases where the Council is entitled to act in default of a legal obligation upon a member of the public AND where there is no other legal constraint affecting the ability of the Council to determine a charge. Charge will equate to the cost of materials, travel, other services plus cost of staff time. This staff time will be charged at £45 per hour (minimum 1 hour) plus £30 per additional half hour or part thereof, plus £24 administration time.			
Water Sampling			
Plus Analysts fees for Water Supplies in Categories A-E	66.00	67.00	1.52%
Swimming pools - plus analysts fee	25.00	25.00	0.00%
Food Register			
Viewing register	Nil	Nil	
Single entry from register	10.00	10.00	0.00%
Section copy of register	41.00	42.00	2.44%
Whole register copy	74.00	75.00	1.35%
Pollution and Contaminated Land			
Contaminated land and general pollution related queries	45.00	46.00	2.22%
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	45.00	46.00	2.22%
Contaminated Land Registry			
Viewing register	Nil	Nil	
Single entry from register	6.00	6.00	0.00%
Whole register copy	58.00	59.00	1.72%
Attendance at Court, Factual Statements			
(Hourly rate of E & H Officer involved)			

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Local Land Charges			
LLC1	40.00	40.00	0.00%
CON29	57.00	57.00	0.00%
Additional parcels - LLC1	7.00	7.00	0.00%
Additional parcels - CON29	8.00	8.00	0.00%
Part II Enquiries	14.00	14.00	0.00%
Handling Fee for Con29O	20.00	20.00	0.00%
Additional Questions	20.00	20.00	0.00%
Data Protection			
Data Subject Access Requests - Statutory Maximum	10.00	10.00	0.00%

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Electoral Register Fees - Statutory Charges				
Data format	Per Transaction	20.00	20.00	0.00%
	Per 1,000 names or part thereof	1.50	1.50	0.00%
Print Format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	5.00	5.00	0.00%
Electoral Register - Marked copies of Register and Absent Lists				
Statutory Charges				
Data format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	1.00	1.00	0.00%
Print Format	Per Transaction	10.00	10.00	0.00%
	Per 1,000 names or part thereof	2.00	2.00	0.00%
Licences				
	Tables and Chairs on the Highway	199.00	199.00	0.00%
	Sex Establishments - Grant, renewal or transfer	1,460.00	1,460.00	0.00%
	Sex Establishments - Variation	182.00	182.00	0.00%
	Scrap Metal Dealers - Grant/renewal - Site licence	320.00	320.00	0.00%
	Scrap Metal Dealers - Grant/renewal - Collector's licence	192.00	192.00	0.00%
	Scrap Metal Dealers - variation of licence	64.00	64.00	0.00%
Hackney Carriages and Private Hire Vehicle Licences				
	Replacement Plate	8.00	8.00	0.00%
	Hackney Carriages - Vehicle	92.00	92.00	0.00%
	- Inspection (Initial)	50.00	50.00	0.00%
	- Inspection (Re-Test)	10.00	10.00	0.00%
	Private Hire - Vehicle	92.00	92.00	0.00%
	- Inspection (Initial)	50.00	50.00	0.00%
	- Inspection (Re-Test)	10.00	10.00	0.00%
	Operator Licence - One Year	77.00	77.00	0.00%
	Operator Licence - Three Years	207.00	No longer available	
	Operator Licence - Five Years	N/A	207.00	
	New Driver Licence - One Year	147.00	147.00	0.00%
	New Driver Licence - Three Years	207.00	207.00	0.00%
	Renewal Driver Licence - One Year	96.00	96.00	0.00%
	Renewal Driver Licence - Three Years	165.00	165.00	0.00%
	Driver ID Validation service	7.50	7.50	0.00%
	Replacement licence or badge	10.00	10.00	0.00%

LEGAL & DEMOCRATIC SERVICE

FEES AND CHARGES 2016/17

Gambling Act 2005 Permit Fees

	New Applications	Annual Fee	Renewal	Existing Operator new application	Variation of Permit	Transfer of Permit	Copy of Permit	Change of Name
	£	£	£	£	£	£	£	£
Family Entertainment Centre	300	N/A	300	N/A	N/A	N/A	15	25
Small Society Lottery	40	20	N/A	N/A	N/A	N/A	N/A	N/A
Club Gaming	200	50	200	100	100	N/A	15	N/A
Club Gaming Machine	200	50	200	100	100	N/A	15	N/A
Prize Gaming	300	N/A	300	N/A	N/A	N/A	15	25
Licensed Premises Gaming Machine (2 machines or less)	50	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Licensed Premises Gaming Machine (more than 2 machines)	150	50	N/A	100	100	25	15	25

Gambling Act 2005 Premises Fees

	Non-fast track advance application (note 1)	Premises already holding provisional statement	Ordinary Premises Licence	Annual Fee	Variation of Permit	Transfer of Licence	Reinstatement of Licence	Provisional Statement
	£	£	£	£	£	£	£	£
Bingo premises	1,750	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	1,000	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	1,000	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	1,500	1,200	3,000	600	1,500	1,200	1,200	3,000

Notes

1 This is for existing licensed premises who wish to convert their existing licence but vary some or all of the default conditions proposed by the Gambling Commission that will be attached to the licence. For licence holders wishing to convert their existing licence who accept all the default conditions, the fee is £300. These fees will only apply during the transitional phase when licences are being converted.

2 The fee for notification of a change of circumstances is £50.

3 The fee for a copy of a licence is £25.

All charges are statutorily set and remain at the same levels as 2015/16

LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2016/17

Liquor Licences

Applications for Premises Licences

Property Band Rateable Value (£)	A 0 - 4,300	B 4,301 - 33,000	C 33,001 - 87,000	D 87,001 - 125,000	E 125,001 +
Fee for conversion applications	100.00	190.00	315.00	450.00	635.00
Fee for conversion applications (town centre properties used exclusively or primarily for selling alcohol)	N/A	N/A	N/A	900.00	1905.00
Annual fee to be paid on anniversary of grant of licence	70.00	180.00	295.00	320.00	350.00

Additional fees for Premises and Club Premises with a capacity of over 5,000 persons.

Capacity	Additional fee payable on application	Additional annual fee payable
5,000 - 9,999	1,000	500
10,000 - 14,999	2,000	1,000
15,000 - 19,999	4,000	2,000
20,000 - 29,999	8,000	4,000
30,000 - 39,999	16,000	8,000
40,000 - 49,999	24,000	12,000
50,000 - 59,999	32,000	16,000
60,000 - 69,999	40,000	20,000
70,000 - 79,999	48,000	24,000
80,000 - 89,999	56,000	28,000
90,000 +	64,000	32,000

All charges are statutorily set and remain at the same levels as 2015/16

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2016/17**

Liquor Licences Continued	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Other Premises Fees			
Copies of information contained in the register	POA *	POA *	
Application for copy of licence	10.50	10.50	0.00%
Notification of change of address	10.50	10.50	0.00%
Application to vary individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making of a provisional statement	315.00	315.00	0.00%
Notification of change in club rules	10.50	10.50	0.00%
Change of name of registered address of club	10.50	10.50	0.00%
Temporary event notices	21.00	21.00	0.00%
Application for copy of notice on theft	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Personal Licence Fee	37.00	37.00	0.00%
Minor variation	89.00	89.00	0.00%

* POA - Payment on Application

PLANNING & BUILDING SERVICE FEES AND CHARGES 2016/17

	CHARGES 2015/16	CHARGES £ 2016/17	Increase £
Town and Country Planning			
Planning Pre Application Enquiry Fees (figures exclude VAT at the Standard Rate)			
Householder	40.00	40.00	0.00%
1 dwelling	100.00	100.00	0.00%
2-5 dwellings	180.00	180.00	0.00%
6-9 dwellings	300.00	300.00	0.00%
10-20 dwellings	530.00	530.00	0.00%
21+ dwellings	10% of application fee	10% of application fee	
Other development 0 -99m ²	75.00	75.00	0.00%
Other development 100-499m ²	200.00	200.00	0.00%
Other development 500-999m ²	375.00	375.00	0.00%
Other development 1,000m ² +	450.00 or 10% of application fee whichever is greater	450.00 or 10% of application fee whichever is greater	
Change of use	140.00	140.00	0.00%
Advertisements	40.00	40.00	0.00%
Variation of condition	50.00	50.00	0.00%
<u>Reduced Fees</u>			
Proposals by Parish Councils	50% reduction	50% reduction	
Proposals by non-profit making clubs or other non profit making sporting or recreational organisations, relating to playing fields for their own use	50% reduction	50% reduction	
Follow up amended pre application enquiries	50% reduction	50% reduction	
<u>Exemptions</u>			
Affordable Housing Exception Schemes in Rural Areas by Registered Providers	FREE	FREE	
Listed Building works not requiring planning permission	FREE	FREE	
Conservation Area demolition	FREE	FREE	
Article 4 directions	FREE	FREE	
Alterations to dwelling houses or buildings to which members of the public are admitted, for the purpose of providing means of access for disabled people (or securing the safety, health or comfort of disabled people, in the case of dwelling	FREE	FREE	
Non-material amendments	FREE	FREE	
Extension of time for implementation	FREE	FREE	
Planning Application Fees	Statutory Scale of Charges	Statutory Scale of Charges	

Full details can be viewed on the Council's website www.testvalley.gov.uk
Or contact the Planning & Building Service on 01264 368000

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Plan Copying (per side)			
A2	2.50	2.50	0.00%
A1	5.00	5.00	0.00%
A0	10.00	10.00	0.00%
 A4 OS Site Plans for Planning Applications - set of 6 copies (including OS charge)	 18.00	 18.00	 0.00%
1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural			
Planning Enquiries Relating to Land Transactions	35.00	35.00	0.00%
Planning Enquiries requiring research. Written response per hour or part thereof	50.00	50.00	0.00%
Planning Permission - Letters of Compliance per enquiry			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
Legal Agreements - Letters of Compliance per enquiry			

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2016/17**

		CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Applications to Extinguish/Divert Public Rights of Way				
	Retainer:	1,200.00	1,200.00	0.00%
(Section 257)	- Basic Fee	300.00	300.00	0.00%
		600.00	600.00	0.00%
	- Opposed Orders	90.00	90.00	0.00%
	Additional work per hour plus advertising			
	Photocopying of Building Regulation Decision Notices	0.20	0.20	0.00%
	Photocopying of Building Regulation Completion Notices	0.20	0.20	0.00%

Building Control

For fees and charges for all Building Regulations Applications please refer to the Council's website:
www.testvalley.gov.uk
 or contact the Building Control Section on 01264 368741
 or 01264 368312

**PLANNING POLICY & TRANSPORT SERVICE
FEES AND CHARGES 2016/17**

PARKING

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Parking Penalties			
Higher Level Tariff Penalty Charge	70.00	70.00	0.00%
Lower Level Tariff Penalty Charge	50.00	50.00	0.00%
Higher Level Tariff Penalty Charge (if paid within 14 days)	35.00	35.00	0.00%
Lower Level Tariff Penalty Charge (if paid within 14 days)	25.00	25.00	0.00%
Higher Level Tariff Penalty Charge (if not paid within 60 days)	105.00	105.00	0.00%
Lower Level Tariff Penalty Charge (if not paid within 60 days)	75.00	75.00	0.00%
Parking Tickets			
Ultra Short/Short/Medium term car parks*			
30 minutes	0.45	0.50	11.11%
45 minutes	0.65	0.70	7.69%
1 hour	0.90	1.00	11.11%
2 hours	1.50	1.60	6.67%
3 hours	2.00	2.00	0.00%
4 hours	2.60	2.70	3.85%
5 hours	3.20	3.40	6.25%
Over 5 hours	5.50	5.90	7.27%
* Andover Leisure Centre incurs a £2 supplement on all charges until 31 March 2016			
Long Stay car parks			
30 minutes	0.45	0.50	11.11%
45 minutes	0.65	0.70	7.69%
1 hour	0.90	1.00	11.11%
2 hours **	1.50	1.60	6.67%
3 hours **	2.00	2.00	0.00%
4 hours	2.30	2.40	4.35%
5 hours	2.60	2.80	7.69%
Over 5 hours	4.10	4.40	7.32%
** Shepherds Spring Lane, Andover - special rate 2 hours	1.00	1.10	10.00%
** Shepherds Spring Lane, Andover - special rate 3 hours	1.10	1.20	9.09%
The Rapids Romsey Monday to Friday ~(Monday to Saturday wef 1 April 2016)			
4 hours	Free	Free	
Over 4 hours	2.00	2.10	5.00%
Coaches / Market Traders at The Rapids and Shepherds Spring Lane			
Up to 5 hours	3.30	3.50	6.06%
Over 5 hours	6.60	7.00	6.06%
** Special Long Term only			
Season Tickets			
Annual	640.00	680.00	6.25%
Quarterly	185.00	200.00	8.11%
Romsey Sports Centre			
9 month	90.00	96.00	6.67%
Quarterly	35.00	37.00	5.71%
Andover Shepherds Spring lane special rate			
Annual	500.00	530.00	6.00%
Quarterly	140.00	150.00	7.14%
Replacement (lost or missing)	30.00	30.00	0.00%
Student Parking Annual 3 day - term time only	120.00	120.00	0.00%
Student Parking Annual 4 day - term time only	160.00	160.00	0.00%
Student Parking Annual 5 day - term time only	200.00	200.00	0.00%

Discount for purchase of 100 season tickets in single transaction for Shepherds Spring Lane and Chantry Centre car parks only

25% discount

**PLANNING POLICY & TRANSPORT SERVICE
FEES AND CHARGES 2016/17**

PARKING cont.

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Residents' Permits	15.00	15.00	0.00%
Miscellaneous Parking Charges			
Aster residents' permits (lost or missing)	30.00	30.00	0.00%
On-street permits (for vehicles exempt from 'parking places' in Romsey)	15.00	16.00	6.67%
Tradesmen's waivers on street - per week for first 4 weeks and thereafter per month	15.00	16.00	6.67%
Suspension of parking place, including waiver on street	60.00	60.00	0.00%
Issue of quartely bus pass (MDA Scheme)	10.00	10.00	0.00%
Suspension of parking bay off-street			
Up to 2 months		Daily parking rate	Daily parking rate
After 2 months		Daily parking rate	Pro rata season ticket rate
Exemptions			
Access to Businesses - High Street , Andover	FREE	FREE	

**PLANNING POLICY & TRANSPORT SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Highways			
Street and Property Naming			
Administration of property name changes	80.00	82.00	2.50%
Provide information on street naming and postal numbering on new developments			
1 dwelling	108.00	110.00	1.85%
2 - 20 dwellings	216.00	220.00	1.85%
21+ dwelling (price per dwelling)	10.00	10.00	0.00%
Street re-naming (plus advertising and legal costs) Fee is payable in advance and is non-refundable. No charge will apply where the street naming request is submitted by the emergency services.	432.00	440.00	1.85%
Temporary Traffic Regulation Orders Plus advertising costs recovered at cost	753.00	768.00	1.99%
Hampshire County Council TTRO work	230.00	235.00	2.17%
Temporary Road Closures (Town Police Clauses Act)	25.00	25.00	0.00%
Temporary Road Closures (Commercial)	753.00	768.00	1.99%
Hampshire County Council TRC work	230.00	235.00	2.17%
Management Fee for Speed Limit reminder equipment	835.00	850.00	1.80%
Hire charge for radar equipment	211.00	215.00	1.90%
Tourist Signs *			
Application fee	125.00	125.00	0.00%
Provision of signs		actual cost	
Administration fee		20% of work cost (min £100.00)	
Supervision fee		10% of work cost (min £50.00)	
Maintenance fee		10% of work cost (min £50.00)	
Replacement fee		Actual cost plus supervision fee	
* These fees are set by Hampshire County Council and therefore may change during the year.			
Planning Fees			
Planning enquiries relating to land transactions	37.00	38.00	2.70%
Planning enquiries requiring research, written response	53.00	54.00	1.89%
Planning permissions letters of compliance per enquiry			
Basic investigations plus letter	37.00	38.00	2.70%
Detailed investigations and/or site visit plus letter	53.00	54.00	1.89%
Design checks, construction and adoption inspections for footpaths / footways / cycleways roads, parking areas, drainage schemes per inspection	7.5% of design and construction costs	7.5% of design and construction costs	
High Hedges Complaint Fee	307.00	350.00	14.01%
Tree Consent - written response per enquiry	21.00	21.00	0.00%
Adoption Inspections of Open Space / Landscape Areas per inspection	105.00	107.00	1.90%
Comprehensive TPO Enquiries per hour	41.00	42.00	2.44%

**REVENUES SERVICE
FEES AND CHARGES 2016/17**

	CHARGES 2015/16 £	CHARGES 2016/17 £	Increase
Council Tax / Non Domestic Rates			
Summons Costs	50.00 *	50.00 *	0.00%
Liability Order Costs	46.00 *	46.00 *	0.00%

* Includes Court Charges

ITEM 10

**Programme of Work for the
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

SUMMARY:

The purpose of this report is to enable members to keep the Committee’s future work programme and recommendations update under review.

1. Background

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Recommendations Update is presented at Annex 2 for the Committee’s review and comments.
- 1.4 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	
(Portfolio: Corporate) Councillor P North			
Officer	Caroline Lovelock	Ext:	8014
Report to:	Overview & Scrutiny Committee	Date:	4 November 2015

OVERVIEW & SCRUTINY WORK PROGRAMME 2015/16

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2015				
4 NOVEMBER (ANDOVER)				
Audit Plan	2	Committee	To consider and make comment on the Annual Audit Plan (Cllr Finlay)	To consider and make recommendations as appropriate
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay)	To comment and make recommendations as appropriate.
Budget Panel Report on Draft Budget (full report)	1	Committee	To consider the draft budget (Cllr Finlay)	To make recommendations as appropriate.
2 DECEMBER (ROMSEY)				
Council Tax Support Panel	3	Committee	To receive an update on progress (Cllr Baverstock)	To comment and make recommendations as appropriate.
A Competitive Local Economy – Phase 2 (full report)	4	Committee	To consider the proposals and results from the review. (Cllr Hamilton)	To comment and make recommendations as appropriate.
22 DECEMBER (ROMSEY)				
2016				
16 JANUARY (ROMSEY)				
Budget Strategy Update (full report)	1	Committee	To consider final budget proposals (Cllr Finlay)	To comment and make recommendations as appropriate
Planning Control Panel	3	Committee	To receive an update on progress (Cllr Neal)	To comment and make recommendations as appropriate
Planning Advisory and Planning Process Panel	3	Committee	To receive an update on progress (Cllr Adams-King)	To comment and make recommendations as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Community Safety Panel Report (Provisional)	3	Committee	To receive the final report (Cllr Baverstock)	To comment and make recommendations as appropriate
Animal Welfare Pilot Project	4	Committee	To receive an update on the Borough-wide pilot. (Environmental Health Manager)	To comment on progress and make recommendations as appropriate
17 FEBRUARY (ANDOVER)				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
Test Valley Partnership Annual Review (briefing note)	1 & 5	Committee	Review how partnership working (James Moody)	To consider and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy (Accountancy Manager)	To consider and make recommendations as appropriate
16 MARCH (ROMSEY)				
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress (Head of Housing)	To comment and make recommendations as appropriate
OSCOM Annual draft Briefing (full report)	2	Committee	To consider the OSCOM Annual Briefing (Cllr Lynn)	To consider and make recommendations as appropriate
Presentation on local policing (briefing note)	5	Committee	To receive a presentation by the Chief Inspector	To comment on the presentation
13 APRIL (ROMSEY)				
OSCOM Annual Briefing (full report)	2	Committee	Report of the Chairman (Cllr Lynn)	To comment on the draft report
Review of Council Tax Support (full report)	3	Committee	To receive an update on progress (Head of Revenues)	To comment and make recommendations as appropriate.
10 MAY (ANDOVER)				
Andover Vision (full report)	3	Committee	To receive an update on progress (Chief Executive)	To comment and make recommendations as appropriate
Safeguarding Children & Vulnerable Adults (full report)	3	Committee	To review progress against the Action Plan (Dave Tasker)	To consider and make recommendations as appropriate
Final OSCOM Annual Report (full report)	2	Committee	To review the final version (Chairman)	To approve the final report

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Update on Recycling (briefing note)	2	Committee	To receive an update on progress (Head of Environmental Services)	To review progress
8 JUNE (ANDOVER)				
Risk Management Report (briefing note)	2	Committee	To consider the Annual Report (Principal Auditor)	To comment on the report
6 JULY (ROMSEY)				
Complaint Handling (full report)	2	Committee	To review the complaints received (Complaints and Improvement Officer)	To consider and make recommendations as appropriate
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators (Performance Manager)	To consider and make recommendations as appropriate
3 AUGUST (ROMSEY)				
Member Training Options				
Annual Review of Partnership and Shared Services	2	Committee	To receive an update on progress (Corporate Director)	Comment on the proposals and make recommendations
Equalities Scheme (briefing note)	2	Committee	To monitor and review performance (Corporate Director)	To comment and make recommendations as appropriate.
13 SEPTEMBER (ROMSEY)				
Community Safety Partnership				

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Review Area	Title	Lead Member	Progress Update	Report back to OSCOM
Economy	A Competitive Local Economy	Councillor Hamilton	As part of phase 2 of the review consideration will be given to the schemes we already provide to support business projects and initiatives in the community. All members are asked to provide information about schemes that work well in other areas that could be considered.	2 December 2015
Environment	Members Role in Planning (part 2)	Councillor Tilling	The key issues raised will be picked up by the two newly established OSCOM Planning Panels.	Review Completed
Environment	Animal Welfare pilot project	Councillor Tilling	Borough Council led workshops being held in September for Parish Councils to promote the approach developed by Councillor Tilling and endorsed by OSCOM.	16 January 2016
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	16 March 2016

Panel	Chairman	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock		16 January 2016
Council Tax Support	Councillor Baverstock		2 December 2015

Planning Control	Councillor Neal		16 January 2015
Planning Advisory and Planning Process Panel	Councillor Adams-King		16 January 2015

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
Members Role in Planning	26 March 2014	Paul Jackson	That the 32 recommendations to Cabinet be considered by officers and the findings reported back to Cabinet	100%	Cabinet accepted the majority of the recommendations of the Task & Finish Panel. Reported to OSCOM on 21 January 2015. The key issues raised will be picked up by the two newly established OSCOM Planning Panels.
A New Draft Corporate Plan	18 March 2015	Andy Ferrier	Recommended to Cabinet that OSCOM having received the draft Corporate Plan proposed for 2015 – 19 referred it back to Cabinet with the following points for consideration: 1. The word “availability” to be substituted for “deliverability” in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.	100%	Reported to Cabinet on 8 April 2015
Amending the Code of Conduct	18 March 2015	Bill Lynds	Recommended to Cabinet: That the revised Code of Conduct and arrangements for dealing with complaints and particularly the text highlighted in yellow at Annex 1 of the report, including the suggested amendments mentioned in the report, be approved.	100%	Reported to Cabinet on 8 April 2015



Cabinet Work Programme

Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at admin@testvalley.gov.uk.
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:
[Cabinet Members](#)

Whilst the majority of the Cabinet's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

If you have any questions, would like further information or wish to make representations in relation to part of a meeting being held in private, please email the Democratic Services Manager at admin@testvalley.gov.uk or visit them at Beech Hurst, Weyhill Road, Andover SP10 3AJ

KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

a.	Decisions on spending which are within the annual budgets approved by the Council	NO THRESHOLD	NOT KEY DECISION
b.	Decisions on spending above £50,000 included, with reservations, in the annual budget.		ALL KEY DECISIONS
c.	Decisions on cash flow, investments and borrowings.	NO THRESHOLD	NOT KEY DECISION
d.	Decisions for spending beyond any approved budget.	SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION	

CABINET WORK PROGRAMME

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
28 Oct 15 (A)	Project Enterprise – Housing Development Management Options	Yes	Cabinet	No	Report of the Corporate Portfolio Holder/Housing and Environmental Health Portfolio Holder	Head of Legal and Democratic Services
28 Oct 15 (A)	Project Enterprise – Housing Development & Management Company	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
28 Oct 15 (A)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
28 Oct 15 (A)	Second Quarter Corporate Financial Monitoring – compares actual revenue income and expenditure against profiled budget for the year to date with explanations of significant variances	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
28 Oct 15 (A)	Gambling Act 2005 – Statement of Licensing Principles	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
28 Oct 15 (A)	Valley Leisure Pensions	No	Council	Yes	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
28 Oct 15 (A)	Access Rights to Properties adjacent to Romsey Abbey	No	Council	Yes	Report of the Economic Portfolio Holder	Head of Estates and Economic Development/Head of Legal and Democratic Services
25 Nov 15 (R)	Devolution for the People of Hampshire and the Isle of Wight	Yes	Council	No	Report of the Leader of the Council	Chief Executive
25 Nov 15 (R)	Asset Management Plan Update – to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
25 Nov 15 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
16 Dec 15 (R)	Budget Strategy – includes an update of the Medium Term Financial Strategy and considers initial budget proposals for the next financial year and the process and timetable for the preparation of the Estimates	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
16 Dec 15 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health

Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
16 Dec 15 (R)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
16 Dec 15 (R)	Homes Energy Conservation Act (HECA) Action Plan	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
13 Jan 16 (A)	Budget Strategy Update - provides the latest position of the budget for the current year and following year and an update of the Medium Term Financial Strategy.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
10 Feb 16 (A)	Revenue Budget & Council Tax Proposals - to consider the revenue budget and level of Council Tax to be set for the following financial year and the revised budget for the current financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
10 Feb 16 (A)	Capital Programme Update - to provide an update on the expected phasing and total cost of the approved Capital Programme.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
10 Feb 16 (A)	Treasury Management Strategy - to consider the Treasury Management Strategy for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
9 Mar 16 (R)	Write off of Uncollectable Debts	No	Cabinet	No	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation)
6 Apr 16 (R)	Carry Forward of Unspent Revenue Budget – to approve the carry forward of unspent revenue estimates into the new financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Leisure Centre Contract Shortlist Candidates	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
22 Jun 16 (A)	Capital Outturn – to present and analyse the final capital position for the last financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Revenue Outturn – to present and analyse the final revenue position for the last financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Treasury Management Outturn – to review the activities of the Treasury Management function during the last financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Asset Management Outturn - to review the works completed as part of the Asset Management Plan during the last financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
7 Sept 16 (R)	Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the first four months of the financial year with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Budget Strategy - includes an update of the Medium Term Financial Strategy and considers initial budget proposals for the next financial year and the process and timetable for the preparation of the Estimates.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Second Quarter Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the year to date with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Appointment of Preferred Bidder for Leisure Centre Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
30 Nov 16 (R)	Asset Management Plan Update - to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 4 November 2015

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
30 Nov 16 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance

* Members of the public will be excluded from the discussion during the consideration of these reports in the event that they contain information which is not to be made public in accordance with the relevant legal provisions.

MOVED/DELETED ITEMS

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed
28 Oct 15	Devolution for the People of Hampshire and the Isle of Wight	Moved to 25 Nov	Awaiting more information	Chief Executive	5 Oct 15
28 Oct 15	Budget Strategy	Moved to 16 Dec	Awaiting more information	Head of Finance	5 Oct 15

ARRANGEMENTS FOR MAKING REPRESENTATIONS TO THE CABINET REGARDING DECISIONS CONTAINED WITHIN THE FORWARD PLAN

PUBLIC: A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the last column of the Work Programme on any matter where a decision is to be made.