

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 12 October 2016

Time: 17:30

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

For further information or enquiries please contact:

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Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
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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 I Jeffrey	Vice-Chairman	Dun Valley
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor J Cockaday		St Mary's
Councillor D Drew		Harewood
Councillor C Dowden		North Baddesley
Councillor B Few Brown		Amport
Councillor A Finlay		Chilworth, Nursling and Rownhams
Councillor P Hurst		Tadburn
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, 12 October 2016

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 Urgent Items
- 5 Minutes of the meeting held on 13 September 2016
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Councillor Role Definition** **5 - 11**
To consider the updated councillor Role Definition with particular reference to the work being undertaken by Councillors as community leaders/facilitators (20 minutes)
- 9 **Fees and Charges 2017-18 Report** **12 - 50**
To recommend the level of charges for services provided by the Council in 2017/18 (20 minutes)
- 10 **The Annual Internal Audit Report 2015-16** **51 - 54**
To provide an overview of the internal audit work covering the financial year 2015/16 (20 minutes)

11 Plans and Planning Process Panel 55 - 63

Recommendations for the Plans and Process Panel following the review of the role of the Plans Panel, the Area Planning Committees and the Planning Control Committee (30 minutes)

12 Work Programme Report 64 - 77

To enable Members to keep the Committee's future work programme under review (15 minutes)

13 Briefing Notes - previously circulated

- Briefing on feedback from the Hampshire Safeguarding Children's Board Section 11 - circulated 22 September 2016

Briefing Notes and Update Papers are short papers that quickly and effectively inform the Committee members about an issue or topic, outside of the formal Overview and Scrutiny Committee meeting.

Should the Committee wish to consider any of the matters in more detail they can request for it to be put on a future agenda. These documents are available to the public and can be viewed online at the bottom of the agenda under meeting documents or by contacting the Democratic Services Officer on the front of the agenda.

ITEM 8 Councillor Role Definition: All Members

Report of the Head of Legal and Democratic Services (Portfolio: Corporate)

Recommended:

- 1. That the Councillor Role Definition: All Members, as shown in the Annex to this report be approved.**
- 2. That all Councillors be sent a copy of the Councillor Role Definition: All Members, and that they be requested to read and sign the document.**
- 3. That the Councillor Role Descriptions for all other areas be reviewed and updated where appropriate.**

Recommended to Cabinet

SUMMARY:

- Over the past five or so years, the Council has introduced a range of initiatives and tools to better support Councillors in working with their communities to help them plan and prioritise for the future.
- In order to more accurately reflect the diverse role of elected representatives in Test Valley, the Councillor role definition for all Members, has been updated with particular reference to the work being undertaken by Councillors as community leaders/ facilitators.

1 Introduction

- 1.1 Test Valley Borough Council first introduced role definitions for Members in 2001 with the aim of providing an overview for elected representatives of what is expected of them in their role.
- 1.2 A number of role definitions were developed to cover the various roles undertaken by Councillors as part of their duties. These range from a generic role description covering the broader role of the elected representative to more specific descriptions for cabinet members and chairmen.
- 1.3 Following the work of the OSCOM Constitution Review Panel in 2011, the Councillor role definition for all Members was updated. However since 2011, the Council has undertaken a number of projects and initiatives as part of its corporate priorities to help develop the role of the Councillor. In particular, the work of Members as community leaders/ facilitators, working with local communities to help them prioritise, plan and action what is most important to them.

1.4 Key support put in place for Councillors includes:

- the creation of a Community Team to provide dedicated support for councillors and communities,
- introduction of the Councillor Grant Scheme to support community groups in accessing funding to help get things done,
- continuation of the Community Asset Fund,
- creation of area profiles to help Councillors and communities better understand their local area, and
- a new approach to the Councillor Induction Programme providing key information and support for Councillors in an accessible way. This has since been developed into an ongoing Councillor Development Programme.

1.5 It was therefore felt that the Councillor role definition for all Members should be updated to more accurately reflect this diverse role with particular reference to the work being undertaken by Councillors with their communities.

2 Background

2.1 As part of the development of the Council's Corporate Plan in 2011, the theme of 'Empowering Communities' emerged as key priority. The Council has focused on supporting Councillors to help communities across Test Valley to identify and prioritise their own needs and enable residents to get things done that matter to them. This theme continues in the Council's current corporate plan as a dedicated section entitled 'Contribute to, and be part of a strong community.'

2.2 Across this programme of work key initiatives and tools have been developed to help support councillors in their work with communities. Examples of this include the bringing together of a dedicated communities team, development of ward profiles and the introduction of councillor ward budgets.

3 Corporate Objectives and Priorities

3.1 The work of elected representatives underpins everything that the Council does and therefore supports all of the Council's Corporate Priorities.

3.2 This work has been undertaken as part of the Council's Corporate Priority of 'Contribute, and be part of a strong community' which has been a particular driving force for the revision of the Councillor Role Description: All Members.

4 Consultations/Communications

4.1 The revised definition has been developed with the Member and Community Development Group (MCDG). This Group is a Member steering group that was originally established in 2011 to help develop the work of the corporate plan looking at Empowering Communities which since the development of the new corporate plan has become Contribute to and be part of a strong community.

- 4.2 The MCDG is a cross-party group which comprises Councillors Carr (chairman), Adams-King, North, Tilling and Ward.
- 4.3 This Group has considered the revised role definition on a number of occasions in light of the projects and initiatives that have been undertaken over the past five years or so.
- 4.4 At its meeting on 13 July 2016 the MCDG endorsed the draft revised Councillor Role Definition for All Members and suggested it be presented to OSCOM for consideration before going on to Council for approval.

5 Options

- 5.1 To endorse the revised Councillor Role Definition: All Members, and recommend to Cabinet that it be adopted by the Council.
- 5.2 To not endorse the revised Councillor Role Definition: All Members and to continue to use the existing Role Definition that has been in place since 2011.

6 Option Appraisal

- 6.1 It is recommended that the first option be considered and agreed as the revised role definition has been developed with Members to better reflect the role being undertaken by elected representatives, in particular highlighting the increased role the Councillor play as leaders in their communities.

7 Resource Implications

- 7.1 There are no significant resource implications arising from the introduction of a revised Councillor Role Definition: All Members, as the document would be a replacement for the current role description.
- 7.2 Commitment from All Councillors would be required in relation to the reading, signing and returning the revised definition which will be kept on file by Democratic Services.

8 Legal Implications

- 8.1 There are no legal implications.

9 Equality Issues

- 9.1 No equality issues have been identified.

10 Other Issues

- 10.1 Community Safety - none
- 10.2 Environmental Health Issues – none

10.3 Sustainability and Addressing a Changing Climate - none

10.4 Property Issues -none

10.5 Wards/Communities Affected – all

11 Conclusion

12 As a result of the programme of work being undertaken on developing and supporting the role of the Councillor as a community leader in Test valley it is recommended that the revised Councillor role definition for all Members, be approved to better reflect the broad range of work being undertaken by elected representatives in the Borough.

<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:	1		
Author:	Emma Horbury	Ext:	8001
Report to:	OSCOM	Date:	12 October 2016

Councillor Role Definition All Members

The Council's purpose is to meet the needs of the community, to improve the quality of life for local residents and to keep the Borough of Test Valley as an attractive place in which to live and work.

The Council is committed to a high standard in everything it does, shaping its behaviours and building its reputation. The Council will seek to achieve its aims by carrying out its work in accordance with the following values: accountability, ambition, empowerment, integrity and inclusiveness.

The Council is democratically accountable. Borough Councillors are elected by local people, they shape what the Council does and bring together the needs and expectations of the communities they represent in order to make balanced decisions.

Councillors will work to help the Council to achieve its aims and values while upholding high standards of probity and integrity.

In carrying out their Council work, all councillors are expected to commit themselves to the following minimum duties and responsibilities:

Community Facilitation and Leadership

- To respond to queries from individual members of the public and manage casework that arises within their ward.
- To provide community leadership, acting as community catalysts for change by connecting with individuals and groups to encourage communities to reach their full potential.
- To facilitate collaboration and work with communities to develop initiatives and projects that increase community capacity and resilience, helping them to do more for themselves.
- To ensure that a representative cross-section of the community has the opportunity to participate and give their opinion.
- When working with a community, Councillors should seek to understand all views within a community and ensure that these contribute towards any local prioritisation or community planning.

- To represent the interests and needs of local people to the Council or appropriate organisations, ensuring that those views are considered in the decision-making process.
- To ensure that the opinion of local communities is used where appropriate to inform the development of service provision and ways of working.
- To engage with Parish and Town Councils and work with them to understand the needs and priorities of the local community, developing community plans where appropriate to address issues, plan for the future and increase community resilience.
- To assist communities in planning for the future, for example through the development of community plans, to better understand where they need help and support, and to influence the future allocation of resources.
- To signpost communities to appropriate internal and external resources to help them action their plans.
- To promote the Council's activities to local people to raise the profile of the local authority and empower communities to participate in the governance of the area.
- To be aware of, share and promote good practice and opportunities relating to community engagement.
- To monitor the provision of services within their ward and to seek to ensure best value services for local people.

Decision making

- As a holder of public office Councillors must observe the Council's Members' Code of Conduct and uphold the highest standards of probity and integrity. Councillors must uphold the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- To endeavour to attend all meetings of the Council and all other committees of which they are members and to prepare before meetings by reading the agenda and undertaking any other research necessary. To actively participate in the business being considered at committee.
- To inform debate at, and effectively contribute to Council and other committees, representing the views of the community in the decision making process where appropriate.
- To represent the Council on outside bodies and any local organisations or groups they are invited to participate in as a Borough Councillor.
- As a Member of the Council, Councillors have a shared responsibility for:

- The formal approval of the budget strategy, both revenue and capital, and for setting council tax levels.
 - Setting the priorities and direction of the Council through the Corporate Plan.
 - Participating in discussions having regard, so far as it is possible, to the interests of the Borough as a whole.
-
- To monitor the provision of services (Council and other bodies) in the Borough and to seek to ensure the best and most effective services for local people.

How Councillors will work

To fulfil the responsibilities set out above Councillors will need to:

- Have a good understanding of relevant areas of the Council’s Constitution such as the Member Code of Conduct and the Council Procedure Rules.
- Keep informed of Council business, developing and maintaining a good working knowledge of how the Council operates.
- Comply with the legal and local requirements placed on a Councillor
- To develop a good working relationship with other Councillors and officers across the Council.
- To take up opportunities for training and personal development that may be provided by the Council in order to better carry out their responsibilities as an elected member.
- Ensure that the principles of equality and diversity are integral to all actions and policies of the Council, and
- Make use of technology as a means of effective communication

I confirm that I accept the responsibilities set out above in my capacity as a Member of Test Valley Borough Council.

Name

Signed

Dated

ITEM 9

Fees and Charges 2017/18

Report of the Head of Finance

Recommended:

That the proposed fees and charges for 2017/18, as set out in the annexes to the report, be reviewed and endorsed.

SUMMARY:

- Fees and charges are set annually for the forthcoming Financial Year and are presented for review prior to approval by Cabinet.
- Most charges are proposed to be increased in line with inflation or kept at the same level as 2016/17. Significant increases from 2016/17 are explained in the body of the report.

1 Introduction

- 1.1 Fees and Charges are reported annually to Councillors as part of the budget process. This report provides information on proposed Fees and Charges for 2017/18.
- 1.2 By reporting Fees and Charges separately, as an individual component of the budget process, Councillors can provide direction on the level of charges across the Council.
- 1.3 Proposed increases to existing charges and charges for new services are attached in the Annexes to this report for approval.
- 1.4 The two main inflation indices are the Retail Prices' Index and the Consumer Prices' Index. These currently show year-on-year increases of 1.8% and 0.6% respectively. Services have been advised to use these figures as a guide for increasing charges in line with inflation.
- 1.5 Heads of Service have also been asked to consider the impact of increases to fees and charges on their customers before recommending any increases for next year.
- 1.6 The Council is in the process of tendering a new Leisure Management Contract. Consequently, no fees and charges schedules are shown in the attached annexes for facilities currently managed by Valley Leisure Ltd. All bidders for the new contract must provide the Council with proposals for activity pricing by 31st December each year. The new draft contract sets out specific maximum prices for certain activities and users (based on current charges) which may only be increased as a maximum at the rate of inflation

for the Contract Period. These fees and charges will be subject to Cabinet approval. Other fees and charges can be set at the discretion of the contractor and these will be reported to the Cabinet for noting. A separate Leisure Management Fees and Charges report will be presented to Cabinet on 18th January 2017 once the preferred bidder has been chosen.

2 Background

- 2.1 Heads of Service were asked to provide details of the Fees and Charges they wish to levy in 2017/18 for the services they provide.
- 2.2 The attached Annexes show, in Budget Book Format, the level of charges in 2016/17, the proposed charges for 2017/18 and the percentage change between the two.
- 2.3 In the majority of cases, fees and charges have been kept the same or raised in line with inflation.

3 Fees & Charges – changes by Service

- 3.1 The following paragraphs give explanations of any charges that are recommended to be increased by more than inflation or where the basis for charging for an item has changed.

3.2 Community & Leisure (Annex 1)

Charges across the Service have largely been increased in line with inflation or remain frozen at 2016/17 levels.

A new fee has been included for Mini Soccer at East Anton at the same rate as at other TVBC pitches.

The Screen hire fee at The Lights has been increased by 11% to reflect the time required to put the screen up.

The Wedding Reception Venue Hire charge has been increased by nearly 7% having been held constant since being introduced in 2011/12.

3.3 Corporate (Annex 2)

The charges shown in the Corporate section remain unchanged from 2016/17.

3.4 Environmental Service (Annex 3)

Most charges made by the Environmental Service are recommended to remain the same as 2016/17 or increase in line with inflation.

The charges for garden waste collection are an exception. It is proposed to increase the initial annual subscription by 5%. The charge for a replacement sack is to be increased by almost 17% to reflect the cost to the Council. The 6 monthly subscription, early bird discount and online discount will no longer be available.

An increase of 20% has been applied to the purchase of black wheeled bins, whilst leaving the charge for brown bins for recycling static. These charges have remained the same for the last three years.

3.5 Estates & Economic Development Service (Annex 4)

The charges in this Service have been frozen at 2016/17 levels or increased in line with inflation.

3.6 Housing & Environmental Health Service (Annex 5)

The majority of charges in this Service have been frozen at 2016/17 levels or increased in line with inflation.

An exception is an increase of just over 5% on the licensing fees for houses in multiple occupation which have been reviewed to ensure that costs are recovered without making a surplus or deficit.

The administration charge of 10% on Disabled Facilities Grants where an architect or agent isn't employed is subject to approval by Cabinet on 2nd November 2016.

3.7 Legal & Democratic Service (Annex 6)

The majority of fees in this service are statutorily set and remain the same as for 2016/17.

Licence fees for scrap metal dealers are valid for three years. The fees have been reviewed and increased by just over 9% for a site licence and almost 15% for a Collector's licence. This is to ensure that the Council adheres to the accepted legal principle that the fees charged must cover costs without producing a surplus or deficit. The increase of just over 103% for a variation of licence is to remedy the loophole where a dealer could apply for a collector's licence then apply to vary it to a site licence as a means of avoiding paying the full site licence fee.

Taxi (hackney carriage and private hire vehicle) licence fees have been reviewed and there are a mixture of increases, reductions and no changes to ensure that the Council recovers the costs for this function without making a surplus or deficit. New charges have been added for a temporary change of vehicle and a transfer of vehicle ownership.

3.8 Planning & Building Service (Annex 7)

All fees in this Service are remaining the same as in 2016/17.

3.9 Planning Policy & Transport Service (Annex 8)

The majority of charges within this service are to remain the same or increase in line with inflation.

The exception is an increase of 10% to the charge for providing information on street naming and postal numbering on new developments of 21+ dwellings which has not been increased since its' introduction in 2010/11.

All parking fees for 2017/18 are recommended to be frozen at 2016/17 levels.

3.10 Revenues Service (Annex 9)

The Council can only cover its own costs in the fees it charges for Summonses and Liability Orders i.e. it cannot generate a budget surplus from the charges. A review of the calculation of the existing charges has recently been carried out. As a result of a number of efficiency savings that have been delivered by the Revenues Service, it has been necessary to reduce the charge for Liability Order Costs from £46 to £23.

3.11 There are no charges levied by the Chief Executive's Office, Finance Service or IT Service.

4 Consultations/Communications

4.1 Heads of Service and Managers have been asked to provide details of the charges they wish to make in 2017/18.

5 Risk Management

5.1 An evaluation of the risks associated with the matters in this report indicates that further risk assessment is not needed because the changes / issues covered do not represent significant risks.

6 Resource Implications

6.1 The impact of the proposals will be considered when preparing Service estimates for 2017/18.

6.2 If approved, any additional income to be generated by increases to fees and charges will be shown in the budget report to be presented to Cabinet in January.

7 Equality Issues

7.1 An EQIA screening has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination has been identified, therefore a full EQIA has not been carried out.

8 Conclusion and reasons for recommendation

- 8.1 Heads of Service have considered the services currently available to the public and the Fees and Charges applicable to them.
- 8.2 Based on recommendations from Heads of Service, the Committee is requested to consider the proposed fees and charges for 2017/18, prior to submission to Cabinet.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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:	1	File Ref:	
Officer:	Jenni Carter	Ext:	8236
Report to:	Overview and Scrutiny Committee	Date:	12 October 2016

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2017/18**

		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
SPORTING ACTIVITIES				
Charlton Sports Centre				
Football and Rugby:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday/Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Supplement for use of Floodlit Pitch (per hour)		19.00	19.30	1.58%
Training	per pitch/hour	12.85	13.00	1.17%
	changing accommodation supplement	4.40	4.50	2.27%
Mini Soccer		12.85	13.00	1.17%
Cricket:				
Adults	Monday to Friday	44.25	44.90	1.47%
	Saturday or Sunday	57.70	58.60	1.56%
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		35.50	36.00	1.41%
Junior		17.90	18.20	1.68%
Day Ticket				
Adult		3.15	3.20	1.59%
Junior		1.35	1.35	0.00%
Meetings:				
Saturday/Sunday/Bank Holidays				
9 am to 6 pm		255.00	258.00	1.18%
Half Day (up to 4 hours)		150.00	152.25	1.50%
Monday to Friday				
9 am to 6 pm		150.00	152.25	1.50%
Half Day (up to 4 hours)		101.00	102.50	1.49%
Under 18 - charged at 60% of the full fee				
Supplement to be charged for Floodlighting (per hour)				
		19.00	19.30	1.58%
Groundsman attendance (half day)				
		73.00	74.00	1.37%
Group training track only (per hour)				
		10.00	10.15	1.50%
Hire of Pavilion Room:				
Per hour		10.70	10.90	1.87%

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2017/18**

		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
SPORTING ACTIVITIES				
London Road Sports Ground				
Football:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday/Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Mini Soccer		12.85	13.00	1.17%
Cricket:				
Adults	Monday to Friday	44.25	44.90	1.47%
	Saturday/Sunday	57.70	58.60	1.56%
Under 18	Charged at 50% of the full fee			
East Anton				
Football				
Under 18	Monday to Friday	22.80	22.70	-0.44%
	Saturday/Sunday	27.65	28.00	1.27%
Mini Soccer			13.00	
Cricket:				
Adults	Monday to Friday	44.25	44.90	1.47%
	Saturday/Sunday	57.70	58.60	1.56%
Under 18	Charged at 50% of the full fee			
Picket Twenty				
Football:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday/Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	12.85	13.00	1.17%
	Changing accommodation supplement	4.40	4.50	2.27%
Cricket:				
Adults	Monday to Friday	44.25	44.90	1.47%
	Saturday/Sunday	57.70	58.60	1.56%
Under 18	Charged at 50% of the full fee			
Hire of Ground:				
	Per day (commercial hire)		On application	
Rooksbury Mill				
Fishing:				
	Daily permit - per rod	7.65	7.80	1.96%
	Season ticket	49.25	50.00	1.52%
	* Under 18 and over 60 - 50% fees			

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2017/18**

SPORTING ACTIVITIES		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Romsey Memorial Park				
Tennis:				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
Fishing:				
Residents	(per rod per day)	17.00	17.25	1.47%
Non-Residents	(per rod per day)	33.25	33.75	1.50%
Residents	(per rod per half day)	10.50	10.66	1.52%
Non-Residents	(per rod per half day)	21.20	21.52	1.51%
* Residents under 18 and over 60 - 50% fees				
Romsey Sports Centre				
Cricket:				
Adults	Monday to Friday	44.25	44.90	1.47%
	Saturday/Sunday	57.70	58.60	1.56%
Under 18	Charged at 50% of the full fee			
Football and Rugby:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday/Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Training:				
	Per pitch/hour	12.85	13.00	1.17%
	Changing accommodation supplement	4.40	4.50	2.27%
Floodlights (per court)		6.25	6.34	1.44%
Hire of Ground				
Per day (commercial hire)		On application		

**COMMUNITY & LEISURE SERVICE
FEES AND CHARGES 2017/18**

		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
SPORTING ACTIVITIES				
Saxon Fields Sports Ground				
Football:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday/Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Training	per pitch/hour	12.85	13.00	1.17%
	changing accommodation supplement	4.40	4.50	2.27%
Mini Soccer		12.85	13.00	1.17%
Hunts Farm Sports Centre				
Cricket:				
	Monday to Friday	44.25	44.90	1.47%
	Saturday or Sunday	57.70	58.60	1.56%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	Monday to Friday	44.75	45.40	1.45%
	Saturday or Sunday	55.30	56.00	1.27%
Under 18	Charged at 50% of the full fee			
Training	per pitch/hour	12.85	13.00	1.17%
	changing accommodation supplement	4.40	4.50	2.27%
Mini Soccer	per match per pitch	12.85	13.00	1.17%
Croquet Lawn:				
	Per match	38.80	39.38	1.49%
Hire of Top Room (Pavilion):				
	Per hour	10.70	10.90	1.87%
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 2017/18

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 2017/18**

The Lights	CHARGES 2016/17 £		CHARGES 2017/18 £		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	305.00	505.00	310.00	510.00	1.64%	0.99%
8 hours	400.00	670.00	405.00	675.00	1.25%	0.75%
12 hours	600.00	1,000.00	610.00	1,000.00	1.67%	0.00%
Weekly Hire	2,070.00	2,070.00	2,100.00	2,100.00	1.45%	1.45%
Charge for Sunday Hire	150.00	200.00	150.00	200.00	0.00%	0.00%
Sunday 10am - 10pm.						
Monday to Saturday 6pm to 11pm						
Hire of Arena						
4 hours	210.00	325.00	215.00	330.00	2.38%	1.54%
8 hours	267.00	415.00	270.00	420.00	1.12%	1.20%
12 hours	296.00	476.00	300.00	480.00	1.35%	0.84%
Hire of Conference Room						
4 hours	80.00	130.00	80.00	130.00	0.00%	0.00%
8 hours	138.00	228.00	140.00	230.00	1.45%	0.88%
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	205.00	0.00%	1.49%
12 hours	158.00	258.00	160.00	260.00	1.27%	0.78%
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	220.00	350.00	0.92%	0.00%
Hire of Dance Studios						
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	220.00	350.00	0.92%	0.00%
Additional dressing room per 4 hour session	36.00	36.00	36.00	36.00	0.00%	0.00%
Flipchart Hire (per day)	8.50	8.50	8.50	8.50	0.00%	0.00%
Laptop	45.00	45.00	45.00	45.00	0.00%	0.00%
Projector	55.00	55.00	55.00	55.00	0.00%	0.00%
Screen Hire (per day)	36.00	36.00	40.00	40.00	11.11%	11.11%
Laptop, Projector, Screen (per day)	125.00	125.00	130.00	130.00	4.00%	4.00%
Technical Services (4 hour session)	60.00	60.00	60.00	60.00	0.00%	0.00%
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	2.50	2.50 *	2.50	2.50 *	0.00%	0.00%
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	1,600.00	N/A	6.67%	

COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2017/18

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.

	2016/17 £	2017/18 £	Increase
1 Interment and Scattering Management Fee			
(No charge for persons 3 years or under)			
Ashes interment	244.00	247.00	1.23%
Scattering of Ashes	244.00	247.00	1.23%
Full Burial Plots Single Interment	540.00	548.00	1.48%
Full Burial Plots Double Interment	668.00	678.00	1.50%
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")	279.00	283.00	1.43%
<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)	442.00	448.00	1.36%
<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)	627.00	636.00	1.44%
<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.	341.00	346.00	1.47%
<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.	382.00	382.00	0.00%
<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, desk top style or upright 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 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	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.	130.00	132.00	1.54%
<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	99.00	100.00	1.01%
Additional Inscription	27.00	27.00	0.00%
Replacement memorial (identical)	27.00	27.00	0.00%
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, desk top style or upright 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 2017/18**

SPORTING ACTIVITIES		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Charlton Sports Centre (Cont.)				
Artificial Turf Pitch:				
Hockey/Football (60 minutes)				
Full Pitch				
Adult	Peak	51.25	52.00	1.46%
	Off Peak	35.50	36.00	1.41%
Junior	Peak	26.55	27.00	1.69%
	Off Peak	18.25	18.50	1.37%
Concessionary rate		21.90	22.25	1.60%
Three Quarter Pitch				
Adult	Peak	42.60	43.25	1.53%
	Off Peak	28.35	28.78	1.52%
Junior	Peak	22.00	22.30	1.36%
	Off Peak	15.00	15.20	1.33%
Half Pitch				
Adult	Peak	33.15	33.65	1.51%
	Off Peak	22.25	22.60	1.57%
Junior	Peak	18.25	18.52	1.48%
	Off Peak	12.95	13.15	1.54%
Quarter Pitch (Six a Side)				
Adult	Peak	22.15	22.50	1.58%
	Off Peak	17.85	18.15	1.68%
Junior	Peak	15.30	15.50	1.31%
	Off Peak	11.70	11.90	1.71%
Floodlights (per hour)	Peak	10.25	10.40	1.46%
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 2017/18**

		CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Andover Sports Academy				
Tennis	Adult	7.20	7.30	1.39%
	Junior	3.60	3.65	1.39%
Table Tennis	Adult	5.00	5.05	1.00%
	Junior	3.75	3.80	1.33%
Short Mat Bowls	Adult	3.70	3.75	1.35%
	Junior	1.80	1.80	0.00%
Indoor Hall (not for profit bookings)	Adult	19.45	19.75	1.54%
	Junior	12.95	13.15	1.54%
Communiy Suite	Adult	17.30	17.50	1.16%
	Junior	12.70	12.90	1.57%
	Commercial	25.25	25.60	1.39%
Meeting Room	Adult	11.70	11.90	1.71%
	Junior	6.40	6.50	1.56%
	Commercial	17.10	17.30	1.17%
Studio Room	Adult	16.70	17.00	1.80%
	Junior	9.20	9.30	1.09%
	Commercial	24.35	24.70	1.44%
Outdoor Court – Team games	Adult	20.65	21.00	1.69%
	Junior	11.70	11.90	1.71%
Floodlights (per court)	Adult	6.10	6.20	1.64%
	Junior	3.05	3.10	1.64%
Hire of equipment	Adult	2.85	2.90	1.75%
	Junior	1.95	2.00	2.56%

CORPORATE FEES AND CHARGES 2017/18

	CHARGES 2016/17 £	CHARGES 2017/18 £	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 2017/18

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Bulky Household Waste Collection			
Single Item	27.25	27.75	1.83%
Multiple items (maximum of four items)	49.00	50.00	2.04%
Garden Waste - price on application, subject to a minimum charge of	32.00	32.50	1.56%
Disposable sacks for Schedule 2 Waste (roll of 25)	55.00	55.50	0.91%
Garden Waste Collection			
Initial Annual Subscription*	29.50	31.00	5.08%
Additional Annual Subscriptions	17.00	17.50	2.94%
6 Monthly Subscription (November to May)	17.00	No longer available	
Replacement Sack	1.50	1.75	16.67%
Early Bird Discount	2.00	No longer available	
Online Discount	1.50	No longer available	
* one subscription is one sack / approved receptacle			
Wheeled Bins			
Purchase of black wheeled bin for waste collection (per bin)	25.00	30.00	20.00%
Purchase of brown wheeled bin for waste collection (per bin)	25.00	25.00	0.00%
Purchase of 1100 litre wheeled bin for waste collection (per bin)	275.00	280.00	1.82%
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 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Vehicle Workshop Charges			
Brake Roller Test (Per Axle)	24.00	24.50	2.08%
Hire Charges			
Operative Hire	25.00	25.50	2.00%
Operative and Van Hire	36.00	36.50	1.39%
Mechanical Sweeper - Large (HGV) Sweeper	50.00	51.00	2.00%
Mechanical Sweeper - Compact Unit	38.50	39.00	1.30%
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	76.00	1.33%

**ESTATES & ECONOMIC DEVELOPMENT SERVICE
FEES AND CHARGES 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
High Street (Daily or part thereof)			
Concessionary	59.00	60.00	1.69%
Commercial / Private Hire	261.00	265.00	1.53%
Time Ring (Daily or part thereof)			
Concessionary	21.00	21.00	0.00%
Private Hire	39.00	40.00	2.56%
Commercial Hire	133.00	135.00	1.50%

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 2017/18**

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	155.00	293.00	361.00	510.00	104.00	137.00
Morning 08.00 - 13.00	50.00	99.00	119.00	180.00	34.00	41.00
Afternoon 13.00 - 18.00	50.00	99.00	119.00	180.00	34.00	41.00
Evening 18.00 - 24.00	61.00	109.00	137.00	188.00	43.00	72.00
Hourly (Min. 2 hrs)	31.00	35.00	58.00	75.00	15.00	17.00

For 2017/18 the above charges have increased by between 0.00% and 1.75%.

Wedding Fees

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Weekday (excluding bank holidays)	176.00	176.00	0.00%
Saturday	275.00	275.00	0.00%
Sunday / Bank Holiday	298.00	298.00	0.00%

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 2017/18**

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	289.00	327.00	378.00	522.00	196.00	260.00
Morning 08.00 - 13.00	87.00	98.00	115.00	157.00	58.00	76.00
Afternoon 13.00-18.00	116.00	129.00	153.00	211.00	76.00	103.00
Evening 18.00 - 24.00	116.00	129.00	153.00	211.00	76.00	103.00
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	195.00	218.00	298.00	422.00	128.00	196.00
Morning 08.00 - 13.00	58.00	69.00	89.00	125.00	39.00	58.00
Afternoon 13.00-18.00	76.00	87.00	119.00	168.00	50.00	76.00
Evening 18.00 - 24.00	76.00	87.00	119.00	168.00	50.00	76.00
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	145.00	160.00	224.00	316.00	97.00	159.00
Morning 08.00 - 13.00	42.00	46.00	70.00	96.00	30.00	46.00
Afternoon 13.00-18.00	58.00	69.00	89.00	125.00	39.00	67.00
Evening 18.00 - 24.00	58.00	69.00	89.00	125.00	39.00	67.00
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	56.00	73.00	97.00	135.00	40.00	68.00
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	52.00	15.00	26.00
Evening 18.00 - 24.00	23.00	30.00	39.00	52.00	15.00	26.00
Hourly (Min. 2 hrs)	7.00	8.00	9.00	14.00	4.00	7.00

For 2017/18 the above charges have increased by between 0% and 1.96%.

ESTATES & ECONOMIC DEVELOPMENT SERVICE FEES AND CHARGES 2017/18

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	£143.00

- 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 2017/18**

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	228.00	478.00	343.00	586.00	159.00	N/A
Morning 09.00 - 13.00	114.00	228.00	141.00	278.00	80.00	N/A
Afternoon 13.00-17.00	114.00	228.00	141.00	278.00	80.00	N/A
Evening 18.00 - 23.00	118.00	263.00	177.00	346.00	103.00	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	155.00	228.00	207.00	346.00	96.00	N/A
Morning 09.00 - 13.00	81.00	132.00	110.00	174.00	53.00	N/A
Afternoon 13.00-17.00	81.00	132.00	110.00	174.00	53.00	N/A
Evening 18.00 - 23.00	86.00	149.00	117.00	217.00	66.00	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	75.00	131.00	114.00	199.00	59.00	N/A
Morning 09.00 - 13.00	30.00	44.00	52.00	85.00	23.00	N/A
Afternoon 13.00-17.00	30.00	44.00	52.00	85.00	23.00	N/A
Evening 18.00 - 23.00	37.00	71.00	75.00	118.00	30.00	N/A

For 2017/18 the above charges have increased by between 0% and 1.96%.

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.

NB

No suite / room charge for Council and Committee bookings, internal courses, seminars, meetings and local authority professional associations, except where the majority of delegates are external and a course fee is charged.

Due to the location of Conference Room 4, the hire of this room will be at the discretion of the Head of Estates & Economic Development.

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2017/18

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Licences			
Dog Breeders - plus Vet's fees			
Commercial Dog Breeders	148.00	150.00	1.35%
Breeders for Dog Shows	105.00	106.00	0.95%
Pet Shops	148.00	150.00	1.35%
Home Trading Pet Shop	87.00	88.00	1.15%
Riding Establishments (plus Vet's costs)	189.00	191.00	1.06%
Animal Boarding Establishments			
Domestic Boarding Establishments	103.00	104.00	0.97%
Commercial Boarding Establishments - Dogs	148.00	150.00	1.35%
Commercial Boarding Establishments - Cats	130.00	131.00	0.77%
Commercial Boarding Establishments - Combined	209.00	212.00	1.44%
Dangerous Wild Animals (plus Vet's costs)	189.00	191.00	1.06%
Zoo (per 4 or 5 years, plus Vet's costs)	945.00	945.00	0.00%
Street Traders			
Up to seven days	41.00	42.00	2.44%
Annual - one night per week	600.00	609.00	1.50%
Annual - extra night per week	98.00	99.00	1.02%
Registrations			
Initial Registration of Hairdressers	105.00	106.00	0.95%
Ear / Skin Piercers and Tattooists	140.00	142.00	1.43%
Electrolysis practitioners	140.00	142.00	1.43%
Hygiene Certificates (plus analysis charges as deemed necessary)	68.00	69.00	1.47%
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 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Houses in Multiple Occupation			
Licensing - Basic Fee	455.00	478.00	5.05%
- Maximum Fee	750.00	No longer used	
- Drawing plan on landlord request		75.00 *	
10% discount for members of recognised landlord associations			
DFG Administration Charge			
Charge on Disabled Facilities Grants where architect or agent isn't employed		10%	
Caravan Site Licences (set in separate fee policy)			
Transferring a site licence	110.25	110.25	0.00%
Varying site licence conditions	253.75	253.75	0.00%
Depositing site rules	46.75	46.75	0.00%
Granting a site licence - 1-5 units	288.00	288.00	0.00%
- 6-15 units	340.50	340.50	0.00%
- 16-30 units	375.50	375.50	0.00%
- 31-45 units	419.25	419.25	0.00%
- 46 and above units	463.00	463.00	0.00%
Annual fee - 2-5 units	232.75	232.75	0.00%
- 6-15 units	250.25	250.25	0.00%
- 16-30 units	337.75	337.75	0.00%
- 31-45 units	372.75	372.75	0.00%
- 46 and above units	390.25	390.25	0.00%
Enforcement fees	Hourly rate	Hourly rate	
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	£250 per unit	
Health Education Courses			
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	149.00 *	149.00 *	0.00%

* Plus VAT at standard rate

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2017/18

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Pest Control			
Domestic Premises:			
Wasps, Hornets' Nest	49.00	50.00	2.04%
Each additional nest (Payment in advance)	16.00	16.25	1.56%
Rats & Mice - Maximum of three visits	66.00	67.00	1.52%
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	66.00	67.00	1.52%
4 bedroomed property	76.00	77.00	1.32%
5 bedroomed property	86.00	87.00	1.16%
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	81.00	82.00	1.23%
4 bedroomed property	93.00	94.00	1.08%
5 bedroomed property	103.00	104.00	0.97%
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	66.00	67.00	1.52%
(Minimum charge up to 1 hour, thereafter hourly rate for each hour or part thereof)			
Commercial Premises:			
Non Contract work			
Rodents - initial visit	98.00	99.00	1.02%
Rodents - additional visits	49.00	50.00	2.04%
Fleas	76.00	77.00	1.32%
Other Insects (Minimum charge - 1 hour)	76.00	77.00	1.32%
Additional visits - hourly rate plus cost of materials			
Wasps, Hornets' Nest (Payment in advance)	59.00	60.00	1.69%
Each additional nest (Payment in advance)	21.00	21.25	1.19%
Advice / Premises Surveys	22.00	22.25	1.14%

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 2017/18

	CHARGES 2016/17 £	CHARGES 2017/18 £	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	67.00	68.00	1.49%
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	42.00	42.50	1.19%
Whole register copy	75.00	76.00	1.33%
Pollution and Contaminated Land			
Contaminated land and general pollution related queries	46.00	47.00	2.17%
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	46.00	47.00	2.17%
Contaminated Land Registry			
Viewing register	Nil	Nil	
Single entry from register	6.00	6.00	0.00%
Whole register copy	59.00	59.50	0.85%
Attendance at Court, Factual Statements			
(Hourly rate of E & H Officer involved)			

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	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 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	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 - on application	478.00	478.00	0.00%
Sex Establishments - Grant, renewal or transfer - further charge if application goes to the Licensing Committee	785.00	785.00	0.00%
Sex Establishments - Variation	182.00	182.00	0.00%
Scrap Metal Dealers - Grant/renewal - Site licence	320.00	350.00	9.38%
Scrap Metal Dealers - Grant/renewal - Collector's licence	192.00	220.00	14.58%
Scrap Metal Dealers - variation of licence	64.00	130.00	103.13%
Hackney Carriages and Private Hire Vehicle Licences			
Replacement Plate	8.00	8.00	0.00%
Hackney Carriages - Vehicle	92.00	92.00	0.00%
Hackney Carriages - Temporary Change of Vehicle		49.00	
Hackney Carriages - Transfer of Vehicle Ownership		25.00	
Hackney Carriages - Inspection (Initial)	50.00	50.75	1.50%
Private Hire - Vehicle	92.00	92.00	0.00%
Private Hire - Temporary Change of Vehicle		49.00	
Private Hire - Transfer of Vehicle Ownership		25.00	
Private Hire - Inspection (Initial)	50.00	50.75	1.50%
Operator Licence - One Year	77.00	77.00	0.00%
Operator Licence - Five Years	207.00	198.00	-4.35%
New Driver Licence - One Year *	147.00	155.00	5.44%
New Driver Licence - Three Years *	207.00	171.00	-17.39%
Renewal Driver Licence - One Year *	96.00	107.00	11.46%
Renewal Driver Licence - Three Years *	165.00	123.00	-25.45%
Driver ID Validation service	7.50	7.50	0.00%
Replacement licence or badge	10.00	10.00	0.00%

* All driver licences fees are reduced by £71 if a current enhanced criminal records disclosure can be provided

LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2017/18

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 2016/17

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2017/18**

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 2016/17

**LEGAL & DEMOCRATIC SERVICE
FEES AND CHARGES 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Liquor Licences Continued			
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 2017/18

	CHARGES 2016/17	CHARGES £ 2017/18	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

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 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	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) 1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural	 18.00	 18.00	 0.00%
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			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
High Hedges Complaint Fee	350.00	350.00	0.00%
Tree Consent - written response per enquiry	21.00	21.00	0.00%
Adoption Inspections of Open Space / Landscape Areas per inspection	107.00	107.00	0.00%
Comprehensive TPO Enquiries per hour	42.00	42.00	0.00%

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2017/18**

		CHARGES 2016/17 £	CHARGES 2017/18 £	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 2017/18**

PARKING

	CHARGES 2016/17	£	CHARGES 2017/18	£	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	0.50		0.50		0.00%
45 minutes	0.70		0.70		0.00%
1 hour	1.00		1.00		0.00%
2 hours	1.60		1.60		0.00%
3 hours	2.00		2.00		0.00%
4 hours	2.70		2.70		0.00%
5 hours	3.40		3.40		0.00%
Over 5 hours	5.90		5.90		0.00%
Long Stay car parks					
30 minutes	0.50		0.50		0.00%
45 minutes	0.70		0.70		0.00%
1 hour	1.00		1.00		0.00%
2 hours **	1.60		1.60		0.00%
3 hours **	2.00		2.00		0.00%
4 hours	2.40		2.40		0.00%
5 hours	2.80		2.80		0.00%
Over 5 hours	4.40		4.40		0.00%
** Shepherds Spring Lane, Andover - special rate 2 hours	1.10		1.10		0.00%
** Shepherds Spring Lane, Andover - special rate 3 hours	1.20		1.20		0.00%
The Rapids Romsey					
4 hours	Free		Free		
Over 4 hours	2.10		2.10		0.00%
Coaches / Market Traders at The Rapids and Shepherds Spring Lane					
Up to 5 hours	3.50		3.50		0.00%
Over 5 hours	7.00		7.00		0.00%
** Special Long Term only					
Season Tickets					
Annual	680.00		680.00		0.00%
Quarterly	200.00		200.00		0.00%
Romsey Sports Centre					
9 month	96.00		96.00		0.00%
Quarterly	37.00		37.00		0.00%
Andover Shepherds Spring lane special rate					
Annual	530.00		530.00		0.00%
Quarterly	150.00		150.00		0.00%
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		25% discount		

**PLANNING POLICY & TRANSPORT SERVICE
FEES AND CHARGES 2017/18**

PARKING cont.

	CHARGES 2016/17 £	CHARGES 2017/18 £	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)	16.00	16.00	0.00%
Tradesmen's waivers on street - per week for first 4 weeks and thereafter per month	16.00	16.00	0.00%
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	
After 2 months		Pro rata season ticket rate	
Exemptions			
Access to Businesses - High Street , Andover	FREE	FREE	

**PLANNING POLICY & TRANSPORT SERVICE
FEES AND CHARGES 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Highways			
Street and Property Naming			
Administration of property name changes	82.00	83.00	1.22%
Provide information on street naming and postal numbering on new developments			
1 dwelling	110.00	112.00	1.82%
2 - 20 dwellings	220.00	223.00	1.36%
21+ dwelling (price per dwelling)	10.00	11.00	10.00%
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.	440.00	446.00	1.36%
Temporary Traffic Regulation Orders Plus advertising costs recovered at cost	768.00	780.00	1.56%
Hampshire County Council TTRO work Plus advertising costs recovered at cost	235.00	239.00	1.70%
Temporary Road Closures (Town Police Clauses Act)	25.00	25.00	0.00%
Management Fee for Speed Limit reminder equipment	850.00	863.00	1.53%
Hire charge for radar equipment	215.00	218.00	1.40%
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.

**REVENUES SERVICE
FEES AND CHARGES 2017/18**

	CHARGES 2016/17 £	CHARGES 2017/18 £	Increase
Council Tax / Non Domestic Rates			
Summons Costs	50.00 *	50.00 *	0.00%
Liability Order Costs	46.00 *	23.00 *	-50.00%

* Includes Court Charges

ITEM 10 **The Annual Internal Audit Report 2015-16**

Report of the Shared Internal Audit Manager (Portfolio: Economic)

Recommended:

That the Members note the work performed by the internal audit team over the previous year (April 2015- March 2016).

SUMMARY:

- This report provides an overview of the internal audit work covering the financial year 2015/16.

1 Introduction

1.1 Members of the Overview and Scrutiny Committee have requested an Internal Audit Annual Report. This paper is based on the reports provided by the Shared Internal Manager to the Audit Panel in this period.

1.2 In this period there have been four Audit Panel meetings:

- 11 June 2015
- 24 September 2015
- 7 December 2015
- 14 March 2016

1.3 Councillor Finlay was the Lead Member for the Audit Panel during the year, with Councillor Jeffrey taking on the role at the meeting on 13 June 2016.

2 Background

2.1 Throughout the year an internal audit monitoring statement for the period was provided to Members of the Audit Panel. In addition, other reports to the Panel, covered statutory reports from External Audit, the forward looking Internal Audit Strategy and Charter, a paper covering the Audit Universe (also reported to OSCOM 20 January 2016) and Member training was provided at the 11 June 2015 meeting.

2.2 The overall opinion of the Internal Audit Partnership Manager (as reported to the June 2016 Audit Panel meeting) is that a **substantial level of assurance** can be given that there is a generally sound system of internal control, designed to meet the Council's objectives, and that controls are being applied consistently.

- 2.3 87 % (33 of the 38 programmed audits) of the original audit plan was delivered to final or draft report stage against a target of 90%. A further 8% (3 audits) were in progress as at 31 March 2016. For two audits a change of approach was adopted. These were Asset Management and Staff Recruitment.
- 2.4 The team achieved 99% productive time against a target of 90% for the period 1 April 2015 to 31 March 2016.
- 2.5 The assurance opinions related to the 32 audits (where an opinion has been given at that stage) are summarised as follows:

Opinion	Number	Percentage
Full Assurance	4	12.5%
Substantial Assurance	20	62.5%
Limited Assurance	8	25%
No Assurance	0	0%

The Audits that received a limited opinion were as follows:

Chantry Centre – Reported to the Audit Panel June 2016.

Cleaners and Premises Assistants (Lone working & Time sheets) – Reported to the Audit Panel June 2016.

Elections – Reported to the Audit Panel June 2016.

Procurement - Reported to the Audit Panel September 2015.

Salary Sacrifice for Cars – Reported to the Audit Panel September 2015.

Salary Sacrifice for Cycles – Reported to the Audit Panel September 2015

Utilities – Reported to Audit Panel March 2016.

Insurance - reported to Audit Panel September 2015.

- 2.6 All actions arising from audit reports are agreed with the management responsible for the area/function. These actions are monitored by each Service's Performance Board and recorded on the performance management system. A review of the system was undertaken to ascertain the status of audit actions as at 31/03/16. The results are summarised in the table below:

Audit Actions:	Risk:	Total:	Complete:	In Progress:	Pending /Slipped:
2014-15	High	27	24 (89%)	3 (11%)	0 (0%)
	Med/Low	97	75 (77%)	11 (11.5%)	11 (11.5%)
2015-16	High	13	7 (54%)	6 (46%)	0 (0%)
	Med/Low	80	35 (44%)	29 (36%)	16 (20%)
Grand Total		217	141	49	27

- 2.7 3 High risk actions remained in progress from 2014-15 as at 31/03/16. These were no longer considered high risk due to the action implemented to date and all were nearing resolution and closure.
- 2.8 51 actions arising from the 2015-16 audit reviews remained in progress as at 31/03/16 or had slipped. 6 of these are high risk but all were in progress.
- 2.9 All those actions that are in progress and slipped/pending are followed up during the year by the Performance Boards on a quarterly basis and by Internal Audit twice yearly to ensure that control weaknesses are properly addressed. An Internal Audit review is currently underway with the results due to be reported to the Audit Panel in December.

3 Corporate Objectives and Priorities

- 3.1 The work of the Internal Audit Function supports the Council's four strategic aims for maintaining and improving quality of life in Test Valley, by ensuring that the Council makes the most of its available resources and transforms the way it works, to provide even better value for money and effective service delivery.

4 Consultation/Communications

- 4.1 The Internal Audit Plan for 2015/16 involved full consultation with senior management, the Council's External Auditors and the Audit Panel.

5 Options

- 5.1 In accordance with best professional practice, currently the Public Sector Internal Audit Standards, each year a plan is produced and internal audit resources allocated to the areas of the Council's activity which need to be reviewed during the year.
- 5.2 The Council has limited options in this matter as without this the Council is at risk of providing inadequate audit coverage on high-risk areas and no assurance on the control environment.

6 Risk Management

- 6.1 The annual audit plan 2015/16 was based on the Council's risk registers and Internal Audit contributes towards the overall corporate governance framework of assurance.

7 Resource Implications

- 7.1 The Audit Plan for 2015/16 was based on **2.8 full time** equivalent auditors employed by Test Valley Borough Council and **0.4 full time** of an Audit Manager's time provided in partnership with Gosport Borough Council.

8 Equality Issues

- 8.1 The report is for information purposes, so the Council's EQIA process does not need to be applied.

9 Conclusion

- 9.1 The review of the effectiveness of Internal Audit has shown that there is **substantial compliance** with the Standards detailed in the Public Sector Internal Audit Standards 2013.
- 9.2 This report outlines the work undertaken by Internal Audit from 1 April 2015 to 31 March 2016 and the overall performance in delivery of the 2015/16 Audit Plan.

<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:	None		
Author:	Chris Davis	Ext:	8237
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	12 October 2016

ITEM 11

Plans and Planning Process Panel

Report Councillor Adams King, Chairman of the Planning Process Panel

Recommended:

That the following recommendations of the Plans and Planning Process Panel be approved for consideration by Cabinet:

In relation to the Plans Panel it is recommended that

- 1. The Plans Panel, which is currently responsible for advising on the development of the Local Plan, should become a formal panel of the Council.**
- 2. The composition of the new Plans Panel should be calculated using a political balance formula that reflects the overall make-up of the Council and take into account geographical representation.**
- 3. The Plans Panel does not have any delegated authority and is advisory in nature. As a result and as it is likely to be dealing, in the main, with confidential policy development matters it proposed that it is not open to the public to attend.**
- 4. Meetings of the new Plans Panel will be open to any member who wishes to attend.**
- 5. Meetings should feature on the corporate calendar and agendas and notes (marked CONFIDENTIAL) should be circulated to all members.**

In relation to the Area Committees it is recommended that:

- 6. An alteration to the Scheme of Delegation such that where a minor application is contrary to policy this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party.**
- 7. An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party.**
- 8. If a member has identified an application as one that should be called to committee upon it being initially advertised, the member should be contacted to ask if they still wish it to be heard once an officer recommendation has been agreed.**
- 9. When the Area Committee votes against an officer's recommendation to refuse an application officers should assist members in ensuring appropriate reasons for refusal are included in a new motion.**

10. The Peer Review of Planning Committees offered by the Planning Advisory Service should go ahead.

SUMMARY

- The OSCOM Task and Finish panel engaged to review TVBC's Plans and Planning Process has examined the role of the Plans Panel, the Area Planning Committees and the Planning Control Committee. The Panel's members are making a range of recommendations for consideration by OSCOM. Additionally, the Panel is seeking OSCOM's approval to continue its work on all the Planning Committees for a further six months. This would enable the Panel, subject to Cabinet endorsement, to commission the Planning Advisory Service to undertake a review of the various options for how the Planning Committees might operate in future. Further, it would provide an opportunity to engage the various stakeholders on their experiences of the Planning Committees.

1 Background

- 1.1 OSCOM established a Task and Finish panel to review TVBC's Plans and Planning Process in September 2015. Originally established to examine the role of the Plans Panel and the Area Planning Committees it merged in December 2015 with the Task and Finish Panel established to review the Planning Control Committee Process. The Panel comprised of 8 members (but has had a core membership of 5) and has engaged with an additional 10 members during its meetings. The panel has met on 12 occasions (twice each as separate panels and 8 times jointly). These meetings have included a question and answer session with the Planning Advisory Service and a 'Select Committee' style afternoon where the Panel questioned the Chairs of the Northern and Southern Area Planning Committees, the Chair of the Planning Control Committee, Portfolio holders for Planning Policy and Planning and Building and the Head of Planning.
- 1.2 The Panel has surveyed neighbouring and similar authorities, asking a number of questions about the function of their Strategic Planning and Local Planning Committees and attendant processes. The spreadsheet detailing the questions asked, the Councils approached and the responses received is at Appendix A of this report.
- 1.3 Officers have been informed of the Panel's discussions and their recommendations as they have progressed.
- 1.4 The Panel has made a series of recommendations which are contained in paragraphs 2 and 3 below. Each recommendation is supported by the Panel's rationale for making the proposal.

2 Recommendations related to the Plans Panel

Structure and Function

- 2.1 It is recommended that the Plans Panel which is currently responsible for advising on the development of the Local Plan should become a formal panel of the Council. The reason for this is to ensure that it meets standards of transparency, openness and democratic scrutiny. In all but one of the neighbouring and similar authorities surveyed committees/panels undertaking the same or similar functions were formally established.
- 2.2 The composition of the new Plans Panel should be calculated using a political balance formula that reflects the overall make-up of the Council. A spread of experience and geographical representation would be expected. This would provide a forum for peer learning and debate and ensure appropriate representation across the borough.
- 2.3 It is proposed that the Plans Panel would not have any delegated authority and would be advisory in nature. As it is likely to be dealing in the main with confidential policy development matters it suggested that it is not open to the public to attend. Meetings will, however, be open to any member who wished to attend. Most neighbouring and similar authorities operate their equivalent committees/panels in this way. By so-doing commercial confidentiality is maintained, particularly of issues that could be potentially highly controversial. At the same time a greater degree of participation and openness to all members would be established.
- 2.4 Meetings should feature on the corporate calendar and agendas and notes (marked CONFIDENTIAL) should be circulated to all members.
- 2.5 The OSCOM Planning Review led by Councillor Tilling in 2013/14 was not prescriptive regarding the membership of the Plans Panel; indeed, a greater flexibility of membership was recommended. However, this earlier Planning Review had identified a link between membership of the Plans Panel and membership of the Planning Control Committee (14 mutual members). Unsurprisingly, membership of both bodies correlated positively with a depth of knowledge of planning policy and confidence in making planning decisions whilst shortfalls in these skill areas were identified as major determinants of dissatisfaction amongst members not on either body.

The previous review concluded

- It is a paradox that planning policy development involves some members but not all, yet all are expected to apply the policies
- Lack of collective member involvement at the development stage of planning policy hinders universal familiarisation with the policies and this may affect negatively members' performance in the development management processes
- Failing to involve all members in a consultative capacity can breed an "us and them" culture and an undercurrent of distrust

- The perceived marginalisation of some members from the planning policy development process deters collaboration between members and also between members and officers

It was recommended that all planning policy development within the Council should be as inclusive as possible, a principle upheld by the Portfolio Holder for Planning Policy and Transport. It is surprising, therefore, that he has recently secured agreement from the Cabinet for a prescriptive and selective membership of the Plans Panel, to include six members of the Cabinet, the Chairs and Vice Chairs of the three Planning Committees and the Chair of OSCOM. To the rank and file member, this approach appears anything but inclusive.

Governance

- 2.6 The Plans Panel should report to OSCOM according to an agreed schedule but at least annually.

3. Recommendations Related to the Area Planning Committees

Operational Issues

- 3.1 We would recommend improvements to the operation of the Area Planning Committees as follows in a – d below. The reason for these recommendations being that they encapsulate best practice, The reason for recommendation d) below is the Panel's view that such a change would create a sense of professionalism and better governance, particularly in situations where members of the public may well be present.
- 3.2 The Task and Finish Panel also discussed the current Scheme of Delegation with the Head of Planning. He commented that the Scheme of Delegation required applications with a member or officer interest (involvement), where there had been no objection or comment from the public or consultees, to be brought before area committees, expending time and resources, with no change in outcome as demonstrated by records for the past five years.
- a) An alteration to the Scheme of Delegation such that where a minor application ('minor being defined by the Head of Planning of their deputy) is contrary to policy this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party. *(N.B This matter has recently been agreed by Cabinet and Council).*
- b) An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been an objection or adverse comment from a consultee or third party.

- c) If a Member has identified an application as one that should be called to committee upon it being initially advertised, the Member should be contacted to ask if they still wish it to be heard once an Officer recommendation has been agreed. This would resolve the problem with a “public interest “ case where a Member has a concern which is subsequently resolved due to the Officer recommendation with which the Member agrees, thus not requiring it to be called to committee.
- d) When the Area Committee votes against an Officer’s recommendation to refuse an application, Officers should assist Members in ensuring appropriate reasons for refusal are included in a new motion.

Whilst the Officer might consider it contrary to his judgement, there is almost always a strong enough case to be made for an alternative recommendation. Also, a situation is less likely to arise where a reason for refusal had been omitted from an original application because insufficient information had been provided or sought, which is then revealed in a revised application but disallowed as a reason for refusal.

Governance

- 3.3 The Peer Review of Planning Committees offered by the Planning Advisory Service should go ahead.

Further Actions

- 3.4 The Panel requests confirmation from OSCOM that the Task and Finish Group should continue its work on Area Planning Committees for a further six months. This would include:
 - Assessment of the Planning Advisory Service Peer Review.
 - Completion of review of the Scheme of Delegation to the Planning Control Committee, its Procedures and Membership.
 - Further Survey of Members once PAS Peer Review is complete and results known.

4 Corporate Objectives and Priorities

- 4.1 The Planning process contributes to the success of all of the Council’s corporate priorities.

5 Consultations/Communications

- 5.1 In addition to input from panel members input has been sought from other Members and Officers through a formal scrutiny hearing. Information from a number of other authorities, about the way in which they formally involve Members in the development of their Local Plan, is attached as an Annex to this report.

6 Options

- 6.1 To endorse, modify or reject the Panel’s recommendations as identified in this report.

7 Risk Management

- 7.1 At this stage the Council’s Risk management process has not as yet been applied. A full risk assessment will be completed if all / any of the proposals are recommended to Cabinet.

8 Resource Implications

- 8.1 None at this stage

9 Legal Implications

- 9.1 Where applicable, these are covered in the officers’ covering report.

10 Conclusions

- 10.1 OSCOM is asked to consider the recommendations of the Planning Process Panel.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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:	1		
Author:	Councillor Adams King	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	12 October 2016

OSCOM Planning Review Panel

Response from officers to the Panel's Report

This report is prepared by officers and should be read in conjunction with the Panel's report to inform the Committee's view in determining how it wishes to proceed.

SUMMARY

The OSCOM Task and Finish panel engaged to review TVBC's Plans and Planning Process has examined the role of the Plans Panel, the Area Planning Committees and the Planning Control Committee. The Panel's members are making a range of recommendations for consideration by OSCOM. This report contains officer comments on those recommendations.

1 Background

- 1.1 OSCOM established a Task and Finish panel to review TVBC's Plans and Planning Process in September 2015.
- 1.2 The Panel has made a series of recommendations which are contained in paragraphs 2 and 3 of the attached report. This report contains officers' comments on those recommendations where issues of principle are under consideration.

2 Recommendations related to the Plans Panel

Structure and Function

- 2.1 The membership and composition of the Plans Panel is a matter for Members and as such there is no officer commentary in this regard. However, it is worth noting that at its meetings, in April and June 2016, Cabinet has already made a series of decisions about the structure and function of the Plans Panel. In summary, these are as follows:

*Cabinet recognised that a more structured approach to member involvement in the forming of policy would be of benefit.

*Cabinet decided that at the key stages of the preparation of the future planning policy documents there would be a series of workshops for all Members to raise and discuss the relevant planning issues under a series of themes reflecting those contained in the Corporate Plan.

*To assist the drafting and review of planning policy documents Cabinet agreed to retain an informal planning policy panel of Members which will meet more regularly to monitor progress and receive technical reports. It was agreed that the composition of the informal panel would comprise of:

- Portfolio Holder for Community and Leisure; Economic, Environmental; Housing & Environmental Health; Planning & Building; and Planning Policy & Transport (as chair)
- Chairman of the Overview & Scrutiny Committee
- Chairmen and Vice Chairmen of Planning Control, Northern Area and Southern Area planning committees
- A representative proportion of the minority group

The composition was based on those Members which have an involvement with land use planning in their portfolio or are involved in the application of policy. The Chairman of Overview and Scrutiny Committee and a representative proportion of the minority group were also included. Whilst this would form the standing membership of the informal panel all other Members would have the opportunity to attend.

*To help all members to be aware of the points of discussion and what matters were arising from the themed groups and informal panel it was agreed to circulate the Plans Panel minutes, in future. In addition, to provide greater involvement, it was agreed to publish biannually a forward plan of future items for discussion. This would allow for those Members who are not on the informal panel to attend and be involved in those items where they have an interest. The forward plan would highlight if there were specific wards affected by the item. Whilst these actions would benefit Member involvement it would be necessary to have flexibility to allow for additional urgent items to be added. It would also be necessary to timetable the groups and informal panels so that they have sufficient opportunity to engage with the formulation of policy. This would be incorporated into the next version of the Council's Local Development Scheme.

3 Recommendations Related to the Area Planning Committees

Operational Issues

- 3.1 The Panel is recommending improvements to the operation of the Area Planning Committees as follows:

a) "An alteration to the Scheme of Delegation such that where a minor application is contrary to policy this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party."

Officers have no objection to this proposal in principle. It is noted that this has already been approved by Council but did not limit authority to minor applications .

b) *“An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been objection or adverse comment from a consultee or third party.”*

The proposal would see some benefit in saving committees time and enable those applications to be dealt with more expeditiously. Against that, however, the change would give rise to a not insignificant public perception transparency issue in allowing such applications to be determined outside the public spot light of committee decision making.

c) *“- If a member has identified an application as one that should be called to committee upon it being initially advertised, the member should be contacted to ask if they still wish it to be heard once an officer recommendation has been agreed.*

Officers have no objection to this proposal. A minor alteration to the scheme of delegation would be required to give effect to this change.

d) – *“When the Area Committee votes against an officer’s recommendation to approve an application, officers should assist members in ensuring appropriate reasons for refusal are included in a new motion.”*

Officers’ major concern about this proposal is that members should already have in mind what the grounds for refusal prior to making a decision. Whilst officers are always willing to help in such circumstances they are not able to create grounds for refusal if in their professional opinion they do not exist. Officers’ preferred approach in such circumstances is for members to discuss the matter in advance of the meeting with the case officer or Head of Planning and Building.

4. Conclusions

- 4.1 OSCOM is asked to consider these officer views in coming to a conclusion about the recommendations of the Planning Process Panel.

ITEM 12

**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.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

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:	3		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	12 October 2016

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
12 OCTOBER (ANDOVER)				
Annual Audit Report	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
Revised Member Role description	2	Head of Legal and Democratic Services	To consider the revised Member role description (Corporate Portfolio Holder) (20 mins)	To consider and make recommendations as appropriate.
Planning Control/Planning Advisory and Planning Process Panel	3	Committee	To receive the final report (Cllr Adams King) (20 mins)	To comment and make recommendations as appropriate
8 NOVEMBER (ANDOVER)				
Police and Crime Commissioner	5	Committee	To receive a presentation on the work of the Police and Crime Commissioner (30 mins)	To comment on the presentation
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
7 DECEMBER (ROMSEY)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	To consider the web strategy

* 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 – 12 October 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Update on the Council Tax Support Scheme	3	Committee	To receive an update on the Council Tax Support Scheme (Acting Head of Revenues, Benefits and Customer Services) (20 mins)	To comment and make recommendations
Andover Economy	2	Committee	To receive an update on the Andover Economy (Economic Development Officer) (20 mins)	To comment and make recommendations
Progress on Romsey Future Action Plan	4	Committee	To receive the Romsey Future Action Plan (Policy Manager)	To comment and make recommendations
2017				
24 JANUARY (ROMSEY)				
22 FEBRUARY (ANDOVER)				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months (Andover Town Centre Manager) (30 mins)	To comment on the presentation
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
22 MARCH (ROMSEY)				
OSCOM Annual draft Briefing	2	Committee	To consider the OSCOM Annual Briefing (Chairman) (10 mins)	To consider and make recommendations as appropriate
26 APRIL (ANDOVER)				
OSCOM Annual Briefing	2	Committee	Report of the Chairman (Chairman) (10 mins)	To comment on the draft 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 – 12 October 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
DATE TO BE AGREED				
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report)	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution (20 mins)	To comment and make recommendations

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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BRIEFING NOTES

2016		Date Circulated
12 October (Andover)	Outcomes of the Hampshire Safeguarding Children Board Audit (Community Engagement Manager)	22 September 2016
8 November (Andover)	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy Accountancy Manager)	
7 December (Romsey)	Community Safety (Head of Community and Leisure)	
2017		
24 January (Romsey)	Planning Enforcement (Planning Enforcement Officer)	
22 February (Andover)	Community Engagement (Community Engagement Manager)	
22 March (Romsey)	Car Park Strategy and Management (Planning Policy Manager) Affordable Housing Update (Head of Housing)	
26 April (Andover)	Performance management Arrangements (Policy Manager)	
26 June (Andover)	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director)	
Date to be agreed	Protocol on how to engage internal audit resources for Scrutiny purposes Hampshire County Waste Strategy Community Infrastructure Levy	

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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ANNEX 2

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.	Review Completed
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.	Review Completed
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	Update given on 16 March 2016

Panel	Lead Member	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock	Phase 1 complete Phase 2 final report in July	3 August 2016
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC	12 October 2016
Public Involvement Panel	Councillor Drew	Scoping Template	

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<p>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> 1. To consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member Communications, and that these ideas are taken forward through the formulation of the economic development strategy. 2. To work closer with schools and employers. 3. To review the training fund to achieve a more sustainable way of funding apprentices. 4. To review the Business Incentive Fund budget and the amount of individual grants. 	<p>50%</p>	<p>Reported to Cabinet on 16 December 2015</p> <p>Development of Strategy now underway. Final Strategy expected to be submitted to Cabinet in November 2016.</p>
<p>2016/17 Budget Update</p>	<p>20 January 2016</p>	<p>Will Fullbrook</p>	<p>Recommended to Cabinet:</p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>		<p>Reported to Cabinet on 10 February 2015</p> <p>Resolved:</p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>



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. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme 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.
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](#)

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 | |

Arrangements for making representations to the cabinet regarding decisions contained within the work programme

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.

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
5 Oct 16 (A)	Test Valley Borough Council Efficiency Plan 2016-2020	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	17 Jul 2016
5 Oct 16 (A)	Project Enterprise Outturn 2015/16	No	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	01 Aug 2016
5 Oct 16 (A)	Construction Apprenticeships and Training	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Estates & Economic Development	30 Aug 2016
5 Oct 16 (A)	Digital Transformation Strategy	No	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director	01 Aug 2016
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	12 Jan 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 12 October 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
2 Nov 16 (R)	Budget Strategy	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
2 Nov 16 (R)	Fees and Charges	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
2 Nov 16 (R)	Second Quarter Corporate Financial Monitoring	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
2 Nov 16 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Corporate Director	01 Aug 2016
2 Nov 16 (R)	Amendments to Officer Scheme of Delegations	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services	01 Aug 2016
2 Nov 16 (R)	Test Valley Electoral Review Council Size Submission	Yes	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services	26 Sep 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 12 October 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
2 Nov 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	29 Feb 2016
2 Nov 16 (R)	Private Sector Housing Grants and Loans	No	Cabinet	No	Report of the Housing & Environmental Health Portfolio Holder	Head of Housing & Environmental Health	30 Aug 2016
2 Nov 16 (R)	Council's Parking Enforcement and Appeals Policy	No	Cabinet	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director	01 Aug 2016
2 Nov 16 (R)	Community Infrastructure Levy – Revised Reg 123 list adoption	Yes	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director	20 Jun 2016

Test Valley Borough Council – Overview and Scrutiny Committee – 12 October 2016

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
30 Nov 16 (R)	Asset Management Plan Update	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
30 Nov 16 (R)	Capital Programme Update	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance	12 Jan 2016
30 Nov 16 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Corporate Director	01 Aug 2016
19 Jan 17 (R)	Fees and Charges for Leisure Centres	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	26 Sep 2016
tbc	Devolution for the People of Hampshire and Isle of Wight	No	Cabinet	No	Leader	Chief Executive	29 Feb 2016

* 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
1 Jun 16	East Anton Public Art – Next Stage	Moved to 27 Jul 16	Awaiting further information	Head of Community and Leisure	17 May 2016
7 Sept 16 (R)	Tree Management Contract	Deleted	Approval has previously been agreed as part of the budget setting process	Head of Community and Leisure	17 August 2016
5 Oct 16 (A)	Council’s Parking Enforcement and Appeals Policy	Moved to 2 Nov 16	Awaiting further information	Corporate Director	13 September 2016
5 Oct 16 (A)	Private Sector Housing Grants and Loans	Moved to 2 Nov 16	Awaiting further information	Head of Housing & Environmental Health	19 September 2016
5 Oct 16 (A)	Valley Housing Matters	Deleted	No items for business	Head of Legal and Democratic Services	20 September 2016
5 Oct 16 (A)	Amendments to Officer Scheme of Delegations	Moved to 2 Nov 16	Awaiting further information	Head of Legal and Democratic Services	20 September 2016