

## Notice of Meeting

# Cabinet

**Date:** Wednesday 6 November 2019

**Time:** 5.30 pm

**Venue:** Conference Room 1, 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,  
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**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 Cabinet**

#### **MEMBER**

#### **WARD**

Councillor P North (Chairman)	Bourne Valley
Councillor N Adams-King (Vice-Chairman)	Blackwater
Councillor P Bundy	Chilworth, Nursling & Rownhams
Councillor D Drew	Harewood
Councillor M Flood	Anna
Councillor A Johnston	Mid Test
Councillor T Tasker	Andover Romans
Councillor A Ward	Mid Test

## **Cabinet**

Wednesday 6 November 2019

### **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 9 October 2019**
- 6 Recommendations of the Overview and Scrutiny Committee: None**
- 7 Capital Programme Update 2019/20 to 2021/22 5 - 24**  
  
**Finance**  
To provide an update on the approved Capital Programme and to consider new capital schemes to be added for 2019/20 to 2020/22.
- 8 Corporate Financial Monitoring 25 - 48**  
  
**Finance**  
To provide an update on actual revenue income and expenditure against profiled budget for the first six months of the 2019/20 financial year to 30 September 2019.
- 9 Fees and Charges 2020/21 49 - 95**  
  
**Finance**  
To consider the level of charges for services provided by the Council in 2020/21.

**10      Asset Management Plan Update      96 - 109**

**Finance**

To provide an update on the progress of the 2019/20 Asset Management Plan and to consider projects to be included in the 2020/21 budget.

**11      Medium Term Financial Strategy      110 - 141**

**Finance**

To set out the financial framework within which the 2020/21 budget will be prepared.

**12      2019/20 Community Infrastructure Levy (CIL) Spending Protocol - Allocation of Funds      142 - 158**

**Planning**

To seek approval to fund a number of projects within the borough from the Council's CIL receipts following assessment of the bids against the criteria in the Council's approved Spending Protocol.

**13      Exclusion of the Public      159 - 160**

The following item is confidential.

**14      Property Matters      161 - 180**

**Finance**

To consider a Property matter.

## **ITEM 7                      Capital Programme Update 2019/20 to 2021/22**

Report of the Finance Portfolio Holder

### **Recommended:**

- 1. That the new capital schemes with a total cost of £2,493,800 as shown in Annex 1 to the report be added to the 2019/20 to 2021/22 Capital Programme.**
- 2. That the revised estimates and financing for the 2019/20 to 2021/22 Capital Programme as shown in Annex 2 to the report, be approved.**

### **Recommendation to Council**

#### **SUMMARY:**

- This report provides an update on the progress of the existing 2019/20 Capital Programme and includes forecast changes to its timescale and total cost.
- It also puts forward proposals for new capital schemes recommended to be added to the Capital Programme over the period 2019/20 to 2021/22.
- The total cost of new projects recommended for inclusion in the Capital Programme is £2.5M. After taking into account external funding, the net cost of these bids is £888,200.
- The net cost of the capital bids is recommended to be funded from Earmarked Reserves and the Capital Receipts Reserve.

## **1            Introduction**

- 1.1 The progress of the Capital Programme is reported to Councillors each year in May, November and February.
- 1.2 The last update was presented on 20 May 2019 and gave details of the overall expenditure and financing of the Capital Programme for 2018/19 to 2020/21.
- 1.3 This report provides an update on the Capital Programme approved at that meeting together with proposals for new projects to be added to the programme. It also examines how the costs of the proposed new programme will be financed.

## **2            New Capital Bids**

- 2.1 All Services were invited to submit bids for new projects to be added to the Capital Programme. A summary of the new projects together with a brief explanation of the expected outcomes from each project is shown in Annex 1.

- 2.2 All new capital schemes are considered with regard to their relative merits in continuing the Council's priorities, legislative requirements, sustainability and a number of other factors including the level of financing available.
- 2.3 All projects that were submitted are recommended to be included in the Capital Programme.

### 3 Proposed Capital Programme 2019/20 to 2021/22

The 2019/20 to 2020/21 Capital Programme approved in May (18/19 outturn) had a total cost of £23M. There have been some changes since that time and these are summarised below.

	£'000
<b>Approved Budget for 2019/20 to 2020/21</b>	<b>22,968.4</b>
Changes to Asset Management Plan Requirement	2,200.2
Community Asset Fund – funding 2021/22	250.0
Fitness Trail - Romsey	(10.0)
Pocket Park/ Town Mill Enhancement	1,047.7
Chantry Centre Purchase	71.5
High St Units	(1.0)
Columbus Quarter development	(906.9)
Galahad Close property	(21.4)
Project Enterprise – Schemes to be identified to 2021/22	3,000.0
Disabled Facilities Grants/Loans	(100.0)
Renovations & Minor Works Grants	(50.0)
<b>Sub-total – movements in the existing Capital Programme</b>	<b>5,480.1</b>
Cost of new bids for inclusion in programme. See Annex 1	2,493.8
<b>Updated Estimate for 2019/20 to 2021/22</b>	<b>30,942.3</b>

- 3.1 An Asset Management Plan (AMP) update report is also on the agenda for this meeting. That report provides an update on the current year's programme and recommended projects for 2020/21. The capital element of the report's recommendations is built in to the figures above.

### Community & Leisure Projects

- 3.2 The two play area projects at Picket Twenty (Ref 2 and 19 in Annex 2) have been amalgamated as the allocation of the budget is relevant to both projects.
- 3.3 Fitness Trail, Romsey – this project has been reduced following public consultation.

### Property & Asset Management Service

- 3.4 Pocket Park/Town Mills Enhancement – two projects with a total value of £203.2k were added to the Capital programme in year 2016/17 and 2017/18 - both of these projects were related to the area but were put on hold until consultation for this larger project had been made. Funding had been sought for a more detailed regeneration which has now been agreed resulting in an increase of the project costs to £1.25M all of which will be funded by external contributions and a grant from Enterprise M3 LEP.
- 3.5 Chantry Centre costs for the arrangement of leases of the purchased units were received post year end,
- 3.6 High St, Retail Units – a saving of £1,000 has been made.
- 3.7 Chantry Centre Toilet Refurbishment – project added following the purchase of the Chantry Centre.(approved by Council 13 March 2019. Minute 293)
- 3.8 New Car Park Machines – new project agreed at Cabinet (12 June 2019. Minute 54) funded by New Homes Bonus (NHB).
- 3.9 Southampton Rd, Pedestrian & Cycle Route – new project agreed by the Community Infrastructure Levy (CIL) Board, (Cabinet 5 December 2018, Minute 215) funded by CIL.
- 3.10 Botley Rd, informal crossing point – new project agreed by the Community Infrastructure Levy (CIL) Board, (Cabinet 5 December 2018, Minute 215) funded by CIL.

### Project Enterprise

- 3.11 Following the sale of the Columbus Quarter, the final reconciliation is still pending but costs are expected to be less, and sale proceeds more, than previously budgeted.
- 3.12 Galahad Close Property – Savings of £21,400 made on the purchase and refurbishment of this investment property.
- 3.13 Two additional properties were added to the 2019/20 programme at a cost of £186,000 and £195,600 - these were approved by member panel on the 5 April and 28 August 2019.

### HEH

- 3.14 There has been a reduction in the applications for Disabled Facilities Grants and Loans in the current year, therefore the budget has been reduced by £100,000.
- 3.15 There have also been fewer applications for Renovations and Minor Works Grants and this budget has also been reduced by 50% to £50,000.

### Affordable Housing

- 3.16 Budget of £300,000 has been added to the Capital Programme for grants to registered providers as shown on Annex 1.

### Slippage in the Existing Capital Programme (Annex 3)

- 3.17 Picket Twenty play areas and pavilion/pitch changes should have been spent in this current year but have slipped due to the developers trigger points not being reached.
- 3.18 SANG, Sherfield English – Phase Two of this project has slipped as autumn/winter weather conditions will affect works to the boardwalks.

## **4 New Capital Projects**

- 4.1 The total cost of new bids recommended to be added to the Capital Programme is £2.5M. After taking into account external funding the net cost of bids for consideration is £888.2k.
- 4.2 Annex 1 shows a summary of all capital projects together with an explanation of the project and its key deliverables.
- 4.3 Annex 2 shows a summary of capital projects by Service. The projects recommended to be added to the Capital Programme are included in this Annex.

## **5 Financing the Capital Programme**

- 5.1 It is recommended that the new capital projects are financed from external funding, the Capital Receipts Reserve, and the New Homes Bonus Reserve.

### Resource Implications

- 5.2 The level of capital spending is entirely dependent on the resources that are available to finance the programme. The ability to add new schemes to the programme is influenced by forecasts of future resources. However, once a scheme is in the programme it is assumed that it will be completed and financed irrespective of whether or not resource forecasts are entirely accurate.



- 5.3 The maximum use of grants and contributions from external bodies and other internal reserves has been taken into account in the proposed financing of the Capital Programme. The total of this funding over the life of the recommended Capital Programme is estimated at £19.4M, leaving a shortfall of £5.5M. The sale of an investment property has provided a capital receipt of £6M reducing the deficit of £5.5M to a surplus to £0.5M.
- 5.4 The level of capital resources as at outturn for the capital programme is compared to those for the current programme in the following table:-

	<b>Outturn 2018/19</b>	<b>November 2019</b>
<b>Capital Programme</b>	<b>£'000</b>	<b>£'000</b>
Balance Capital Receipts Reserve (CRR) as at 1 April 2019	6,021.9	6,021.9
Total Capital Expenditure 2019/20 – 2021/22	(22,968.4)	(30,942.3)
Total Capital Financing 2019/20 – 2021/22	13,690.7	19,445.4
<b>Forecast Deficit on CRR at 31 March 2021</b>	<b>(3,255.8)</b>	<b>(5,475.0)</b>
Capital Receipt for sale of properties	5,900.0	6,000.0
<b>Capital Receipts Reserve Forecast as at 31 March 2021</b>	<b>2,644.2</b>	<b>525.0</b>

- 5.5 The table shows that the forecast Capital Receipts Reserve is expected to move from a surplus of £2.6M to a surplus of £0.5M over the life of the existing programme.

## **6 Revenue Consequences of the Capital Programme**

- 6.1 The ongoing revenue impact of the capital projects will be built into Service estimates for 2020/21 and will be included in the next budget update in January 2020.

## **7 Corporate Objectives and Priorities**

- 7.1 The capital programme enables capital investment to support the Council's priorities and to maintain its assets so that services may continue uninterrupted in the future.

## **8 Risk Analysis**

- 8.1 The schemes laid out in the proposed capital programme for the coming years are reliant on future capital receipts – the timing and extent of which are by no means certain. This risk is mitigated by cautious valuations of receipt values and through cash flow management to ensure schemes are not delayed for financial reasons.

- 8.2 Each individual project will have specific risks attached to it. These will be identified by the responsible officer at the start of each project.
- 8.3 The Capital Programme presented for approval takes into account all known future capital receipts.

## 9 Equality Issues

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

## 10 Consultations

- 10.1 Ward members, Heads of Service and project managers were consulted in the update of the 2019/20 to 2021/22 Capital Programme.

## 11 Conclusion and reasons for recommendations

- 11.1 This report identifies new capital bids with a total cost of £2.493M (net cost of £888,200 allowing for funding from external sources). These bids will help to deliver the Council's key priorities and are recommended to be added to the Capital Programme.

The report also provides an update on the existing approved Capital Programme.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	N/A
(Portfolio: Finance ) Councillor M Flood			
Officer:	Laura Berntsen	Ext:	8204
Report to:	Cabinet	Date:	6 November 2019

### Summary of New Capital Projects November 2019

Project	Brief Description	Why Necessary & Business Case (if appropriate)	Total Cost £	Net Cost £
King's Somborne Community Building & Preschool	Provision of a prefabricated modular building designed not only for use as a preschool but for other community activities	All sections of the community of King's Somborne and other users of the Village Hall and Preschool that come from other areas will benefit from greater access to local community based activities. This will enhance their opportunities for networking, improve their education, health and well being and be entertained. Young children will benefit from a new purpose built preschool with more capacity and opportunities for out-of-term time activities. With the Village Hall offering more activities at greater frequency benefit will come to those suffering from rural isolation and in particular older people. CIL FUNDED	95,000	0
Land Protection bund	Earth bund and fencing to Smannell Road	Security measures to deter unauthorised incursion at Smannell Road Funded by Special Projects Reserve	41,500	41,500
Land Protection bund	Earth bund to Saxon Fields	Security measures to deter unauthorised incursion at Saxon Fields Funded by Special Projects Reserve	13,000	13,000
Ampfield Recreation Ground	Construction of new play space	Use of S106 contributions to provide play space as written in the Legal agreement. S106 FUNDING	55,600	0
Chantry Centre Toilet Refurbishment	Complete replace/refurbish Chantry Centre Public Toilets	Project added after purchase of Chantry Centre FUNDED BY CHANTRY CENTRE PLANNED MAINTENANCE RESERVE	173,000	173,000

New Car Park Ticket Machines	Replace cash only pay and display ticket machines in all car parks	Introduction of debit/credit card and contactless payment methods for the purchase of pay & display parking tickets. FUNDED BY NEW HOMES BONUS RESERVE	179,100	179,100
Southampton Rd, Romsey	Link between the existing shared pedestrian/cycle route opposite The Rapids and the crossing point to Lee Lane.	The aim of the scheme is to provide a safe and improved route for pedestrians and cyclists to access Lee Lane from Romsey. The proposed route is currently a footway and would be widened to enable shared use by pedestrians and cyclists. Lee Lane is a quieter road route which runs almost parallel to the A roads and M271 leading into Southampton. From Lee Lane it is possible to access employment areas on the west of Southampton, and cycle routes into the city centre and towards the new Forest. Currently Southampton Road in this location is quite narrow, busy with cars and lorries, and has a 50mph speed limit. Vehicles have been known to pass very close to cyclists on the main road. The proposed route would provide a good alternative route for cyclists away from traffic. CIL FUNDED	270,000	0
Botley Rd, Informal Crossing Point	The aim of the scheme is to provide a safe informal crossing point for pedestrians wishing to cross Botley Road in the vicinity of the new Co-op foodstore.	Currently the nearest crossing point to the east is 500m and up a hill. To the west it is approximately 160 m where the crossing point provides a link between sections of the footpath along the Tadburn stream. Although on a direct line for pedestrians on this path, the road here is relatively narrow so the island is not as wide as it should be for safe access for some users. Another crossing closer to the new foodstore where the island can be wider for more vulnerable users would provide an alternative safer access route into town as well as a more direct access to the foodstore, bus stops and open spaces on both sides of the road for all pedestrians. CIL FUNDED	35,000	0

Investment Property 15	Purchase of property to increase the investment property portfolio	To increase the investment income of TVBC	186,000	186,000
Investment Property 16	Purchase of property to increase the investment property portfolio	To increase the investment income of TVBC	195,600	195,600
Disabled Facilities Grants	Grants to provide essential housing modifications to enable people to remain in their homes.	This budget is necessary to ensure that the Council fulfils the legislative requirement to provide people with financial assistance for making necessary adaptations to their property.  Government funding is confirmed to cover this.	750,000	0
Disabled Facilities Loans	Loans to provide essential housing modifications to enable people to remain in their homes.	This budget is necessary to ensure that the Council fulfils the legislative requirement to provide people with financial assistance for making necessary adaptations to their property.  Government funding is confirmed to cover this.	100,000	0
Housing Renewal Grants	To provide targeted financial help, in the form of grant and loan assistance, to residents living in private sector housing.	This budget helps to ensure that the Council fulfils its commitments within the Housing Strategy by providing people with financial assistance for making necessary repairs, improvements and adaptations to their property.  This budget is split between grants and loans.	100,000	100,000
Affordable Housing Grants	To provide affordable housing grants to Registered Partners to ensure delivery of affordable homes in Test Valley.	This budget helps to assist the delivery of 200 new affordable homes per year as reported in the Housing Strategy. Also to enhance provision of S106 sites, and provide affordable housing on non S106 sites. It also assists viability on Major Development Areas and other S106 schemes to prevent the reduction in the provision of affordable housing on site. S106 Funding	300,000	0

<b>Total of New Capital Bids:</b>	<b><u>£ 2,493,800</u></b>
<b>Financed by:</b>	
<b>Government Grants</b>	<b>£ 850,000</b>
<b>S106 funding</b>	<b>£ 355,600</b>
<b>CIL funding</b>	<b>£ 400,000</b>
<b>Earmarked Reserves</b>	<b>£ 406,600</b>
<b>Capital Receipts Reserve</b>	<b>£ 481,600</b>
	<b><u>£ 2,493,800</u></b>

**CAPITAL PROGRAMME AND FINANCING****Approved Projects**

	Outturn 2018/19				November 2019			
	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000
<b>CAPITAL EXPENDITURE</b>								
Asset Management Projects	2,550.6	0.0	0.0	2,550.6	1,962.8	2,788.0	0.0	4,750.8
Community & Leisure	4,700.6	1,300.0	0.0	6,000.6	4,477.6	1,648.1	0.0	6,125.7
Property & Asset Management	2,693.5	125.0	0.0	2,818.5	4,268.8	395.0	0.0	4,663.8
Project Enterprise	2,169.4	0.0	0.0	2,169.4	1,622.7	0.0	0.0	1,622.7
Housing & Environmental Health	950.0	0.0	0.0	950.0	800.0	950.0	0.0	1,750.0
IT	9.3	0.0	0.0	9.3	9.3	0.0	0.0	9.3
Affordable Housing	1,110.0	1,110.0	0.0	2,220.0	1,110.0	1,110.0	300.0	2,520.0
<b>Total</b>	<b>14,183.4</b>	<b>2,535.0</b>	<b>0.0</b>	<b>16,718.4</b>	<b>14,251.2</b>	<b>6,891.1</b>	<b>300.0</b>	<b>21,442.3</b>
<b>CAPITAL FINANCING</b>								
Capital Grants	850.0	0.0	0.0	850.0	750.0	850.0	0.0	1,600.0
Capital Receipts	5,950.0	50.0	0.0	6,000.0	6,123.7	50.0	0.0	6,173.7
PWLB Loan	1,997.2	0.0	0.0	1,997.2	1,997.2	0.0	0.0	1,997.2
Capital Contributions	7,429.6	3,063.9	0.0	10,493.5	8,092.8	6,761.9	569.8	15,424.5
<b>Total</b>	<b>16,226.8</b>	<b>3,113.9</b>	<b>0.0</b>	<b>19,340.7</b>	<b>16,963.7</b>	<b>7,661.9</b>	<b>569.8</b>	<b>25,195.4</b>
Contribution (to) / from balances	(2,043.4)	(578.9)	0.0	(2,622.3)	(2,712.5)	(770.8)	(269.8)	(3,753.1)
<b>Total Financing</b>	<b>14,183.4</b>	<b>2,535.0</b>	<b>0.0</b>	<b>16,718.4</b>	<b>14,251.2</b>	<b>6,891.1</b>	<b>300.0</b>	<b>21,442.3</b>

**CAPITAL PROGRAMME AND FINANCING****Schemes yet to be identified**

	Outturn 2018/19				November 2019			
	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000
<b>CAPITAL EXPENDITURE</b>								
Community & Leisure		250.0		250.0		250.0	250.0	500.0
Project Enterprise	3,000.0	3,000.0		6,000.0	3,000.0	3,000.0	3,000.0	9,000.0
<b>Total</b>	<b>3,000.0</b>	<b>3,250.0</b>	<b>0.0</b>	<b>6,250.0</b>	<b>3,000.0</b>	<b>3,250.0</b>	<b>3,250.0</b>	<b>9,500.0</b>
<b>CAPITAL FINANCING</b>								
Capital Contributions		250.0		250.0		250.0	250.0	500.0
<b>Total</b>	<b>0.0</b>	<b>250.0</b>	<b>0.0</b>	<b>250.0</b>	<b>0.0</b>	<b>250.0</b>	<b>250.0</b>	<b>500.0</b>
Contribution (to) / from balances	3,000.0	3,000.0		6,000.0	3,000.0	3,000.0	3,000.0	9,000.0
<b>Total Financing</b>	<b>3,000.0</b>	<b>3,250.0</b>	<b>0.0</b>	<b>6,250.0</b>	<b>3,000.0</b>	<b>3,250.0</b>	<b>3,250.0</b>	<b>9,500.0</b>



**ASSET MANAGEMENT PROJECTS**  
**CAPITAL PROGRAMME**

ANNEX 2

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000
1	Land and Property Projects	1,221.8			1,221.8	617.5	1,420.0		2,037.5
2	Vehicle and Plant Projects	1,132.7			1,132.7	1,132.7	1,275.0		2,407.7
3	IT Equipment Projects	196.1			196.1	212.6	93.0		305.6
<b>Total AMP Capital Programme</b>		<b>2,550.6</b>	<b>0.0</b>	<b>0.0</b>	<b>2,550.6</b>	<b>1,962.8</b>	<b>2,788.0</b>	<b>0.0</b>	<b>4,750.8</b>

**COMMUNITY & LEISURE**  
**CAPITAL PROGRAMME**

**ANNEX 2**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
1	Community Asset Fund - New projects 2019/20	250.0			250.0	250.0			250.0
1A	Community Asset Fund - O/s projects	233.6			233.6	233.6			233.6
2	MUGA/Play Areas Picket Twenty	18.1			18.1				0.0
3	RSC Skate Park	172.5			172.5	172.5			172.5
4	Knightwood Skate Park	10.5			10.5	10.5			10.5
5	Andover War Memorial	19.3			19.3	19.3			19.3
6	East Anton Public Art	26.5			26.5	26.5			26.5
7	Charlton Lakes Footpath	2.0			2.0	2.0			2.0
8	Town Mill River Improvements	70.0			70.0				0.0
9	Upgrade War Memorial Park Play area	3.1			3.1	3.1			3.1
10	Leisure Contract	2,460.9			2,460.9	2,460.9			2,460.9
11	Fitness Equipment - Valley Park	20.0			20.0	20.0			20.0
12	Play Areas - Jubilee Park, Nursling	69.8			69.8	69.8			69.8
13	Fishlake Meadows	170.5			170.5	170.5			170.5
14	Public Art - Adanac Park	29.7			29.7	29.7			29.7
15	Ganger Farm - Sports & Recreation	635.5			635.5	635.5			635.5
16	Fitness Trail - Romsey	45.0			45.0	35.0			35.0
17	Boundary fencing & hedging - land purchase	53.6			53.6	53.6			53.6
18	Picket Twenty - Pavilion/pitch changes	100.0	1,300.0		1,400.0		1,400.0		1,400.0
19	Picket Twenty - Phase 4 play area	130.0			130.0		148.1		148.1
20	SANG - Sherfield English	180.0			180.0	80.0	100.0		180.0
21	King Somborne Community Building Contribution					95.0			95.0
23	Land Protection					54.5			54.5
24	Ampfield Recreation Ground					55.6			55.6
<b>Total Approved Projects</b>		<b>4,700.6</b>	<b>1,300.0</b>	<b>0.0</b>	<b>6,000.6</b>	<b>4,477.6</b>	<b>1,648.1</b>	<b>0.0</b>	<b>6,125.7</b>
Community Asset Fund Projects - yet to be identified			250.0		250.0		250.0	250.0	500.0
<b>Total C&amp;L Capital Programme</b>		<b>4,700.6</b>	<b>1,550.0</b>	<b>0.0</b>	<b>6,250.6</b>	<b>4,477.6</b>	<b>1,898.1</b>	<b>250.0</b>	<b>6,625.7</b>

Test Valley Borough Council - Cabinet - 6 November 2019

**PROPERTY AND ASSET MANAGEMENT SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
1	Hampshire Community Bank	125.0	125.0		250.0	125.0	125.0		250.0
2	Pocket Park, Town Mill Access & Environmental Enhancement	132.3			132.3	1,250.0			1,250.0
3	Romsey Flood Alleviation Scheme	235.0			235.0	235.0			235.0
4	Generator - Business Continuity	40.0			40.0	40.0			40.0
5	Footpath link - Smannell to Augusta	164.0			164.0	164.0			164.0
6	Strategic purchase	447.2			447.2	447.2			447.2
7	Purchase Chantry Centre					71.5			71.5
8	Chantry Centre Toilet Refurbishment					173.0			173.0
8	High St, Retail Units	1,550.0			1,550.0	1,549.0			1,549.0
9	New Car Park Ticket machines					179.1			179.1
10	Southampton Rd, Pedestrian & Cycle Route						270.0		270.0
11	Botley Rd, informal crossing point					35.0			35.0
<b>Total Estates Capital Programme</b>		<b>2,693.5</b>	<b>125.0</b>	<b>0.0</b>	<b>2,818.5</b>	<b>4,268.8</b>	<b>395.0</b>	<b>0.0</b>	<b>4,663.8</b>

**PROJECT ENTERPRISE  
CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
1	Columbus Quarter	1,906.9			1,906.9	1,000.0			1,000.0
2	Solar Panels Ganger Farm Pavilion	60.0			60.0	60.0			60.0
3	Property 14 - Galahad Close	202.5			202.5	181.1			181.1
4	Investment Property 15					186.0			186.0
5	Investment Property 16					195.6			195.6
<b>Total Approved Projects</b>		<b>2,169.4</b>	<b>0.0</b>	<b>0.0</b>	<b>2,169.4</b>	<b>1,622.7</b>	<b>0.0</b>	<b>0.0</b>	<b>1,622.7</b>
	Purchase of Investment properties - yet to be identified	3,000.0	3,000.0		6,000.0	3,000.0	3,000.0	3,000.0	9,000.0
<b>Total Estates Capital Programme</b>		<b>5,169.4</b>	<b>3,000.0</b>	<b>0.0</b>	<b>8,169.4</b>	<b>4,622.7</b>	<b>3,000.0</b>	<b>3,000.0</b>	<b>10,622.7</b>

**HOUSING & ENVIRONMENTAL HEALTH SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
1	Renovations and Minor Works Grants	100.0			100.0	50.0	100.0		150.0
2	Disabled Facilities Grants/Loans	850.0			850.0	750.0	850.0		1,600.0
<b>Total H &amp; EH Capital Programme</b>		<b>950.0</b>	<b>0.0</b>	<b>0.0</b>	<b>950.0</b>	<b>800.0</b>	<b>950.0</b>	<b>0.0</b>	<b>1,750.0</b>

**INFORMATION TECHNOLOGY SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
1	Sharepoint Server	9.3			9.3	9.3			9.3
<b>Total IT Capital Programme</b>		<b>9.3</b>	<b>0.0</b>	<b>0.0</b>	<b>9.3</b>	<b>9.3</b>	<b>0.0</b>	<b>0.0</b>	<b>9.3</b>

**AFFORDABLE HOUSING  
CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2018/19				November 2019			
		2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £000
	<u>Testway Covenant</u>								
1	Nightingale Lodge	810.0	810.0		1,620.0	810.0	810.0		1,620.0
2	Registered providers	300.0	300.0		600.0	300.0	300.0	300.0	900.0
<b>Total Affordable Housing Capital Programme</b>		<b>1,110.0</b>	<b>1,110.0</b>	<b>0.0</b>	<b>2,220.0</b>	<b>1,110.0</b>	<b>1,110.0</b>	<b>300.0</b>	<b>2,520.0</b>

<b>Slippage 19/20</b>	<b>November 2019</b>	<b>Total</b>
<b>Community &amp; Leisure</b>		
Picket Twenty Play areas	148.1	<b>148.1</b>
Picket Twenty Pavilion/Pitch changes	100.0	<b>100.0</b>
SANG, Sherfield English	100.0	<b>100.0</b>
		<b>348.1</b>
<b>Total Slippage</b>		<b>348.1</b>



## **ITEM 8 Corporate Financial Monitoring**

Report of the Finance Portfolio Holder

### **Recommended:**

**That the financial position for each Portfolio and the key revenue areas contained within the Annex to the report be noted.**

#### **SUMMARY:**

- This report reviews the Council's revenue spending for the first six months of the 2019/20 financial year.
- It also examines the main differences between the original estimate for 2019/20 and actual spend to 30 September 2019 and provides explanations for significant variances.
- Overall, net expenditure to 30 September 2019 was £209,000 less than budgeted at this stage of the year. This favourable variance comprises additional income and savings of £110,000 due to service related expenditure and £99,000 additional income from the Council's investing and borrowing activities.

### **1 Introduction**

- 1.1 As part of responsible financial stewardship, it is recommended that the financial performance of the Council should be reviewed regularly.
- 1.2 Revenue budget monitoring is carried out every month for all Services and presented to Cabinet regularly throughout the year.
- 1.3 This report examines the income and expenditure of each portfolio over the first six months of the year. The Annex shows the financial summaries of each portfolio to 30 September 2019 together with an explanation of any significant variances.
- 1.4 Several key areas of income and expenditure, not all apparent within individual portfolios have also been analysed and are also shown in the Annex.

### **2 Background**

#### Profiling of Income and Expenditure

- 2.1 Not all income and expenditure is incurred equally over the year. For example, some costs (e.g. lease costs) are allocated at the end of the year, and others are stepped throughout the year (e.g. rental income is invoiced quarterly in advance). The manner that income or expenditure is received or incurred over the course of the year is referred to as its profile.

- 2.2 In order to make the analysis more relevant, the actual income and expenditure to 30 September is being compared against its profiled position at this time.

Analysis of income and expenditure

- 2.3 The Annex shows, by portfolio, an analysis of original budget, profiled budget to date, actual expenditure to date and the variance between profiled budget and actual income / expenditure.
- 2.4 The Annex also shows an analysis of key areas of income and expenditure within the budget that are traditionally subject to variations in the year.

**3 Analysis of Financial Performance**

3.1 Leader's Portfolio

The Leader's portfolio shows net expenditure to the end of September of £894,000 against a profiled budget of £877,000. This represents an adverse variance of £17,000 to date.

This is due to higher than budgeted employee costs as there are no vacancies, partially offset by an unbudgeted government grant.

3.2 Deputy Leader & Planning Portfolio

The Deputy Leader & Planning Portfolio shows net expenditure of £398,000 compared with a profiled net expenditure estimate of £99,000 – an adverse variance of £299,000.

This is due mainly to lower than estimated income from car parking, penalty charge notices, building control and planning application fees and unbudgeted planning appeal costs which are partly offset by savings on staff costs due to vacancies. The planning appeal costs will be monitored and may be met from contingencies if necessary.

3.3 Community & Leisure Portfolio

The Community & Leisure portfolio shows net expenditure to the end of September of £541,000 against a profiled estimate of £527,000. This is an adverse variance of £14,000.

This is mainly due to unbudgeted security costs for the temporary pool site, and lower than anticipated councillor ward grants. Ward grants are lower because the scheme was not open to applicants until the end of June due to the European elections and the requirements of purdah.

3.4 Corporate Portfolio

The Corporate portfolio shows net expenditure to the end of September of £2.386M against a profiled budget of £2.427M. This represents a favourable variance of £41,000 to date.

This is mainly due to lower than anticipated staffing costs to date and additional income from government grants.

### 3.5 Economic Development & Tourism Portfolio

The Economic Development & Tourism Portfolio shows net expenditure of £183,000 against a profiled estimate of £191,000, a favourable variance of £8,000.

### 3.6 Environmental Portfolio

The Environmental portfolio shows net expenditure of £1.769M against a profiled estimate to the end of September of £1.826M – a favourable variance of £57,000.

This is mainly due to savings in employee costs due to vacancies, additional income from shopping trolley returns and savings from bringing glass recycling collection in-house, which are partially offset by lower than expected income from mixed recycling.

### 3.7 Finance Portfolio

The Finance portfolio has generated net income of £2.536M against a profiled estimate of £2.288M to the end of September. This is a favourable variance of £248,000.

This is due mainly to lower than expected staffing costs to date and higher than expected rental income from the Council's investment property portfolio.

### 3.8 Housing & Environmental Health Portfolio

#### 3.9 The Housing & Environmental Health portfolio shows expenditure of £872,000 compared with the profiled estimate of £959,000. This is a favourable variance of £87,000.

This is due to savings on staffing costs and income from an unbudgeted government grant which are partly offset by higher than anticipated expenditure on bed and breakfast.

### 3.10 Key areas of income and expenditure

The Annex also shows an analysis of significant items in the Council's budget. These can be spread across several Services or cost centres so may be included in more than one portfolio.

While not necessarily under the direct control of one budget manager it is important that these items are reviewed regularly in total as they provide a good indication of the overall variances within the budget.

### 3.11 Investment Funds and borrowing costs

Net investment income to 30 September 2019 was £368,000 compared with a profiled estimate of £269,000 – this represents a favourable variance of £99,000.

This is due mainly to the average portfolio in the year to date exceeding the estimate by £16M resulting in additional interest being received by the Council.

The Council has incurred £66,000 in external borrowing costs in the year to date. This is as estimated.

## **4 Risk Management**

- 4.1 This report is for information purposes so the Council's Risk Management approach does not need to be applied.

## **5 Resource Implications**

- 5.1 A favourable variance of £209,000 in the first six months of the year has been identified in this report. This has been achieved through a combination of additional income, reduced expenditure and one off savings.
- 5.2 Where there have been favourable variances in the year to date, Heads of Service have the authority to utilise these amounts up to the limits laid out in Financial Regulations.

## **6 Equality Issues**

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

## **7 Other Issues**

- 7.1 There are no other issues to consider.

## **8 Conclusion and reasons for recommendation**

- 8.1 Overall, net expenditure is £209,000 lower than forecast at 30 September. There are a number of areas with large variances between the profiled budget and the actual income / expenditure to date.
- 8.2 The report does not make any recommendations for changes to budgets at this stage in the year and therefore the recommendation is that the current budget position be noted.

<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	File Ref:	N/A
(Portfolio: Finance) Councillor M Flood			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	6 November 2019

**PORTFOLIO REVENUE INFORMATION**

<b>TOTAL EXPENDITURE</b>	<b>Updated Estimate 2019/20</b>	<b>Profiled Estimate to 30/09/19</b>	<b>Actual Expenditure to 30/09/19</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Leader & Corporate Management Portfolio	1,761,500	876,590	893,680	17,090
Deputy Leader & Planning Portfolio	230,579	99,229	398,004	298,775
Community & Leisure Portfolio	512,690	527,385	541,392	14,007
Corporate Portfolio	4,701,546	2,427,198	2,386,412	(40,786)
Economic Development & Tourism Portfolio	304,980	190,716	183,242	(7,474)
Environmental Portfolio	3,565,196	1,825,691	1,769,231	(56,460)
Finance Portfolio	(4,609,993)	(2,287,901)	(2,535,978)	(248,077)
Housing & Environmental Health Portfolio	1,567,543	958,837	872,174	(86,663)
Net Investment Income	(568,000)	(269,000)	(368,000)	(99,000)
Borrowing costs	158,100	65,785	65,785	0
<b>Net Service Controlled Portfolio Expenditure</b>	<b>7,624,141</b>	<b>4,414,530</b>	<b>4,205,942</b>	<b>(208,588)</b>

## PORTFOLIO REVENUE INFORMATION

LEADER & CORPORATE MANAGEMENT PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Chief Executive's Office</u></b>				
Chief Executive's Office	1,093,890	546,890	567,092	20,202
Human Resources Service	424,990	202,643	215,099	12,456
<b>Net Expenditure</b>	<b>1,518,880</b>	<b>749,533</b>	<b>782,191</b>	<b>32,658</b>
<b><u>Corporate &amp; Democratic Core</u></b>				
Andover Town Centre Rejuvenation	85,000	85,000	84,729	(271)
Corporate Subscriptions	22,260	12,373	12,083	(290)
Corporate Public Relations, Information & Consultation	12,300	6,144	10,278	4,134
Corporate Management	108,340	22,184	3,595	(18,589)
Delivering Public Services Electronically	12,000	0	485	485
Strategic Partnership	2,720	1,356	319	(1,037)
<b>Net Expenditure</b>	<b>242,620</b>	<b>127,057</b>	<b>111,489</b>	<b>(15,568)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>1,761,500</b>	<b>876,590</b>	<b>893,680</b>	<b>17,090</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****LEADER & CORPORATE MANAGEMENT PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 30 September 2019	877
Actual Spend to 30 September 2019	<u>894</u>
Adverse Variance to 30 September 2019	<u><u>17</u></u>
<u>Chief Executive's</u>	
Higher than budgeted employee costs due to no vacancies	19
<u>Human Resources</u>	
Higher than budgeted employee costs due to no vacancies	10
<u>Corporate Management</u>	
Additional income from government grant	(17)
Sundry variance	<u>5</u>
	<u><u>17</u></u>



## PORTFOLIO REVENUE INFORMATION

DEPUTY LEADER & PLANNING PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Planning Policy &amp; Economic Development</u></b>				
Planning Policy	468,762	233,659	204,763	(28,896)
Local Development Framework	316,441	(4,712)	(34,643)	(29,931)
<b>Net Expenditure</b>	<b>785,203</b>	<b>228,947</b>	<b>170,120</b>	<b>(58,827)</b>
<b><u>Corporate &amp; Democratic Core</u></b>				
Romsey Future	10,000	4,998	3,539	(1,459)
South of Romsey Town Centre Project	0	0	0	0
<b>Net Expenditure</b>	<b>10,000</b>	<b>4,998</b>	<b>3,539</b>	<b>(1,459)</b>
<b><u>Property &amp; Asset Management</u></b>				
Estates Support Unit	26,850	13,426	13,394	(32)
Engineers	166,090	123,327	123,903	576
Highways	7,800	20,935	20,013	(922)
Parking	(1,732,610)	(868,566)	(826,530)	42,036
Community Transport	61,000	25,415	20,833	(4,582)
<b>Net Income</b>	<b>(1,470,870)</b>	<b>(685,463)</b>	<b>(648,387)</b>	<b>37,076</b>
<b><u>Planning &amp; Building</u></b>				
Development Control & Enforcement	953,122	568,782	893,108	324,326
Building Control	(46,876)	(18,035)	(20,376)	(2,341)
<b>Net Expenditure</b>	<b>906,246</b>	<b>550,747</b>	<b>872,732</b>	<b>321,985</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>230,579</b>	<b>99,229</b>	<b>398,004</b>	<b>298,775</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****DEPUTY LEADER & PLANNING PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 30 September 2019	99
Actual Spend to 30 September 2019	<u>398</u>
Adverse Variance to 30 September 2019	<u><u>299</u></u>
<u>Planning Policy</u>	
Salary savings due to vacancies	(36)
Additional income from government grant	(20)
<u>Parking</u>	
Salary savings due to vacancies	(16)
Penalty Charge Notices - lower than estimated income due to staff vacancies	26
Car parking income is lower than estimated, particularly for Andover car parks partially offset by additional income from Season Tickets	32
<u>Development Control &amp; Enforcement</u>	
Planning Appeal Costs to date	27
Lower than budgeted Pre Application Fees to date	21
Lower than budgeted Planning Application Fees to date	269
<u>Building Control</u>	
Salary savings due to vacancies	(23)
Lower than budgeted income to date	29
Sundry variance	<u>(10)</u>
	<u><u>299</u></u>

## PORTFOLIO REVENUE INFORMATION

<b>COMMUNITY &amp; LEISURE PORTFOLIO</b>	<b>Updated Estimate 2019/20</b>	<b>Profiled Estimate to 30/09/19</b>	<b>Actual Expenditure to 30/09/19</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Community &amp; Leisure</u></b>				
<b>Leisure Management</b>				
Leisure Management	210,168	105,930	108,675	2,745
<b>Net Expenditure</b>	<b>210,168</b>	<b>105,930</b>	<b>108,675</b>	<b>2,745</b>
<b>Parks, Countryside &amp; Sport</b>				
Managed Sports Facilities	(1,399,060)	(612,789)	(561,132)	51,657
Outdoor Sports Facilities	109,811	60,255	60,745	490
Playgrounds	8,910	2,002	350	(1,652)
Sports Development	14,050	80	80	0
Cemeteries	(105,490)	(42,474)	(38,802)	3,672
Grounds Maintenance	68,870	108,838	107,526	(1,312)
Nature Reserves	121,826	55,601	53,830	(1,771)
Urban Parks and Open Spaces	266,565	232,085	228,954	(3,131)
<b>Net Expenditure</b>	<b>(914,518)</b>	<b>(196,402)</b>	<b>(148,449)</b>	<b>47,953</b>
<b>Community Development</b>				
Community Engagement	919,140	457,561	420,157	(37,404)
<b>Net Expenditure</b>	<b>919,140</b>	<b>457,561</b>	<b>420,157</b>	<b>(37,404)</b>
<b>Arts &amp; Culture</b>				
Andover Events Programme	7,800	3,402	1,016	(2,386)
Arts Function	20,606	10,189	15,511	5,322
The Lights	269,494	146,705	144,482	(2,223)
<b>Net Expenditure</b>	<b>297,900</b>	<b>160,296</b>	<b>161,009</b>	<b>713</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>512,690</b>	<b>527,385</b>	<b>541,392</b>	<b>14,007</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****COMMUNITY & LEISURE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 30 September 2019	527
Actual Spend to 30 September 2019	<u>541</u>
Adverse Variance to 30 September 2019	<u><u>14</u></u>
<u>Managed Sports Facilities</u>	
Security for temporary pool site and unbudgeted legal fees	52
<u>Community Development</u>	
Councillor ward grants are lower than estimated at this point in the year	(27)
Sundry variance	<u>(11)</u>
	<u><u>14</u></u>

## PORTFOLIO REVENUE INFORMATION

CORPORATE PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Corporate &amp; Democratic Core</u></b>				
Emergency Planning	34,740	27,578	27,033	(545)
Councillors	451,190	224,732	225,484	752
Councillor Meetings	34,160	30,081	35,576	5,495
Mayoral Office	37,980	19,986	16,142	(3,844)
Civic Ceremonies	6,500	5,000	6,401	1,401
Allocated Central Overheads	63,490	44,836	45,212	376
Non-distributable Costs	1,222,440	421,583	421,583	0
<b>Net Expenditure</b>	<b>1,850,500</b>	<b>773,796</b>	<b>777,431</b>	<b>3,635</b>
<b><u>Information Technology</u></b>				
Management	145,771	85,857	82,647	(3,210)
Service Desk	71,920	77,130	65,670	(11,460)
Infrastructure	519,635	259,336	255,413	(3,923)
Corporate Services	389,870	182,773	181,382	(1,391)
<b>Net Expenditure</b>	<b>1,127,196</b>	<b>605,096</b>	<b>585,112</b>	<b>(19,984)</b>
<b><u>Legal &amp; Democratic</u></b>				
Legal Service	772,910	389,567	364,118	(25,449)
Land Charges	(90,330)	(48,813)	(55,631)	(6,818)
Council Elections	324,640	319,569	359,540	39,971
Registration Of Electors	80,770	30,104	532	(29,572)
Lotteries, Amusements & Gaming Permits	(7,200)	(2,464)	(4,122)	(1,658)
Alcohol & Entertainment Licensing	(33,860)	431	1,874	1,443
Scrap Metal Dealers	(130)	1,029	1,140	111
Hackney Carriages & Private Hire Vehicles	2,960	3,663	3,518	(145)
<b>Net Expenditure</b>	<b>1,049,760</b>	<b>693,086</b>	<b>670,969</b>	<b>(22,117)</b>
<b><u>Revenues Service</u></b>				
Customer Services Unit	674,090	355,220	352,900	(2,320)
<b>Net Expenditure</b>	<b>674,090</b>	<b>355,220</b>	<b>352,900</b>	<b>(2,320)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>4,701,546</b>	<b>2,427,198</b>	<b>2,386,412</b>	<b>(40,786)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****CORPORATE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 30 September 2019	2,427
Actual Spend to 30 September 2019	<u>2,386</u>
Favourable Variance to 30 September 2019	<u>(41)</u>
 <u>Information Technology</u>	
Salary savings due to vacancies	(12)
 <u>Legal Service</u>	
Salary savings due to vacancies at the beginning of the year	(20)
Legal Fee Income to date is higher than estimated	(9)
 <u>Council Elections</u>	
Borough and Parish Elections accounts still to be reconciled and recharged - variance should decrease	32
 <u>Registration of Electors</u>	
Additional government grant received	(29)
 Sundry variance	<u>(4)</u>
	<u>(41)</u>

## PORTFOLIO REVENUE INFORMATION

<b>ECONOMIC DEVELOPMENT &amp; TOURISM PORTFOLIO</b>	<b>Updated Estimate 2019/20</b>	<b>Profiled Estimate to 30/09/19</b>	<b>Actual Expenditure to 30/09/19</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Community &amp; Leisure</u></b>				
Heritage	45,630	44,270	44,214	(56)
<b>Net Expenditure</b>	<b>45,630</b>	<b>44,270</b>	<b>44,214</b>	<b>(56)</b>
<b><u>Planning Policy &amp; Economic Development</u></b>				
Estates Support Unit	96,420	48,203	48,502	299
Economic Development & Promotion	76,170	48,948	44,602	(4,346)
Promotion of Tourism	97,520	84,147	81,574	(2,573)
Town Centre Management	18,930	0	(500)	(500)
<b>Net Expenditure</b>	<b>289,040</b>	<b>181,298</b>	<b>174,178</b>	<b>(7,120)</b>
<b><u>Property &amp; Asset Management</u></b>				
Andover Market	(29,690)	(34,852)	(35,150)	(298)
<b>Net Expenditure</b>	<b>(29,690)</b>	<b>(34,852)</b>	<b>(35,150)</b>	<b>(298)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>304,980</b>	<b>190,716</b>	<b>183,242</b>	<b>(7,474)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**

**ANNEX**

**ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO**

**EXPLANATION OF KEY VARIANCES**

£ 000

Profiled Estimate to 30 September 2019	191
Actual Spend to 30 September 2019	<u>183</u>
Favourable Variance to 30 September 2019	<u>(8)</u>
No significant variances to report	
Sundry variance	<u>(8)</u>
	<u>(8)</u>



## PORTFOLIO REVENUE INFORMATION

ENVIRONMENTAL PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Environmental Service</u></b>				
Grounds Maintenance	991,449	764,965	718,215	(46,750)
Waste Collection	1,778,873	832,768	843,468	10,700
Garden Waste Collection	(171,564)	(320,751)	(328,746)	(7,995)
Street Cleansing	954,328	441,561	421,130	(20,431)
Vehicle Workshop	(25,725)	(32,407)	(28,335)	4,072
Service Overhead Account	26,835	138,055	141,999	3,944
<b>Net Expenditure</b>	<b>3,554,196</b>	<b>1,824,191</b>	<b>1,767,731</b>	<b>(56,460)</b>
<b><u>Planning Policy &amp; Economic Development</u></b>				
Sustainability	11,000	1,500	1,500	0
<b>Net Expenditure</b>	<b>11,000</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>3,565,196</b>	<b>1,825,691</b>	<b>1,769,231</b>	<b>(56,460)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****ENVIRONMENTAL PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 30 September 2019	1,826
Actual Spend to 30 September 2019	<u>1,769</u>
Favourable Variance to 30 September 2019	<u>(57)</u>
<u>Grounds Maintenance</u>	
Salary savings due to vacancies	(42)
<u>Street Cleansing</u>	
Additional shopping trolley return income	(12)
<u>Waste Collection</u>	
Salary savings due to vacancies	(17)
Savings to date due to bringing glass recycling in house	(11)
Less than expected Dry Mixed Recycling income	29
<u>Green Waste</u>	
Additional income to date	(10)
Sundry variance	<u>6</u>
	<u>(57)</u>

## PORTFOLIO REVENUE INFORMATION

FINANCE PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Property &amp; Asset Management</u></b>				
Estates Support Unit	948,417	487,040	426,743	(60,297)
Business Park Development	(5,952,090)	(2,872,841)	(2,936,156)	(63,315)
Investment Properties	(1,158,490)	(805,221)	(802,128)	3,093
Corporate Properties	(602,820)	(257,409)	(286,037)	(28,628)
Union Street	(80,820)	(39,880)	(41,062)	(1,182)
Chantry Centre	(374,600)	(187,302)	(187,300)	2
Andover Bus Station	(13,540)	(7,869)	13,263	21,132
Andover Magistrates Court	0	0	609	609
Public Halls	(1,750)	(5,289)	(14,471)	(9,182)
Public Conveniences	135,380	57,622	54,004	(3,618)
Office Accommodation	210,960	107,751	78,337	(29,414)
Building Maintenance	90,240	45,084	23,991	(21,093)
Building Cleaning	4,690	2,319	1,465	(854)
Depot Costs	51,050	21,803	18,285	(3,518)
Leisure Facilities	45,110	17,353	14,524	(2,829)
<b>Net Income</b>	<b>(6,698,263)</b>	<b>(3,436,839)</b>	<b>(3,635,933)</b>	<b>(199,094)</b>
<b><u>Finance</u></b>				
Finance Service	884,250	428,866	435,983	7,117
<b>Net Expenditure</b>	<b>884,250</b>	<b>428,866</b>	<b>435,983</b>	<b>7,117</b>
<b><u>Revenues</u></b>				
Council Tax Support Administration	358,810	181,229	166,849	(14,380)
Housing Benefit	411,420	217,288	190,850	(26,438)
Local Taxation Services	433,790	321,555	306,273	(15,282)
<b>Net Expenditure</b>	<b>1,204,020</b>	<b>720,072</b>	<b>663,972</b>	<b>(56,100)</b>
<b>Net Service Controlled Portfolio Income</b>	<b>(4,609,993)</b>	<b>(2,287,901)</b>	<b>(2,535,978)</b>	<b>(248,077)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****FINANCE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

£ 000

Profiled Estimate to 30 September 2019	(2,288)
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Actual Spend to 30 September 2019	<u>(2,536)</u>
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Favourable Variance to 30 September 2019	<u><u>(248)</u></u>
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Estates & Economic Development

Estates Support Unit - salary savings due to vacancies	(59)
--	------

Business Park Development - additional rental income due to back dated rent reviews	(60)
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Corporate Properties - additional income due to back dated rent reviews	(27)
---	------

Public Halls - additional hall hire income and savings on utilities	(9)
---	-----

Office Accommodation - salary savings due to vacancies	(15)
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Office Accommodation - savings on utilities, contract catering and additional income in respect of service charges from Quarter 4 2018/19	(14)
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Revenues

Salary savings due to vacancies	(50)
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Unbudgeted income from the DWP	(10)
--------------------------------	------

Sundry variance	<u>(4)</u>
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	<u><u>(248)</u></u>
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## PORTFOLIO REVENUE INFORMATION

ANNEX

HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO	Updated Estimate 2019/20	Profiled Estimate to 30/09/19	Actual Expenditure to 30/09/19	Adverse / (Favourable) variance
	£	£	£	£
<b><u>Housing</u></b>				
<b>Housing Activities</b>				
General Management	104,226	52,104	53,930	1,826
Housing Development	118,134	53,709	38,292	(15,417)
Hampshire Home Choice	1,024	(26,584)	(30,300)	(3,716)
Housing Options	391,954	438,817	420,906	(17,911)
<b>Net Expenditure</b>	<b>615,338</b>	<b>518,046</b>	<b>482,828</b>	<b>(35,218)</b>
<b>Health Activities</b>				
Business Support Team	140,335	60,590	42,918	(17,672)
Pollution	227,740	105,269	101,423	(3,846)
Health Protection	333,407	157,172	132,208	(24,964)
Animal Welfare	70,693	31,481	28,848	(2,633)
Pest Control	39,480	19,242	25,037	5,795
Housing Standards	140,550	67,037	58,912	(8,125)
<b>Net Expenditure</b>	<b>952,205</b>	<b>440,791</b>	<b>389,346</b>	<b>(51,445)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>1,567,543</b>	<b>958,837</b>	<b>872,174</b>	<b>(86,663)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION****ANNEX****HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO****EXPLANATION OF KEY VARIANCES**

£ 000

Profiled Estimate to 30 September 2019

959

Actual Spend to 30 September 2019

872

Favourable Variance to 30 September 2019

(87)

Salary savings across the service due to vacancies

(83)

Housing options - Bed and breakfast expenditure higher than estimated

26

Additional income from government grant

(24)

Sundry variance

(6)(87)

**KEY FINANCIAL AREAS**

	Updated Estimate 2019/20 £'000	Profiled Estimate to 30/09/19 £'000	Actual to 30/09/19 £'000	Adverse / (Favourable) Variance £'000	Comments
<b><u>Expenditure</u></b>					
Staff Costs	20,160	9,879	9,583	(296)	This includes all salary, recruitment, relocation and post entry training costs, net of the 4% vacancy management provision.
Borrowing Costs	158,100	65,785	65,785	0	This is the interest paid on external borrowing.
	<b>178,260</b>	<b>75,664</b>	<b>75,368</b>	<b>(296)</b>	
<b><u>Income</u></b>					
Investment Income	(568)	(269)	(368)	(99)	This is the net income generated by the management of the Council's cash investment portfolio.
Building Control Income	(428)	(214)	(185)	29	This is the income generated by fees in respect of Building Control work performed by the Council.
Car Parking Income	(2,645)	(1,298)	(1,238)	60	This includes season tickets and all on and off street parking income.
Development Control Income	(1,315)	(658)	(365)	293	This is income from Planning Applications and legal fees relating to the applications.
Investment Property Income	(6,672)	(2,893)	(2,978)	(85)	This includes the rental income for all the Council's industrial land and buildings, excluding those that have been purchased recently.
Investment Income from Property Purchases	(2,009)	(1,472)	(1,467)	5	This includes the rental income for investment properties purchased through Project Enterprise and is expected to return a yield of 7.1% in the year on an investment of £28.2m.
Land Charges Income	(245)	(119)	(120)	(1)	This is income from Local Land Charge Search Fees.
Leisure Income	(696)	(1,081)	(1,082)	(1)	This includes all income from Community & Leisure services including indoor and outdoor leisure facilities, The Lights and cemeteries.
	<b>(14,578)</b>	<b>(8,004)</b>	<b>(7,804)</b>	<b>200</b>	
<b>Total</b>	<b>163,682</b>	<b>67,660</b>	<b>67,564</b>	<b>(96)</b>	

**PORTFOLIO FINANCIAL MONITORING INFORMATION****KEY AREAS OF INCOME AND EXPENDITURE****EXPLANATION OF KEY VARIANCES**

£ 000

Profiled Estimate to 30 September 2019	67,660
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Actual Spend to 30 September 2019	<u>67,564</u>
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Favourable Variance to 30 September 2019	<u>(96)</u>
--	-------------

Staff costs

Staff costs are lower than estimated at this time in the year, due mainly to vacancies	(296)
--	-------

Income

Investment income is higher than budgeted in the first half of the year due to a slightly better return than estimated and unbudgeted interest receivable on a loan	(99)
---	------

Building Control income is lower than estimated in the year to date	29
---	----

Car parking income is lower than estimated for the first half of the year	60
---	----

Income from planning application fees and from pre-application advice has been lower than estimated in the year to date	293
---	-----

Investment property income is higher than estimated for the first half of the year due to rent reviews and back dated rent reviews	(80)
--	------

Sundry variance	<u>(3)</u>
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	<u>(96)</u>
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## ITEM 9

## Fees & Charges 2020/21

Report of the Finance Portfolio Holder

### Recommended:

1. That the fees and charges for 2020/21, as set out in the annexes to the report, be approved.
2. That Heads of Service be authorised to increase relevant fees and charges in line with statutory levels should they change following this report.
3. That the Head of Community and Leisure, in consultation with the Community and Leisure Portfolio Holder, be given delegated authority to agree changes in fees and charges in relation to services and activities that Places Leisure operate through the Council's leisure management contract.

### SUMMARY:

- Fees and charges are set annually for the forthcoming Financial Year and are presented for approval.
- Most charges are to be increased in line with inflation or kept at the same level as 2019/20. Significant increases from 2019/20 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 2020/21.
- 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 main inflation index is the Consumer Prices' Index. Using the Bank of England's forecast as at the beginning of August 2019, services have been advised to use 2% 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.

## **2 Background**

- 2.1 Heads of Service were asked to provide details of the Fees and Charges they wish to levy in 2020/21 for the services they provide.
- 2.2 The attached Annexes show, in Budget Book Format, the level of charges in 2019/20, the proposed charges for 2020/21 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 Consultations/Communications**

- 3.1 Heads of Service and Managers have been asked to provide details of the charges they wish to make in 2020/21.

## **4 Fees & Charges – changes by Service**

- 4.1 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.

### **4.2 Community & Leisure (Annex 1)**

Charges across the Service have largely been increased in line with inflation or remain frozen at 2019/20 levels.

A small increase of 5p for juniors at the running track at Charlton is resulting in an above inflation increase due to the small base cost.

Increasing some charges at the Lights by round amounts (between 50p and £2) has resulted in above inflation increases for technical services, ticket printing and the radio microphone. New charges have been included for the hire of the mirror ball, haze/smoke machine, electric keyboard and rostra.

The new Andover Leisure Centre opened in April 2019 and some charges have changed or been introduced since the Fees and Charges report to Cabinet on 10 October 2018 and are shown in a separate column in Annex 1. Small increases of between 10p and 40p have resulted in above inflation increases for gym concession, junior squash, adult fitness classes, the crèche, aqua fit, the health suite concessions and adult and junior swimming. Swimming lessons (including free casual swimming) are proposed to increase by £1 per month, a 3.77% increase. The initial price for Clip and Climb of £10 was an introductory offer price and is proposed to increase by 20% to £12, which is below the bid price of £12.50.

Small increases of between 5p and £1 at Romsey Rapids for family fun, family swim, swimming lessons, the health suite, adventure golf and the cricket net are resulting in above inflation increases. Prices for swimming are more in line with competition.

Investment in lighting and an improved facility at Knightwood Leisure Centre has resulted in above inflation increases for tennis, the MUGA and netball.

At Charlton Lakeside, some new activities were introduced during the year (pedalo, kayak and canoe hire). Investment in new boats has resulted in above inflation increases for boating charges.

#### **4.3 Corporate (Annex 2)**

The charges shown in the Corporate section remain unchanged from 2019/20.

#### **4.4 Environmental Service (Annex 3)**

Most charges made by the Environmental Service are recommended to remain the same as 2019/20 or increase in line with inflation. Some increases, such as for garden waste collection and operative hire are slightly higher than inflation but are small in absolute terms.

#### **4.5 Property & Asset Management Service (Annex 4)**

The charges in this Service have mainly been frozen at 2019/20 levels or increased in line with inflation.

A car parking review is being undertaken separately and the outcomes will be reported to Cabinet at a later date.

A number of miscellaneous parking and highways charges have been removed for 2020/21 as the functions will either be reverting to or have already reverted to Hampshire County Council.

#### **4.6 Housing & Environmental Health Service (Annex 5)**

Some of the charges in this Service have been frozen at 2019/20 levels or increased in line with inflation.

Street trading consents have been reviewed and updated to be brought fully in line with the Local Government Association Guidance 'Open for business – LGA guidance on locally set licence fees' (May/June 2017). The changes are shown in Annex 5.

A new charge has been introduced for variation of registration for Ear / skin Piercers and Tattooists.

Hygiene certificates have been reviewed resulting in a reduction of 32.86% in the charge for the issue of a standard health certificate where no visit is required in order to better reflect actual costs. A new charge has been introduced for the issue of a certificate where a visit is required.

The charging structure for Houses in Multiple Occupation (HMOs) has been reviewed and a new structure proposed. All existing HMOs should be licensed by now and a new charge is proposed to cover the cost of seeking out and regularising unlicensed HMOs. The 10% discount for members of recognised landlord associations is to be deleted.

Caravan site licences have been reviewed and adjusted with changes between -8.25% and +93.06% in order to better reflect costs.

The charges for photographs have been deleted as they haven't been taken up for a long time.

All pest control charges have been reviewed and it was identified that some services were operating on a below cost basis. As a result the charges have been developed to strike a balance between supporting vulnerable people, attracting commercial work and maintaining service delivery.

Charges for viewing the Food register have been deleted due to data protection concerns.

#### **4.7 Legal & Democratic Service (Annex 6)**

The majority of fees in this service are statutorily set and remain the same as for 2019/20.

Charges for scrap metal licences and hackney carriage operator licences have been increased by slightly more than inflation in order to ensure that costs are covered.

#### **4.8 Planning & Building Service (Annex 7)**

The majority of planning fees have been frozen at 2019/20 levels.

Building control fees have been increased by approximately 2%. In addition, full plan charges are being increased by approximately a further 6% (8% in total) in order to bring them in line with Building Notices for 2020/21.

#### **4.9 Revenues Service (Annex 8)**

The charges shown in the Revenues section remain unchanged from 2019/20.

### **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 2020/21.

### **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, this report seeks approval of the rates of Fees and Charges for 2020/21.

<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:	8	File Ref:	N/A
(Portfolio: Finance) Councillor M Flood			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	6 November 2019

## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2020/21

		CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
SPORTING ACTIVITIES				
Charlton Sports Centre				
Football and Rugby:				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Supplement for use of	Floodlit Pitch (per hour)	20.15	20.55	1.99%
Training	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%
Mini Soccer		13.60	13.85	1.84%
Cricket:				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday or Sunday	61.50	62.75	2.03%
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		37.60	38.35	1.99%
Junior		19.05	19.45	2.10%
Day Ticket				
Adult		3.30	3.35	1.52%
Junior		1.40	1.45	3.57%
Meetings:				
Saturday/Sunday/Bank Holidays				
9 am to 6 pm		269.00	274.40	2.01%
Half Day (up to 4 hours)		159.50	162.70	2.01%
Monday to Friday				
9 am to 6 pm		159.50	162.70	2.01%
Half Day (up to 4 hours)		107.50	109.65	2.00%
Under 18 - charged at 60% of the full fee				
Supplement to be charged for Floodlighting (per hour)				
Groundsman attendance (half day)		20.15	20.55	1.99%
Group training track only (per hour)		77.30	78.85	2.01%
		10.65	10.85	1.88%
Hire of Pavilion Room:				
Per hour		11.40	11.65	2.19%

# **COMMUNITY & LEISURE SERVICE FEES & CHARGES 2020/21**

		<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>SPORTING ACTIVITIES</b>				
<b>London Road Sports Ground</b>				
<b>Football:</b>				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Mini Soccer		13.60	13.85	1.84%
<b>Cricket:</b>				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday/Sunday	61.50	62.75	2.03%
Under 18	Charged at 50% of the full fee			
<b>East Anton</b>				
<b>Football:</b>				
Under 18	Monday to Friday	23.70	24.15	1.90%
	Saturday/Sunday	29.15	29.75	2.06%
Mini Soccer		13.60	13.85	1.84%
<b>Cricket:</b>				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday/Sunday	61.50	62.75	2.03%
Under 18	Charged at 50% of the full fee			
<b>Picket Twenty</b>				
<b>Football:</b>				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%
<b>Cricket:</b>				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday/Sunday	61.50	62.75	2.03%
Under 18	Charged at 50% of the full fee			
<b>Hire of Ground:</b>				
Per day (commercial hire)		On application		

## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2020/21

		CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>SPORTING ACTIVITIES</b>				
<b>Rooksbury Mill</b>				
<b>Fishing:</b>				
Daily permit - per rod		8.05	8.20	1.91%
Season ticket		51.70	52.75	2.03%
* Under 18 and over 60 - 50% fees				
<b>Romsey Memorial Park</b>				
<b>Tennis:</b>				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
<b>Fishing:</b>				
Residents	(per rod per day)	17.90	18.25	1.96%
Non-Residents	(per rod per day)	34.85	35.55	2.01%
Residents	(per rod per half day)	10.95	11.15	1.83%
Non-Residents	(per rod per half day)	22.00	22.45	2.03%
* Residents under 18 and over 60 - 50% fees				
<b>Romsey Sports Centre</b>				
<b>Cricket:</b>				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday/Sunday	61.50	62.75	2.03%
Under 18	Charged at 50% of the full fee			
<b>Football and Rugby:</b>				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
<b>Training:</b>				
	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%
<b>Floodlights (per court)</b>		6.65	6.80	2.26%
<b>Hire of Ground:</b>				
Per day (commercial hire)		On application		



## COMMUNITY & LEISURE SERVICE FEES & CHARGES 2020/21

		CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
SPORTING ACTIVITIES				
Saxon Fields Sports Ground				
Football:				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%
Mini Soccer		13.60	13.85	1.84%
Hunts Farm Sports Centre				
Cricket:				
Adults	Monday to Friday	47.10	48.05	2.02%
	Saturday or Sunday	61.50	62.75	2.03%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday or Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%
Mini Soccer	Per match per pitch	13.60	13.85	1.84%
Croquet Lawn:				
Per match		41.40	42.25	2.05%
Hire of Top Room (Pavilion):				
Per hour		11.40	11.65	2.19%
Hire of Ground:				
Per day (commercial hire)		On application		
Commercial hire of leisure land for exercise classes		On application		
Abbotswood Sports Ground				
Football:				
Adults	Monday to Friday	47.40	48.35	2.00%
	Saturday/Sunday	58.30	59.45	1.97%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	13.60	13.85	1.84%
	Changing accommodation supplement	4.70	4.80	2.13%

## **COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2020/21**

### **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 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 2020/21**

	CHARGES 2019/20		CHARGES 2020/21		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
The Lights						
All charges exclude VAT at the standard rate with the exception of those marked *.						
<b>Hire of Theatre</b>						
4 hours	325.00	540.00	330.00	550.00	1.54%	1.85%
8 hours	425.00	710.00	430.00	720.00	1.18%	1.41%
12 hours	640.00	1,050.00	650.00	1,070.00	1.56%	1.90%
Weekly Hire	2,200.00	2,200.00	2,240.00	2,240.00	1.82%	1.82%
Charge for Sunday Hire	155.00	205.00	158.00	208.00	1.94%	1.46%
Sunday 10am - 10pm						
Monday to Saturday 6pm to 11pm						
<b>Hire of Arena</b>						
4 hours	225.00	350.00	228.00	355.00	1.33%	1.43%
8 hours	290.00	440.00	295.00	445.00	1.72%	1.14%
12 hours	320.00	500.00	325.00	510.00	1.56%	2.00%
<b>Hire of Conference Room</b>						
4 hours	82.00	135.00	84.00	138.00	2.44%	2.22%
8 hours	144.00	235.00	146.00	238.00	1.39%	1.28%
12 hours	185.00	305.00	188.00	310.00	1.62%	1.64%
<b>Hire of Board Room</b>						
4 hours	74.00	120.00	75.00	122.00	1.35%	1.67%
8 hours	124.00	210.00	126.00	214.00	1.61%	1.90%
12 hours	165.00	270.00	168.00	275.00	1.82%	1.85%
<b>Hire of Studio One</b>						
4 hours	98.00	170.00	100.00	174.00	2.04%	2.35%
8 hours	178.00	275.00	182.00	280.00	2.25%	1.82%
12 hours	225.00	360.00	230.00	365.00	2.22%	1.39%
<b>Hire of Dance Studio</b>						
4 hours	98.00	170.00	100.00	174.00	2.04%	2.35%
8 hours	178.00	275.00	182.00	280.00	2.25%	1.82%
12 hours	225.00	360.00	230.00	365.00	2.22%	1.39%
Additional dressing room per 4 hour session	38.00	38.00	39.00	39.00	2.63%	2.63%
All charges exclude VAT at the standard rate with the exception of those marked *.						
Flipchart Hire (per day)	8.50	8.50	8.50	8.50	0.00%	0.00%
Laptop	46.00	46.00	47.00	47.00	2.17%	2.17%
Projector	56.00	56.00	57.00	57.00	1.79%	1.79%
Screen Hire (per day)	42.00	42.00	43.00	43.00	2.38%	2.38%
Laptop, Projector, Screen (per day)	135.00	135.00	137.00	137.00	1.48%	1.48%
Technical Services (4 hour session)	62.00	62.00	64.00	64.00	3.23%	3.23%
Ticket Printing - per show	12.50	12.50	13.00	13.00	4.00%	4.00%
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.						
Internet Booking Fee	1.20 *	1.20 *	1.20 *	1.20 *	0.00%	0.00%
Grand Piano Hire (inc. moving and tuning)	85.00	85.00	87.00	87.00	2.35%	2.35%
Lectern (per day)	12.00	12.00	12.00	12.00	0.00%	0.00%
Radio Microphone	18.50	18.50	19.00	19.00	2.70%	2.70%
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00	0.00%	0.00%
Star Cloth	46.00	46.00	47.00	47.00	2.17%	2.17%
Wedding Reception Venue Hire	1,650.00	N/A	1,650.00	N/A	0.00%	
Arena Café Bar Closure	200.00	200.00	200.00	200.00	0.00%	0.00%
Mirror Ball	N/A	N/A	25.00	25.00		
Haze/Smoke Machine	N/A	N/A	20.00	20.00		
Electric Keyboard	N/A	N/A	40.00	40.00		
Rostra	N/A	N/A	20.00	20.00		

## COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2020/21

### 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.)

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>1 Interment and Scattering Management Fee</b>			
(No charge for persons 3 years or under)			
Ashes interment	259.00	264.00	1.93%
Scattering of Ashes	259.00	264.00	1.93%
Full Burial Plots Single Interment	576.00	588.00	2.08%
Full Burial Plots Double Interment	712.00	727.00	2.11%
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.			
<b>2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial</b>			
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")	297.00	303.00	2.02%
<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	470.00	480.00	2.13%
<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	668.00	682.00	2.10%
<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.	363.00	371.00	2.20%
<u>Memorial Guidance for Standard Cremated Remains Plot</u>			
A flat tablet not exceeding 0.457m(1'6") x 0.304m(1'0") x 0.050m (2")			

## COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Cemeteries (Cont.)</b>			
<u>Cremated Remains plots - New Area</u>			
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	401.00	409.00	2.00%
<u>Memorial Guidance for Cremated Remains Plots - New Area</u>			
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")			
A tablet, cross, book or 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.			
<b>3 Gravestones, Tablets and Memorial Inscriptions</b>			
(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 the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.	138.00	141.00	2.17%
<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	104.00	106.00	1.92%
<b>Additional Inscription</b>	28.50	29.00	1.75%
<b>Replacement memorial (identical)</b>	28.50	29.00	1.75%
<b>Renovation of memorial</b>	28.50	29.00	1.75%

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 cremation plot - New Area - a tablet, cross, book or desk top style or upright memorial.

### 4 Other Cemetery Services

a. Transfer of Exclusive Right of Burial to a new registered owner.	36.00	37.00	2.78%
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 2020/21**

	CHARGES 2019/20 £	CHARGES INTRODUCE D DURING 2019/20 £	CHARGES 2020/21 £	Increase
<b>SPORTING ACTIVITIES</b>				
<b>Sporting Facilities managed by Places Leisure</b>				
<b>Andover Leisure Centre</b>				
Gym - Adult	7.60		7.75	1.97%
Gym - Junior	5.75		5.80	0.87%
Gym - Concession - OAP & Disabled	3.40		3.50	2.94%
Gym - Concession - Student & Military	5.85		5.85	0.00%
Gym - Induction	30.00		30.60	2.00%
Squash - Adult	7.85	8.80	8.95	1.70%
Squash - Junior	4.75		4.85	2.11%
Table Tennis - Adult	7.85	9.00	9.00	0.00%
Table Tennis - Junior	4.75	5.00	5.00	0.00%
Fitness Classes 90 Min - Adults	7.35		7.50	2.04%
Fitness Classes 90 Min - Concessions	5.20		5.20	0.00%
Fitness Classes 50 Min - Adults	6.80		6.95	2.21%
Fitness Classes 50 Min - Concessions	4.25		4.25	0.00%
Fitness Classes 40 Min - Adults	5.85		6.00	2.56%
Fitness Classes 40 Min - Concessions	4.00		4.00	0.00%
Fitness Classes 30 Min - Adults	5.20		5.30	1.92%
Fitness Classes 30 Min - Concessions	3.35		3.35	0.00%
Group Cycling	7.30		7.45	2.05%
Peter Pan Club	3.25	3.30	3.35	1.52%
Crèche - 1 Hour	3.50		3.60	2.86%
Crèche - 2 Hours	4.50		4.60	2.22%
Holiday Club - full day	29.75		29.75	0.00%
Holiday Club - half day	15.75		N/A	
* Adult Inclusive Membership Monthly	45.00		45.90	2.00%
* Adult Inclusive Membership Yearly	450.00		459.00	2.00%
* Junior Inclusive Membership Monthly	25.00		25.50	2.00%
* Junior Inclusive Membership Yearly	250.00		255.00	2.00%
* Senior Inclusive Membership Monthly	33.15		33.80	1.96%
* Senior Inclusive Membership Yearly	331.50		338.00	1.96%
* Family Inclusive Membership Monthly	90.00		91.80	2.00%
* Family Inclusive Membership Yearly	900.00		918.00	2.00%
* TVBC Staff Member Membership Monthly	25.00		25.50	2.00%
* These are maximum charges, actual fees once agreed may be lower				
Non-member soft play	4.95		5.00	1.01%
Adult Swim	4.40		4.80	9.09%
Junior Swim (over 8)	2.95		3.20	8.47%
Concession	2.55		2.60	1.96%
Aqua Fit	6.75		6.90	2.22%
Main Pool Hire	105.00	106.60	106.90	0.28%
Swimming lessons (per month) child - run 50 weeks a year	26.10	26.50	27.50	3.77%
Swimming lessons (per session) child - run 50 weeks a year	6.30	6.36	6.60	3.77%
Swimming lessons (per month) adult - run 50 weeks a year	30.00		30.60	2.00%
Swimming lessons (per session) adult - run 50 weeks a year	7.20		7.34	1.94%
Hire of 1 Lane (1 hour)	30.50		31.10	1.97%
Learner Pool Hire	N/A	53.30	54.40	2.06%
Badminton Adult (55min)	N/A	9.00	9.15	1.67%
Badminton Junior (55mins)	N/A	5.00	5.10	2.00%
Half Hall Hire (55mins) Adult	N/A	48.00	49.00	2.08%
Half Hall Hire (55mins) Junior	N/A	30.00	30.60	2.00%
Full Hall Hire (55mins) Adult	N/A	85.00	86.70	2.00%
Full Hall Hire (55mins) Junior	N/A	60.00	61.20	2.00%
Clip n climb peak	N/A	10.00	12.00	20.00%
Health Suite	N/A	7.65	7.80	1.96%
Health Suite (concession - 60+)	N/A	4.00	4.10	2.50%
Gymnastics lessons - run 50 weeks a year	N/A	25.92	26.45	2.04%
Trampoline lessons - run 50 weeks a year	N/A	25.92	26.45	2.04%

# **COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>SPORTING ACTIVITIES</b>			
<b>Sporting Facilities managed by Places for People Ltd</b>			
<b>Romsey Rapids</b>			
Family Fun - Adult Swim	6.35	6.70	5.51%
Family Fun - Junior Swim	4.55	4.80	5.49%
Concession - Fun Swim	4.35	4.40	1.15%
Family Swim (2 adults + 3 children or 1 adult + 4 children)	19.95	20.95	5.01%
Just Swim Lengths	4.50	4.60	2.22%
Swimming lessons (per month) child - run 38 weeks a year	22.20	22.90	3.15%
Swimming lessons (per session) child - run 38 weeks a year	7.01	7.23	3.14%
Aqua Fit	6.80	6.95	2.21%
Health Suite	7.95	8.50	6.92%
Crèche - 1 Hour	3.45	3.55	2.90%
Crèche 2 Hours	4.55	4.65	2.20%
Gym - Adult	7.50	7.65	2.00%
Gym - Junior	4.55	4.55	0.00%
Gym - Concession	5.70	5.70	0.00%
Gym - Induction	30.00	30.00	0.00%
Gym + Swim	12.50	12.75	2.00%
Fitness Classes	6.80	6.95	2.21%
Group Cycling	7.30	7.45	2.05%
Adventure Mini Golf - Adult	2.60	2.65	1.92%
Adventure Mini Golf - Junior	1.50	1.55	3.33%
Cricket Net	1.20	1.25	4.17%
Squash Adult Peak	7.75	7.90	1.94%
Table Tennis	7.75	7.90	1.94%
* Adult Inclusive Membership Monthly	45.00	45.90	2.00%
* Adult Inclusive Membership Yearly	450.00	459.00	2.00%
* Junior Inclusive Membership Monthly	25.00	25.50	2.00%
* Junior Inclusive Membership Yearly	250.00	255.00	2.00%
* Senior Inclusive Membership Monthly	35.00	35.70	2.00%
* Senior Inclusive Membership Yearly	350.00	357.00	2.00%
* Family Inclusive Membership Monthly	90.00	91.80	2.00%
* Family Inclusive Membership Yearly	900.00	918.00	2.00%

\* These are maximum charges, actual fees once agreed may be lower

**COMMUNITY & LEISURE SERVICE  
FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES INTRODUCED DURING 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>SPORTING ACTIVITIES</b>				
<b>Sporting Facilities managed by Places for People Ltd</b>				
<b>Knightwood Leisure Centre</b>				
Football Per Hour - Adults	59.00		60.20	2.03%
Football - under 16	29.50		30.10	2.03%
Football Training per hour	12.50		12.75	2.00%
Cricket - Adults	59.00		60.20	2.03%
Cricket - Junior	29.50		30.10	2.03%
Main Hall - Adult	31.00		31.65	2.10%
Main Hall - Junior	15.40		15.70	1.95%
Main Hall - Community Hire	15.35		15.65	1.95%
Tennis Per Court - Adult	7.90		8.50	7.59%
Tennis Per Court - Junior	3.90		4.25	8.97%
MUGA - Adult	24.60		25.75	4.67%
MUGA - Junior	16.40		17.00	3.66%
Net Ball Per Court - Adult	13.30		13.85	4.14%
Net Ball Per Court - Junior	9.10		9.50	4.40%
Badminton Per Court - Adult 55 mins	9.00		9.20	2.22%
Badminton Per Court - Junior 55 mins	4.60		4.70	2.17%
Table Tennis - Adult	5.15		5.25	1.94%
Table Tennis - Junior	3.90		3.95	1.28%
* Membership (Gym Only) Monthly	29.99		30.60	2.03%
* Membership (Gym Only) Annual	299.90		306.00	2.03%
Induction Fee	30.00		30.00	0.00%
* These are maximum charges, actual fees once agreed may be lower				
Short mat Bowls	2.65		2.70	1.89%
Casual Gym	6.15		6.30	2.44%
Casual Gym Junior / Concessions	N/A		4.50	
<b>Charlton Lakeside</b>				
Adventure Golf Per Round - Adult	2.70		2.80	3.70%
Adventure Golf Per Round - Junior	1.80		1.85	2.78%
Par 3 Golf - Adult	5.10		5.20	1.96%
Par 3 Golf -Junior / Concession	2.60		2.70	3.85%
Boating - Adult	3.40		3.60	5.88%
Boating - Junior	1.85		2.00	8.11%
Pedalo Hire	N/A	10.00	10.00	0.00%
Kayak Single Hire	N/A	6.00	6.00	0.00%
Kayak Double Hire	N/A	7.00	7.00	0.00%
Canoe Hire	N/A	7.00	7.00	0.00%



# **COMMUNITY & LEISURE SERVICE FEES AND CHARGES 2020/21**

		CHARGES 2019/20 £	CHARGES 2020/21 £	Increase	
SPORTING ACTIVITIES					
Andover Sports Academy					
Artificial Turf Pitch: Hockey/Football (60 minutes)					
Full Pitch					
Adult	Peak	54.30	55.40	2.03%	
	Off Peak	37.80	38.55	1.98%	
Junior	Peak	28.25	28.80	1.95%	
	Off Peak	19.35	19.75	2.07%	
Concessionary rate		23.30	23.75	1.93%	
Three Quarter Pitch					
Adult	Peak	45.35	46.25	1.98%	
	Off Peak	30.20	30.80	1.99%	
Junior	Peak	23.40	23.85	1.92%	
	Off Peak	15.85	16.15	1.89%	
Half Pitch					
Adult	Peak	35.35	36.05	1.98%	
	Off Peak	23.70	24.15	1.90%	
Junior	Peak	19.45	19.85	2.06%	
	Off Peak	13.75	14.05	2.18%	
Quarter Pitch (Six a Side)					
Adult	Peak	23.55	24.00	1.91%	
	Off Peak	19.05	19.45	2.10%	
Junior	Peak	16.25	16.55	1.85%	
	Off Peak	12.50	12.75	2.00%	
Floodlights (per hour)		Peak	10.90	11.10	1.83%
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 2020/21**

		<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>Andover Sports Academy</b>				
Tennis	Adult	7.65	7.80	1.96%
	Junior	3.80	3.90	2.63%
Indoor Hall (not for profit bookings)	Adult	20.80	21.20	1.92%
	Junior	13.80	14.10	2.17%
Community Suite	Adult	18.25	18.60	1.92%
	Junior	13.45	13.70	1.86%
	Commercial	26.60	27.15	2.07%
Meeting Room	Adult	12.50	12.75	2.00%
	Junior	6.80	6.95	2.21%
	Commercial	18.05	18.40	1.94%
Studio Room	Adult	17.75	18.10	1.97%
Outdoor Court – Team games	Adult	15.00	15.30	2.00%
	Junior	10.00	10.20	2.00%
Floodlights (per court)	Adult	5.00	5.10	2.00%
	Junior	2.50	2.55	2.00%

## CORPORATE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Advertising - Test Valley News</b>			
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%

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

### General Photocopying

General Photocopying (per 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 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Bulky Household Waste Collection</b>			
Single Item	29.50	30.00	1.69%
Multiple items (maximum of four items)	53.00	54.00	1.89%
Garden Waste - price on application, subject to a minimum charge of	34.00	35.00	2.94%
Disposable sacks for Schedule 2 Waste (roll of 25)	57.00	58.00	1.75%
<b>Garden Waste Collection</b>			
Initial Annual Subscription *	34.25	35.00	2.19%
Additional Annual Subscriptions	19.50	20.00	2.56%
Replacement Sack	1.80	1.85	2.78%
* one subscription is one sack / approved receptacle			
<b>Wheeled Bins</b>			
Purchase of black wheeled bin for waste collection (per bin)	35.00	35.70	2.00%
Purchase of brown/green wheeled bin for waste collection (per bin)	25.00	25.50	2.00%
Purchase of 1100 litre wheeled bin for waste collection (communal bins)	300.00	305.00	1.67%
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.			
<b>Shopping Trolley Return</b>			
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%
<b>Fixed Penalty Notice</b>	Min / Max	Min / Max	
Graffiti / Flyposting	75 / 150	75 / 150	
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	
Dog Fouling (a breach of a PSPO) (statutory maximum)	100	100	0.00%
Littering (including litter from a vehicle)	75 / 150	75 / 150	
Offences in relation to waste receptacles (commercial)	75 / 150	75 / 150	
Offences in relation to waste receptacles (household)	75 / 150	75 / 150	
Unlawful disposal controlled waste (s33 fly-tipping)	200 / 400	200 / 400	

## ENVIRONMENTAL SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Vehicle Workshop Charges</b>			
Brake Roller Test (Per Axle)	25.00	25.00	0.00%
Air Con Servicing	30.00	30.00	0.00%
<b>Hire Charges</b>			
Operative Hire	26.75	27.50	2.80%
Operative and Van Hire	38.25	39.00	1.96%
Mechanical Sweeper - Large (HGV) Sweeper	53.75	55.00	2.33%
Mechanical Sweeper - Compact Unit	41.00	42.00	2.44%
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			
<b>MoT Test Fees</b>			
Class 4 vehicles (Cars)	45.00	45.00	0.00%
Class 5 vehicles (Passenger vehicles)	55.00	55.00	0.00%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	55.00	55.00	0.00%
Combined Taxi / Hackney Carriage Test & MoT	80.00	80.00	0.00%

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>High Street</b> (Daily or part thereof)			
Concessionary	62.50	63.75	2.00%
Commercial / Private Hire	278.00	283.55	2.00%
<b>Time Ring</b> (Daily or part thereof)			
Concessionary	21.50	21.95	2.09%
Private Hire	42.00	42.85	2.02%
Commercial Hire	141.50	144.35	2.01%

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

Or contact the Estates Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES AND CHARGES 2020/21**

**THE RENDEZVOUS / UPPER GUILDHALL**

	Private Hire		Commercial Hire		Concessionary	
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	166.25	313.55	386.50	546.50	110.70	146.35
Morning 08.00 - 13.00	53.05	105.60	127.50	192.25	35.20	43.85
Afternoon 13.00 - 18.00	53.05	105.60	127.50	192.25	35.20	43.85
Evening 18.00 - 24.00	65.30	126.50	153.00	230.50	45.90	75.50
Hourly (Min. 2 hrs)	32.15	36.20	61.70	79.00	15.30	17.35

For 2020/21 the above charges have increased by between 1.94% and 2.06%.

**Wedding Fees**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
Weekday (excluding bank holidays)	184.50	188.20	2.01%
Saturday	289.00	294.80	2.01%
Sunday / Bank Holiday	312.50	318.70	1.98%

The above fee includes 1 hour for rehearsal

Bookings can be for morning (08:00 - 13:00) or afternoon (13:00 - 16:00)

**Conditions of Hire**

See Crosfield Hall Charges

## PROPERTY & ASSET MANAGEMENT SERVICE FEES AND CHARGES 2020/21

### CROSFIELD HALL

<b>Whole Complex</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	309.50	350.25	405.00	559.50	210.10	278.00
Morning 08.00 - 13.00	92.85	104.55	122.50	168.25	61.75	80.60
Afternoon 13.00-18.00	124.50	137.70	163.25	226.00	80.10	109.70
Evening 18.00 - 24.00	149.00	165.30	196.00	270.25	95.90	131.55
Hourly (Min. 2 hrs)	32.15	34.20	39.25	53.00	18.35	27.00
<b>Main Hall</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	209.05	233.00	319.00	452.00	136.75	210.05
Morning 08.00 - 13.00	61.75	73.00	94.90	133.50	41.85	61.75
Afternoon 13.00-18.00	80.00	93.00	127.50	179.50	53.00	80.00
Evening 18.00 - 24.00	96.00	111.25	153.00	215.00	63.25	96.00
Hourly (Min. 2 hrs)	18.35	24.00	32.15	43.90	13.25	18.35
<b>Annexe</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	154.50	171.25	239.25	338.50	103.50	170.25
Morning 08.00 - 13.00	44.90	49.00	74.00	102.50	31.10	49.00
Afternoon 13.00-18.00	61.75	73.00	95.00	133.75	41.85	71.00
Evening 18.00 - 24.00	74.00	90.75	114.25	160.25	50.00	84.75
Hourly (Min. 2 hrs)	14.30	15.30	24.00	33.15	9.20	15.30
<b>Nightingale Room</b>	<b>Private Hire</b>		<b>Commercial Hire</b>		<b>Concessionary Hire</b>	
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	59.25	77.00	103.50	144.25	42.85	71.90
Morning 08.00 - 13.00	17.35	24.00	31.10	42.85	13.25	18.35
Afternoon 13.00-18.00	24.00	31.10	41.85	55.10	15.30	27.05
Evening 18.00 - 24.00	28.60	37.25	50.00	66.25	18.35	32.65
Hourly (Min. 2 hrs)	7.15	8.15	9.20	14.30	4.00	7.00

For 2020/21 the above charges have increased by between 0.00% and 2.22%.



## PROPERTY & ASSET MANAGEMENT SERVICE FEES AND CHARGES 2020/21

### 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	£43.85
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£152.50

- 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.

## PROPERTY & ASSET MANAGEMENT SERVICE FEES AND CHARGES 2020/21

### OFFICE ACCOMMODATION - BEECH HURST

Conference Room 1	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	243.85	512.50	367.00	628.00	170.25	N/A
Morning 09.00 - 13.00	121.00	243.75	150.50	298.00	85.75	N/A
Afternoon 13.00-17.00	121.00	243.75	150.50	298.00	85.75	N/A
Evening 18.00 - 23.00	151.00	304.50	187.75	372.25	107.20	N/A

Conference Rooms 2 & 5	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	166.25	243.75	221.50	370.25	102.50	N/A
Morning 09.00 - 13.00	86.75	140.75	116.75	186.25	56.00	N/A
Afternoon 13.00-17.00	86.75	140.75	116.75	186.25	56.00	N/A
Evening 18.00 - 23.00	108.25	176.00	146.00	232.00	70.00	N/A

Interview Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 09.00 - 23.00	79.00	139.75	121.00	213.25	62.75	N/A
Morning 09.00 - 13.00	31.10	46.95	55.10	90.75	24.00	N/A
Afternoon 13.00-17.00	31.10	46.95	55.10	90.75	24.00	N/A
Evening 18.00 - 23.00	38.25	75.00	79.00	126.50	31.10	N/A

For 2019/20 the above charges have increased by between 1.82% and 2.19%.

#### **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

Equipment hire: £47.00

Price quoted for rooms/halls hire are excluding VAT, VAT will be added at the standard rate where applicable. VAT will be applied at standard rate on catering and equipment 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.

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES AND CHARGES 2020/21**

**PARKING**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>	<b>Comment</b>
<b>Resident's Permits</b>	15.00	N/A		Function reverts to HCC from 1/4/20
<b>Miscellaneous Parking Charges</b>				
Aster residents' permits (lost or missing)	30.00	N/A		TVBC no longer manage Aster Resident Car Parks
On-street permits (for vehicles exempt from 'parking places' in Romsey)	16.00	N/A		Function reverts to HCC from 1/4/20
Tradesmen's waivers on street - per week for first 4 weeks and thereafter per month	16.00	N/A		Function reverts to HCC from 1/4/20
Suspension of parking place, including waiver on street	60.00	N/A		Function reverts to HCC from 1/4/20
Issue of quarterly 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		
<b>Exemptions</b>				
Access to Businesses - High Street, Andover	FREE	FREE		

**PROPERTY & ASSET MANAGEMENT SERVICE  
FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>	<b>Comment</b>
<b>Highways</b>				
<b>Street and Property Naming</b>				
Administration of property name changes	87.00	88.75	2.01%	
Provide information on street naming and postal numbering on new developments				
1 dwelling	117.50	120.00	2.13%	
2 - 20 dwellings	235.50	240.00	1.91%	
21+ dwellings (price per dwelling)	11.50	11.75	2.17%	
Street re-naming (plus advertising and legal costs)	471.50	480.95	2.00%	
Fee is payable in advance and is non-refundable. No charge will apply where the street naming request is submitted by the emergency services.				
Temporary Traffic Regulation Orders Plus advertising costs recovered at cost	820.00	N/A		Function reverted to HCC on 1/8/19
Temporary Road Closures (Town Police Clauses Act)	25.50	26.00	1.96%	
Management Fee for Speed Limit reminder equipment	908.50	N/A		Function reverted to HCC on 1/8/19
Hire charge for radar equipment	229.50	N/A		Function reverted to HCC on 1/8/19
Provision of access protection marking	76.50	N/A		Function reverted to HCC on 1/8/19
<b>Tourist Signs *</b>				
Application fee	128.00	N/A		Function reverted to HCC on 1/8/19
Application fee for each additional sign	51.00	N/A		Function reverted to HCC on 1/8/19
Provision of signs	actual cost	N/A		Function reverted to HCC on 1/8/19
Administration fee	20% of work cost (min £100.00)	N/A		Function reverted to HCC on 1/8/19
Supervision fee	10% of work cost (min £50.00)	N/A		Function reverted to HCC on 1/8/19
Maintenance fee	10% of work cost (min £50.00)	N/A		Function reverted to HCC on 1/8/19
Replacement fee	Actual cost plus supervision fee	N/A		Function reverted to HCC on 1/8/19

\* These fees are set by Hampshire County Council and therefore may change during the year.

# HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Licences</b>			
Breeding of dogs (plus Vet inspection costs)	238.00	242.80	2.02%
Selling animals as pets	276.00	281.50	1.99%
Hiring out horses for riding or riding instruction (plus Vet and other inspection costs)	238.00	242.80	2.02%
Boarding for cats	251.00	256.00	1.99%
Boarding in kennels for dogs	269.00	274.40	2.01%
Combined boarding for cats and dogs	325.00	331.50	2.00%
Home boarding for dogs (overnight care)	214.00	218.30	2.01%
Day care for dogs - home facilities	195.00	198.90	2.00%
Combined home boarding and day care for dogs	260.00	265.20	2.00%
Day care for dogs - non-domestic facilities	269.00	274.40	2.01%
Keeping or training animals for exhibition (3 year licence) (plus Vet inspection costs)	238.00	242.80	2.02%
Dangerous Wild Animals (plus Vet's costs)	200.00	204.00	2.00%
Zoo (per 4 or 5 years, plus Vet's costs)	965.00	984.30	2.00%
Street Traders			
Up to seven days	43.00	N/A	Delete and replace with charging structure below
Annual - one night per week	618.00	N/A	Delete and replace with charging structure below
Annual - extra night per week	101.00	N/A	Delete and replace with charging structure below
<b>Street Trading Consents</b>			
Application Fee - up to seven days only	N/A	43.00	
Application Fee (6 or 12 months)	N/A	468.00	
Annual Compliance Checking (6 or 12 months) - Food Trading	N/A	239.00	
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	N/A	68.00	
Notes: The Compliance Checking fee is applicable only if an application is granted. Applications are granted initially for 6 months then may be renewed following a new application every 12 months.			
<b>Registrations</b>			
Initial Registration of Hairdressers	111.00	113.20	1.98%
Ear / Skin Piercers and Tattooists	149.00	152.00	2.01%
Variation of Registration for Ear / Skin Piercers and Tattooists (i.e. change of a practitioner)	N/A	62.00	
Electrolysis practitioners	149.00	152.00	2.01%
Variation of Registration for electrolysis (i.e. change of a practitioner)	N/A	62.00	
<b>Hygiene Certificates</b>			
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	70.00	47.00	-32.86%
Issue of Health Certificate / Export Health Certificate (if inspection visit up to 30 mins duration on site is required)* (plus analysis charges as deemed necessary)	N/A	100.00	
<b>Dog Control</b>			
Collection Fee (plus kennelling fee for number of days / part days recharged at cost)	55.00	55.00	0.00%

# HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Houses in Multiple Occupation</b>			
Licensing - Basic Fee	500.00	N/A	Delete and replace with charging structure below
- Maximum Fee			
- Drawing plan on landlord request	78.50 *	N/A *	Delete and replace with charging structure below
10% discount for members of recognised landlord associations			Delete and replace with charging structure below
* Plus VAT at standard rate			
Licence application (up to 5y licence)	N/A	560.00	
Licence renewal (up to 5y licence)	N/A	506.00	
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	N/A	74.00	
Supplementary operation charge - one-off charge applicable in the case of late applications only	N/A	252.00	
<b>DFG Administration Charge</b>			
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%	10%	0.00%
<b>Caravan Site Licences (set in separate fee policy)</b>			
Transferring a site licence	110.25	136.00	23.36%
Varying site licence conditions	253.75	484.00	90.74%
Depositing site rules	46.75	62.00	32.62%
Granting a site licence - 1-5 units	288.00	556.00	93.06%
- 6-15 units	340.50	576.00	69.16%
- 16-30 units	375.50	615.00	63.78%
- 31-45 units	419.25	634.00	51.22%
- 46 and above units	463.00	693.00	49.68%
Annual fee - 2-5 units	232.75	235.00	0.97%
- 6-15 units	250.25	245.00	-2.10%
- 16-30 units	337.75	321.00	-4.96%
- 31-45 units	372.75	342.00	-8.25%
- 46 and above units	390.25	364.00	-6.73%
Enforcement fees	Hourly rate	Hourly rate	
<b>Housing Act Notices &amp; Orders</b>			
Determination, preparation & serving of a Notice	Hourly rate	Hourly rate	
or making of an Order	Min. 2hrs	Min. 2hrs	
<b>Registered Provider Affordable Housing Enabling Fee</b>	263.16	268.50	2.03%
	per unit	per unit	
<b>Health Education Courses</b>			
Health & Safety and Food Hygiene Courses	On application		
<b>Photographs</b>			
Photograph from negative	6.00	N/A	
Photograph from print	15.00	N/A	
Digital Photographs	6.00	N/A	

## HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Environmental Permits under the Pollution Prevention and Control Act 1999</b>			
In accordance with the DEFRA fees and charges scheme			
<b>Immigration Assessment of Fitness -</b>			
<b>Checks for residency and work permit applications</b>	156.50 *	160.00 *	2.24%
* Plus VAT at standard rate			
<b>Pest Control</b>			
<b>Domestic Premises:</b>			
Wasps, Hornets' Nest	52.25	53.00	1.44%
Each additional nest (Payment in advance)	16.90	17.00	0.59%
Rats & Mice - Maximum of three visits	70.75	75.00	6.01%
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.			
Advice visit	23.00	35.00	52.17%
<b>Fleas</b>			
Up to 3 bedroomed property	70.00	71.00	1.43%
4 bedroomed property	80.50	82.00	1.86%
5 bedroomed property	91.00	93.00	2.20%
In excess of 5 bedrooms, each additional bedroom	10.50	11.00	4.76%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
<b>Bed Bugs</b>			
Up to 3 bedroomed property	86.00	115.00	33.72%
4 bedroomed property	98.50	125.00	26.90%
5 bedroomed property	109.00	136.00	24.77%
In excess of 5 bedrooms, each additional bedroom	10.50	11.00	4.76%
Re-visit within 10 days of initial treatment	Nil	Nil	
Re-visit after 10 days of initial treatment, charges as above			
50% discount (for bed bug treatments) to households in receipt of Council Tax Support			
Other Insects	70.00	71.00	1.43%
(Minimum charge up to 1 hour, thereafter £7.50 per unit of 15-mins, or part of)			

All pest control charges to be subject to the terms and conditions on the Council's website: [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

# HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Commercial Premises:</b>			
Non Contract work			
Rodents - initial visit	103.50 *	N/A *	Delete and replace with charging structure below
Rodents - additional visits	52.00 *	N/A *	Delete and replace with charging structure below
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)		184.00 *	
Additional treatment / check visit (up to 45mins on site)		59.00 *	
Additional bait stations		15.00 *	
Additional time per 15-min unit		10.00 *	
Advice visit up to 45mins on site (paid in advance or invoice fee is applicable)		59.00 *	
Bedbugs - initial survey (per hour)	81.00	71.00 *	
Bedbugs - treatment visit (up to 45 mins two officers or 90mins one officer)		113.00 *	
Additional time charged at £10 per unit of 15-mins, or part of, per pest control officer		10.00 *	
Fleas	81.00 *	N/A *	Delete and replace with wording below
Other Insects (Minimum charge - 1 hour)	81.00 *	N/A *	Delete and replace with wording below
Additional visits - hourly rate plus cost of materials		N/A	Delete and replace with wording below
Fleas and other insects - treatment visit up to 60 mins (Minimum charge up to 1 hour, thereafter £10 per unit of 15-mins, or part of, per pest control officer)		72.00 *	
		10.00 *	
Wasps, Hornets' Nest (Payment in advance)	62.50 *	56.00 *	-10.40%
Each additional nest (Payment in advance)	22.00 *	20.00 *	-9.09%
Advice visit (Payment in advance)	23.00 *	59.00 *	156.52%

**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

\* Plus VAT at standard rate

All pest control charges to be subject to the terms and conditions on the Council's website: [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

## 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 the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.

## Water Sampling

Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	70.75	72.00	1.77%
Swimming pools - plus analysts fee	25.50	26.00	1.96%

## Food Register

Viewing register	Nil	N/A	
Single entry from register	10.25	10.50	2.44%
Section copy of register	44.00	44.90	2.05%
Whole register copy	80.00	81.60	2.00%

## Pollution and Contaminated Land

Contaminated land and general pollution related queries	49.00	50.00	2.04%
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	49.00	50.00	2.04%
Contaminated Land Registry			
Viewing register	Nil	N/A	
Single entry from register	6.15	6.30	2.44%
Whole register copy	62.50	63.80	2.08%

## Attendance at Court, Factual Statements

Hourly rate of the H&EH Officer involved plus travel costs



# LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Local Land Charges</b>			
<b>Full Search</b>			
LLC1 & CON29	112.50	112.50	0.00%
LLC1	25.00	25.00	0.00%
CON29R	87.50 *	87.50 *	0.00%
Additional parcels - LLC1	5.00	5.00	0.00%
Additional parcels - CON29R	12.50 *	12.50 *	0.00%
Additional parcels - LLC1 & CON29R	17.50 *	17.50 *	0.00%
<b>Part II Enquires/Full Search &amp; CON29O Only</b>			
Each CON29O enquiry 4, 21 or 22 (priced as a bundle)**	52.50	52.50 *	0.00%
Each CON29O enquiry 5-20 (Excluding Q8)	12.50	12.50 *	0.00%

\* VAT will be added at the standard rate

# LEGAL & DEMOCRATIC SERVICE

## FEES AND CHARGES 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Electoral Register Fees - Statutory Charges</b>			
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%
<b>Electoral Register - Marked copies of Register and Absent Lists</b>			
<b>Statutory Charges</b>			
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%
<b>Licences</b>			
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	350.00	360.00	2.86%
Scrap Metal Dealers - Grant/renewal - Collector's licence	220.00	230.00	4.55%
Scrap Metal Dealers - Variation of licence	130.00	130.00	0.00%
<b>Hackney Carriages and Private Hire Vehicle Licences</b>			
Replacement Plate	13.00	13.00	0.00%
Hackney Carriages - Vehicle	94.00	96.00	2.13%
Hackney Carriages - Temporary Change of Vehicle	49.00	49.00	0.00%
Hackney Carriages - Transfer of Vehicle Ownership	25.00	25.00	0.00%
Hackney Carriages - Inspection (Initial)	52.00	52.00	0.00%
Hackney Carriages - change of vehicle registration number	25.00	25.00	0.00%
Private Hire - Vehicle	94.00	96.00	2.13%
Private Hire - Temporary Change of Vehicle	49.00	49.00	0.00%
Private Hire - Transfer of Vehicle Ownership	25.00	25.00	0.00%
Private Hire - Inspection (Initial)	52.00	52.00	0.00%
Private Hire - change of vehicle registration number	25.00	25.00	0.00%
Operator Licence - One Year	79.00	81.00	2.53%
Operator Licence - Five Years	203.00	207.00	1.97%
New Driver Licence - One Year*	155.00	155.00	0.00%
New Driver Licence - Three Years*	171.00	171.00	0.00%
Renewal Driver Licence - One Year*	107.00	107.00	0.00%
Renewal Driver Licence - Three Years*	123.00	123.00	0.00%
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 2020/21

### 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	N/A	100	N/A	15	N/A
Club Gaming Machine	200	50	200	N/A	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	N/A	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	
	£	£	£	£	£	£	£	}
Bingo premises	N/A	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	N/A	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	N/A	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	N/A	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 2019/20.

## LEGAL & DEMOCRATIC SERVICE FEES AND CHARGES 2020/21

### 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 applications	100.00	190.00	315.00	450.00	635.00
Fee for applications (town centre properties used exclusively or primarily for selling alcohol)	N/A	N/A	N/A	900.00	1,905.00
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 2019/20.

# LEGAL & DEMOCRATIC SERVICE

## FEES AND CHARGES 2020/21

<b>Liquor Licences Continued</b>	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>Other Premises Fees</b>			
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 2020/21

	CHARGES 2019/20 £	CHARGES 2020/21 £	Increase
<b>Town and Country Planning</b>			
<b>Planning Pre Application Enquiry Fees</b> (figures exclude VAT at the Standard Rate)			
Householder	48.33	48.33	0.00%
1 dwelling	120.00	120.00	0.00%
2-5 dwellings	215.83	215.83	0.00%
6-9 dwellings	360.00	360.00	0.00%
10-20 dwellings	635.83	635.83	0.00%
21+ dwellings	10% of Application Fee		
Other development 0 -99m <sup>2</sup>	90.00	90.00	0.00%
Other development 100-499m <sup>2</sup>	240.00	240.00	0.00%
Other development 500-999m <sup>2</sup>	450.00	450.00	0.00%
Other development 1,000m <sup>2</sup> +	540.00 or 10% of application fee whichever is greater	540.00 or 10% of application fee whichever is greater	
Change of use	120.00	120.00	0.00%
Advertisements	48.33	48.33	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 houses).	FREE	FREE	
Non-material amendments	FREE	FREE	
Extension of time for implementation	FREE	FREE	
<b>Planning Application Fees</b>	Statutory Scale of Charges	Statutory Scale of Charges	

Full details can be viewed on the Council's website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)  
Or contact the Planning & Building Service on 01264 368000

**PLANNING & BUILDING SERVICE  
FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>Plan Copying (per side)</b>			
A2	2.50	2.50	0.00%
A1	5.00	5.00	0.00%
A0	10.00	10.00	0.00%
 A4 OS Site Plans for Planning Applications - set of 6 copies (including OS charge)	 18.00	 18.00	 0.00%
 1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural			
<b>Planning Enquiries Relating to Land Transactions</b>	35.00	35.00	0.00%
<b>Planning Enquiries requiring research. Written response per hour or part thereof</b>	50.00	50.00	0.00%
<b>Planning Permission - Letters of Compliance per enquiry</b>			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
<b>Legal Agreements - Letters of Compliance per enquiry</b>			
Basic investigations, plus letter	35.00	35.00	0.00%
Detailed investigations and/or site visit, plus letter	80.00	80.00	0.00%
<b>High Hedges Complaint Fee</b>	350.00	350.00	0.00%
<b>Tree Consent - written response per enquiry</b>	21.50	21.50	0.00%
<b>Adoption Inspections of Open Space / Landscape Areas per inspection</b>	109.50	111.75	2.05%
<b>Comprehensive TPO Enquiries per hour</b>	43.00	43.00	0.00%

**PLANNING & BUILDING SERVICE  
FEES AND CHARGES 2020/21**

				<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>Applications to Extinguish/Divert Public Rights of Way</b>						
			Retainer:	1,200.00	1,200.00	0.00%
(Section 257)		{	if withdrawn	300.00	300.00	0.00%
- Basic Fee			if refused	600.00	600.00	0.00%
- Opposed Orders	Additional work per hour plus advertising			90.00	90.00	0.00%
Photocopying of Building Regulation Decision Notices				0.20	0.20	0.00%
Photocopying of Building Regulation Completion Notices				0.20	0.20	0.00%



## PLANNING & BUILDING SERVICE FEES AND CHARGES 2020/21

### Building Control

#### Schedule 1

#### STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation charge £	Additional charge £
1	160.00	510.00	670.00	898.00	241.67
2	240.83	764.17	1,005.00	1,347.00	TBA
3	320.83	1,019.17	1,340.00	1,796.00	TBA
4	400.83	1,273.33	1,674.17	2,245.00	TBA
5	480.83	1,528.33	2,009.17	2,694.00	TBA
6	570.00	1,810.00	2,380.00	3,191.00	TBA
7	637.50	2,024.17	2,661.67	3,569.00	TBA
8	700.83	2,225.83	2,926.67	3,923.00	TBA
9	772.50	2,453.33	3,225.83	4,325.00	TBA
10	842.50	2,681.67	3,524.17	4,727.00	TBA
11	907.50	2,882.50	3,790.00	5,081.00	TBA
12	970.83	3,083.33	4,054.17	5,436.00	TBA
13	1,034.17	3,284.17	4,318.33	5,789.00	TBA
14	1,118.33	3,552.50	4,670.83	6,263.00	TBA
15	1,160.83	3,687.50	4,848.33	6,500.00	TBA
16	1,228.33	3,900.83	5,129.17	6,878.00	TBA
17	1,287.50	4,089.17	5,376.67	7,209.00	TBA
18	1,346.67	4,276.67	5,623.33	7,539.00	TBA
19	1,410.00	4,477.50	5,887.50	7,891.00	TBA

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for 20 or more dwellings the charge is individually determined.

For dwellings with a floor area exceeding 300m but not exceeding 700m see **Schedule 1A**

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

## PLANNING & BUILDING SERVICE FEES AND CHARGES 2020/21

### Building Control cont.

#### Schedule 1A

#### STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING OVER 300m<sup>2</sup> but not exceeding 700m<sup>2</sup>

Standard Charges for the Creation or Conversion to New Housing over 300 but not exceeding 700m	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge £
Greater than 300m <sup>2</sup> but does not exceed 400m <sup>2</sup>	346.67	1,099.17	1,445.83	1,938.00	TBA
Greater than 400m <sup>2</sup> but does not exceed 500m <sup>2</sup>	363.33	1,153.33	1,516.67	2,033.00	TBA
Greater than 500m <sup>2</sup> but does not exceed 600m <sup>2</sup>	384.17	1,220.00	1,604.17	2,151.00	TBA
Greater than 600m <sup>2</sup> but does not exceed 700m <sup>2</sup>	400.83	1,273.33	1,674.17	2,245.00	TBA
Greater than 700m <sup>2</sup>	Charge to be individually determined				

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for dwellings where the floor area of a dwelling exceeds 700m<sup>2</sup> the charge is individually determined.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

## PLANNING & BUILDING SERVICE FEES AND CHARGES 2020/21

### Building Control cont.

#### STANDARD CHARGES FOR OTHER BUILDING WORK

Schedule 2  
Domestic extensions to a single building

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional charge* £
1	Single storey extension floor area not exceeding 10m <sup>2</sup>	118.33	375.00	493.33	662.00	241.67
2	Single storey extension floor exceeding 10m <sup>2</sup> but not exceeding 40 m <sup>2</sup>	143.33	455.83	599.17	804.00	241.67
3	Single storey extension floor exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	177.50	563.33	740.83	993.00	241.67
4	Two storey extension not exceeding 40 m <sup>2</sup>	151.67	482.50	634.17	851.00	241.67
5	Two storey extension to a dwelling house exceeding 40 m <sup>2</sup> but not exceeding 100m <sup>2</sup>	190.00	603.33	793.33	1,064.00	241.67
6	Loft conversion that does not include the construction of a dormer	118.33	375.00	493.33	662.00	241.67
7	Loft conversion that includes the construction of a dormer	126.67	402.50	529.17	709.00	241.67
8	Erection or extension of a non exempt detached domestic garage or carport up to 100m <sup>2</sup>	100.83	321.67	422.50	567.00	241.67
9	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m <sup>2</sup>	110.00	348.33	458.33	614.00	241.67
10	Conversion of a garage to a dwelling to a habitable room(s)	75.83	241.67	317.50	425.00	241.67
11	Alterations to extend or create a basement up to 100m <sup>2</sup>	80.00	255.00	335.00	449.00	241.67

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

Where part of an extension is single storey and part is two storey the charge for a two storey extension will apply.

Where a first floor extension is constructed over an existing single storey structure the charge applied is the same as a single storey extension of the same floor area.

Where it is intended to carry out additional building work on a dwelling at the same time that any of the work to which schedule 2 applies, then the charge for the additional work will be reduced by 25% or alternatively the charge may be individually determined, with the agreement of the "relevant person."

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

**PLANNING & BUILDING SERVICE  
FEES AND CHARGES 2020/21**

**Building Control cont.**

Schedule 3  
Domestic alterations to a single building

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	Details of any reduction for work carried out at the same time as work referred to in Schedule 2	Regularisation Charge £
1	The installation of any controlled fitting or other building work ancillary to the building of an extension.	Included in the charge for an extension.	N/A	N/A	N/A	N/A	N/A
2	Underpinning	Fixed price	105.83	335.00	400.83	25%	591.00
3	Renovation of a thermal element to a single dwelling.	Fixed price	42.50	134.17	176.67	25%	236.00
4	Internal alterations, installation of fittings (not electrical) and/or, structural alterations	Fixed price based on estimated cost bands,					
	(If ancillary to the building of the extension no additional charge)	Estimated cost less than £2500	50.83	160.83	211.67	25%	284.00
		Estimated cost exceeding £2500 but not exceeding £5,000	67.50	214.17	281.67	25%	378.00
		Estimated cost exceeding £5000 but not exceeding £25,000	110.00	348.33	458.33	25%	615.00
		Estimated cost exceeding £25,000 but not exceeding £50,000.	135.00	429.17	564.17	25%	756.00
		Estimated cost exceeding £50,000 but not exceeding £75,000.	169.17	535.83	705.00	25%	945.00
		Estimated cost exceeding £75,000 but not exceeding £100,000.	194.17	616.67	810.83	25%	1,087.00
5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows,					
		Per installation up to 20 windows	29.17	94.17	123.33	25%	165.00
		Per installation over 20 Windows.	38.33	120.83	159.17	25%	213.00
6	Electrical work (not competent person's scheme).	Fixed price based on extent of works.					
		Any electrical work other than the rewiring of a dwelling.	84.17	268.33	352.50	25%	473.00
		The re-wiring or new installation in a dwelling.	84.17	268.33	352.50	25%	473.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

**PLANNING & BUILDING SERVICE  
FEES AND CHARGES 2020/21**

**Building Control cont.**

Schedule 4  
OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD

Category of Work		Building Usage											
		Other Residential (Institutional and Other)			Assembly and Recreational use			Industrial and Storage usage			All Other use Classes		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m <sup>2</sup>	236.67	750.83	1,324.00	210.83	670.00	1,182.00	160.00	509.17	898.00	126.67	402.50	709.00
2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	278.33	885.00	1,560.00	253.33	804.17	1,418.00	202.50	643.33	1,134.00	177.50	563.33	993.00
3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	371.67	1,180.00	2,080.00	320.83	1,019.17	1,796.00	261.67	830.83	1,465.00	210.83	670.00	1,182.00
4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	490.00	1,555.00	2,742.00	421.67	1,340.83	2,363.00	337.50	1,072.50	1,891.00	245.00	777.50	1,371.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2010 (as amended).

**Note:** A basement is considered to be storey and there is an additional charge of £210.00 if the work is in relation to a basement.

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

# **PLANNING & BUILDING SERVICE FEES AND CHARGES 2020/21**

## **Building Control cont.**

### **Schedule 5 ALL OTHER NON DOMESTIC WORK – ALTERATIONS**

	Category of Work	Basis of Charge	Plan charge	Inspection charge	Regularisation
1	The installation of any fitting or other work ancillary to the building of an extension.	Included in the charge for the building.	N/A	N/A	N/A
2	Underpinning.	Estimated cost up to £50,000	135.00	428.33	756.00
		Estimated cost exceeding £50,000 and up to £100,000	169.17	535.83	945.00
		Estimated cost exceeding £100,000 and up to £250,000.	202.50	643.33	1,134.00
3	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	34.17	108.33	191.00
		Per installation over 20 windows up to 50 windows	50.83	160.83	284.00
4	Renovation of a thermal element	Estimated cost up to £50,000	84.17	269.17	473.00
		Estimated cost exceeding £50,000 and up to £100,000	143.33	455.83	804.00
		Estimated cost exceeding £100,000 and up to £250,000	202.50	643.33	1,134.00
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	67.50	214.17	378.00
		Estimated cost exceeding £5,000 and up to £25,000	110.00	348.33	615.00
		Estimated cost exceeding £25,000 and up to £50,000	135.00	429.17	756.00
		Estimated cost exceeding £50,000 and up to £100,000	160.00	509.17	898.00
		Estimated cost exceeding £100,000 and up to £150,000	202.50	643.33	1,134.00
6	Installation of Mezzanine floor up to 500m <sup>2</sup>	Fixed price	135.83	429.17	756.00
7	Office fit out	Fixed price based on floor area bands			
		Floor up to 500m <sup>2</sup>	101.67	321.67	567.00
		500m <sup>2</sup> to 2000m <sup>2</sup>	135.00	429.17	756.00
8	Shop fit out	Fixed price based on floor area bands			
		Floor up to 500m <sup>2</sup>	101.67	321.67	567.00
		500m <sup>2</sup> to 2000m <sup>2</sup>	135.00	429.17	756.00
9	New shop front(s)	Fixed price grouped by numbers of windows,			
		Per installation up to 20 windows	59.17	187.50	331.00
		Per installation over 20 windows up to 50 windows	75.83	223.33	425.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

#### **Additional charge for the change of use of a building**

The charge is £96.67 and all associated building work will be subject to the additional charges detailed above.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

For 2020/21 the above charges have increased by approx 8% for full plan, and 2% for all other charges.

**REVENUES SERVICE  
FEES AND CHARGES 2020/21**

	<b>CHARGES 2019/20 £</b>	<b>CHARGES 2020/21 £</b>	<b>Increase</b>
<b>Council Tax / Non Domestic Rates / Business Improvement District</b>			
Summons Costs	46.00 *	46.00 *	0.00%
Liability Order Costs	23.00	23.00	0.00%

\* Includes court charges

## ITEM 10

## Asset Management Plan Update

Report of the Finance Portfolio Holder

### Recommended:

1. That the revised 2019/20 and original 2020/21 Asset Management Plan, as shown in annexes 1 and 2 to the report, be approved.
2. That the Head of Finance, after consultation with the Finance Portfolio Holder and Head of Service responsible for any project, be authorised to amend the Asset Management Plan during the year, as discussed in paragraph 7.3 of the report.

### Recommendation to Council

#### SUMMARY:

- The report provides an update on the approved 2019/20 Asset Management Plan (AMP) and recommends the projects to be included in the 2020/21 budget.
- It provides an update on the financing of AMP projects, including a forecast of the balance on the Asset Management Reserve at 31 March 2021.

### 1 Introduction

- 1.1 The Council's Asset Management Strategy details the Council's approach to identifying the assets it is responsible for maintaining and the methods used in prioritising necessary works to ensure assets remain operationally effective.
- 1.2 Since the approval of the strategy, the Council's approach has been to review annually its asset management requirement for the forthcoming financial year and report on that as a part of the budget setting process.
- 1.3 This report provides an update on the current year's progress; explains reasons for variations from the approved plan and proposes an Asset Management Plan (AMP) for 2020/21.

### 2 Background

- 2.1 The Council's approach to Asset Management has developed with the experience gained over the past eight years since the approval of the Asset Management Strategy.
- 2.2 The Council is responsible for the ongoing maintenance and replacement of a wide range of operational assets with an estimated value of £96M. In order to make the AMP more manageable, it is split into three categories. The categories are:



- Land and Buildings
- Vehicles and Plant
- IT infrastructure

- 2.3 Condition surveys are carried out on all land and buildings on a rolling five year cycle. The results of the surveys are used to allocate each building into a priority category for works to be undertaken. This, combined with a review of how long the Council expects to retain individual properties, informs the development of the land and buildings' element of the AMP.
- 2.4 All vehicles and plant are regularly serviced by the Council's internal vehicle workshop. The effectiveness of all vehicles is monitored as part of the servicing programme. Among other things, this includes identifying where vehicles' workloads are different to that expected which may alter the timing of their replacement and identifying vehicles with higher / lower than expected servicing costs. Service users also keep the number of vehicles / items of plant required to deliver services under regular review.
- 2.5 The IT Service has a register of all hardware and major software systems used by the Council with profiles of their expected useful lives. From this it is possible to plan when IT infrastructure will need to be replaced. For hardware this tends to be between once every three to five years whereas software packages tend to last longer.

### **3 Corporate Objectives and Priorities**

- 3.1 In order to deliver the key priorities identified in the Corporate Plan it is essential that the Council's underlying asset base is sufficiently maintained to be fit for purpose.
- 3.2 The Council has a significant land and property holding generating income that is a key part of the Council's revenue budget. Maintaining and improving this income stream will be a significant factor in the Council's financial strategy in the future and this has a clear link to the maintenance of the land and property assets themselves.

### **4 Consultations/Communications**

- 4.1 Relevant Heads of Service have been consulted with regard to the investment required to maintain those assets for which they are responsible.

### **5 2019/20 AMP update**

#### Land and Buildings

- 5.1 Expenditure to the end of October shows works to the value of £423k have been committed or completed against an original budget for the year of £2.525M.
- 5.2 Two projects at Portway Depot for external cladding and fire safety improvements have been taken out of the programme as they have been superseded by a new project which has been included in the 2020 budget. A project at the Lights has also been removed. The total value of the three projects removed is £250,000. These are shown in Annex 1a.

- 5.3 Three projects at Beech Hurst will now not be undertaken in 2019/20 and carried forward to 2020/21. This is due to the need for further reviews and the requirement for a specialist resource. Works to the Guildhall are being carried forward as the tender was unsuccessful and will be repackaged and re-tendered in 2020/21. Stage 1 of the specialist works to the boundary wall at St Mary's Churchyard has been completed, but stage 2 is to be carried forward. The total value of items to be carried forward is £725,000 and is shown in Annex 1a and cross referenced in Annex 2a.
- 5.4 Taking into account these adjustments, the AMP requirement for the year is now expected to be £975,000 less than originally estimated at £1.55M as shown in Annex 1a.

#### Vehicles and Plant

- 5.5 The total requirement for 2019/20 was originally set at £1.315M against which actual spend and commitments at the end of October are £680,000.
- 5.6 Two additional vehicles for glass collection have been added to the budget during the year increasing the budget to £1.401M.
- 5.7 A breakdown of the costs related to the 2019/20 AMP are shown in Annex 1b.

#### IT Infrastructure

- 5.8 Completed and committed expenditure for the year to October is £184,000 against an original estimate of £335,000.
- 5.9 There have been some changes to the proposed project budgets during the year. The SAN upgrade and the Multi Functional Devices have both increased and the Sophos upgrade budget is no longer required.
- 5.10 Taking into account the changes above, the requirement for 2019/20 is now estimated to be £352,000.
- 5.11 A breakdown of the costs related to the 2019/20 AMP are shown in Annex 1c.

### **6 2020/21 AMP programme**

#### Land and Buildings

- 6.1 The land and buildings' element of the AMP is managed across two Services; Property & Asset Management and Community & Leisure.
- 6.2 The recommended budget in 2020/21 is £2.428M (including £725,000 brought forward from 2019/20).
- 6.3 It is recommended that the works for the Playgrounds at a total cost of £85,000 be funded from the New Homes Bonus as these are projects that will benefit the community.

- 6.4 A summary of the items included in the AMP for 2020/21 is shown in Annex 2a.

Vehicles and Plant

- 6.5 The recommended budget for replacement of vehicles and plant in 2020/21 is £1.418M. A summary of the items included in the AMP for 2020/21 is shown in Annex 2b.

IT Infrastructure

- 6.6 The IT AMP requirement 2020/21 is £226,000. A breakdown of the costs is shown in Annex 2c.

## **7 Options**

- 7.1 There are many possible ways of prioritising the individual assets that require maintenance and the extent to which work is carried out.
- 7.2 The amounts included in the annexes and recommended for inclusion in the AMP are based on the professional advice of officers from the Services concerned in the operation and management of the Council's assets.
- 7.3 If, during the year, it becomes apparent that items need to be added to the AMP as a result of unexpected deterioration of an asset or for operational expediency it is recommended that the Head of Finance, after consultation with the Finance Portfolio Holder and the Head of Service responsible for the item, be authorised to procure such works as are necessary from the AMP reserve (see paragraph 9.5) to the extent that the reserve has funds available. It may also be the case that there are good reasons for approved projects to be temporarily deferred and Heads of Service should also have the capacity to postpone items where they consider it appropriate. Any such approvals will be agreed with the Finance Portfolio Holder and reported to Cabinet as part of the following AMP update.

## **8 Risk Management**

- 8.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified the following significant (Red or Amber) residual risks that cannot be fully minimised by existing or planned controls or additional procedures.
- 8.2 There is a risk that the projects included in the AMP will not be delivered as scheduled leading to assets falling into disrepair. This will be monitored by regular progress reviews of the AMP by responsible officers and update reports to Cabinet.
- 8.3 There is a risk that there will be insufficient funds available to meet AMP requirements. The current level of the AMP reserve is just sufficient to fund the programme included in this report; however, there continues to be the need to seek sustainable funding for the AMP.

- 8.4 There is a risk of claims resulting from loss or injury caused by / contributed to as a result of poorly maintained Council owned property. This will be monitored by regular progress reviews of the AMP by responsible officers and update reports to Cabinet.

## 9 Resource Implications

- 9.1 The projected costs of the AMP in 2019/20 and 2020/21 are discussed in sections five and six above and are shown in more detail in annexes 1 and 2. All these costs will be met from a specific reserve created to fund asset management costs.

### Financing the AMP

- 9.2 It is not practical to build a base budget for AMP costs against individual services due to the highly changeable requirement from year to year. The Council's approach to funding the AMP is to hold an earmarked reserve that is allocated each year to budgets where expenditure is to be incurred.
- 9.3 The AMP is mainly funded in two ways.
- An annual contribution from the revenue budget. This contribution is currently £1.217M per annum.
  - Where the Council has a revenue variance at the end of the year an element of this can be used to top-up the reserve. However, this option cannot be relied upon as a sustainable source of funding.
- 9.4 There is additional pressure on the AMP reserve in 2020/21, and the Medium Term Financial Strategy 2020/21 – 2022/23 (reported to Cabinet elsewhere on this agenda) recommends an additional contribution to the reserve of £1M in the year.
- 9.5 At 31 March 2019 the Council's AMP reserve balance stood at £2.954M. The forecast movement in the reserve up to 31 March 2021 is shown in the table below.

	£'000
<b>Asset Management Reserves at 31 March 2019</b>	<b>2,954</b>
Transfer from revenue budget – 2019/20	2,117
Transfer from revenue budget – 2020/21	2,217
Contribution from New Homes Bonus	400
Sale of vehicles replaced as part of 2018/19 & 2019/20 AMP	81
Land and Buildings Requirement 2019/20 – annex 1a	(1,550)
Vehicle and Plant Requirement 2019/20 – annex 1b	(1,401)

IT Infrastructure Requirement 2019/20 – annex 1c	(352)
Land and Buildings Requirement 2020/21 – annex 2a	(2,428)
Vehicle and Plant Requirement 2020/21 – annex 2b	(1,418)
IT Infrastructure Requirement 2020/21 – annex 2c	(226)
<b>Asset Management Reserves at 31 March 2021</b>	<b>394</b>

- 9.6 The proposed AMP items comprise both revenue and capital expenditure. Expenditure is classified as capital when the total cost is over £10,000 and it is for the purchase of a new asset, materially lengthens the useful life of an existing asset or adds value to the asset being modified. All other expenditure on the routine maintenance and repair of assets will be treated as revenue expenditure. Once approved, the costs of the AMP will be kept in the Asset Management Reserve and drawn down as and when required.

## 10 Legal Implications

- 10.1 Those tenants occupying Council owned properties for which the Council is responsible for maintenance could, in the event of their property falling into disrepair, take action against the Council as their landlord. This is covered in the risk assessment (paragraph 8.4).

## 11 Climate Change Implications

- 11.1 The Council is in the process of setting up a number of Climate Change Work Streams in response to the Council Motion on 4 September 2019, "That the Council declares a 'Climate Emergency' and commits to investigating clear and effective options to become a carbon-neutral organisation."

Three of these Work Streams are relevant to the Asset Management Plan:

- a) Premises and Asset Management – to review the management of the Council's premises and assets to identify areas where we can reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat needs;
  - b) Transport, Fleet and Plant – to bring forward measures to improve the fuel efficiency and move towards lower emission fuel sources;
  - c) Digital and smart working – to investigate how the Council can make best use of available technology and how this could help change the way the Council does business.
- 11.2 The Property & Asset Management Service do and will continue to explore all options when upgrading or replacing property assets. Part of this exploration will always include a review of alternative technologies and solutions.

- 11.3 A regular assessment of alternative technologies is always undertaken in relation to the procurement of replacement vehicles and plant. Environmental Service has deployed a number of electric vans in recent years and other technologies are emerging, particularly around grounds maintenance functions, where electrically powered plant and hand held equipment is gradually coming onto the market. For larger vehicles the alternative technology is not in place. However, all new vehicles meet the required low emissions standards at the time of purchase.

## **12 Equality Issues**

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

## **13 Other Issues**

- 13.1 There are no other issues.

## **14 Conclusion and reasons for recommendation**

- 14.1 All Council land, vehicle and IT assets have been reviewed to ensure that those included on the draft programme are the most appropriate at this time.
- 14.2 For this reason it is recommended that the items shown in annex 1 are included in the revised AMP for 2019/20 and the items shown in annex 2 are included in the AMP for 2020/21.
- 14.3 Asset management needs to have flexibility due to the difficulty of knowing exactly when an item will need repair or replacement. In order to ensure that operational efficiency is not impaired it is recommended that controlled safeguards are built in to the financing of the AMP to ensure that unforeseen works can be undertaken without undue delay.

### 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:

2

File Ref:

N/A

(Portfolio: Finance) Councillor M Flood

Officer:

Jenni Carter

Ext:

8236

Report to:

Cabinet

Date:

6 November 2019

**LAND & BUILDINGS**  
**ASSET MANAGEMENT REQUIREMENT 2019/20**

<u>Property Name</u>	<u>2019/20 Budget</u>	<u>Budget Changes</u>	<u>Actual Spend to Date</u>	<u>Carry Forward to 2020/21</u>	<u>Budget Remaining</u>
£	£		£		£
<u>Property &amp; Asset Management</u>					
18 Market Place	25,000		13,741		11,259
Andover Bus Station	1,306		1,296		10
Beech Hurst	669,625	(795)	39,797	(530,000)	99,033
Broadwater Road	8,739	7,360	17,089		(990)
Crosfield Hall	4,210		1,001		3,209
Former Magistrates Court, Romsey	1,000	795	1,795		0
Guildhall	215,993		4,500	(116,393)	95,100
The Lights	72,649	(30,000)	7,410		35,239
Portway Depot	163,376	(70,000)	8,972		84,404
Romsey Heritage Centre and Tourist Info Cen	60,000		41,656		18,344
St Mary's Churchyard	59,937		26,241	(33,696)	0
Various sites - surveys	98,803		0	(45,000)	53,803
Walworth Enterprise Centre	43,783	(7,360)	9,704		26,719
<b>Total Property &amp; Asset Management</b>	<b>1,424,421</b>	<b>(100,000)</b>	<b>173,202</b>	<b>(725,089)</b>	<b>426,130</b>
<u>Community &amp; Leisure</u>					
Cemeteries / Memorials	13,118		510		12,608
Green Spaces	298,307		35,312		262,995
The Lights	20,000		6,427		13,573
Playgrounds	315,028		85,446		229,582
Sports Facilities	153,089		86,618		66,471
<b>Total Community &amp; Leisure</b>	<b>799,542</b>	<b>0</b>	<b>214,313</b>	<b>0</b>	<b>585,229</b>
<b><u>Scheduling to be agreed:</u></b>					
<u>Property &amp; Asset Management</u>					
Hunts Farm	10,000		10,398		(398)
Portway Depot	150,000	(150,000)	0		0
<b>Total Property &amp; Asset Management</b>	<b>160,000</b>	<b>(150,000)</b>	<b>10,398</b>	<b>0</b>	<b>(398)</b>
<u>Community &amp; Leisure</u>					
Cemeteries / Memorials	20,000		0		20,000
Green Spaces	82,000		25,000		57,000
Sports Facilities	38,800		0		38,800
<b>Total Community &amp; Leisure</b>	<b>140,800</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>115,800</b>
<b>Total Land &amp; Buildings Requirement for 2019/20</b>	<b>2,524,763</b>	<b>(250,000)</b>	<b>422,913</b>	<b>(725,089)</b>	<b>1,126,761</b>

**VEHICLES & PLANT - ASSET MANAGEMENT REQUIREMENT 2019/20**

<u>Unit</u>	<u>Type of Asset</u>	<u>2019/20 Budget</u>	<u>Budget Changes</u>	<u>Actual Spend to Date</u>	<u>On Order</u>	<u>Budget Remaining</u>
		£	£	£	£	£
Grounds Maintenance	Chipper	10,000				10,000
Grounds Maintenance	Tractor	13,500				13,500
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Pest Control	Van	13,000				13,000
Pest Control	Van	13,000				13,000
Grounds Maintenance	Van	23,000				23,000
Grounds Maintenance	Van	23,000				23,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Tipper	27,000				27,000
Grounds Maintenance	Specialist Equipment	2,500				2,500
Street Cleansing	Sweeper	131,000	1,525		132,663	(138)
Grounds Maintenance	Rotary Mower	5,000				5,000
Grounds Maintenance	Rotary Mower	5,000				5,000
Grounds Maintenance	Excavator	19,000				19,000
Grounds Maintenance	Cylinder Mower	3,600				3,600
Vehicle Workshop	Van	13,000				13,000
Street Cleansing	Van	13,500				13,500
Grounds Maintenance	Rotary Mower	5,900				5,900
Grounds Maintenance	Rotary Mower	5,900				5,900
Grounds Maintenance	Rotary Mower	5,900				5,900
Grounds Maintenance	Rotary Mower	16,000				16,000
Waste Collection	Truck	67,000				67,000
Waste Collection	Van	38,000				38,000
Waste Collection	Glass Collection Vehicle	0	52,700	52,700		0
Waste Collection	Glass Collection Vehicle	0	33,695	33,695		0
Portway Depot	Specialist Equipment	10,000				10,000
Grounds Maintenance	Specialist Equipment	3,500				3,500
Street Cleansing	Trailer	6,364				6,364
Grounds Maintenance	Trailer	3,500				3,500
Street Cleansing	Trailer	2,500				2,500
Grounds Maintenance	Trailer	3,200				3,200
Grounds Maintenance	Trailer	3,500				3,500
Building Maintenance	Washer	15,000				15,000
Grounds Maintenance	Rotary Mower	4,700				4,700
Vehicle Workshop	Specialist Equipment	5,003				5,003
Vehicle Workshop	Specialist Equipment	50,000				50,000
Grounds Maintenance	Tipper	30,510		30,510		0
Grounds Maintenance	Tipper	30,510		30,510		0
Street Cleansing	Tipper	27,180	(306)	26,874		0
Street Cleansing	Tipper	27,179	(305)	26,874		0



**VEHICLES & PLANT - ASSET MANAGEMENT REQUIREMENT 2019/20**

<u>Unit</u>	<u>Type of Asset</u>	<u>2019/20 Budget</u>	<u>Budget Changes</u>	<u>Actual Spend to Date</u>	<u>On Order</u>	<u>Budget Remaining</u>
		£	£	£	£	£
Street Cleansing	Tipper	27,179	(305)	26,874		0
Grounds Maintenance	Tipper	30,510		30,510		0
Grounds Maintenance	Tipper	30,510		30,510		0
Building Maintenance	Van	25,295	(305)	24,990		0
Building Maintenance	Van	30,539		30,539		0
Building Maintenance	Van	19,638	(305)	19,333		0
Building Maintenance	Van	23,878		23,878		0
Grounds Maintenance	Flail Mower	16,250		16,250		0
Grounds Maintenance	Flail Mower	16,450		16,450		0
Grounds Maintenance	Trailer	12,000		12,000		0
Grounds Maintenance	Tipper	28,960		28,960		0
Grounds Maintenance	Mower	16,450		16,450		0
Grounds Maintenance	Trailer	1,450		1,450		0
Grounds Maintenance	Trailer	2,695		2,695		0
Grounds Maintenance	Mower	4,450		4,450		0
Grounds Maintenance	Trailer	1,775		1,775		0
Grounds Maintenance	Mower	16,650		16,650		0
Grounds Maintenance	Trailer	12,000		12,000		0
Vehicle Workshop	Specialist Equipment	5,500				5,500
Vehicle Workshop	Vehicle Maintenance	100,000		30,000		70,000
<b>Total Vehicles &amp; Plant Requirement 2019/20</b>		<b>1,314,625</b>	<b>86,395</b>	<b>546,928</b>	<b>132,663</b>	<b>721,429</b>

**IT INFRASTRUCTURE - ASSET MANAGEMENT REQUIREMENT 2019/20**

<u>Description</u>	<u>2019/20 Budget</u>	<u>Budget Changes</u>	<u>Actual Spend to Date</u>	<u>Budget Remaining</u>
	£			
Laptops, PC, Wyse ,etc...	100,000		6,421	93,579
SAN Upgrade	90,000	10,437	100,437	0
Cabling / Networking	6,000			6,000
Sophos Upgrade	15,000	(15,000)		0
IDOX Upgrade	15,000		10,260	4,740
Other migrations	15,000			15,000
C Series Bottomline Upgrade	15,000		5,000	10,000
CCTV	8,000			8,000
Operating Software	10,000			10,000
Backup Hardware/Technology	15,000			15,000
Citrix upgrade	5,126			5,126
Multi Functional Devices	41,000	21,076	62,076	0
<b>Total IT Infrastructure requirement 2019/20</b>	<b>335,126</b>	<b>16,513</b>	<b>184,194</b>	<b>167,445</b>

**LAND & BUILDINGS**  
**ASSET MANAGEMENT REQUIREMENT 2020/21**

<u>Property Name</u>	<u>Estimated Cost</u> £	<u>Brought Forward from 19/20</u> £	<u>2020/21 Budget</u> £
<u>Property &amp; Asset Management</u>			
Bus Shelters	5,000		5,000
Beech Hurst	345,000	530,000	875,000
Botley Road	17,000		17,000
Charlton Sports Centre	10,000		10,000
Churchill Road Bungalow	5,000		5,000
Crosfield Hall	20,000		20,000
Guildhall	15,000	116,393	131,393
London Road Sports Pavilion	1,000		1,000
Portway Depot	215,000		215,000
St Mary's Churchyard	6,304	33,696	40,000
Union Street	5,000		5,000
Various car parks	19,000		19,000
Various - Management Information System	5,000		5,000
Various sites - surveys		45,000	45,000
Walworth Enterprise Centre	40,000		40,000
Youth in Romsey	5,000		5,000
<b>Total Property &amp; Asset Management</b>	<b>713,304</b>	<b>725,089</b>	<b>1,438,393</b>
<u>Community &amp; Leisure</u>			
Cemeteries / Memorials	7,000		7,000
Green Spaces	539,500		539,500
The Lights	37,500		37,500
Playgrounds	85,000		85,000
Sports Facilities	321,000		321,000
<b>Total Community &amp; Leisure</b>	<b>990,000</b>	<b>0</b>	<b>990,000</b>
<b>Total Land &amp; Buildings Requirement for 2020/21</b>	<b>1,703,304</b>	<b>725,089</b>	<b>2,428,393</b>

**VEHICLES & PLANT - ASSET MANAGEMENT REQUIREMENT 2020/21**

<u>Unit</u>	<u>Type of Asset</u>	<u>2020/21</u> <u>Budget</u>
		£
Grounds Maintenance	Rotary Mower	7,800
Grounds Maintenance	Cylinder Mower	4,000
Grounds Maintenance	Rotary Mower	18,500
Grounds Maintenance	Rotary Mower	18,500
Grounds Maintenance	Rotary Mower	18,500
Grounds Maintenance	Cylinder Mower	32,000
Grounds Maintenance	Cylinder Mower	32,000
Grounds Maintenance	Specialist Equipment	1,900
Grounds Maintenance	Rotary Mower	26,000
Grounds Maintenance	Specialist Equipment	2,500
Grounds Maintenance	Tipper	30,000
Grounds Maintenance	Tipper	30,000
Grounds Maintenance	Tipper	30,000
Grounds Maintenance	Tipper	30,000
Grounds Maintenance	Tipper	30,000
Street Cleansing	Tipper	36,000
Street Cleansing	Tipper	36,000
Street Cleansing	Tipper	36,000
Waste Collection	Tipper	40,000
Waste Collection	Tipper	40,000
Grounds Maintenance	Trailer	1,500
Grounds Maintenance	Trailer	3,200
Grounds Maintenance	Trailer	3,200
Grounds Maintenance	Chipper	15,000
Grounds Maintenance	Van	18,500
Grounds Maintenance	Van	19,000
Street Cleansing	Tipper	32,000
Street Cleansing	Tipper	32,000
Street Cleansing	Tipper	32,000
Street Cleansing	Tipper	32,000
Street Cleansing	Tipper	32,000
Street Cleansing	Tipper	32,000
Vehicle Workshop	Van	28,000
Waste Collection	Refuse Vehicle	163,000
Waste Collection	Refuse Vehicle	163,000
Waste Collection	Refuse Vehicle	163,000
Grounds Maintenance	Specialist Equipment	6,700
Grounds Maintenance	Specialist Equipment	6,700
Vehicle Workshop	Specialist Equipment	5,500
Vehicle Workshop	Specialist Equipment	10,000
Vehicle Workshop	Fleet Management System	20,000
Vehicle Workshop	Vehicle Maintenance	100,000
<b>Total Vehicles &amp; Plant Requirement 2020/21</b>		<b>1,418,000</b>

**IT INFRASTRUCTURE - ASSET MANAGEMENT REQUIREMENT 2020/21**

<u>Description</u>	<u>2020/21</u> <u>Budget</u>
	£
Laptops, PC, Wyse ,etc...	70,000
Network Refresh Project	75,000
Citrix upgrade	10,000
IDOX Upgrade	10,000
Capita upgrade	20,000
WUG project	18,000
Apps migrations projects	15,000
CCTV	8,000
<b>Total IT Infrastructure requirement 2020/21</b>	<b>226,000</b>

## **ITEM 11 Medium Term Financial Strategy 2020/21 – 2022/23**

Report of the Finance Portfolio Holder

### **Recommended:**

- 1. That the Medium Term Financial Strategy (MTFS) for 2020/21 to 2022/23 be approved.**
- 2. That the Medium Term Financial Forecast outlined in Annex 3 to the report be noted.**

#### **SUMMARY:**

- This MTFS sets out the framework within which the 2020/21 budget will be prepared.
- It also sets out the Medium Term Financial Forecast for the General Fund Revenue Budget together with details of Revenue savings, which will form the basis of the 2020/21 budget.

### **1 Introduction**

- 1.1 The Constitution sets out the processes for preparing the Council's budget. The Cabinet is required to consult with Members and other Committees in formulating the budget proposals to be presented to Council.
- 1.2 The MTFS sets out the key financial assumptions that have been made in producing the Medium Term Financial Forecast and sets out a proposed framework within which to work over the life of the strategy.
- 1.3 It should be stressed that all of the options and assumptions in this report, relating to any potential budget changes, are for indicative planning purposes only. Final decisions on the overall Budget and Council Tax level will not be made until February 2020 once the Local Government Finance Settlement has been announced. These decisions can only be made by Full Council.

### **2 Background**

- 2.1 This MTFS complements the Council's Corporate Plan and sets out a clear framework for financial decision making. The Corporate Plan makes clear what the Council's priorities are, and the MTFS sets out how the financial management process will contribute to delivering these priorities.
- 2.2 The MTFS has been produced at a challenging time for the Council's finances. The Council has a balanced budget and reserves are at a safe level – but there is little room for manoeuvre and savings will be required in future to maintain financial stability. The Government and the public expect that Council Tax increases are kept to a low level and the Council is committed to achieving this. At the same time, expectations on the Council to provide efficient and effective services have never been higher.

- 2.3 2013 saw a radical change in the world of local government funding. Localisation of business rates and of support for council tax has had a profound effect on local authority finances and the level of funding risk that individual authorities face. The implications of these changes have been and continue to be monitored carefully to ensure that any adverse financial impacts are addressed as soon as possible.
- 2.4 Universal Credit is replacing a number of means-tested benefits for working age residents including Housing Benefit. The Universal Credit Full Service has been live in all Jobcentres in the Test Valley area since July 2018 which means the gateway to new claims for Housing Benefit for most customers living in the Borough is now closed. The Council will continue to assess claims for Council Tax Support and some Housing Benefit claims (including customers living in temporary or supported accommodation and pensioners). All existing legacy benefits cases including Housing Benefit cases for working age customers are expected to migrate to Universal Credit over the period to 2023. There is likely to be a reduction in the workload of the benefits team as cases migrate to Universal Credit.
- 2.5 Whilst Universal Credit will replace Housing Benefit for most working-age customers in Test Valley, the Council will continue to operate a Council Tax Support scheme to claimants in receipt of both these forms of support. The cost-effectiveness and complexity of the current scheme will be kept under review. The Head of Revenues will bring forward options for changes to the scheme in 2020.
- 2.6 Funding levels for Local Government have never been more uncertain. The Spending Round 2019 announced by the Chancellor, Sajid Javid, on 4<sup>th</sup> September confirmed that there would be a one year finance settlement in 2020/21, but details will not be available until some time in December following the release of the Provisional Local Government Finance Settlement. Things become even more uncertain beyond 2020/21 as funding for Local Government will be heavily impacted by the re-distributional effects of the Fair Funding Review, the reset of the Business Rates Retention Scheme and the expected gradual withdrawal of the New Homes Bonus. Details of these major changes are not expected until the Government publishes its consultation papers sometime in summer 2020.
- 2.7 This MTFS includes a forward look over the next 3 years, to anticipate additional spending requirements, and the level of savings that will be needed to keep Council Tax affordable. By anticipating financial pressures now, the Council will be in a better position to meet the challenges ahead in a way that ensures financial resources are targeted to the Council's highest priorities.
- 2.8 However, this strategy comes with a strong health warning as it is not possible to forecast with absolute certainty how the changes in local government funding will pan out, especially given the political turmoil caused by Brexit and strong speculation about a snap general election being called this year, all of which could impact on the next Local Government Finance Bill.

- 2.9 The financial forecasts that follow are based on a credible analysis of the potential options, but the potential outcomes are inherently uncertain without answers to four key questions:
- (a) Will the Government mitigate the effects of a reset in the Business Rates Retention Scheme as it moves from a 50% to 75% retention basis in 2021/22?
  - (b) What funding settlement will local government get in 2020/21 and, more importantly, after the end of the current one year settlement?
  - (c) Will further changes be implemented to the New Homes Bonus?
  - (d) How will the Government implement the Fair Funding Review?
- 2.10 The MTFs forecasts will be revised at least annually to reflect the most up to date issues, priorities and pressures faced by the Council. Further information on any aspect of the Council's finances can be obtained from the Council's [website](#).

### 3 Financial Management Principles

***“We are an ambitious, innovative and optimistic Council. Operating within an environment in which there is an ever increasing demand on our services within tough financial conditions, we have sought to develop and embed our “investing philosophy” at the heart of how we do business as an organisation. Investing is about more than just money; it is about devoting our energy, skills and resources to achieving the best results for our residents and communities” – “Growing Our Potential” the Corporate Plan 2019-23.***

- 3.1 The Council has a duty to the public for the responsible use of their money. The Council will at all times conduct its financial affairs in a prudent, responsible manner, but in a way that encourages innovation, achieves improvement and facilitates partnership.
- 3.2 The following specific principles underpin the Council's financial management arrangements:
- (i) The Council will conduct its financial management with integrity, probity and in accordance with the standards and expectations of a publicly funded body.
  - (ii) The Council will ensure that budgets are aligned to the Corporate Plan and based on realistic estimates.
  - (iii) The Council will work with partners in the public, private and voluntary sectors to maximise funding available to deliver strategic priorities.
  - (iv) The Council will base its decision making upon complete, reliable and timely financial information, and a full evaluation of all the financial and risk implications.
  - (v) The Council will ensure that ongoing funding is available before recruiting new staff and will make use of temporary appointments where this will meet business needs.



- (vi) The Council will secure value for money and have regard to environmental considerations in the procurement of supplies and services and will improve the efficiency and effectiveness of its procurement process. To encourage better procurement practice there will be no inflationary increases in budgets for supplies and services (except when there is a contractual obligation to apply indexation).
- (vii) The Council will maximise its income and will increase its fees and charges by at least the rate of inflation except where strategic aims, legal requirements, contractual obligations or market forces would render this inappropriate.
- (viii) The Council will hold its managers accountable for remaining within their budgets, but will empower managers to take the business decisions necessary to do so.
- (ix) Before committing to additional expenditure, the Council will ensure that additional funding, improved income and/or savings are identified to meet the extra costs.
- (x) The Council will maintain balances and reserves to enable the Council to respond effectively to unexpected events and opportunities, and sufficient to meet all known future liabilities.
- (xi) The Council will identify savings to support budgetary pressures and not use its general balances; however, use of earmarked reserves may be made to fund specific or one-off items where appropriate.
- (xii) The Council will ensure that its published financial information is reliable and understandable.

## **4 Budget Strategy**

### Financial Strategy Aims

- 4.1 The Council's financial aims for the period covering the next three years are set out below. These aims are described in detail in this report and form the overarching aims for each budget setting year within the financial strategy period.
- To maintain a low Council Tax whilst delivering high quality frontline services.
  - To ensure that the efficiency culture remains embedded within the Council, systematically challenging and securing Value for Money.
  - To ensure that the Council's resources continue to be focussed on meeting the Council's Vision for Test Valley and achieving its aims and priorities.
  - To ensure that the Council's infrastructure is fit for purpose and that new capital needs are identified and met.
  - To ensure that the Council's core ongoing financial position remains stable and continues to support the Council's key aims.

- To continue to seek out new investment opportunities through Project Enterprise, making better use of cash resources to enhance revenue returns.

### Budgetary Assumptions

4.2 The budget over the duration of this Strategy is based on the following assumptions:

#### *Revenue*

- (a) Continued Government support in relation to the funding of negative Revenue Support Grant (RSG) in 2020/21.
- (b) A review of the Council Tax Support Scheme in 2019/20, with a view to implement changes to the scheme in 2020/21, subject to full public consultation.
- (c) The Test Valley element of Council Tax being increased annually by £5 in each of the next three years.
- (d) The Andover Levy being pegged to the movements in Council Tax over the medium term.
- (e) A general zero inflation allowance for all expenditure budgets except for contractual obligations and a possible staff pay increase.
- (f) The minimum level of working reserves is maintained at £2m over the financial strategy period.
- (g) The Council continues to make cashable efficiencies every year.
- (h) No growth bids will be entertained until the strategy is reviewed in July 2020 – i.e. all growth pressures (except the items detailed in Annex 6) will be managed by Heads of Service within existing budgets or met from earmarked reserves where this is appropriate.
- (i) No in-year supplementary estimates will be approved by the Cabinet, although a small contingency provision will be available to meet exceptional or extraordinary items of expenditure.
- (j) A car parking review is being undertaken separately, the outcomes of which will be considered by Cabinet and built into the budget forecasts at a later date.
- (k) All other income will be maximised by thorough fees and charges' reviews. These are expected to be increased by a minimum of inflation, or such increase as the individual markets can bear except where strategic aims, legal requirements, contractual obligations or market forces would render this inappropriate.
- (l) New Homes Bonus to decrease over the next three years from 2020/21 to 2022/23. This element of financing to be used for specific purposes as follows:
  - Topping up the Community Revenue Fund as necessary
  - Annual contribution to the Community Asset Fund
  - Capital financing of assets with a community benefit e.g. playground improvements

- Offset to the expected continuing reductions in Government financial support

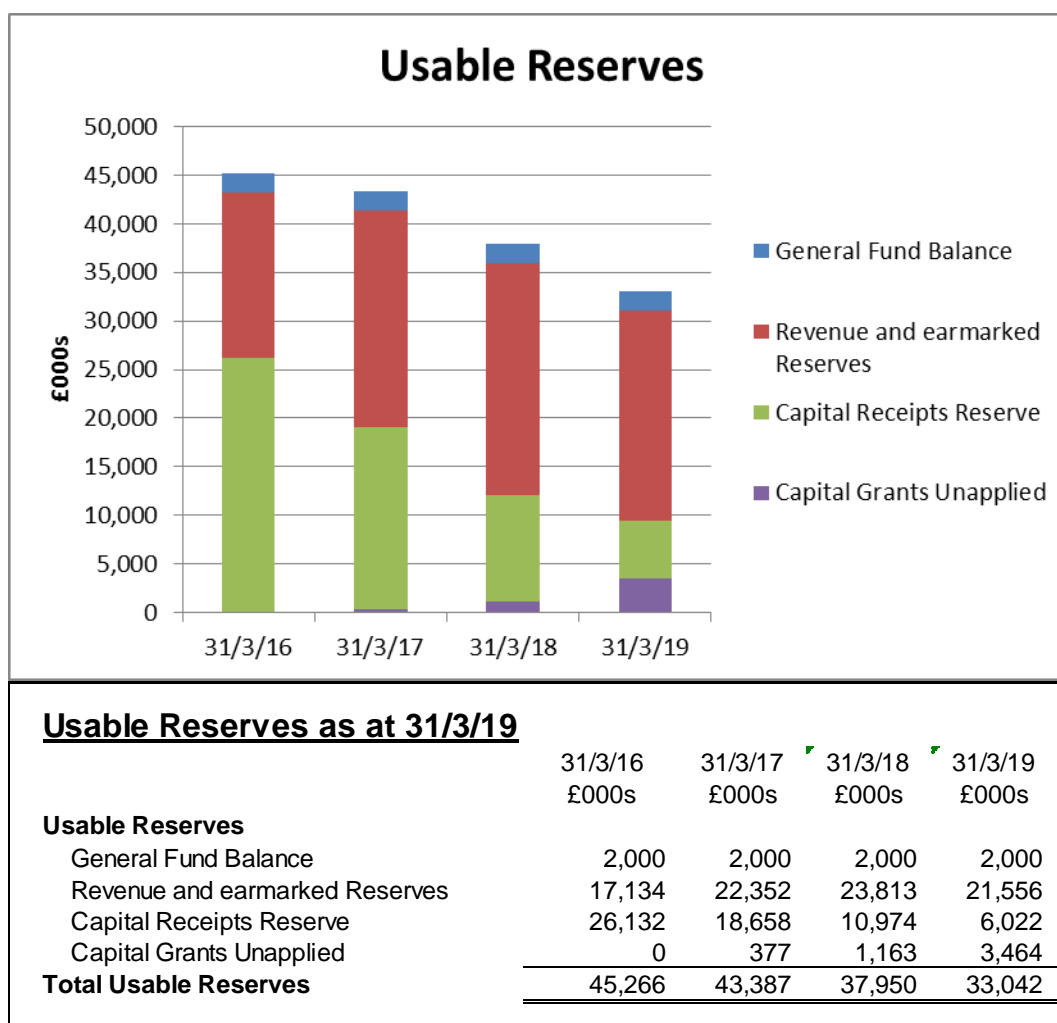
More details of this budget assumption are set out in paragraph 4.11.

### *Capital*

- 4.3 The Council will maximise the utilisation of, and rate of return on, the assets it holds on its balance sheet.
- 4.4 All capital expenditure will be funded in accordance with the principles contained in the Prudential Code for Local Authority Capital Finance. All decisions on capital expenditure will ensure that investment is prudent, sustainable and affordable, and that the full implications of all capital expenditure decisions are taken into account in the Council's Revenue Budget.

### Review of Reserves

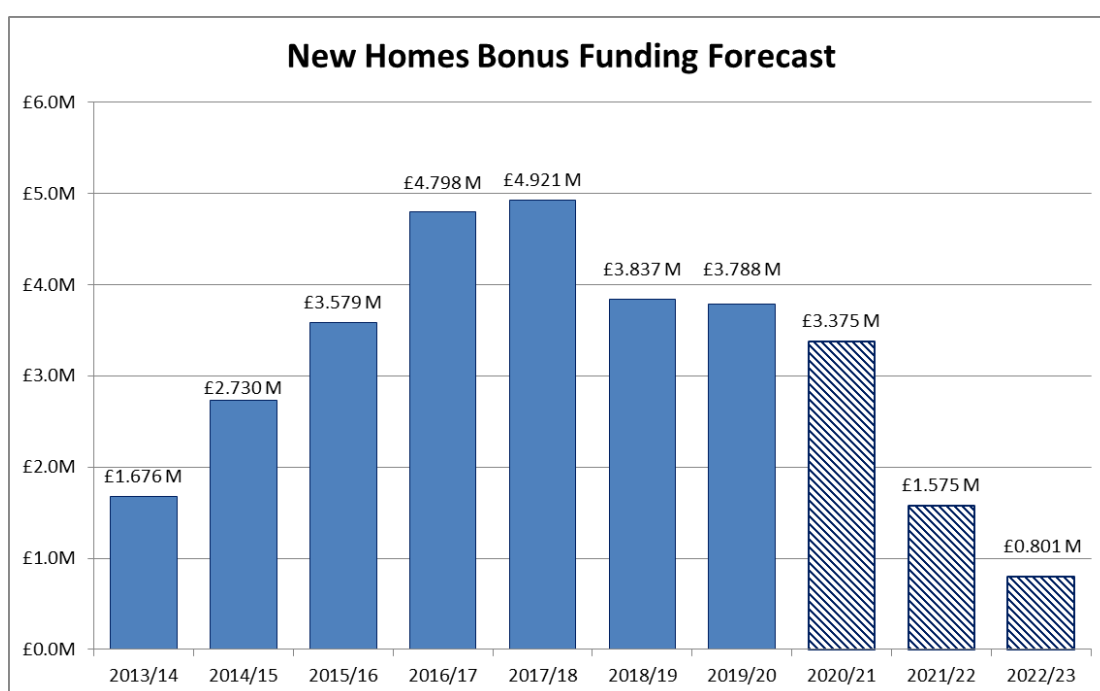
- 4.5 Reserves are held for a variety of different reasons. Some relate to known and relatively certain future costs such as planned building maintenance, vehicle and IT replacement. Others concern possible, though less certain, liabilities such as unexpected additional costs, or a sudden drop in income from fees and charges. This is where one moves into questions of judgment and prudence.
- 4.6 Reserves are a hedge against risk. Demand for public services is increasing at the same time that the Government is putting a squeeze on public expenditure. Though predictable in general terms, these trends are difficult to quantify and forecast precisely. Reserves provide a fall-back if there is a gap between the assumptions made in the budget and the trends which actually emerge.
- 4.7 The Corporate Challenge process has been very successful over the past nine years in challenging all aspects of the Council's spending, but as the Council approaches the next budget round for 2020/21, opportunities to find further savings and efficiencies are becoming harder to identify. In previous years, the Council has managed to balance the budget and protect frontline services through a mixture of savings, efficiencies, shared services, additional income and taking only a limited amount from reserves.
- 4.8 It is inevitable that if councillors wish to continue to protect services and meet their ambitions set out in the Corporate Plan, they will need to draw down a larger element of reserves than in previous years. In doing so, they will need to exercise great care, including working through medium and long term consequences.
- 4.9 The nature of most local services is that they require recurring funding to meet staff and running costs year after year. Reserves are a one-off, finite source of funding. They can cover a shortfall in recurring funding for a specific period but, after they have been exhausted, the underlying shortfall will still be there. To solve the problem, services will need to be adjusted to a level which is affordable within the envelope of funding available.



- 4.10 As shown in the graph and table above, the Council's usable reserves have been steadily declining over the last four years mainly as a result of property investments through the Project Enterprise programme.
- 4.11 Usable reserves include the unallocated General Fund Balance, Earmarked Revenue Reserves, Capital Receipts Reserve and the Capital Grants Unapplied Reserve. These are cash-backed reserves that the Council can apply to future expenditure subject to statutory conditions (e.g. the Capital Receipts and Capital Grants Reserves can only be used to finance capital expenditure).
- 4.11.1 The **General Fund Balance** represents a working balance to help cushion the impact of uneven cash-flows and minimise unnecessary temporary borrowing. It is reviewed annually by the Head of Finance and, based on the forecast cash-flows identified in the Council's Medium Term Financial Strategy, councillors are recommended to retain a prudent minimum balance in the General Fund. Currently, this is £2M.
- 4.11.2 **Earmarked Reserves** are a means of building up funds to meet known or predicted liabilities. The Council currently has twenty-four earmarked reserves totalling £21.6M. These are shown in more detail on page 59 of the Council's [Statement of Accounts](#).

4.11.3 One of the largest earmarked reserves the Council carries in its balance sheet is the **New Homes Bonus Reserve**. The New Homes Bonus is a grant paid by central government to local councils for increasing the number of homes and their use. The New Homes Bonus is currently paid each year for 4 years. It is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes.

4.11.4 The Council has been very successful in attracting New Homes Bonus. Actual and forecast amounts received and due, amount to nearly £32.3M in the twelve year period up to 2022/23. So far £21.3M has been committed from the NHB Reserve. With a further £1.2M being recommended to be drawn from the reserve over the medium term, this will leave a projected balance of £9.8M available by 31st March 2023. Details of actual and forecast receipts are shown below:



4.11.5 **Capital receipts** from the disposal of assets are treated in accordance with the provisions of the Local Government Act 2003. The Capital Receipts Reserve can only be used to fund capital expenditure, to repay debt, or to fund credit arrangements subject to the de minimis level set out in the relevant regulations (currently £10,000). A large proportion of the cash held in this reserve came from the Large Scale Voluntary Transfer of Council housing stock on 27<sup>th</sup> March, 2000 and is being used to part-finance the Council's Capital Investment Programme including investment property purchases through the Project Enterprise initiative.

4.11.6 The **Capital Grants Unapplied Reserve** holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require payment of the monies, but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied.

- 4.11.7 The Head of Finance has carried out a detailed review of the Council's usable reserves and looking at current levels of balances, he considers that they will remain adequate for meeting the Council's needs over the medium term.

## 5 Financial Context

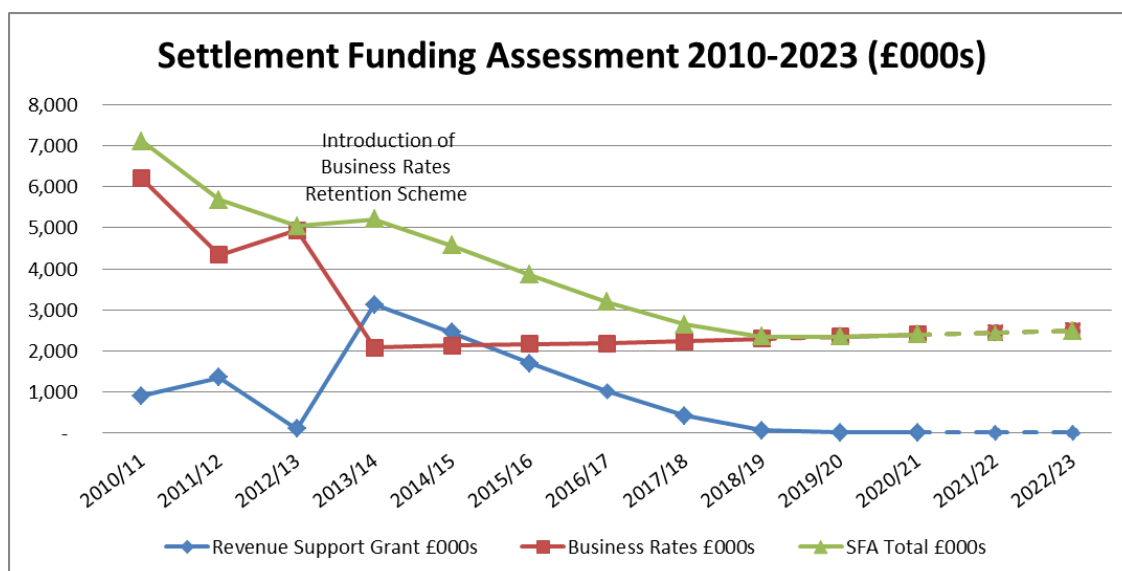
### Government Funding

- 5.1 The Government's Comprehensive Spending Review (CSR) 2010 indicated that, over a four year period, funding would be reduced by 28% leading up to 2014/15. In fact, reductions were even more extreme than expected for most district councils including ours. In 2010/11, Government support through the Settlement Funding Assessment (SFA) totalled £7.1M. By 2014/15, SFA reduced to £4.6M, a reduction of £2.5M or 36%. Taking into account inflation, the reduction in Government support in real terms over four years was over 44%. By 2020/21, SFA is projected to be about a third of the amount received in 2010/11, a reduction of £4.7M.
- 5.2 The Council's forecast of Government support for the next three years is shown below:

<b><u>Actual and Forecast Local Government Finance Settlement</u></b>					
	<b><i>Revenue Support Grant £000s</i></b>	<b><i>Business Rates £000s</i></b>	<b><i>SFA Total £000s</i></b>	<b><i>Change £000s</i></b>	<b><i>Change %</i></b>
2010/11	902	6,208	<b>7,110</b>		
2011/12	1,341	4,340	<b>5,681</b>	<b>-1,429</b>	<b>-20.1%</b>
2012/13	96	4,946	<b>5,042</b>	<b>-639</b>	<b>-11.2%</b>
2013/14	3,127	2,080	<b>5,207</b>	165	3.3%
2014/15	2,444	2,121	<b>4,565</b>	<b>-642</b>	<b>-12.3%</b>
2015/16	1,696	2,161	<b>3,857</b>	<b>-708</b>	<b>-15.5%</b>
2016/17	1,012	2,179	<b>3,191</b>	<b>-666</b>	<b>-17.3%</b>
2017/18	417	2,224	<b>2,641</b>	<b>-550</b>	<b>-17.2%</b>
2018/19	56	2,291	<b>2,347</b>	<b>-294</b>	<b>-11.1%</b>
2019/20	-	2,343	<b>2,343</b>	<b>-4</b>	<b>-0.2%</b>
2020/21	-	2,395	<b>2,395</b>	52	2.2%
2021/22	-	2,439	<b>2,439</b>	44	1.8%
2022/23	-	2,486	<b>2,486</b>	47	1.9%

- 5.3 According to LGA figures, 168 councils – almost half of all councils made up of districts, counties, unitaries and London boroughs – will lose all RSG by 2020/21.

- 5.4 The budget forecast in this report has been prepared on the assumption that the Government will continue to fund the RSG adjustment (sometimes called “negative RSG”) as it did last year, but there is no guarantee that it will do so. If it does, then the Settlement Funding Assessment should level out from 2020/21 onwards, following years of drastic reductions in government support, as shown in the graph below:



### Business Rates

- 5.5 The Business Rates Retention Scheme allows Councils to retain a proportion of any growth in business rates income over the baseline shown in the table and graph above. The forecasting of business rates income is especially difficult due to two factors:
- The impact of appeals arising from the national business rate revaluation in 2017/18, and
  - The potential for further reform of the business rate system with Local Government retaining 75% of business rates income from 1<sup>st</sup> April 2021 (subject to, as yet unknown, tariffs).
- 5.6 The budget forecasts in annex 3 are based on the current business rates system. This shows surpluses (i.e. business rates growth continuing until 2021/22 when a full reset of the system is expected with a consequential loss of all accumulated growth at that point (i.e. £2.3M). An update to these forecasts will be undertaken later in the year to assess how much of each year's surplus can safely be used to support the revenue budget.

### Council Tax

- 5.7 With the continuing decline in Government support, Council Tax is now one of the Council's main sources of income. Consequently, there is an ever increasing strategic importance to the annual debate about whether to increase Council Tax and, if so, by how much.

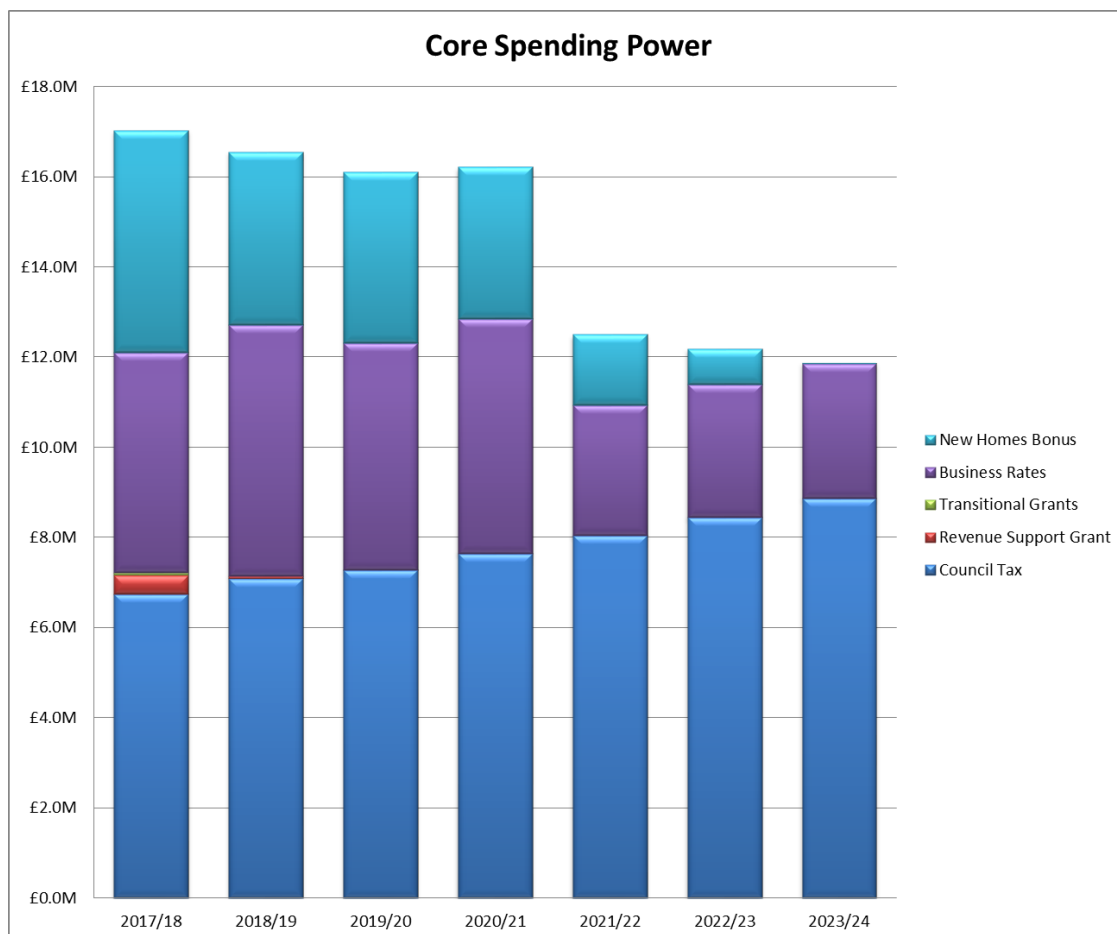
- 5.8 The financial strategy aims to keep Council Tax at a low level taking into account spending priorities and Central Government funding. This should be set in the context of Central Government's expectations of local authorities and already very low levels of Council Tax charged in the borough. The Council Tax for Test Valley Borough Council was frozen at £121.41 in 2011/12 and again in 2012/13. In 2013/14, the Government recognised the problems created by being a low tax authority and made a special dispensation to allow those councils in the bottom quartile to put up Council Tax by £5. The Council took advantage of this offer and approved an increase of 4.1% to £126.41. The Council Tax was frozen again in 2014/15 and in 2015/16, and then increased by £5 for 2016/17, 2017/18 and again in 2018/19. The current level of Council Tax at £141.41 is still very low - the 27<sup>th</sup> lowest out of the 192 district councils in England, and the 4<sup>th</sup> lowest in Hampshire. It is also £48, or 25%, lower than the average Council Tax payable in the rest of England.
- 5.9 The MTFS forecast assumes that Council Tax will be increased by £5 in 2020/21. The Government has not yet announced its council tax referendum threshold for 2020/21 and there is some doubt about whether the threshold will be set at £5 or 2% (i.e. £2.82) - as outlined in the MHCLG's recent consultation paper: October 2019. There may therefore be a need to make an adjustment to the budget forecasts following the Government issuing the referendum principles which are usually published in January each year.

#### Core Spending Power

- 5.10 As part of the Local Government Finance Settlement, the Government publishes what it calls "Core Spending Power", i.e. the level of revenue likely to be available to each individual local authority. For this Council it comprises the aggregate of:
- (a) The Settlement Funding Assessment amounts;
  - (b) The council tax requirement (excluding parish precepts);
  - (c) The New Homes Bonus and
  - (d) Any Transitional Grants
- 5.11 As set out in previous paragraphs, the MTFS has been based on assumptions that as part of the Government's Fair Funding Review during 2020, there will be a full reset of the Business Rates Retention Scheme on 1<sup>st</sup> April 2021 and a phasing out of the New Homes Bonus Scheme, leading to a severe reduction in the Council's Core Spending Power in 2021/22.
- 5.12 The table and graph below show the financial impact of expected changes over the medium term:



Test Valley Borough Council		Core Spending Power Forecast					
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m	£m	£m
Business Rates	4.890	5.560	5.042	5.199	2.890	2.947	3.003
Revenue Support Grant	0.417	0.056	-	-	-	-	-
New Homes Bonus	4.921	3.837	3.788	3.375	1.575	0.801	0.000
Transitional Grants	0.054	-	-	-	-	-	-
Council Tax	6.747	7.096	7.271	7.647	8.039	8.441	8.858
<b>Total Resources</b>	<b>17.030</b>	<b>16.549</b>	<b>16.102</b>	<b>16.221</b>	<b>12.504</b>	<b>12.188</b>	<b>11.861</b>
Annual % change	1%	-3%	-3%	1%	-23%	-3%	-3%
Proportion raised from Council Tax %	40%	43%	45%	47%	64%	69%	75%

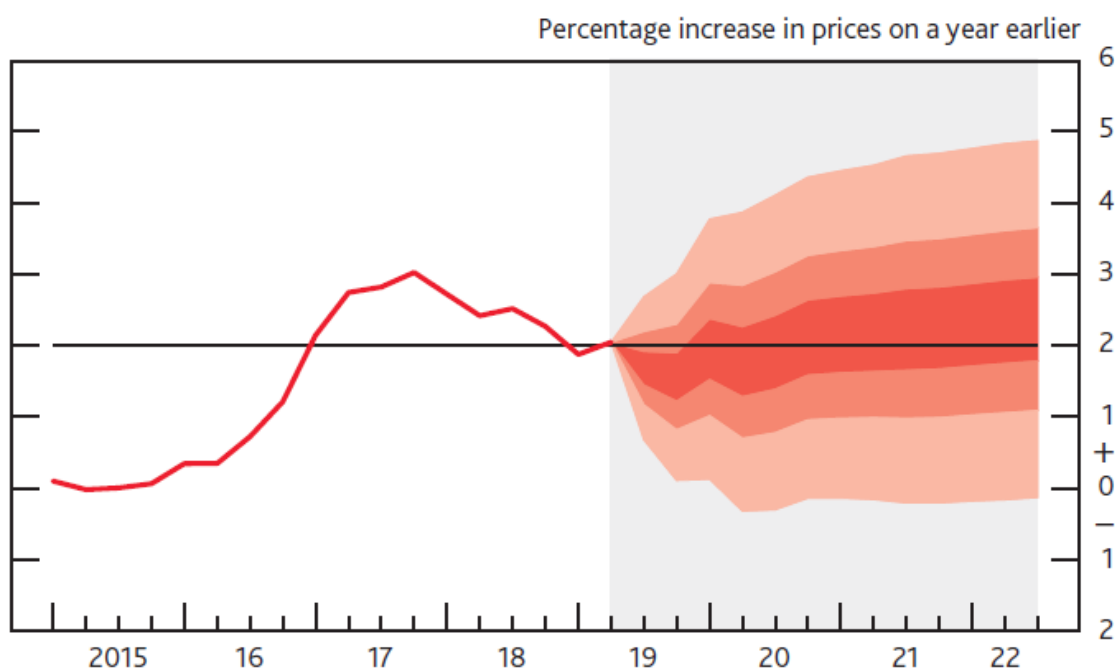


- 5.13 A 23% reduction in Core Spending Power in 2021/22 will be difficult to manage and it is not clear whether the Government will put in place any damping arrangements to help councils (especially those like Test Valley Borough Council) that have seen continued business rates growth and increasing NHB grants over the last five years, to make the transition to a new funding base from 1<sup>st</sup> April 2021. Unfortunately, it is unlikely that any details of forward funding will be available until the Fair Funding Review Consultation is published in the summer of 2020.

## 6 Key Budget Pressures and Influences

### Pay and prices

- 6.1 The largest source of cost pressure comes from inflation. In order to maintain price stability, the Government has set the Bank of England's Monetary Policy Committee (MPC) a target for the annual inflation rate of the Consumer Prices Index (CPI) of 2%. CPI inflation is projected to fall temporarily below the MPC's 2% target in the short term as energy prices decline. Conditioned on a smooth withdrawal of the UK from the EU, Brexit-related uncertainties are assumed to subside over the forecast period. Together with a boost from looser monetary conditions, the decline in uncertainties leads to a recovery in demand growth to robust rates. As a result, excess demand and domestic inflationary pressures build. CPI inflation picks up to materially above the MPC's 2% target by the end of the forecast period.
- 6.2 The MPC's projections are affected by an inconsistency between the asset prices on which they are conditioned — which reflect a higher perceived probability of a no-deal Brexit among financial market participants — and the smooth Brexit assumption underlying the central forecasts. In the event of a Brexit deal, sterling would be likely to appreciate and market interest rates and UK-focused equity prices to rise.
- 6.3 Pay and price inflation allowances have been built into the budget forecasts equating to approximately £600,000 p.a. This is in line with the central forecasts produced in the Bank of England Inflation report (August 2019). The fan chart below shows a central forecast around 1.5-3%, but given the uncertainties over the next three years the forecast range is between 0-5%.



### Revenue impact of the Capital Programme

- 6.4 The capital programme is currently financed through a combination of capital receipts supplemented by specific grants and contributions. The balance on the Capital Receipts Reserve at 31 March 2019 was £6.0M. It is expected that the Capital Receipts Reserve will be fully committed by 2021/22 and the Council will be using a mixture of internal borrowing and borrowing from external sources such as the Public Works Loan Board (PWLB) to finance further capital expenditure. This practice is allowed in accounting regulations and is in line with the limits set in the Council's Treasury Management Strategy Statement (approved by Council, February 2019).
- 6.5 Further investments are expected through Project Enterprise that may also require the use of prudential borrowing. Each £1M of borrowing is estimated to cost in the region of £81,000 p.a., although the cost is dependent on the prevailing rate of interest, the type of loan and the term of the loan when the asset is acquired. (Estimates based on a 2.57% interest rate annuity loan over 15 years).

### Interest Rates

- 6.6 The Council's Treasury Adviser, Link Asset Services, has provided the following forecasts of interest rates:

	End Q3 2018	End Q4 2018	End Q1 2019	End Q2 2019	End Q3 2019	End Q4 2019	End Q1 2020	End Q2 2020	End Q3 2020
Bank Rate	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
5yr PWLB Rate	2.00%	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%
10yr PWLB Rate	2.40%	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%
50yr PWLB Rate	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%

- 6.7 The above forecasts include the increase in margin over gilt yields of 1% introduced by the PWLB on 9<sup>th</sup> October 2019. They have been based on an assumption that there is an agreed deal on Brexit at some point in time. Given the current level of uncertainties, this is a huge assumption and so forecasts may need to be materially reassessed in the light of events over the next few weeks or months.
- 6.8 It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit. In its meeting on 19<sup>th</sup> September, the MPC became more dovish as it was more concerned about the outlook for both the global and domestic economies. That is shown in the policy statement, based on an assumption that there is an agreed deal on Brexit, where the suggestion that rates would need to rise at a "gradual pace and to a limited extent" is now also conditional on "some recovery in global growth". Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. If there were a no deal Brexit, then it is likely that there will be a cut or cuts in Bank Rate to help support economic growth. The September MPC meeting sounded even

more concern about world growth and the effect that prolonged Brexit uncertainty is likely to have on growth.

- 6.9 The MTFs forecast is based on base rate levels as shown in the table in paragraph 6.6 above. Further work is currently being carried out to assess the likely cashflows expected in 2020/21 and beyond. A further update will be provided to Cabinet in January and February using the latest market information.

#### Welfare Reform

- 6.10 As mentioned in paragraph 2.4, Universal Credit (UC) Full Service has now been live in the Test Valley area for just over a year; however, full migration to the new system is not expected to be completed until 2023. The Revenues Service was restructured in May 2019 to reflect the changing caseload that has already been experienced and to prepare for future changes as the UC transition continues. The restructure has released some savings and these are shown in Annex 4. These savings are in addition to previous efficiencies made by the Revenues Service over a number of years that have made a significant contribution to balancing the Council's budget. The Head of Revenues will monitor the impact of the restructure and the ongoing roll-out of Welfare Reform.
- 6.11 It is expected that there will be further cuts to the Housing Benefit and Council Tax Support Administration grants over the coming years as the UC roll-out continues. These reductions may not coincide with the actual change in caseload and it is possible that there will be a budget pressure if the grant reduces at a faster rate than the costs of administering these schemes.

#### Hampshire County Council's "Transformation to" Savings Proposals

- 6.12 Hampshire County Council's (HCC's) plans to transform its budget over the medium term include proposals to reduce its overall revenue budget by £80M (Transformation to 2021). Work continues to assess the impact of these budget reductions and what they might mean in practice for Test Valley residents. It is difficult to assess the potential financial implications until further details of the proposals become available, but reductions of this magnitude will undoubtedly have a knock-on effect to this Council's budgets that will have to be carefully monitored and managed. In anticipation of changes to the recycling arrangements across the county announced by HCC, a provisional £539,000 budgetary pressure has been included in annex 6 to reflect the expected reduction in recycling related income from 2021/22 onwards.

## **7 Overall Revenue Budget Summary**

- 7.1 The Revenue Forecasts for 2020/21 to 2022/23 have been drawn up at a macro level. They do not constitute detailed budgets, which will continue to be prepared on an annual basis within the normal timescales. However, the costing of specific issues and evaluation of proposed developments has informed the forecast.

- 7.2 The forecast is based on a middle case scenario using the assumptions shown in annex 2. It should be recognised that there will not be sufficient resources to meet all the service delivery ambitions and priorities of the Council without the generation of significant savings or additional income. This financial strategy for the three year period to 2022/23 should ensure that the financial resources of the Council continue to be aligned to the delivery of the Council's service and organisational priorities.
- 7.3 Achieving the improvements that the Council has set itself will require difficult policy decisions and resource choices to be made.
- 7.4 The budget principles and guidelines outlined in this strategy will allow for a phased use of reserves over the medium term to allow time to adjust to a standstill budget and an ever decreasing amount of external support. The corporate challenge process has identified significant savings and additional income of £490,000, and the proposed use of retained Business Rate growth will help the budgetary position in the short-term. The forecasts show a balanced budget for 2020/21, but budget gaps in both 2021/22 and 2022/23. The savings and additional income options being put forward for consideration are shown in annexes 4 and 5.
- 7.5 Current projections indicate the following financial position:

Revenue Budget Summary Statement 2020/21 - 2022/23					
	Para. Ref.	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s
<b>Base budget</b>		<b>11,901.8</b>	<b>11,901.8</b>	<b>11,554.3</b>	<b>10,929.6</b>
Base changes			(1,342.8)	330.1	(351.3)
Annual Inflation	6.3		600.0	600.0	600.0
Additional Income:					
Renewable energy NDR growth			(9.2)	(8.0)	(9.0)
Increase in New Homes Bonus			(807.0)	0.0	0.0
Corporate challenge income	Annex 5		(394.0)	0.0	0.0
Increased Costs:					
Reduction in New Homes Bonus	4.11.4		0.0	1,799.5	774.4
Borrowing costs			65.2	(0.9)	(0.8)
Unavoidable revenue pressures	Annex 6		1,000.0	(461.0)	0.0
Reduced Costs:					
Business Rates Levy			0.0	(1,320.0)	0.0
Pension Savings	Annex 4		(744.6)	0.0	0.0
Corporate challenge savings	Annex 4		(96.3)	0.0	0.0
Reserves:					
Transfer to/(from) reserves			1,381.2	(1,564.4)	(774.4)
<b>General Fund Requirements</b>		<b>11,901.8</b>	<b>11,554.3</b>	<b>10,929.6</b>	<b>11,168.5</b>
Financed by:					
Revenue Support Grant	5.2	0.0	0.0	0.0	0.0
Locally retained Business Rates Baseline	5.2	(2,343.1)	(2,394.6)	(2,439.0)	(2,486.0)
Locally retained Business Rates Growth	5.6	(2,233.3)	(2,275.4)	0.0	0.0
Share of Collection Fund Balance		(54.3)	756.6	0.0	0.0
Council Tax	5.12	(6,924.3)	(7,294.1)	(7,679.8)	(8,075.8)
Special Expenses Levy	4.2 ( d )	(346.8)	(346.8)	(346.8)	(346.8)
<b>Total Financing</b>		<b>(11,901.8)</b>	<b>(11,554.3)</b>	<b>(10,465.6)</b>	<b>(10,908.6)</b>
<b>Budget Gap</b>		<b>0.0</b>	<b>0.0</b>	<b>464.0</b>	<b>259.9</b>

- 7.6 Details of further efficiency and other savings are currently being gathered together for Members' consideration in terms of the funding gap identified above and these will be presented to Cabinet in January 2020. The Cabinet will then decide on which options should be taken forward as recommendations to full Council as part of the budget setting process in February 2020.
- 7.7 The Council has a number of earmarked reserves set aside specifically to support the budget over the medium term:
- Budget Equalisation Reserve £682,000
  - Income Equalisation Reserve £300,000
  - Investment Income Equalisation Reserve £250,000
- 7.8 Whilst this leaves an uncommitted balance of over £1.2M available to ease the pressure of balancing the budget during the next three years, it should be noted that this is not a sustainable solution to bridging the budget gap, as these reserves can only be used on a one-off basis.
- 7.9 The Council also has a Collection Fund Equalisation Reserve of £3.6M available to smooth the adverse effects of a Business Rates Retention Scheme reset in 2021. Current levels of forecast growth for 2020/21 are £2.275M, so a hard reset, without any damping or transitional arrangements, could create a sudden financial shock to the Council. This Reserve would mitigate the impact and provide financial cover for 19 months allowing time to manage the reduction in external support.

## **8 Achieving the Medium Term Financial Strategy**

- 8.1 It is anticipated that the required level of savings will be achieved through a combination of the following:
- Corporate Challenge process
  - Procurement savings
  - Improving value for money
  - Service transformation
  - Savings from partnership and shared services
  - Generating additional income through use of fees and charges
  - Generating additional income through external funding sources
  - Generating additional income through Project Enterprise

- 8.2 However, it is inevitable that savings of this order can only be achieved by making difficult choices about the best use of limited and reducing resources and the relative priority of services offered to Council Taxpayers and stakeholders.
- 8.3 Annex 1 outlines the proposed action plan to achieve a balanced budget over the next three years.

## **9 Capital Strategy**

- 9.1 The Capital Strategy will be reviewed and updated in February 2020, but is unlikely to change significantly. The strategy sets out the following key principles:
- (a) Linking together capital requirements related to corporate priorities for new projects and the ongoing capital need to maintain / repair existing assets through the Asset Management Plan
  - (b) Managing the approved Capital Programme in an affordable, financially prudent and sustainable way
  - (c) How new bids are introduced to the Capital Programme
  - (d) Monitoring progress against approved budgets
  - (e) Financing capital expenditure including borrowing requirements and Minimum Revenue Provision (MRP)
  - (f) Purchase of commercial properties and the resources required to ensure due diligence
  - (g) Knowledge and skills
- 9.2 Full details of the existing strategy can be found in annex 7 to last year's report to Cabinet on 10<sup>th</sup> October 2018.

## **10 Corporate Objectives and Priorities**

- 10.1 Using its investing approach, the Council's priorities are focussed on **growing the potential of:**
- **Town Centres** - to adapt and be attractive, vibrant, and prosperous places
  - **Communities** - to be empowered, connected and able to build upon their strengths
  - **People** - to be able to live well and fulfil their aspirations
  - **The Local Environment** - for current and future generations
- 10.2 The Council will ensure that budgets are directed towards these key priorities. The mechanism for achieving this is the Council's Strategic Planning Framework (corporate clockwork), which includes a timetable for developing budgets and service plans to ensure that budgets are aligned to these priorities.

## 11 Consultations/Communications

- 11.1 The information contained in this report will form the basis for future discussions about the 2020/21 budget. It will go forward to Overview & Scrutiny Committee for comments.
- 11.2 The budget consultation with business will take place in the next three months. The final form of the consultation is not yet decided.
- 11.3 Once the provisional Local Government Finance Settlement has been received in late December it will be necessary to update the current figures and to take account of the comments made by the Overview and Scrutiny Committee and the views of businesses. It is planned to update the Cabinet with these figures and comments on 15<sup>th</sup> January 2020.

## 12 Risk Management

- 12.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified the significant (Red or Amber) risks shown below:

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>
Future resources less than assumed - <b>RED</b>	Significant <b>C</b>	Critical <b>II</b>	Revenue: Assess impact of Local Government Finance Settlement, the Fair Funding Review and the rest of the BRRS at the earliest opportunity. Monitor the impact of the localisation of business rates and of support for council tax and revise forecast as necessary. Capital: Schemes and projects kept on reserve list until resources are confirmed. Delay design stage approval of schemes in capital programme, if necessary. Monitor the amount of future usable capital receipts.
Savings anticipated from reviews are not delivered. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Continue with corporate challenge and Service reviews. Closely monitor progress of budget / efficiency savings through monthly budget monitoring. Use of the Budget Equalisation Reserve if necessary.
Investment Income targets are not achieved - <b>AMBER</b>	Low <b>D</b>	Significant <b>III</b>	Review Treasury Management Strategy at least monthly. Quarterly meetings with Treasury advisors and Finance Portfolio Holder to look for low risk opportunities for investment. Use of the Investment Equalisation Reserve if necessary.
Legislative changes not anticipated. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Keep up to date with Government policy and consultations, especially in relation to Universal Credit and the Fair Funding Review
Local data changes vary from those assumed. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Review of assumptions with support from other bodies.
Pay awards or inflation vary from those assumed. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	These factors have a large influence on the revenue budgets. Pay awards to be agreed at an affordable level. Inflationary factors to be reviewed regularly.



Future spending requirements are under-estimated. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Review Service Plans and spending projections. Closely monitor progress through budget/performance monitoring.
Revenue implications of capital decisions are not taken into account. - <b>AMBER</b>	Low <b>D</b>	Significant <b>III</b>	Capital approval processes to be reviewed to ensure all revenue consequences continue to be identified.
Income targets are not achieved. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Monthly monitoring of budgets and projections. Use of the Income Equalisation Reserve if necessary.
Staffing budgets are not sufficiently controlled. - <b>AMBER</b>	Low <b>D</b>	Critical <b>II</b>	Rigorous process is already in place for filling posts and managing vacancy targets.
Investment in priority areas does not lead to desired outcomes being achieved. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Robust performance management framework incorporating quarterly monitoring reports.
Standards of service fall, particularly in non-priority areas. - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Robust performance management framework incorporating quarterly performance monitoring reports.
Increased demand for homelessness assessments and temporary accommodation - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	Review the impact of Universal Credit rollout and the Homelessness Reduction Act additional responsibilities.
Adverse impact on service provision due to HCC's "Transformation to" savings proposals - <b>AMBER</b>	Significant <b>C</b>	Significant <b>III</b>	As further details of the proposals become available, assess the potential impact on service provision and take action to limit any financial implications.

### 13 Resource Implications

13.1 Resource implications are contained within the Strategy itself.

### 14 Legal Implications

14.1 The Council is required to set a robust and balanced budget under the Local Government Act 2003. This report is the first step towards achieving this aim for the 2020/21 budget.

### 15 Equality Issues

15.1 An EQIA screening has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EQIA has not been carried out.

### 16 Other Issues

16.1 None.

## 17 Conclusion and reasons for recommendation

- 17.1 This MTFS takes account of all known financial implications and makes various assumptions in projecting the budget forward for the next three years. However, the Council is still in the position of having no visibility of its financial prospects beyond the 2020/21 year, which clearly makes any accurate financial planning difficult to achieve.
- 17.2 The budget position outlined in the Medium Term Financial Forecast is not inconsistent with the position most other Local Authorities will face. However, significant savings will need to be found over the coming years.
- 17.3 These papers will now go forward to Overview and Scrutiny Committee for consideration. The next budget update will be in January, 2020.
- 17.4 The MTFS is recommended for approval for the following reasons:
- to ensure that the Council has a strategic approach to the management of its finances, and
  - to enable available resources to be allocated to services in line with Council priorities over the medium term.

<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:	6	File Ref:	N/A
(Portfolio: Finance) Councillor M Flood			
Officer:	Will Fullbrook	Ext:	8201
Report to:	Cabinet	Date:	6 November, 2019

## Action Plan

## Annex 1

	Item	Background	Action
1.	<b>To deliver, either directly or through others, good quality and efficient services; assisted by a finance culture where continuous improvement and the search for more efficient, effective and economical ways of working are pursued throughout the organisation.</b>	Test Valley Borough Council's culture needs to ensure that efficiency, effectiveness and economy are at the heart of service provision. These issues need to be driven from the top of the organisation. When incurring expenditure all staff need to be as vigilant (if not more so) as they are when incurring expenditure in their domestic lives, and this needs to be evaluated when reviewing performance.	<ul style="list-style-type: none"> <li>Require officers to prepare budgets and service plans which demonstrate new and continuing savings on the cost of existing services each year.</li> </ul> <p>Savings are to be found on the basis of the following priority :-</p> <ul style="list-style-type: none"> <li>(a) Make efficiency savings;</li> <li>(b) Secure external income for specific projects or initiatives;</li> <li>(c) Reduce or cease delivering lower priority services;</li> <li>(d) Increase charges.</li> </ul> <ul style="list-style-type: none"> <li>Continue a programme of Corporate Challenge and Service/Function Reviews and provide appropriate training throughout the organisation to support the culture of efficiency.</li> <li>Ensure relevant staff and managers are provided with enhanced financial training through management development initiatives.</li> <li>Focus upon the opportunities for partnerships and external funding to support revenue, and capital programmes.</li> </ul>
2.	<b>To make demonstrable progress in moving financial resources to the Council's highest priorities as set out in the corporate plan.</b>	In a period of constant financial pressures the Council has a good record of making savings.	<ul style="list-style-type: none"> <li>Review the Council's Corporate Plan each year prior to the initial consideration of the Budget Strategy in July.</li> <li>Review the allocation of resources between priority services and those identified by the Council as being its non-priorities.</li> </ul>
3.	<b>To prepare and implement strategies on capital and external funding that support the Council's aspirations in the corporate plan.</b>	The Council must take an integrated view of capital and revenue spending, since capital expenditure impacts through financing and revenue costs of projects upon the revenue budget.	<ul style="list-style-type: none"> <li>Target available capital funding towards high priority initiatives identified in the Council's Corporate Plan.</li> <li>Develop a strategy on external funding and the possible use of public/private partnerships, in future years, to support the aspirations in the Corporate Plan.</li> <li>Review the Asset Management Plan at least annually to identify opportunities for creating capital resources from the disposal of surplus and under-performing assets.</li> <li>Review the implications of the Prudential Code for Capital</li> </ul>

			Finance in relation to the framework for Capital investment and investigate opportunities for affordable prudential borrowing.
4.	<b>To prepare financial projections (budget forecast) for at least three years ahead which show how the Council intends to balance its budget.</b>	The preparation of financial projections is well-established within the authority.	<ul style="list-style-type: none"> <li>• Agree a preliminary budget forecast in July each year which shows a clear outline of how a balanced budget at an acceptable Council Tax level is expected to be achieved over a three year period.</li> <li>• Review the Asset Management Plan to establish whether there are further opportunities for revenue generation.</li> <li>• Ensure that the revenue costs of capital schemes are fully evaluated through good project management and appraisals without optimism bias.</li> <li>• On a yearly basis, evaluate whether any borrowing should be undertaken to fund capital schemes, taking into account the impact of borrowing on the desired level of Council Tax.</li> </ul>
5.	<b>To agree a policy as part of the consideration of the Budget Strategy to constrain Council Tax increases to a reasonable level, in line with any Government Guidelines.</b>	Whilst consideration needs to be given each year to the detail of budget requirements this framework is intended to give some strategic direction to the setting of Council Tax levels. It needs to be recognised that the level of increases each year has a long term effect on the Council's ability to deliver services	<ul style="list-style-type: none"> <li>• Review the Council Tax strategy in detail every July at the start of the budget process and consider the long term implications on levels of service.</li> <li>• Consult public and stakeholder groups on the priority of services on a regular basis.</li> </ul>
6.	<b>To manage a budget process which allows adequate time for, and takes account of, consultation with the public, business community, councillors and staff.</b>	The Council's budget processes have been evolving in recent years. The budget process should include adequate external consultation with the public and strategic partners.	<ul style="list-style-type: none"> <li>• Agree a budget timetable each year in accordance with the Council's Strategic Planning Framework (corporate clockwork) which allows for adequate consultation to take place.</li> </ul>
7.	<b>To maintain balances and reserves that provide the Council with the ability to react to contingencies, provide for future known liabilities and to take advantage of opportunities that arise.</b>	The Council's balances and reserves fall into four categories:- (a) General Fund Balance: the Council's strategy is to maintain a minimum balance of £2m over the medium term. This is deemed to be the minimum prudent level having taken into account such factors as:-	<ul style="list-style-type: none"> <li>• Continue to maintain a General Fund balance of a minimum balance of £2m, without the need to budget for increases of balances (i.e. any required increases should normally be met from out-turn savings).</li> <li>• Review earmarked reserves at least annually.</li> </ul>

		<ul style="list-style-type: none"> <li>• the size of authority</li> <li>• the volatility of income and expenditure streams</li> <li>• the overall accuracy of budgets</li> <li>• the quality of financial management, systems, processes and information</li> <li>• the risks faced by the authority (e.g. extreme weather conditions or legal action brought against the Authority regarding damages)</li> <li>• the financial risks inherent in significant partnerships.</li> </ul> <p>(b) Reserves and Provisions to meet the cost of liabilities not covered by insurance (i.e. where the Council bears risks, e.g. through policy excesses, instead of arranging insurance).</p> <p>(c) Capital Reserves specifically to meet future capital expenditure.</p> <p>(d) Reserves for earmarked for specific purposes.</p>	
8.	<b>To maintain a charging structure that aims to recover full cost, provides value for money and makes adequate provision for social factors.</b>	All fees and charges are reviewed annually, but more can be done to link these to the cost of service provision and ensure that costs are fully recovered.	<ul style="list-style-type: none"> <li>• Review all charges and potential new sources of charges income annually against the following principles: <ul style="list-style-type: none"> <li>• Services should raise income wherever there is a power of duty to do so.</li> <li>• The income raised should cover the full costs of providing the service, including all overheads and cost of capital where capital is involved.</li> <li>• Any departures from these general principles must be fully justified in a transparent manner with reference to the Council's priorities and policies.</li> </ul> </li> <li>• Review any further opportunities for introducing charges for discretionary services</li> </ul>
9.	<b>To employ strong, well-respected and timely budgetary control.</b>	The Council prepares budgetary monitoring reports for Members each quarter and budgetary control has been continuously improving. Financial	<ul style="list-style-type: none"> <li>• Prepare regular Member budgetary monitoring reports based upon the latest approved Budget.</li> <li>• Review budgetary monitoring reports monthly at Service</li> </ul>

		regulations permit the use of virement, to assist managers in delivering the purposes of the budget. The Council's budget already includes a staff vacancy allowance amounting to 4% of staffing budgets.	<p>meetings and at each Performance Board meeting to inform the quarterly reporting to Cabinet.</p> <ul style="list-style-type: none"> <li>• Ensure an appropriate relationship between budget holders and accountancy staff within the service structures and provide training where necessary.</li> <li>• Review the provisions for staff vacancy and out-turn variations each year in May/June.</li> <li>• Focus on financial capability in management training and appraisal.</li> <li>• Thoroughly investigate reasons for underspent budgets at the end of the year to identify any areas of overprovision.</li> <li>• Continue to challenge budget assumptions through the Corporate Challenge process.</li> </ul>
10.	<b>To provide clear and user-friendly financial management information.</b>	The Financial Management Information system was replaced in April 2010. This system, although adequate for accounting purposes, is now nine years old and investment in its development has been poor. It is also complex for the end user to extract the management information they need, and may now not be the best solution for the Council.	<ul style="list-style-type: none"> <li>• Ensure that managers and budget holders receive adequate refresher training so that they are aware of and can use the financial reporting system to its full potential and have access to the financial information they want.</li> <li>• Continue work in 2020 on investigating a potential replacement Financial Management Information System either alone or in partnership with other authorities.</li> </ul>
11.	<b>To implement sound, modern, imaginative financial systems and procedures.</b>	The Council's Financial Regulations and Contract Standing Orders were reviewed in 2018.	<ul style="list-style-type: none"> <li>• Review the Council's financial regulations and contract standing orders to ensure that they remain fit for purpose.</li> <li>• Work to improve the Council's procurement procedures and to achieve savings through better procurement.</li> <li>• Pay all suppliers within 10 working days.</li> <li>• Set and monitor against targets for the efficient collection of Council Tax, Business Rates and other debts.</li> </ul>

			<ul style="list-style-type: none"> <li>Continue with an approach to Treasury Management based on a cautious approach to risk in relation to the approved Treasury Management Policy and Strategy.</li> <li>Develop risk based approaches to all aspects of the Council's systems, controls and procedures.</li> </ul>
12.	<b>To implement a scheme for Council Tax Support and ensure it is carefully monitored to assess the impact on clients and the finances of the Council.</b>	Council Tax Benefit was replaced by a local scheme of Council Tax Support from 1/4/13.	<ul style="list-style-type: none"> <li>Ensure that the Council approves a Local Council Tax Support Scheme by January each year for implementation in April.</li> <li>Ensure that the Council Tax software remains fit for purpose.</li> <li>Continue to develop monitoring arrangements to assess the impact of the scheme on clients and report regularly on the budgetary impact of the changes in collection rates and bad debts.</li> </ul>
13.	<b>To monitor and control income from Business Rates.</b>	<p>The Local Government Finance Act introduced significant change to the local government finance system including a Business Rate Retention Scheme.</p> <p>A new Valuation list for non-domestic properties took effect from April 2017.</p> <p>Further changes are expected in 2021/22 following the outcome of the Government's Fair Funding Review.</p>	<ul style="list-style-type: none"> <li>Continue to monitor the impact of localisation of Business Rates e.g. ensuring prompt action to identify and bring into the Rating List new properties; anticipating reductions and increases in Rateable Value and correct and prompt billing, collection and recovery.</li> <li>Liaise with the Valuation Office Agency to ensure local firms are having their properties valued correctly and paying the right amount of tax.</li> <li>Report monthly on Business Rate income, adjustments, write offs, revaluations etc. Carry out projections of net income levels to the year end and forecast levels of income for future years, to ensure that the Council anticipates and plans for major fluctuations in this important income stream.</li> </ul>
14.	<b>To adopt an entrepreneurial approach to develop investment opportunities to generate additional income for the Council so that it can become more financially self-sufficient.</b>	The Council can expect continuing reductions in Government support over the next three years and needs to deliver sustainable replacement income streams.	<ul style="list-style-type: none"> <li>The Enterprise and Innovation Board and project team will continue to facilitate property investment and acquisition and the development and management of housing projects in accordance with the Council's approved Investment Strategy.</li> </ul>

## **BUDGET FORECAST 2020/21**

### **SCENARIO PLANNER**

	Budget Forecast Best Case 2020/21 £'000	Budget Forecast Middle Case 2020/21 £'000	Budget Forecast Worst Case 2020/21 £'000
<b><u>Service Requirements</u></b>			
Chief Executive's Office	(23.9)	(23.9)	(23.9)
Community & Leisure	1,871.3	1,871.3	1,871.3
Environmental Service	5,112.3	5,112.3	5,112.3
Finance	13.1	13.1	13.1
Housing & Environmental Health	3,393.9	3,393.9	3,393.9
I.T.	13.4	13.4	13.4
Legal & Democratic	(165.7)	(165.7)	(165.7)
Planning & Building	1,691.8	1,691.8	1,691.8
Planning Policy & Economic Development	845.0	845.0	845.0
Property & Asset Management	(5,435.3)	(5,435.3)	(5,435.3)
Revenues	2,406.9	2,406.9	2,406.9
Unallocated Inflation	250.0	600.0	750.0
	<b>9,972.8</b>	<b>10,322.8</b>	<b>10,472.8</b>
<b><u>Other Requirements</u></b>			
Net Cost of Benefit Payments	(200.0)	(200.0)	(200.0)
Corporate & Democratic Core	2,695.7	2,695.7	2,695.7
<b>Net Cost of Services</b>	<b>12,468.5</b>	<b>12,818.5</b>	<b>12,968.5</b>
<b><u>Corporate Requirements</u></b>			
Contingency Provision	250.7	250.7	250.7
Depreciation Reversal	(4,659.8)	(4,659.8)	(4,659.8)
Investment Income	(596.5)	(568.1)	(539.7)
Borrowing Costs	153.6	161.7	169.8
Minimum Revenue Provision	191.2	191.2	191.2
Small Business Rate Relief	(1,201.8)	(1,201.8)	(1,201.8)
Other Government Grants	(1,076.5)	(1,076.5)	(1,076.5)
New Homes' Bonus	(3,374.5)	(3,374.5)	(3,374.5)
Provision for NDR Levy	2,139.0	2,139.0	2,139.0
100% Retention of NDR from Renewable Energy	(443.0)	(443.0)	(443.0)
<b>Net General Fund Expenditure</b>	<b>3,850.9</b>	<b>4,237.4</b>	<b>4,423.9</b>
Contribution to Earmarked Reserves	3,827.0	3,827.0	3,827.0
Contribution to Asset Management Reserves	1,217.1	1,217.1	1,217.1
Contribution to Capital Reserves	2,507.7	2,507.7	2,507.7
<b>Total General Fund Expenditure</b>	<b>11,402.7</b>	<b>11,789.2</b>	<b>11,975.7</b>
Revenue Pressures	950.0	1,000.0	1,100.0
Revenues Savings	(940.9)	(840.9)	(790.9)
Income Generation Proposals	(544.0)	(394.0)	(344.0)
<b>Revised Net Budget</b>	<b>10,867.8</b>	<b>11,554.3</b>	<b>11,940.8</b>
Contribution to / (from) balances	0.0	0.0	0.0
Draw from NHB to offset cuts in Government Grant	0.0	0.0	0.0
<b>Additional SURPLUS / (SAVINGS) TO BE IDENTIFIED</b>	<b>914.0</b>	<b>0.0</b>	<b>(863.1)</b>
<b>General Fund Requirements</b>	<b>11,781.8</b>	<b>11,554.3</b>	<b>11,077.7</b>



**ASSUMPTIONS IN DEVELOPING THE BUDGET FORECAST**

	<b>Best Case 2020/21 £s</b>	<b>Middle Case 2020/21 £s</b>	<b>Worst Case 2020/21 £s</b>
<u>Council Tax</u>			
Rate assumed	£5 increase	£5 increase	0.0%
Impact	249,100	249,100	0
 <u>NNDR</u>			
Change in growth assumption	10.00% 227,540	0.0% 0	-10% -227,540
 <u>Borrowing Costs</u>			
	-5.00% 153,615	0.0% 161,700	5% 169,785
 <u>Investment Income</u>			
Income Levels	5% 596,505	0.0% 568,100	-5.00% 539,695
 <u>Inflation</u>			
	250,000	600,000	750,000
 <u>Budget Pressures / Income Generation</u>			
Pressures	(50,000)	0	100,000
Income	(150,000)	0	50,000
Savings	(100,000)	0	50,000
 <u>Earmarked Reserves</u>			
No draws assumed			

**MEDIUM TERM FINANCIAL PLAN**

	Original Estimate 2020/21 £'000	Base Changes £'000	Budget Forecast 2021/22 £'000	Base Changes £'000	Budget Forecast 2022/23 £'000
<b><u>Service Requirements</u></b>					
Chief Executive's Office	(23.9)		(23.9)		(23.9)
Community & Leisure	1,871.3	379.8	2,251.1	(371.3)	1,879.8
Environmental Service	5,112.3	20.0	5,132.3	20.0	5,152.3
Finance	13.1		13.1		13.1
Housing & Environmental Health	3,393.9		3,393.9		3,393.9
I.T.	13.4		13.4		13.4
Legal & Democratic	(165.7)		(165.7)		(165.7)
Planning & Building	1,691.8	(5.0)	1,686.8		1,686.8
Planning Policy & Economic Development	845.0		845.0		845.0
Property & Asset Management	(5,435.3)	(64.7)	(5,500.0)		(5,500.0)
Revenues	2,406.9		2,406.9		2,406.9
Inflation	600.0	600.0	1,200.0	600.0	1,800.0
	<b>10,322.8</b>	<b>930.1</b>	<b>11,252.9</b>	<b>248.7</b>	<b>11,501.6</b>
<b><u>Other Requirements</u></b>					
Net Cost of Benefit Payments	(200.0)		(200.0)		(200.0)
Corporate & Democratic Core	2,695.7		2,695.7		2,695.7
<b>Net Cost of Services</b>	<b>12,818.5</b>	<b>930.1</b>	<b>13,748.6</b>	<b>248.7</b>	<b>13,997.3</b>
<b><u>Corporate Requirements</u></b>					
Contingency Provision	250.7		250.7		250.7
Depreciation Reversal & Capital Charges	(4,659.8)		(4,659.8)		(4,659.8)
Investment Income	(568.1)		(568.1)		(568.1)
Borrowing Costs	161.7	(5.2)	156.5	(5.2)	151.3
Minimum Revenue Provision	191.2	4.3	195.5	4.4	199.9
Small Business Rate Relief	(1,201.8)		(1,201.8)		(1,201.8)
Other Government Grants	(1,076.5)	819.0	(257.5)		(257.5)
New Homes' Bonus	(3,374.5)	1,799.5	(1,575.0)	774.4	(800.6)
Provision for NDR Levy	2,139.0	(2,139.0)	0.0		0.0
100% retention of NDR from Renewable Energy	(443.0)	(8.0)	(451.0)	(9.0)	(460.0)
<b>Net General Fund Expenditure</b>	<b>4,237.4</b>	<b>1,400.7</b>	<b>5,638.1</b>	<b>1,013.3</b>	<b>6,651.4</b>
Transfer to Earmarked Reserves	3,827.0	(1,564.4)	2,262.6	(774.4)	1,488.2
Transfer to Asset Management Reserves	1,217.1		1,217.1		1,217.1
Transfer to Capital Reserves	2,507.7		2,507.7		2,507.7
<b>Total General Fund Expenditure</b>	<b>11,789.2</b>	<b>(163.7)</b>	<b>11,625.5</b>	<b>238.9</b>	<b>11,864.4</b>
Revenue Pressures	1,000.0	(461.0)	539.0		539.0
Savings Options	(840.9)		(840.9)		(840.9)
Income Generation Proposals	(394.0)		(394.0)		(394.0)
<b>Revised Net Budget</b>	<b>11,554.3</b>	<b>(624.7)</b>	<b>10,929.6</b>	<b>238.9</b>	<b>11,168.5</b>
<b>FURTHER SAVINGS TO BE IDENTIFIED</b>	<b>0.0</b>	<b>(464.0)</b>	<b>(464.0)</b>	<b>204.1</b>	<b>(259.9)</b>
<b>General Fund Requirements</b>	<b>11,554.3</b>	<b>(1,088.7)</b>	<b>10,465.6</b>	<b>443.0</b>	<b>10,908.6</b>

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
<b>Efficiency Savings:</b>						
IT01	IT	Supplies and Services	Various operational efficiencies re. Vodafone PSN, Network Switch Support and SafeNet.	20,000	20,000	20,000
PPE01	Planning Policy & Economic Development	Supplies and Services	Fund CIL work funded from reserves	13,000	13,000	13,000
REV01	Revenues	Employee costs	Salary savings linked to the implementation of a new service structure.	33,800	33,800	33,800
LD01	Legal and Democratic	Supplies and Services	Reduce subscriptions budget	6,000	6,000	6,000
				<b>72,800</b>	<b>72,800</b>	<b>72,800</b>
<b>Budget Realignment Savings:</b>						
FIN01	Finance	Transfer Payments	Reduce Added Year Pension Budget to align with actual costs	20,000	20,000	20,000
PB01	Planning and Building	Employee costs	Realign mileage budgets to actuals	3,500	3,500	3,500
				<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b>Other Non-Corporate Challenge Savings:</b>						
FIN02a	Finance	Transfer Payments	Reduced Employers' pension contributions following triennial Pension Fund Revaluation in 2019.	744,600	744,600	744,600
				<b>744,600</b>	<b>744,600</b>	<b>744,600</b>
<b>Total Saving Options in Budget Strategy</b>				<b>840,900</b>	<b>840,900</b>	<b>840,900</b>
<b>Transfers to Reserves:</b>						
FIN02b	Reserves	Appropriations	Transfers to Reserves	(744,600)	(744,600)	(744,600)
				<b>(744,600)</b>	<b>(744,600)</b>	<b>(744,600)</b>

**SUMMARY OF CORPORATE CHALLENGE INCOME GENERATION PROPOSALS**

Service / Ref	Service	Function	Savings Option Proposed	2020/21 £	2021/22 £	2022/23 £
PAM01	Property & Asset Management	Estates	Corporate Properties additional income from rent reviews etc.	146,000	146,000	146,000
PAM02	Property & Asset Management	Project Enterprise	Additional income from new investments	100,000	100,000	100,000
REV02	Revenues	Specific Grants	Reflect likely additional income to be received from Central Government based on previous years	75,000	75,000	75,000
ENV01	Environmental Services	Abandoned Trolleys	Income to be re-aligned with expectation	10,000	10,000	10,000
ENV02	Environmental Services	Private MOT testing	Income to be re-aligned with expectation	5,000	5,000	5,000
ENV03	Environmental Services	Garden Waste Collections	Income to be re-profiled based on expectation	35,000	35,000	35,000
ENV04	Environmental Services	Recycling Income	Income to be aligned based on expectation	15,000	15,000	15,000
LD02	Legal and Democratic	Licensing	Realign Liquor licensing income to budget	8,000	8,000	8,000
<b>Total Income Generation Proposals in Budget Strategy</b>				<b>394,000</b>	<b>394,000</b>	<b>394,000</b>

**SUMMARY OF REVENUE PRESSURES**

Service / Ref	Service	Item	2020/21 £	2021/22 £	2022/23 £
<b><i>Pressures previously identified in February 19 Budget Strategy:</i></b>					
ENV05	Environmental	Incremental cost of additional waste collection coverage re. new properties	20,000	40,000	60,000
			<b>20,000</b>	<b>40,000</b>	<b>60,000</b>

**N.B. The above cost has already been included in the budget forecasts as the budget was approved in February 2019**

***Pressures identified in Budget Strategy:***

ALL01	Asset Management Plan	Additional costs in relation to premises, vehicles, plant and IT maintenance and replacement schedules for 2020/21	1,000,000	0	0
ENV05	Environmental Services	Expected reduction in recycling related income as a result of Hampshire County Council's T21 savings options	0	539,000	539,000
			<b>1,000,000</b>	<b>539,000</b>	<b>539,000</b>
<b>Total of New Pressures identified in Budget Strategy</b>			<b>1,000,000</b>	<b>539,000</b>	<b>539,000</b>

## **ITEM 12      Community Infrastructure Levy (CIL) – Allocation of CIL funds**

Report of the Planning Portfolio Holder

### **Recommended:**

**That the following projects are approved for Community Infrastructure Levy funding:**

- **Plaza Theatre Stage House Rebuild – £200,000**
- **Longparish Playground Redevelopment – £40,000**
- **Access Improvements at Charlton Lakes – £100,355**
- **Ampfield Recreation Ground – £66,432**
- **Valley Park Community Centre – £79,525**
- **Over Wallop War Memorial – £19,970**
- **Braishfield Village Hall – £95,813**
- **Hurstbourne Tarrant Floor Alleviation Scheme – £5,400**

### **Recommendation to Council**

#### **SUMMARY:**

- The report sets out a summary of the bids received during 2019, an evaluation of each project, and
- Funding recommendations made for each project

## **1      Introduction**

- 1.1 The report outlines all 9 projects that were submitted during the second round of the CIL bidding process and the resultant funding recommendations
- 1.2 The report includes a brief description of each project, a percentage score against the Spending Protocol scoring criteria and a funding recommendation.
- 1.3 There is currently £1,191,705 in the main infrastructure pot.

## **2      Background**

- 2.1 The CIL Spending Protocol and scoring methodology was adopted by Council on the 8 November 2017.
- 2.2 This second round of CIL bidding ran between 1 April and 30 June 2019.

- 2.3 The following paragraphs outline each project and provide a recommendation for funding based on the approved scoring methodology.
- 2.4 The approved Bid Assessment document is attached at Annex 1 of the report. This is made up of 10 questions with a maximum score of 120 points. An average percentage score is presented below alongside a funding recommendation.
- 2.5 All bids are assessed against the same criteria meaning that a scheme with a total cost of £15,000 will be scored in the same way as a scheme with a total cost of £15,000,000.
- 2.6 Smaller schemes are likely to score lower as the level of detail required for the project is not as significant as a large scheme. This means that the threshold for recommendation reduces along with total project cost.

### **3 Funding Recommendations**

#### **3.1 Project 1 – Plaza Theatre Stage House Rebuild**

**Lead Organisation** – Romsey Amateur Operatic and Dramatic Society

**Description** – Extension of the stage house upwards to reach the same height as the majority of the building to allow the installation of a lighting grid, rewiring and equipment upgrade.

**Evaluation of project** – A robust project that scored well across all questions and provides an enhanced facility to the people of Romsey and surrounding areas. Detailed risk analysis has been carried out and a large proportion of funding has already been secured.

**Average Score** – 60%

**Recommendation** – That Cabinet approve the release of £200,000 towards the Plaza Theatre Stage House Rebuild project.

#### **3.2 Project 2 – Longparish Playground Redevelopment**

**Lead Organisation** – Longparish Parish Council

**Description** – A complete redesign of the playground to provide up to date equipment and a safe play environment for under 12's in the village.

**Evaluation of project** – Evidence of need was detailed and to a high standard. Consultation was detailed and showed great support from the local community. The project will have a large impact on intended users and addresses evidenced safety issues caused by outdated play equipment.

**Average Score** – 55%

**Recommendation** – That Cabinet approve the release of £40,000 towards the Longparish Playground Redevelopment project.

### 3.3 **Project 3 – Access Improvements at Charlton Lakes**

**Lead Organisation** – Test Valley Borough Council

**Description** – Improvements to pedestrian and cycle links to Charlton Lakes. Specifically delivering a new bridge access across the River Anton located off Foxcotte Road and a 230 metre paved foot/cycleway to the site.

**Evaluation of project** – The project provides enhanced pedestrian and cycle links to a key area of open space. Detailed consultation showed overwhelming community support and that all communities would benefit from the improved accessibility of the site.

**Average Score** – 54%

**Recommendation** – That Cabinet approve the release of £100,355 towards access improvements at Charlton Lakes.

### 3.4 **Project 4 – Ampfield Recreation Ground**

**Lead Organisation** – Ampfield Parish Council

**Description** – Demolition of disused changing room facility and the provision of car parking at Ampfield Recreation Ground. Relocation of play area and provision of new equipment for improved health and safety.

**Evaluation of project** – The project enables all areas of the local community to benefit from a key area of open space. A wide range of funding sources have been utilised to ensure a reduced reliance on CIL and provide greater certainty of delivery. A number of evidenced accessibility and health and safety issues have been addressed by the project.

**Average Score** – 53%

**Recommendation** – That Cabinet approve the release of £66,432 towards the Ampfield Recreation Ground project.

### 3.5 **Project 5 – Valley Park Community Centre**

**Lead Organisation** – Valley Park Community Association

**Description** – Revised layout and modernisation of Valley Park Community Centre. Including accessibility improvements and the creation of a second large hall space.

**Evaluation of project** – A high level of consultation was conducted and shows largescale community support. The wider project will bring a number of benefits to the local community by providing an improved flexible multi-use facility. All areas of the community will benefit as evidenced by the variety of groups that use the existing facility. Many more have expressed an interest in using the increased capacity that the project will bring.



**Average Score – 52%**

**Recommendation** – That Cabinet approve the release of £79,525 towards the Valley Park Community Centre project.

### 3.6 **Project 6 – Over Wallop War Memorial**

**Lead Organisation** – Over Wallop Parish Council

**Description** – Works to provide protection for Over Wallop War Memorial including carriage blocks and improved hardstanding.

**Evaluation of project** – A strong evidence of need was provided for this project. The protection of this heritage asset was wholeheartedly supported by the local community in the consultation documents. The project is minimally reliant on CIL funding with a wide variety of other funding sources utilised including the Community Asset Fund and Over Wallop Parish Council themselves.

**Average Score – 51%**

**Recommendation** – That Cabinet approve the release of £19,970 towards the Over Wallop War Memorial project.

### 3.7 **Project 7 – Braishfield Village Hall**

**Lead Organisation** – Braishfield Parish Council

**Description** – Phase 4 and 5 of the programme of works being conducted at Braishfield Village Hall including a new store room and upgraded kitchen for the Braishfield Pantry.

**Evaluation of project** – Strong evidence of need with a large amount of community support. A wide variety of community benefits that will enhance this asset.

**Average Score – 50%**

**Recommendation** – That Cabinet approve the release of £95,813 towards the Braishfield Village Hall project.

### 3.8 **Project 8 – Additional allocation to previously approved bid – Hurstbourne Tarrant Flood Alleviation Scheme**

**Lead Organisation** – Hurstbourne Tarrant Parish Council

**Additional Amount** – £5,400

**Reason for allocation** – Quotations received after the 2018 submission deadline accounting for works included in the original bid added £5,400 to the total cost of the scheme. These works were approved by Cabinet in December 2018. Officers considered the quotes and have supported the additional funding required to deliver the full scheme of works approved in 2018.

**Recommendation** – That Cabinet approve the release of £5,400 towards the previously approved Hurstbourne Tarrant Flood Alleviation Scheme.

### 3.9 **Project 9 – Accessibility and Local Rights of Way in Hurstbourne Tarrant**

**Lead Organisation** – Hurstbourne Tarrant Parish Council

**Description** – To improve accessibility to local rights of way and encourage responsible and active use by local people.

**Evaluation of project** – A lack of supporting documentation restricted the score that the project could receive. No risk analysis or exploration of other funding sources also reduced scores.

**Average Score** – 38%

**Recommendation** – Refuse the request for £12,718 for improvements to accessibility and rights of way in Hurstbourne Tarrant. Feedback will be provided to the Parish along with other potential funding sources for this project.

## 4 **Objectives and Priorities**

- 4.1 This report covers all Corporate Priorities set out in the Corporate Plan 2019 – 2023 as shown below.
- 4.2 Town Centres – The Plaza Theatre is located near Romsey Town Centre. The enhancement of this asset will improve the arts offer within Romsey and help ensure it is an attractive, vibrant and prosperous Town.
- 4.3 Communities – A number of projects are being delivered by Parish Councils and Community Associations. High standard Community and Village Halls ensure that communities are connected and able to build upon their strengths. The Braishfield Pantry is a good example of this.
- 4.4 People – The improved community facilities and green spaces resulting from this funding will help people to live well in Test Valley and fulfil their aspirations.
- 4.5 The Local Environment – The CIL Spending Protocol affords local communities financial support to get their projects off the ground. Community action plans can be moved forward to deal with flooding, improving the green credentials of their area and looking out for those who are most vulnerable as seen in bid.

## 5 **Consultations/Communications**

- 5.1 There has been no external consultation because the report reflects the outcomes of an approved methodology. Projects listed have gone through various forms of consultation prior to bids being submitted as is required by the assessment criteria.

## **6 Options**

6.1 **Option 1** – Support the recommendations and approve the release of £607,495

6.2 **Option 2** – To refuse/approve projects against the recommendations

## **7 Option Appraisal**

### **Option 1**

7.1 The recommendations are transparent and fair using the criteria approved by Cabinet on the 18 October 2017.

### **Option 2**

7.2 Projects may be approved or refused against the recommendations. Feedback will be given to applicants where a project is refused funding.

## **8 Risk Management**

8.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors.

## **9 Resource Implications**

9.1 The funding for these projects will come from the Council's CIL receipts. No other resources will be used.

## **10 Legal Implications (Note: Of the chosen option)**

10.1 No legal implications for Option 1

## **11 Equality Issues**

11.1 An EQIA screening has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EQIA has not been carried out.

## **12 Other Issues**

12.1 Wards/Communities Affected – The projects listed affect the following communities: Romsey Town, Romsey Extra, Andover Town, Longparish, Charlton, Ampfield, Braishfield, Valley Park and Over Wallop.

## **13 Conclusion**

13.1 Approval is sought to release CIL funds to the following projects:

- Plaza Theatre Stage House Rebuild – £200,000

- Longparish Playground Redevelopment – £40,000
- Access Improvements at Charlton Lakes – £100,355
- Ampfield Recreation Ground – £66,432
- Valley Park Community Centre – £79,525
- Over Wallop War Memorial – £19,970
- Braishfield Village Hall – £95,813
- Hurstbourne Tarrant Flood Alleviation Scheme – £5,400

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Reference the Cabinet report from the 18 October 2017.			
<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:	N/A
(Portfolio: Planning) Councillor N Adams-King			
Officer:	Oliver McCarthy	Ext:	8176
Report to:	Cabinet	Date:	6 November 2019

# Community Infrastructure Levy

## CIL Bid Assessment

### Annex 2



## CIL Bid Assessment

<b>Project name:</b>	<b>Applicant :</b>	<b>Project cost:</b>	<b>Band:</b>	<b>Total score:     /120</b>
			<b>1: £10 - £50K</b>	
			<b>2: £50 - £100K</b>	<b>Percentage:</b>
			<b>3: £100K+</b>	

This forms purpose is to assess bids for CIL funds and follows on from the CIL Bid Form. The CIL Bid Form obtains initial information, such as whether planning permission is required, about the scheme to progress to the assessment of the CIL bids using the assessment criteria contained within this form.

The purpose of the assessment criteria below is to determine how well the proposed scheme delivers benefits to the residents and businesses of Test Valley.

Question 1 and 2 are designed to reflect the purpose of CIL which is to mitigate and enable development. The score for the first 2 questions are weighted more heavily that the remainder of the questions in the assessment, being scored out of 20. From question 3, each question is scored out of 10. The higher the score the better the proposal has performed against the criteria. Scoring guidance has been provided to assist with scoring each bid against each of the criteria below.

Applicants are asked to address each question under a separate heading to assist with scoring. The more information that is provided in addressing each criteria, the more likely it is that a higher score will be achieved.

## Section 1: Development and Local Communities

Question 1 Evidence of need		What evidence is available to demonstrate that the project mitigates the impact of development in the area?								
0	2	4	6	8	10	12	14	16	18	20
Scoring guidance		2 - Anecdotal evidence that proposal is needed to mitigate growth from development in the area but no quantitative evidence to support proposed bid.								
		10 – An audit or an assessment of need has been undertaken identifying quantitative deficits. Evidence or data has been gathered to suggest that the project is required to accommodate increased demand from development								
		20 – The scheme has been identified and fully justified through both quantitative and qualitative assessments. Evidence or data has been gathered to demonstrate that infrastructure is reaching/has reached capacity and that the project is required increase capacity due to an increase in usage								

Question 2 Enabling development		How does the proposal demonstrate that it helps bring forward development?								
0	2	4	6	8	10	12	14	16	18	20
Scoring guidance		0 – The project doesn't enable development								
		10 – Evidence that the proposal would attract development. Some evidence that this would have secondary effects such as increasing foot fall to local shops or shortens journey times for pedestrians & cyclists to key destinations								
		20 –Project unlocks sites to enable development or is a catalyst for further development by attracting more people and businesses. May be that the project is required to enable another project to come forward.								

Question 3 Evidence gathering - Engagement with communities and stakeholders		How well does the proposal show that it has captured the ambitions of local and interested communities or organisations about the details of the project through a variety of engagement techniques?								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Limited consultation. No direct contact with stakeholders or end users seeking engagement or feedback (possibly 0 score). Consultation limited to informing local communities of proposal.</p> <p>5 – Some attempt to engage more meaningfully with local communities such as surveys or questionnaires and meetings capturing quantitative data. Analysis of feedback may include minor amendments of a proposal to address consultation responses from local communities (e.g. Parish Plan)</p> <p>10 – Range of consultation techniques used to engage local residents such as workshops, exhibitions, questionnaires. These techniques should be targeted to capture a wide range of stakeholders at different times over a period of time. The scheme should demonstrate how engagement attempted to build consensus amongst interested groups and local communities to meet the identified need and address the issue/deficit</p>								

Question 4 Benefits		What are the direct benefits and are there any potential indirect benefits?								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Limited to a small number of direct benefits (<u>e.g. road crossing – enables pedestrians to cross more safely</u>).</p> <p>5 – Greater number of direct benefits intended to address the issue/deficit identified (e.g. safer crossing, reduces vehicle speeds)</p> <p>10 – Multitude of direct and indirect benefits that fully addresses the issue/deficit that has been identified (e.g. increase the perception of safety, reduce risk of pedestrian injury, encourage walking, reduce obesity)</p>								



Question 5 Breadth of Impact		How many different communities is the proposal likely to benefit? What proportion of those communities will benefit (e.g. all ages or under 12's)? (Communities can be defined by geography or by a common issue/interest).								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Specific user group. The project generally serves only a specific community or a limited proportion of the community</p> <p>5 – Multiple user groups. Serves a number of communities equally. May only serve a small or limited proportion of these communities.</p> <p>10 – Serves all or a significant number of communities. May extend well beyond communities in the local vicinity (e.g. other villages or towns) and serve a high proportion of each of those communities</p>								

Question 6 Impact of benefits		How do the benefits of the proposal impact upon the intended users? (To address this criteria, see Annex 1 - CIL Bid Form 2 regarding equalities impact assessment.)								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Benefits with limited impact. E.g. the benefits of the proposal would provide an experience that users would enjoy or find desirable but are probably not essential to meet their needs. The proposal may have a negative impact on certain 'protected' groups that has not been minimised or eliminated. Users may be able to have their needs met elsewhere should the proposal not be provided</p> <p>5 – Benefits would have a positive effect on users lives. An attempt has been made to address any negative impact the proposal has on users with 'protected' characteristics. The needs of all users can be met through alternative means but the proposal is the preferred option to maximise opportunities to improve the quality of their lives.</p> <p>10 – The proposal would have a profound positive effect on users or particular groups of users. Their level of need may be high and the provision of the project may be crucial to better their quality of life. Negative impacts on all users, particularly those with protected characteristics have been full assessed and minimised or eliminated. Users needs cannot be met through an alternative scheme or elsewhere. If the proposal wasn't provided it may have a negative impact on their lives. Community may not function well without this piece of infrastructure</p>								

Question 7 Negative impacts and mitigation measures		Have any permanent/long term negative impacts of the proposal been considered and how are they proposed to be mitigated? (e.g. cycle link proposed but some loss of hedgerow, new crossing point but loss of a parking space).								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Impacts not considered (0 score). Minimal consideration of impacts but no mitigation proposed.</p> <p>5 – Impacts identified and assessed. Mitigation measures proposed but limited information about how and when they will be delivered.</p> <p>10 – All potential impacts identified and assessed. Full package of mitigation measures proposed which have been costed as part of the scheme. Advice from relevant expertise, where necessary, sought on impacts and mitigation. Programme of works provided setting out how and when mitigation will be integrated and delivered as part of proposed scheme.</p>								

## Section 2: Financial viability

Question 8 Funding		What are the options for funding the proposal?								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Proposal is wholly reliant on CIL and no other funding options (e.g. CAF) have been explored (0 score). Securing other funding is reliant on CIL funding being granted (Possible score of 1 or more).</p> <p>5 – Proposal is partly reliant on CIL. Other funding options have been explored. Other funding may have been secured</p> <p>10 – Proposal is partly reliant on CIL and other funding has been secured. Greater weight can be given to well-prepared large scale projects that seek funding but where the amount of CIL reserves available is insufficient. Bid is accompanied by a project plan evidencing how much is needed and why CIL funds are required to be set aside over successive years.</p>								

Question 9 Delivery risks		What measures have been explored to minimise the risk of the project not being delivered?								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>1 – Limited assessment of various risks undertaken. None or few measures to demonstrate that project will be carefully managed, the contractor/supplier is adequately insured, capable of undertaking the project, or able to provide guarantees.</p> <p>5 – Budget management measures explored. Contractor/supplier has delivered a project of this scale and type before and can demonstrate capability. Minimal guarantees offered.</p> <p>10 – Multiple budget management measures secured (e.g. fixed price contract tenders). All approvals and permissions have been secured. Contractor/supplier can provide guarantees and all insurances are in place. All risks against going over budget fully assessed and mitigated.</p>								

Question 10 Sustainability-		How have any ongoing costs been covered?								
0	1	2	3	4	5	6	7	8	9	10
<b>Scoring guidance</b>		<p>0 – Future costs not considered</p> <p>5 – Some future costs covered or may be covered for a limited time (e.g. through guarantees/warranty/certification)</p> <p>10 – No ongoing costs. Ongoing costs covered by another organisation or project may be self-funding</p>								

Question	score	
1	/20	
2	/20	
3	/10	
4	/10	
5	/10	
6	/10	
7	/10	
8	/10	
9	/10	
10	/10	
<b>Total</b>	/120	%

## ANNEX

## ANNEX

## **Planning and Building Service**

Council Offices  
Beech Hurst  
Weyhill Road  
Andover  
Hampshire  
SP10 3AJ

Email: [planning@testvalley.gov.uk](mailto:planning@testvalley.gov.uk)

[www.testvalley.gov.uk](http://www.testvalley.gov.uk)



TestValleyBC



@TestValleyBC

## **ITEM 13**

### **Exclusion of the Public**

#### **Recommended:**

**That, pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the consideration of the following report on the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below. The public interest in maintaining the exemption outweighs the public interest in disclosing the information for the reason given below:**

#### **Property Matters**

#### **Paragraph 3**

It is considered that this report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended. It is further considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the information relates to the financial or business affairs of the Council and third parties who are necessarily identified, which information is commercially sensitive and which by its disclosure would have an adverse effect upon the interests of those third parties and the Council as they seek to settle agreed terms of business.

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