



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 19TH JANUARY 2022

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors K.J. May (Leader), G. N. Denaro (Deputy Leader),
M. A. Sherrey, P.L. Thomas, M. Thompson and S. A. Webb

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. **To confirm the accuracy of the minutes of the meeting of the Cabinet held on 24th November 2021 (Pages 1 - 6)**
4. **Bromsgrove Homelessness Grant 2022/23 (Previously the Flexible Homelessness Support Grant and Homelessness Reduction Grant) (Pages 7 - 14)**
5. **Bromsgrove response to South Staffordshire Preferred Option Local Plan (Pages 15 - 20)**
6. **Bromsgrove District Council Car Parks - Adoption of Cashless Payments and Operational Procedures for Recreation Road South Car Park and Churchfields Multi-Storey Car Park (Pages 21 - 44)**
7. **Council Tax Empty Homes Discounts and Premiums (Pages 45 - 62)**
8. **Levelling Up Fund - Former Market Hall and Windsor Street Sites (Pages 63 - 88)**
9. **Council Tax Base 2022/23 (Pages 89 - 92)**

10. **Worcestershire Regulatory Services (WRS) Board - Budget Recommendations** (Pages 93 - 106)
11. **Medium Term Financial Plan 2022/23 to 2024/25 - Update Presentation** (Pages 107 - 122)
12. **To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting**
13. **To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-**

"RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

<u>Item No.</u>	<u>Paragraph(s)</u>	
14	3	
15	3	"

14. **Minutes of the meeting of the Overview and Scrutiny Board held on 22nd November 2021** (Pages 123 - 134)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
15. **Fees and Charges 2022/23** (Pages 135 - 168)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

11th January 2022

**If you have any queries on this Agenda please contact
Jess Bayley-Hill**

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Email: jess.bayley-hill@bromsgroveandredditch.gov.uk**

GUIDANCE ON FACE-TO-FACE MEETINGS

Due to the current Covid-19 pandemic Bromsgrove District Council will be holding this meeting in accordance with the relevant social distancing arrangements for holding face-to-face meetings at a local authority.

Please note that this is a public meeting.

If you have any questions regarding the agenda or attached papers, please do not hesitate to contact the officer named above.

GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON

In advance of the Cabinet meeting, Members are strongly encouraged to take a lateral flow test on the day of the meeting, which can be obtained for free from the NHS website. Should the test be positive for Covid-19 then the Member must not attend the Committee meeting, should provide their apologies to the Democratic Services team and must self-isolate in accordance with national rules.

Members and officers are must wear face masks during the Cabinet meeting, unless exempt. Face masks should only be removed temporarily if the Councillor / officer requires a sip of water or when speaking and should be reapplied as soon as possible. Refreshments will not be provided by the venue, therefore Members and officers are encouraged to bring your own supply of water.

Hand sanitiser will be provided for Members to use throughout the meeting.

The meeting venue will be fully ventilated and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

PUBLIC ATTENDANCE

Members of the public are able to access meetings of Cabinet in person if they wish to do so to observe proceedings. However, due to social distancing requirements to ensure the safety of participants during the Covid-19 pandemic, there will be limited capacity and members of the public will be allowed access on a first come, first served basis. Members of the public in attendance must wear face masks unless exempt, are strongly encouraged to use the hand sanitiser that will be provided and will be required to sit in a socially distance manner at the meetings. It should be noted that members of the public who choose to attend in person do so at their own risk.

In line with Government guidelines, any member of the public who has received a positive result in a Covid-19 test on the day of a meeting must not attend in person and must self-isolate in accordance with the national rules.

Notes:

Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

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- Meeting Agendas
- Meeting Minutes
- The Council's Constitution

at www.bromsgrove.gov.uk

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

24TH NOVEMBER 2021, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), G. N. Denaro, M. A. Sherrey, P.L. Thomas, M. Thompson and S. A. Webb

Observers: Councillor C. A. Hotham and Dave Cove

Officers: Mr. K. Dicks, J Howse, Ms. C. Flanagan, Claire Green, Mrs. J. Bayley-Hill and Mrs. P. Ross

30/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor A. Kent.

31/21 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

32/21 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 20TH OCTOBER 2021**

The minutes of the Cabinet meeting held on 20th October 2021 were submitted.

The Chairman advised that Councillor A. Kent's apologies should have been reported at the previous meeting and asked for this to be noted.

RESOLVED that the minutes of the meeting of Cabinet held on 20th October 2021 be approved as a true and correct record.

33/21 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 18TH OCTOBER 2021**

The Chairman of the Overview and Scrutiny Board, Councillor C. Hotham, presented the minutes of the meeting of the Board held on 18th October 2021.

Cabinet was informed that Board had agreed to amend the minutes of the previous meeting, as requested by Councillor R. Hunter, to reflect slightly different wording in a recommendation on the subject of the Bromsgrove Town Centre Management Strategy. This amendment had reflected a proposal for relevant Officers to visit the town centres at the earliest opportunity with the ward Councillors and other interested parties. The recommendation had already been considered and approved by Cabinet under its previous wording.

Agenda Item 3

Cabinet
24th November 2021

The Board had received a presentation on the subject of the staff survey. Discussions had been held about the potential for feedback from staff employed by Bromsgrove District Council to be separated from feedback provided by staff employed by Redditch Borough Council. However, the Board had concluded that, due to the integrated shared services arrangements between the two authorities, this would not be feasible. Members had identified that there was limited information available about the costs of the staff survey and, although reassured by the Director of Resources that the staff survey was affordable, had concluded that the Cabinet should receive further information about the costs.

Concerns had been raised at the Board meeting regarding the additional and amended questions that the Corporate Management Team (CMT) could request, as it was suggested that this could skew the results, but Members had been reassured to learn that the circulation of any additional and amended questions would be co-ordinated by an independent organisation. Officers also clarified that additional questions would only be asked where it was considered that extra information on a particular subject would be appropriate.

Discussions had also been held amongst scrutiny Members regarding the budget preparation process. Local Government Finance training had subsequently been provided to Members, which had been well attended.

The Cabinet response to the Libraries Task Group's final report and recommendations had been considered by the Board. The Board had been keen for some action to be taken in respect of the Libraries Task Group's findings so it had been agreed that the Task Group should be reconvened. A meeting of the group had already taken place and the Leader and the Portfolio Holder for Leisure, Cultural Services and Community Safety had been invited to attend a meeting to discuss the matter further.

Councillor Hotham concluded by explaining that at the latest meeting of the Board, Members had discussed arrangements for performance scrutiny at the Council. Unfortunately, only a couple of Members had volunteered to be members of the Corporate Performance Working Group. Members had decided that a different approach should therefore be taken to performance scrutiny and in future reports would be presented to the Board on the performance of Council services every six months.

During consideration of this item, Members noted a typographical error in the Overview and Scrutiny Board minutes. Cabinet noted that Councillor P. Thomas should have been recorded as in attendance at the meeting to speak as Portfolio Holder for Leisure, Cultural Services and Community Safety on the Cabinet's response to the Libraries Task Group's final report.

RESOLVED that

- 1) The Cabinet are fully informed of the higher and lower cost of the staff survey; and
- 2) The minutes of the Overview and Scrutiny Board meeting held on 18th October 2021 be noted.

34/21

FINANCIAL OUTTURN 2020/21 REPORT

The Executive Director of Resources presented the Financial Outturn Report 2020/21.

Cabinet was informed that the report focused on the Council's revenue position in the 2020/21 financial year. The figures remained to be audited. However, it was anticipated that in order to balance the budget £228,736 needed to be transferred from the general Covid grant to the general fund.

There had been a number of variations in the budget during the year. The overall position was consistent with the budget projections in quarter 3 of the financial year, although the position had slightly improved. The main variations related to the increases in costs arising from inflation, waste service costs, planning costs and the loss of income from car parking. There remained funding in the Council's general Covid grant and it was anticipated that this would be used to help cover any financial pressures arising in the 2021/22 financial year.

Members discussed the report and questioned the timescales for the Council to meet the additional costs in the planning process that had arisen during the year. Officers clarified that the Development Control department had been overspent by £270,000 and £200,000 of this had been due to the costs associated with the Council losing a planning case at appeal, including substantial legal costs. The exact timescales for this payment to be settled would need to be clarified but the Council was committed to making this payment.

During consideration of this item, the Chairman of the Overview and Scrutiny Board was invited to speak on behalf of the Board on this matter. Cabinet was advised that scrutiny Members had discussed the potential for the general Covid grant funding to be incorporated into the Council's balances and reserves. However, the Director of Resources explained that there were no increased risk that the Council could lose this funding if it was retained in a separate general Covid grant account and therefore no action needed to be taken at present to transfer the funds to a different budget.

RESOLVED that the outturn financial position in relation to the revenue budgets for the year April 2020 – March 2021 be noted.

RECOMMENDED that £228,736 be transferred from the General Covid Grant to the Council's general fund to balance the outturn position for 2020/21.

35/21

MEDIUM TERM FINANCIAL PLAN 2022/23 TO 2024/25

The Director of Resources presented an update to Cabinet on the Medium Term Financial Plan 2022/23 to 2024/25.

Members were advised that the financial position for the Council, similar to many local authorities, was challenging. There was a need to maintain sufficient balances moving forward whilst also setting the budget in the Medium Term Financial Plan. The majority of local government funding at a District Council level derived from Council Tax and business rates. However, there was a lot of uncertainty about local government finances and future funding arrangements and this would need to be taken into account when setting the budget.

Cabinet was informed that this presentation followed the provision of more detailed information to Members at the local government finance training session that had been delivered earlier in the month. Details would also be shared with scrutiny Members at meetings of the Finance and Budget Working Group.

RESOLVED that the presentation be noted.

36/21

OUTSIDE BODIES - CABINET APPOINTMENT

The Portfolio Holder for Finance and Enabling presented a report on the subject of the Cabinet's appointment to the Worcestershire Health Improvement Group (HIG). Members were advised that it had been understood that a single representative of the Councils in north Worcestershire should be appointed to the HIG. However, clarification had subsequently been provided by Worcestershire County Council that each District Council in Worcestershire could appoint a representative to the HIG.

Cabinet's nomination to the HIG would be Councillor S. Webb, as the lead Portfolio Holder for Health and Well Being. Officers confirmed that this appointment could be approved by Cabinet as Councillor Webb would be appointed to the role in an ex officio capacity.

RESOLVED that the Portfolio Holder for Strategic Housing and Health and Well Being, be approved as the Council's representative on the Health Improvement Group.

37/21

FINANCIAL UPDATE REGARDING LEISURE SERVICES

The Executive Director of Finance and Resources presented a report that provided a financial update regarding Leisure Services.

Cabinet was informed that across the country leisure services had been impacted by the Covid-19 pandemic. The situation in respect of Leisure Service provision in Bromsgrove District represented a financial risk to the Council. Action was being taken in respect of risk management to help mitigate the risks. As part of this process, the Council aimed to secure additional grant funding, such as funding from Sports England, to help cover costs.

During consideration of this item, the Chairman of the Overview and Scrutiny Board explained that the Board had pre-scrutinised the report in detail at a meeting held on 22nd November 2021. All of the options available to the Council in relation to Leisure Services had been considered by the Board, which had concluded that the resolutions detailed in the report represented the best way forward for the Council.

RESOLVED that

- 1) The impact of Covid-19 on Council's contracted Leisure service and the steps taken to mitigate the financial risks in this regard are noted;
- 2) the financial context and the financial impact in this regard are noted;
- 3) the options available to the Council are noted; and
- 1) the proposal to negotiate a 2021/22 deed of variation to the contract is approved.

The meeting closed at 6.29 p.m.

Chairman

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Homelessness Prevention Grant Allocation for 2022/23

Relevant Portfolio Holder	Councillor Shirley Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269
Wards Affected	All
Ward Councillor(s) consulted	Not Applicable
Relevant Strategic Purpose(s)	<ul style="list-style-type: none"> • Work and financial independence • Living independent, active and healthy lives • Affordable and sustainable homes • Communities which are safe, well maintained and green
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. RECOMMENDATIONS

The Cabinet RESOLVE as follows:-

- 1.1 That the initiatives in 3.7 be approved to receive allocation of funding 2022/23.
- 1.2 That delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2022/23 in support of existing or new schemes.

2. BACKGROUND

- 2.1 This report seeks Members approval to award the DLUHC Homelessness Prevention Grant and the usual Homelessness Grant to specific schemes recommended by the Strategic Housing Manager. Additionally, it seeks to delegate authority to the Head of Community and Housing Services, in consultation with the Portfolio Holder for Housing, to allocate any underspend of grant during 2021/22 on

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schemes to prevent homelessness and assist those who actually become homeless.

2.2 The purpose of the ringfenced Homelessness Prevention Grant fund is to give local authorities control and flexibility in managing homelessness pressures and supporting those who are at risk of homelessness. The Government expects local authorities to use it to deliver the following priorities:

2.3 To fully enforce the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness

2.4 Reduce family temporary accommodation numbers through maximising family homelessness prevention

2.5 Eliminate the use of unsuitable bed and breakfast accommodation for families for longer than the statutory six week limit.

3. FINANCIAL IMPLICATIONS

3.1 In addition to the annual Homelessness Grant, the Council has been awarded by the Department of Levelling Up, Housing and Communities (DLUHC), Homelessness Prevention Grant £158,954 (subject to confirmation). This report sets out how the Council intends to utilise this funding to create a package of support and services to prevent homelessness and support those who become homeless.

3.2 The annual homelessness grant has been used each year since 2002 to fund a range of homelessness support services and schemes that focus upon the prevention of homelessness and repeat homelessness.

3.3 The Homelessness Prevention Grant has been ring fenced by the DLUHC for activities that prevent and deal with homelessness.

3.4 The Council has agreed a budget of £112,000 for the 2022/23 Homelessness Grant allocation. In addition, Worcestershire County Council ordinarily allocates £11,200 to the Council to part fund the Young Persons Pathway Worker post. In addition the DLUHC Homelessness Prevention Grant award is £158,594.

3.5 The Council therefore has the following for Homelessness Prevention Services and Housing Options in 2022/23 (including grant from Worcestershire County Council), as follows:

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Grant	2022/23
Homelessness Grant	£112,000
County Council YPPW Grant	£11,200
Homelessness Prevention Grant	£158,594
Carry Forward Sunrise Project from 2021	£39,000
Underspend from 2021/22	£12,000
Total Grant Available	£332,794

3.6 It is recommended that the Grant monies are allocated as follows:

Grant Allocation	2022/23 £ (up to)
Young Persons Pathway Worker – support to prevent homelessness for under 25's	26,000
Worcestershire Strategic Housing Partnership Co-ordinator – contribution towards county-wide development and delivery of housing initiatives in partnership with other agencies	6,300
Hopes - Single Person and Childless Couples Homelessness Prevention Service top up	5,424
St Basils Crash Pad – provide a unit of emergency accommodation to young homeless people	10,909
NewStarts - Provide Furniture and Volunteering Opportunities for Ex-Offenders – supports tenancy sustainment and provides future employment opportunities/reduces risk of reoffending	15,000
Fry/Accord Housing Related Support – helping ex-offenders remain housed/seek employment	23,224
St Basils Foyer – provides stable accommodation/support for young people - 14 units – fully occupied during last financial year	30,000

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Managing Temporary Accommodation Costs for BDHT	15,500
CCP- outreach and prevention service targeting rough sleepers and those at risk of rough sleeping.	25,082
North Worcestershire Basement Project - Support for young people at risk of homelessness	40,000
bdht – Homelessness Reduction Act New Burdens	36,975
Step Up – Private Tenancy Scheme	18,200
Sunrise Project intensive support (2 year project agreed 2021)	39,000
Sanctuary Scheme for victims of Domestic Abuse	10,000
Citizens Advice – Targeted Debt Intervention	23,000
No First Night Out/No Second Night Out	£7,280
Total committed expenditure	331,894

- 3.7 An element of the BDHT three year contract includes the management of Temporary Accommodation for Homeless Households. An element of the Homelessness Prevention Grant replaced the Temporary Accommodation Management Fund (TAMF) which is allocated for the purpose of managing temporary accommodation and supporting those who are homeless or threatened with homelessness.
- 3.8 The notification of the grant is expected during the last week of December 2021 and officers will verbally confirm at the meeting any changes in the anticipated grant.
- 3.9 Delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2022/23.

4. LEGAL IMPLICATIONS

- 4.1 Homelessness support and prevention initiatives and schemes developed and funded through DLUHC Grant assist the Council in meeting its statutory duties to those threatened with homelessness and

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those who are actually experiencing homelessness, including those placed in Temporary Accommodation under the Homeless provisions of the Housing Act 1996 (as amended).

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 Homelessness Prevention Grant allows the Council to support a range of holistic services to help prevent or tackle homelessness and rough sleeping in the District. The combination of practical support such as furniture and Sanctuary measures compliment those services that provide outreach support to help clients access accommodation, sustain tenancies, manage budgets, engage in positive activities and access employment. The breadth of services available provide opportunities for:
- Work and financial independence through the provision of support services and debt advice
 - Living independent, active and healthy lives through the provision of support to access positive activities including healthy eating and exercise.
 - Affordable and sustainable homes through the provision of supported accommodation.
 - Communities which are safe, well maintained and green through the provision of supported accommodation.

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Climate Change Implications

- 5.2 The recycling of furniture supports the Council's green thread as it minimises waste and provides reuse and recycling of household items wherever possible.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 The Homelessness Grant and Homelessness Prevention Grant will benefit customers by offering household's more options to prevent their homelessness, support them to remain in their own homes or help the Council to manage and support households in Temporary Accommodation.
- 6.2 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.

Operational Implications

- 6.3 The management and administration of grant forms a significant part of the Strategic Housing Team's day to day operations.

7. RISK MANAGEMENT

- 7.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:

- Increased B&B costs
- Increased rough sleeping in the District
- Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness

- 7.2 All recipients of Grant will enter into a grant agreement and have regular monitoring with officers on the delivery of the service

8. APPENDICES and BACKGROUND PAPERS

None.

9. REPORT SIGN OFF

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Department	Name and Job Title	Date
Portfolio Holder	Councillor Shirley Webb	13 th December 2021
Lead Director / Head of Service	Judith Willis	8 th December 2021
Financial Services	Judith Willis	30 th December 2021
Legal Services	Clare Flannagan	15 th December 2021
Policy Team (if equalities implications apply)	Not applicable	
Climate Change Officer (if climate change implications apply)	Matt Bough	22 nd December 2021

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Bromsgrove District Council – Response South Staffordshire Preferred Option Local Plan

Relevant Portfolio Holder	Councillor P. Thomas
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Report Author Mike Dunphy	Job Title: Strategic Planning and Conservation Manager Contact email: m.dunphy@bromsgroveandredditch.gov.uk Contact Tel: 01527 881325
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	<ul style="list-style-type: none"> • Affordable and Sustainable Homes • Communities which are Safe, Well Maintained and Green • The Green Thread runs through the Council Plan
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RECOMMEND to Council that:-

- 1.1 The Council endorses the officer response to the South Staffordshire Local Plan (as attached at Appendix A) and that it is confirmed with South Staffordshire Council as such.**

2. BACKGROUND

- 2.1 On the 1st November 2021 South Staffordshire Council (SSC) published the Regulation 18 version of the South Staffordshire Local plan (SSLP), more commonly known as the Preferred Option. Previous consultation was undertaken in 2018 on the issues and options for the SSLP and in 2020 on the Spatial Housing Strategy and Infrastructure Delivery, BDC responded to these earlier consultations at that time.
- 2.2 The preferred option plan is much like other plans that members have been briefed on, most recently the Black Country Plan and the Solihull Local Plan. In common with most, if not all plans being progressed across the West Midlands a significant issue is how the plan has

approached meeting the required housing and employment needs and whether or not the plan has attempted to address meeting the unmet housing needs stemming predominantly from Birmingham and the Black Country. In this instance South Staffordshire Council are meeting their own housing and employment needs and also allocation land for the 4000 houses to meet the needs of the wider greater Birmingham Housing Market area (GBHMA).

- 2.3 The suggested response to this plan is attached at appendix A, in the main we are suggesting a similar response to previous iterations of this plan. In effect that the 4000 houses makes a useful contribution to meeting the overall needs, but the justification for it is not something which we could endorse as the approach Bromsgrove should take to this issue. The approach BDC will take will be informed by the evidence which is currently being collected, and will be contained within the preferred options version of the Bromsgrove plan, which is scheduled to be published in the summer of 2022.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications associated with this report

4. LEGAL IMPLICATIONS

- 4.1 South Staffordshire Council has published this plan in accordance with Regulation 18 of the Town & Country Planning (Local Planning) (England) Regulations 2012.
- 4.2 It is important that Bromsgrove District Council continues to engage in this process and under the Duty to Cooperate as the plan progresses to its next stage.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The response to the SSLP in itself does not have any direct implications for the strategic purposes at this stage. Ensuring that BDC is engaged and where appropriate influence plan making activities of adjoining authorities will ensure that the strategic purposes are not undermined by the plans of other local authorities.

Climate Change Implications

- 5.2 it is not considered that there are any specific climate change implications for Bromsgrove from the proposals in the SSLP. Although the planning process must continue to address the wider climate change concerns, part of this is scrutinising the plans prepared by other stakeholders.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 The response has no Equality or Diversity implications.

Operational Implications

- 6.2 There are no operational implications.

7. RISK MANAGEMENT

- 7.1 The risks associated with not submitting a representation is that BDCs views will not be taken into account by the South Staffordshire Council when progressing the Local Plan

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – BDC response to South Staffordshire Local Plan.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Adam Kent	
Lead Director / Head of Service	Ruth Bamford	
Financial Services	James Howse	
Legal Services	Claire Felton	
Policy Team (if equalities implications apply)	N/A	
Climate Change Officer (if climate change implications apply)	N/A	

Bromsgrove District Council welcomes the opportunity to comment on South Staffordshire Council's Preferred Option Local Plan consultation. Please note that these comments represent the views of Officers only at this stage and have not been subject to Member endorsement. It is planned to take this response to the meeting of Bromsgrove's Cabinet on 19th January 2022 for approval and then to full Council on the 26th January, and we will update you after this time.

These comments are in addition to comments submitted to both the South Staffordshire Council's 2018 Issues and Options consultation, and the 2019 Spatial Housing Strategy and Infrastructure Delivery consultation.

Officers have reviewed the plan and in particular the locations and amount of development being proposed across South Staffordshire. In terms of location, we have no comment to make other than to say the locations chosen seem appropriate, and the site selection process appears to have been done in a robust manner.

The level of housing development being proposed is consistent with the requirements of the Government's standard methodology and we see no reason to revert to any number other than this. The 4000 houses being proposed for the wider needs of the Greater Birmingham and Black Country Housing Market area are also welcomed. As with previous comments submitted on this issue, Bromsgrove District Council does not object to this proposal, but also does not specifically endorse the process taken to arrive at this figure as one which should be seen as the most appropriate approach to how the wider needs of the GBHMA should be apportioned across the housing market area. We understand that the approach has been heavily informed by the GBHMA Strategic Growth Study in 2018, Bromsgrove District Council's position on that study remains that it is simply one piece of evidence to be considered in relation to any plan review which takes place in the GBHMA. We are aware of the discussions due to take place on the 15th December 2021 with other GBHMA authorities. The Council will be represented at this discussion and may wish to add to this response as a consequence of that meeting.

With regards to the levels of employment development being proposed, we note that South Staffordshire has a surplus of employment land. We are conscious that the Economic Development Needs Assessment (EDNA) is currently being updated and as part of this the appropriateness of the Functional Economic Market Area (FEMA) is looking to be confirmed. Bromsgrove District Council is also progressing its economic development needs evidence base albeit as part of wider piece of work which also looks at housing needs (a HEDNA). Whilst the result of this work is yet to be finalised, Bromsgrove District Council is happy to engage with South Staffordshire on understanding what is the most appropriate approach to defining the correct FEMA for both districts.

The approach taken to the Duty to Co-operate (DtC) has been explained in full in the supporting DtC statement. We believe this to be an accurate representation of the engagement that has taken place with regards to the DtC.

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2022**

19 January

BROMSGROVE DISTRICT COUNCIL CAR PARKS – ADOPTION OF CASHLESS PAYMENTS OPTION AND OPERATIONAL PROCEDURES FOR RECREATION ROAD SOUTH CAR PARK AND CHURCHFIELDS MULTI-STOREY CAR PARK

Relevant Portfolio Holder	Councillor Karen May
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans - Head of Environmental and Housing Property Services
Report Author	Job Title: Engineering Team Leader Contact email: pete.liddington@bromsgroveandredditch.gov.uk Contact Tel: 534108
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose	Communities which are safe, well maintained and green
Non-Key Decision	

1. RECOMMENDATIONS

1.1 The Cabinet RESOLVE that: -

- 1) A Cashless Payment System (CPS) option be adopted for all Pay & Display car parks within the District, to be operational as soon as possible. Every car park, except Churchfields Multi-storey Car Park, will retain one ticket machine which will accept cash payments;**
- 2) A ‘Pay & Display’ system be installed in Recreation Road South Car Park, with CPS option, to replace the current outdated and failing ‘Pay on Foot’ system, again to be operational as soon as possible;**
- 3) Churchfields Multi-storey Car Park be used as a long stay car park only. This will be accessible by a Virtual Permit or Parking app only (refer to 2.4), with no cash payment being acceptable.**

1.2 The Cabinet RECOMMEND that: -

A reduced Budget, as shown in 3.1 - Budget Comparisons Table, to be amended as part of the medium-term financial plan review.

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2. BACKGROUND

- 2.1 The implementation of a CPS option for all 'Pay & Display' car parks is considered an important necessary step forward, particularly as these facilities provides the Authority with a significant amount of income. Other Local Authorities, such as Stratford-on-Avon District Council have converted to a total use of a CPS. In a society where people increasingly do not carry cash, the ability to pay for parking by a mobile phone app or direct with a credit/debit card will ensure that we are providing modern payment facilities for users of Council car parks (refer to 4.1).
- 2.2 To assess car park users' views on this Council adopting CPS, a comprehensive survey has recently been undertaken by the Council's Engagement and Equalities Advisor, utilising their knowledge in inviting as many participants as possible to hopefully provide comprehensive reactions. Results of the survey can be found in Appendix 4. In general terms, the results indicate that the majority of car park users, have no objection to the introduction of a CPS, but there are still many users who would wish to see a cash payment facility being retained. Consequently, the retainment of one cash payment ticket machine in every car park, except Churchfields Multi-storey, should produce a satisfactory solution. Obviously, it is envisaged that over time, as the general public relies less on cash transactions, a full CPS will be more acceptable to users.
- 2.3 Members will recall that at Cabinet on 25 November 2020, approval was given to give delegated powers to Head of Environmental and Housing Property Services, Head of Finance and Customer Services and the Portfolio Holder, to explore, negotiate and agree the final lease details with the third party, to take over the running and maintenance of the Recreation Road South Car Park. Regrettably, negotiations have proved unsuccessful, and consequently the car park remains as part of the Council's assets. With the necessity to replace the failing 'Pay on Foot' payment system, Members are requested to approve a normal 'Pay & Display' format with a CPS option. One ticket machine will be made available to accept cash payments.
- 2.4 It is also considered appropriate that the use of Churchfields Multi-storey Car Park be designated as a long stay car park only, which will continue to be our best value for all day parking. This will be accessible by a Virtual Permit or Parking app only, thereby avoiding the need to install 'Pay & Display' machines within the car park, which would

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unfortunately present themselves vulnerable to vandalism, despite costly adequate protection measures being provided.

3. FINANCIAL IMPLICATIONS

3.1

Capital Budget Comparisons		
Year	Previously approved Budget (Cabinet – 25 November 2020) (£k)	Replacement Budget (£k)
2021/2022	267.0 or 307.0 or 432.0 <i>(depending on accepting or rejecting third party offer)</i>	250.0
2022/2023	136.0	253.0
2023/2024	116.0	96.0
2024/2025	121.0 or 441.0 <i>(depending on accepting or rejecting third party offer)</i>	421.0

3.2

Expected Revenue Budget Savings		
	Existing costs (£k)	Expected costs (£k)
Cash collection from ticket machines	20.0	10.0
Ticket supplies	9.0	4.5

3.3 At present across the District, £20k a year is paid for a cash collection service from ticket machines, which obviously becomes a saving with the introduction of a CPS. Since the introduction of the MiPermit app, less than 12 months ago, already 20% of car parking charges are paid by this method. We believe this would increase exponentially, even if a CPS was not adopted. Cash collection will obviously still be necessary, but for a reduced number of ticket machines, so therefore a saving will still be made on this service (refer to 3.2 – Expected revenue budget savings).

3.4 Cabinet, at their meeting on 25 November 2020, recommended approval of a decrease in the 2020/2021 Capital Programme of £34.5k, to provide a total budget of £85.5k for replacement of parking

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machines. This amount of £85.5k included other improvement works to various 'Pay & Display' car parks, in addition to renewal/upgrading existing ticket machines (refer to Appendix 2 for the original Capital Programme spreadsheet presented at the meeting). However, as we discovered when we came to place the appropriate order, the existing ticket machine manufacturer was at that time upgrading their payment transfer software within these machines, and it was therefore considered prudent to delay our renewal/upgrading for the interim period. Consequently, there is a saving of £32.0k from last years' budget, which will be carried forward.

- 3.5 The existing ticket machines when replaced with new CPS machines, have a second-hand value. The disposal can be facilitated via the British Parking Association (BPA).
- 3.6 With CPS, no tickets will be issued if the MiPermit app is used, for display within the vehicle, the Civil Enforcement Officers (CEOs) being able to check vehicles electronically as they undertake their patrols. If the app is not used, payments can be easily made by credit/debit card, but in such cases a ticket will be issued for display. As a consequence, ticket supply requirements are drastically reduced, both for normal 'Pay & Display' and 'Pay on Foot,' the latter requiring significantly more expensive tickets (refer to 3.8 and 3.2 – Expected revenue budget savings).
- 3.7 There is an obvious assumption that a small number of customers when previously paying with cash, would not have on occasions the correct change, and as a consequence, as no change is made available to them, our income is very slightly increased over time. It is impossible to accurately calculate what this increase amounts to, but it is envisaged that it is fairly insignificant. Obviously, with CPS, this 'extra' income ceases.
- 3.8 With the failure of the negotiations with the third party to take over the running and maintenance of the Recreation Road South Car Park, we therefore must quickly resolve the continual problems we have been experiencing with the 'Pay on Foot' payment system. However, with the introduction of the MiPermit app, a normal 'Pay & Display' system can be introduced, as it provides the ability for the customer to extend their stay period from their mobile phone should the need arise, as their shopping experience is taking longer than first anticipated. This being the main reason why a 'Pay on Foot' format was used in the first instance. The cost of replacing the existing 'Pay on Foot' facility was estimated to be £200k, whereas to install a normal 'Pay & Display'

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facility with a CPS is estimated to be only £45k. This saving is reflected within the recommendations.

- 3.9 The new 'Pay & Display' machines installed for Recreation Road South Car Park will be solar powered as the first choice, which will not only make a saving on electricity usage but will also reduce the carbon footprint of the Parking Service. Unfortunately, from consultation with other Local Authorities operating solar powered machines, it appears that when card payments are made, power is used quite rapidly for that process, whereas a cash process is more adequately catered for. As a consequence, additional stand-by batteries have to be utilised on occasions and can be readily replaced. Therefore, to avoid the need for new costly electricity connections having to be provided for the new 'Pay & Display' machines in Recreational Road South car park, the provision of solar powered machines is considered acceptable in just such locations. However, when machines are upgraded in this, and all other car parks, they will be located in the same position as the replaced units with the electricity connection merely to be reconnected. Replacement with solar power is obviously a future consideration, but at a time when a more reliable unit is available.
- 3.10 With the demise of 'Pay on Foot' facility there will be no requirement for a CEO to be present all day, until 10.00 pm, within the nearby Office, to cater for incidents involving Pay Station/exit barrier faults, lost tickets etc. The CEO can therefore undertake their normal enforcement duties. Wychavon District Council have confirmed that with this increase in CEO manpower, the change to the inspection operation whereby CEOs refer to their electronic equipment to check on the viability of each vehicles' parking period, rather than visually inspect tickets, the additional patrol of Recreation Road South car park, and the ability to increase evening/late night patrols, will not result in any increased costs being requested from them.
- 3.11 The funding options for either balances or borrowing costs will be addressed going forward into future years in the Authority's budget process.

4. LEGAL IMPLICATIONS

- 4.1 As owners of the sites, the Authority has a responsibility to ensure that the facilities conform in all respects to current Health & Safety requirements. The recent Covid-19 restrictions has placed a great emphasis on the need for reducing unnecessary contact with facilities

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that are used on a continual basis by many individuals, so the introduction of a CPS drastically reduces such a risk.

5. STRATEGIC PURPOSES - IMPLICATIONS**Relevant Strategic Purpose**

- 5.1 *Communities which are Safe, Well Maintained and Green* – with adoption of the proposals included within this report, all 'Pay & Display' car parks will be improved and maintained to a high standard, with added modern payment facilities, thereby welcoming to residents and visitors alike, with drivers being happy to leave their vehicles parked and unattended.

Climate Change Implications

- 5.2 Refer to 3.9, installation of solar powered ticket machines.
- 5.3 Electronic money transfer will reduce the carbon emissions of the service as the need for physical cash collection reduces.

6. OTHER IMPLICATIONS**Equalities and Diversity Implications**

- 6.1 Following the consultation and completion of the Equality Impact Assessment (Appendix 5), the introduction of the new payment methods and keeping one machine in each car park that accepts cash (except Churchfields Multi-story) will allow patrons the ability to select the method that is beneficial to them for payment and eliminate any potential discrimination for certain groups.

Operational Implications

- 6.2 With CPS a cash collection service is reduced (refer to 3.3), and the use of tickets is also drastically reduced. The 'freeing' up of a CEO from 'Pay on Foot' supervision duties (refer to 3.10), will allow increased patrols to be undertaken.
- 6.3 With the proposed arrangement of having only one cash machine and one cashless machine in the car parks, this obviously will have an impact on income should either machine develop a fault. Unlike existing arrangements where users would utilise the 'spare' machine to

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make payments, we could not issue Penalty Charge Notices (PCNs), as users would merely appeal, stating that they had used the car park on the basis that it would accept cash/card payments and their preferred facility was unavailable at no fault of their own. However, as all machines will be new, the likelihood of a breakdown is considerably reduced, and they do have a proven track record. The maintenance agreement for the machines, ensures that there is a minimum of 2 No. annual services undertaken, and in the event of a fault, a maximum of 16 hours is allowed to attend and fix the relevant fault. In addition, the CEOs are so familiar with these machines, that they have received training on fixing minor faults, when necessary.

7. RISK MANAGEMENT

- 7.1 This 5-year Capital Programme will ensure that the car parks are maintained to a standard which will satisfy all Health & Safety requirements.
- 7.2 The works themselves will be undertaken in a way to minimise inconvenience to users wherever possible.

8. APPENDICES and BACKGROUND PAPERS

- i) Appendix 1 - Capital Works Programme spread sheet (revised 30 December 2021).
- ii) Appendix 2 - Capital Works Programme spread sheet (25 November 2020).
- iii) Appendix 3 - Explanatory Notes.
- iv) Appendix 4 - Consultation Survey Results.
- v) Appendix 5 - Equality Assessment Record.
- vi) Cabinet minutes for meeting on 25 November 2020.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Karen May Leader of Bromsgrove District Council	26.11.2021
Lead Director/Head of Service	Guy Revans Head of Environmental and Housing Property Services	29.11.2021
Financial Services	James Howse Executive Director of Resources	07.12.2021
Legal Services	Clare Flanagan Principal Solicitor	01.12.2021
Policy Team (if equalities implications apply)	Emily Payne Engagement and Equalities Advisor	01.12.2021
Climate Change Officer (if climate change implications apply)	Anna Wardell-Hill Environmental Policy and Awareness Officer	29.11.2021

Bromsgrove District Council Car Parks - Capital Works Programme - Appendix 1

Ref No.	Car Park Name	Numbers of Spaces	2021/2022		2022/2023		2023/2024		2024/2025	
			Description	Cost (£k)	Description	Cost (£k)	Description	Cost (£k)	Description	Cost (£k)
1.	Recreation Road South	312	Replacement of 'Pay on Foot' system with 'Pay & Display' machines for Cashless Payments (1 No. Cash machine)	45.0					Resurfacing and ancillary works	300.0
			Renew lighting	20.0						
2.	North Bromsgrove	190	Convert machines to Cashless Payment (1 No. Cash machine)	15.0						
3.	Churchfields Multi-story	318	Convert to 'long stay only' for Virtual Permit holders or Parking app	5.0	Extension to Shopmobility office	35.0				
					Lifts - life extending works	127.0				
4.	Parkside	95	Resurfacing and ancillary works	70.0						
			Convert machines to Cashless Payment (1 No. Cash machine)	10.0						
5.	New Road	60	Resurfacing and ancillary works	35.0						
			Convert machines to Cashless Payment (1 No. Cash machine)	10.0						
6.	School Drive	128	Convert machines to Cashless Payment (1 No. Cash machine)	10.0	Resurfacing and ancillary works	80.0				
					Renew lighting	11.0				
7.	Windsor Street	67	Convert machines to Cashless Payment (1 No. Cash machine)	10.0			Resurfacing and ancillary works	35.0		
							Renew lighting	5.0		
8.	Stourbridge Road	87	Convert machines to Cashless Payment (1 No. Cash machine)	10.0			Resurfacing and ancillary works	45.0		
							Renew lighting	11.0		
9.	Tanyard Lane Alvechurch	44							Resurfacing and ancillary works	45.0
									Renew lighting	7.0
10.	St John Street	81	Convert machines to Cashless Payment (1 No. Cash machine)	10.0						
11.	Golden Cross Lane	15							Renew lighting	4.0
12.	Aston Fields	44							Resurfacing and ancillary works	55.0
									Renew lighting	10.0
Totals (£k)				250.0		253.0		96.0		421.0

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Bromsgrove District Council Car Parks - Capital Works Programme - Appendix 2

Ref No.	Car Park Name	Numbers of Spaces	2020/2021		2021/2022		2022/2023		2023/2024		2024/2025	
			Description	Cost (£k)	Description	Cost (£k)	Description	Cost (£k)	Description	Cost (£k)	Description	Cost (£k)
1.	All	1,527	Virtual Permit system	8.0								
2.	Recreation Road South	312			Replacement Pay on Foot system	200.0						
	Recreation Road South				OR					Resurfacing and ancillary works	300.0	
	Recreation Road South				Provision of Ticket Machines	75.0				Renew lighting	20.0	
3.	North Bromsgrove	190	Install CCTV (£7k for alternative scheme - see Explanatory Notes)	14.0								
	North Bromsgrove		Upgrade ticket machines	7.0								
4.	Churchfields Multi-story	318			Lifts - life extending works	127.0						
	Churchfields Multi-story		Replace top story lights with LED	8.0								
	Churchfields Multi-story				Provision of Ticket Machines	35.0	Extension to Shopmobility office	35.0				
5.	Parkside	95			Resurfacing and ancillary works	70.0						
	Parkside		Renew ticket machines	10.0								
	Parkside		Renew lights to LED - Historic appearance	7.0								
	Parkside		Railing replacement	3.5								
6.	New Road	60			Resurfacing and ancillary works	35.0						
	New Road		Renew ticket machines	10.0								
	New Road		Renew lighting	13.0								
7.	School Drive	128					Resurfacing and ancillary works	80.0				
	School Drive						Renew ticket machines	10.0				
	School Drive						Renew lighting	11.0				
8.	Windsor Street	67							Resurfacing and ancillary works	35.0		
	Windsor Street						Renew ticket machines	10.0				
	Windsor Street						Renew lighting	5.0				
9.	Stourbridge Road	87							Resurfacing and ancillary works	45.0		
	Stourbridge Road						Renew ticket machines	10.0				
	Stourbridge Road						Renew lighting	11.0				
10.	Tanyard Lane Alvechurch	44									Resurfacing and ancillary works	45.0
	Tanyard Lane Alvechurch											Renew lighting
11.	St John Street	81	Upgrade ticket machines	5.0								
12.	Golden Cross Lane	15									Renew lighting	4.0
13.	Aston Fields	44									Resurfacing and ancillary works	55.0
	Aston Fields											Renew lighting
	Totals			85.5	Acceptance of third party offer and use of Ticket Machines for Churchfields MS only	267.0	136.0		116.0	Acceptance of third party offer	121.0	
					Refusal of third party offer but use of Ticket Machines	307.0				Refusal of third party offer	441.0	
					Refusal of third party offer but use of Pay on Foot	432.0						

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Bromsgrove District Council Car Parks

Explanatory Notes for Cashless Payments System (CPS) – Appendix 3

1. Cashless Payments System (CPS)

The CPS operates in conjunction with MiPermit and users can pay for their car parking stay by one of two methods, these being:

i) MiPermit app

The user can download the app at any time and add their vehicle details, together with their appropriate credit/debit card. Once saved, there is no requirement to add such details again. By accessing the MiPermit when they park in the car park of their choice, or even well in advance, they merely have to choose their length of stay. Once completed, they are then able to leave their vehicle with no further action on their part required. There is no need to queue at a ticket machine to obtain a ticket, as this has been undertaken electronically, and can be checked again, electronically by the Civil Enforcement Officer's (CEO) handheld devices when undertaking their patrols. Should the user wish to extend their stay, they can merely undertake this simple process from their mobile phone, without the need to return to their vehicle. A small payment of a few pence is added to each parking fee, which is apportioned directly to MiPermit for their costs.

ii) Direct payment without the use of MiPermit

The user can make a direct cashless payment using their credit/debit card by visiting a ticket machine within the car park, and choosing the length of their stay. The card can then be 'swiped' and the appropriate ticket will be issued. This must be then correctly displayed within the relevant vehicle in order that the CEOs can make a visual inspection. Unlike with the use of the MiPermit if the user wishes to extend their stay, they must return to the car park to purchase another ticket. There is of course a transaction fee for each card payment, which is a normal procedure, which will result in a minor reduction to this Council's income.

iii) Virtual Permits

The user may consider the purchase of an electronic virtual permit for a season ticket, as this facility is now available. In addition, residents' permits, staff permits and dispensations are also available through this method.








A virtual permit again provides the facility for no visual identification permit being necessary to be available within the vehicle, as the handheld devices used by the CEOs electronically perform this operation.



PTL/P2230
24 June 2021





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Appendix 4 – Consultation Survey Results



Bromsgrove District Council - Cashless Car Park Payment Survey

1. How often do you park in Bromsgrove District Council car parks?				
Answer Choices			Response Percent	Response Total
1	Daily		4.20%	23
2	2-3 times each week		29.93%	164
3	Weekly		31.75%	174
4	Every other week		9.67%	53
5	Monthly		12.23%	67
6	Less often		9.85%	54
7	Never		2.37%	13
			answered	548
			skipped	6

2. Currently, the only two payment methods at Bromsgrove District Council car parks are coins and MiPermit App. Which method do you use most often?				
Answer Choices			Response Percent	Response Total
1	Coins		86.36%	462
2	MiPermit App		13.64%	73
			answered	535
			skipped	19

3. Have you experienced any of the following issues when using the current payment methods?				
Answer Choices			Response Percent	Response Total
1	Lack of change		47.13%	246
2	Not being able to access the MiPermit App		19.73%	103
3	No issues		41.76%	218
4	Other (please specify):		6.13%	32
			answered	522
			skipped	32

4. If card payment was accepted, would you use this method?				
Answer Choices			Response Percent	Response Total
1	Yes		62.48%	333
2	No		37.52%	200
			answered	533
			skipped	21
			skipped	361

6. Are you aware of our long stay season tickets for Bromsgrove District Council car parks?				
Answer Choices			Response Percent	Response Total
1	Yes		47.73%	252
2	No		52.27%	276
			answered	528
			skipped	26



Appendix 5 - Equality Assessment Record

Title of Service, Policy, Procedure, Spending Review being Proposed	Adoption of cashless payments option and operational procedures for recreation road south car park and Churchfields multi-storey car park
Name of Service Area	Environmental and Housing Property Services
Name of Officer completing this assessment	Emily Payne, Engagement and Equalities Advisor Pete Liddington, Engineering Team Leader Matthew Mead, Senior Engineering Technician
Date Assessment Started	6/5/2021
Name of Decision Maker (in relation to the change)	Bromsgrove District Council Cabinet
Date Decision Made	TBC

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Please ensure the following:

- That the document is understandable to a reader who has not read any other documents and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy but must be complete.
- That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

Overview

Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will the current service users' needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?

Bromsgrove District Council are reviewing the current payment options in their Pay and Display car parks. The implementation of a Cashless Payment System (CPS) option for all 'Pay & Display' car parks is considered an important necessary step forward, particularly as these facilities provides the Authority with a significant amount of income. In a society where people increasingly do not carry cash and the recent Covid-19 restrictions, the ability to pay for parking by a mobile phone app or direct with a credit/debit card will ensure that we are providing modern payment facilities for users of Council car parks. We believe existing users' needs will still be met as we already have 20% of our transaction made by the Parking App Mi Permit. This

service is available via the app or telephone. It is proposed that the current coin only machines are replaced with debit/credit card machines which will also accept contactless transactions.

Who is the proposal likely to affect?	Yes	No
All residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specific group(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Council employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specific group(s) of employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other – Provide more details below	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Details

Outline who could be affected and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.

The proposals are –

- 1) A Cashless Payment System (CPS) option be adopted for all Pay & Display car parks within the District, to be operational as soon as possible. Every car park, except Churchfields Multi-storey Car Park, will retain one ticket machine which will accept cash payments.
- 2) A 'Pay & Display' system be installed in Recreation Road South Car Park, with CPS option, to replace the current outdated and failing 'Pay on Foot' system, again to be operational as soon as possible.
- 3) Churchfields Multi-storey Car Park be used as a long stay car park only. This will be accessible by a Virtual Permit or Parking app only, with no cash payment being acceptable.

These changes would affect any user of Council Pay and Display car parks. There are likely to be some people for whom the existing payment machines are currently considered inaccessible, either in distance or in operation. A cashless alternative may be particularly beneficial for this group of users.

Although it is recognised that removing the option of cash could adversely affect certain groups, like older people, who may not have a smart mobile phone or access to the internet or ability to set up an online account. The Ofcom 'Adult's media use and attitudes report 2018' indicates that 78% of 65–74-year-olds use a mobile phone with 72% of the over 74's. Whilst only 39% of the over 65's uses a smartphone (up from 28% in 2016) it should be remembered that payments can be made via a phone call. A smartphone is not an essential requirement for using this service.

A bank account is an essential requirement for using the service. We believe it could negatively affect is a small group without access to a bank account who pay everything by cash, but this group is very small now at most 2% of the population. However, it should be noted that the UK government has helped launch fee-free bank accounts for people on low incomes, including the elderly. Most wages and state benefits are now paid directly into recipients' bank accounts which makes living without one and being able to run a vehicle most unlikely. Parking machines will still be available for card payments under the

phased scheme and most car owners pay insurance through bank accounts. For those with mobility issues or consider the pay machines difficult to access or use, phone payments can be made easier and safer from the comfort and convenience of a vehicle.

Evidence and data used to inform your equality impact assessment

What data, research, or trend analysis have you used? Describe how you have got your information and what it tells you.

We have looked at what other local authorities have done including Stratford-on-Avon District Council that have converted to a total use of a CPS.

One of the UK's largest hearing loss charities 'Action on Hearing Loss' states the following: -

"The increasing availability of smartphone apps for parking payments has been beneficial and helps to avoid situations where people with hearing loss are disadvantaged by not being able to make use of voice call payment systems"

The themes around parking comments received in the 2020 Bromsgrove Community Survey include the need to update parking machines to include other payment methods, payment should be when you leave, payment by card as an option.

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Engagement and Consultation

What engagement and consultation have you undertaken about the proposal with current service users, potential users and other stakeholders? What is important to them regarding the current service? How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)? Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

To assess car park users' views, a comprehensive survey was undertaken. The survey opened on 7 October 2021 for 4 weeks closing on 12 November 2021. There was a total of 554 responses and the survey was promoted on social media, the councils website and in the local newspaper. The survey was online and paper copies were available at Parkside.

In general terms, the results indicate that most car park users, have no objection to the introduction of a CPS, but there are still many users who would wish to see a cash payment facility being retained.

The results were shared with Senior Managers, and it was suggested whether certain car parks had only the CPS system. However, as feedback from across the district shows, people want to still have cash as an option. It is recommended that the retainment of one cash payment ticket machine in every car park, except Churchfields Multi-storey, is now proposed and should produce a satisfactory solution.

It is envisaged that over time, as the public relies less on cash transactions, a full CPS will be more acceptable to users, but further consultation would be carried out and equality impacts consider. A summary of all the results accompany the report to Members.

Once the final decision has been agreed, a press release, social media, and poster campaign at key locations like the Council Office and library and in car parks, will take place to inform car park users about all the payment options available to them at each carpark.

Public Sector Equality Duty

Due regard must be given to the three aims of the Equality Duty. This means that you must consciously think about the three aims as part of the process of decision-making. Consider the current service and any proposed changes, thinking about what issues may arise.

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Equality Duty Aims	Evidence
<p>Eliminate unlawful discrimination, harassment and victimisation How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic</p>	<p>We are aiming to make parking easier to access for all groups by providing a range of payment options. Following the consultation, the recommendation is now to keep a cash payment option at one machine in each car park, except the Churchfields Multi-storey.</p>
<p>Advance equality of opportunity between different groups How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).</p>	<p>N/A</p>
<p>Foster good relations between different groups Does the service contribute to good relations or to broader community</p>	<p>N/A</p>

cohesion objectives? How does it achieve this aim?	
--	--

Is there evidence of actual or potential unfairness for the following equality groups?

- Does the proposal target or exclude a specific equality group or community?
 - Does it affect some equality groups or communities differently and can this be justified?
 - Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified?
- (It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)

Impact of proposal

Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. How likely is it that people with this protected characteristic will be negatively affected? What are the barriers that might make access difficult or stop different groups or communities accessing the proposal? How great will that impact be on their well-being? Could the proposal promote equality and good relations between different groups? How?

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If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?

What mitigating actions can be taken to reduce or remove this impact? (Include these in the action plan at the end of the assessment) Equal treatment does not always produce equal outcomes; sometimes you will have to take specific steps for particular groups to address an existing disadvantage or to meet differing needs.

Protected Group	Impact of proposal	Justification for any actual or potential unfairness identified	If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?
Age	No bank account No Smartphone		Following the consultation where many expressed maintaining a cash payment option, the proposal is to have one machine in every carpark, except Churchfields multi-storey, accepting cash. By keeping this option, the council is listening to public view, ensuring accessibility, and has meant we have eliminated the actual or potential unfairness this change could have had for some customers.
Disability	No bank account No Smartphone Difficulty using phone booking		
Transgender	none		
Marriage and Civil Partnership	none		

Pregnancy and Maternity	Would negate the need for pregnant women and those with small children, to locate and walk to a payment machine with cash or a bank card and enable payment top-ups without the need to return to the vehicle		
Race	none		
Religion or Belief	none		
Sex (Male/ Female)	none		
Sexual Orientation	none		

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How will you monitor any changes identified?
By regularly monitoring the use of all payment methods, feedback, and any complaints the impact of the change will be assessed.

The actions required to address these findings are set out below.

Action Required	By Whom	By When	Completion Date
Regularly monitor the use of all payment methods, feedback, and any complaints	TBC	TBC	TBC

Sign off on completion	Name	Signature	Date
Lead Officer completing assessment	Pete Liddington	P.Liddington	01.12.2021
Equalities Officer	Emily Payne	E.Payne	01.12.2021

When you have completed this assessment, retain a copy and send an electronic copy to the Policy Team (Equalities) attaching any supporting evidence used to carry out the assessment.

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COUNCIL TAX EMPTY HOMES DISCOUNTS AND PREMIUMS

Relevant Portfolio Holder	Councillor G Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Chris Forrester, Head of Financial and Customer Services
Report Author	Job Title: David Riley Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All Wards
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	Affordable and Sustainable Homes
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

Cabinet is asked to RECOMMEND that:

- 1) From 1st April 2022 the level of Council Tax discount to be applied under Section 11A (4) and Section 11A (4A) for each class of dwellings as defined by The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended) will be:

Class A ["second homes with a planning restriction"] 0%: no discount

Class B ["second homes with a planning restriction"] 0%: no discount

Class C ["vacant dwellings"]

- a. Where the dwelling has been unoccupied and unfurnished for a continuous period of not more than 14 days - 100% discount
- b. Where the dwelling has been unoccupied and unfurnished for more than 14 days - 0%: no discount.
- c. Where the dwelling is
 - i. unoccupied and substantially unfurnished; and
 - ii. the owner of the dwelling is a local housing authority; and
 - iii. when next in use the dwelling will be occupied under the provisions of the Housing act 1985

100% discount.

Owner will be defined by reference to section 6(5) and 6(6) of the Local Government Finance Act 1992.

For the purposes of Class C when considering whether a dwelling falls within the description any period of occupation, not exceeding 6 weeks, during which it was not unoccupied and substantially unfurnished shall be disregarded.

Class D [“dwellings requiring major repair works”] - 100% discount

- 2) From 1st April 2022 the additional council tax premium applied under section 11B of the LGFA '92, for long-term empty dwellings will be
 - i) For a dwelling that has been a long-term empty dwelling for less than 5 years – 100% premium
 - ii) For a dwelling that has been a long-term empty dwelling for 5 years or more, but less than 10 years – 200% premium
 - iii) For a dwelling that has been a long-term empty dwelling for at least 10 years – 300% premium
- 3) The Head of Financial and Customer Services on a case-by-case basis may consider a reduction to the long-term empty premium.

2. BACKGROUND

- 2.1 From the introduction of council tax in 1993 until March 2004 properties in England which had been unoccupied and substantially unfurnished (vacant dwellings) were subject to a statutory exemption for the first 6 months that they were unoccupied and after that date the council tax was subject to a 50% discount. Properties which were furnished but were no one's sole or main residence (second homes) were subject to a 50% discount
- 2.2 The Local Government Act 2003 inserted section 11A into the Local Government Finance Act 1992 (LGFA '92) and gave billing authorities in England a discretionary power to remove the discount for vacant dwellings or to set a discount of between 1% and 50%; and to reduce the discount for second homes to 10%.
- 2.3 The Council Tax (Prescribed Classes of Dwellings) Regulation 2003 prescribed the classes of dwellings for which billing authorities could reduce the empty home discounts. The regulations included specific exceptions where the second home discount could not be adjusted and would remain at 50%. These exceptions included unoccupied

caravans and boats; second homes where the liable person is required to live elsewhere for work purposes and is liable for council tax at that address; and the second homes of ministers of religion and service personnel where they are living elsewhere to perform their duties in premises that are exempt from council tax.

- 2.4 The legislation allowing billing authorities discretion to amend discounts remained unchanged from 2003 until April 2013 when the Government - having consulted on technical reforms to council tax – made several changes to council tax legislation.
- 2.5 The changes introduced from April 2013 removed two statutory exemptions from council tax; amended section 11A of the LGFA '92 giving billing authorities further discretion to adjust discounts for second homes and vacant homes; and inserted a new Section 11B which allowed premiums for long-term empty homes.
- 2.6 The two exemptions removed were the class A exemption which was given to properties that were vacant and undergoing major repair works to make them habitable or structural alterations and had been so for less than 12 months, and the class C exemption which was provided to homes that had been vacant for less than 6 months.
- 2.7 The new powers allowed billing authorities to adjust the level of discount for homes that would have been exempt under class A and to set a discount of between 0% and 100% for the first 12 months that they were undergoing repairs.
- 2.8 Homes that would have been exempt under class C would be classed as vacant dwellings. The existing power to set a discount for vacant dwelling of between 0% and 50% was extended. The new provisions allowed for a discount of between 0% and 100% for all vacant dwellings in the area, or for a billing authority to define a class of dwellings for which a discount of between 0% and 100% would be set.
- 2.9 The ability to set a discount for second homes was extended to allow the discount to be removed completely.
- 2.10 In addition billing authorities were given the discretionary power to charge a premium of 50% for long-term empty homes. The premium would increase the council tax that could be charged up to 150% of the normal amount. A long-term empty home was defined as one which had been unoccupied and substantially unfurnished for more than 2 years.

- 2.10 The 2013 changes provided greater flexibility over the amount of council tax to charge for empty homes, and over the type of empty homes for which discounts could be applied. The changes also gave billing authorities the ability to use the council tax premiums to incentivise owners to bring empty homes into use.
- 2.11 The Rating (Property in Common Occupation) and Council Tax (Empty Property) Act 2018 provided further powers to adjust the premium for long term empty properties. The level of premiums that could be charged were increased to 100% for homes empty for 2 years or more but less than 5 years, 200% for homes left empty for 5 years or more but less than 10 years, and 300% for homes left empty for 10 years or more.
- 2.12 The Council Tax (Prescribed Classes of Dwellings) Regulations 2003 were amended to introduce two classes of property for which a long-term empty premium cannot be charged. These classes are homes owned by members of the armed forces which would be their sole or main residence if they were not living in armed forces accommodation; and annexes which are used as part of the sole or main residence of a person living in the other part of the property.
- 2.13 Bromsgrove District Council does not apply long-term empty premiums, the following discounts are given for empty homes:
- Second homes:
- no discount, full council tax is payable.
- Vacant homes:
- 50% discount for the first six months a property is vacant.
- 0% discount for homes vacant for more than 6 months
- 100% discount for vacant new homes for the first three months
- 50% discount for vacant new homes empty for more than 3, but less than 6 months.
- Dwellings undergoing repair works:
- 100% discount.

2.14 National council tax taxbase information is published annually by Government. The data published in November 2020 provides information on the council tax discounts, and premiums levied by each billing authority in England. The information published indicates that in 2020 just 10 of the 314 billing authorities forecasted no premiums would be levied by that authority. The implementation of empty home premiums would bring Bromsgrove District Council in line with almost all other local authorities in England.

2.15 The tabulation below provides an indication of the number of dwellings for which empty home premium is levied at a national and regional level. Vacant Dwellings are those which have been unoccupied and unfurnished for 6 months or more.

Region	# Dwellings	# Vacant	# Premium	% Dwellings subject to premium	% Vacant Dwellings subject to premium
England	24,109,277	278,470	69,201	0.29	24.85
South East	3,841,069	37,103	8,260	0.22	22.26
North West	3,253,662	46,894	13,048	0.40	27.82
East Midlands	2,070,331	25,832	5,543	0.27	21.46
East of England	2,658,277	27,076	5,665	0.21	20.92
London	3,607,934	31,529	9,086	0.25	28.82
Yorkshire & Humber	2,389,792	32,702	8,458	0.35	25.86
South West	2,598,603	26,543	5,596	0.22	21.08
West Midlands	2,476,202	29,636	7,940	0.32	26.79
North East	1,213,407	21,155	5,605	0.46	26.49

2.16 Nationally 1.16% of chargeable dwellings are left vacant for 6 months or more; and 24.85% of the stock of vacant dwellings were projected to be subject to an empty home premium.

2.17 The second table shows the most recent information on the number of vacant dwellings within the Bromsgrove district, and a local projection of those dwellings that would potentially be subject to an empty home premium. The data is shown for each council tax valuation band.

	A	B	C	D	E	F	G	H	Total
Chargeable Dwellings	3717	7218	9066	7869	7076	3732	2871	369	41,891
Vacant	78	81	88	68	67	29	46	5	462
Less than 5 Years	26	30	23	22	38	6	17	3	165
5 to 10 Years	3	6	4	4	3	3	4	0	27
Over 10 Years	5	0	2	4	2	1	1	0	15

- 2.18 The percentage of chargeable dwellings left vacant for 6 months or more in Bromsgrove is 1.10% this is in line with the national level. When making a comparison at billing authority level, the vacancy rate recorded in CTB1 returns is between 0% and 3.77% with a median figure of 1.09%. Bromsgrove is close to the median value in the range.
- 2.19 The number of dwellings that are subject to an empty home premium, at a national level is 0.29%. Within Bromsgrove current figures indicate 0.49% of dwellings have been empty for more than 2 years and could be subject to a premium.
- 2.20 The potentially higher level of premiums within Bromsgrove is likely to be the result of two factors. Firstly, the absence of premiums means there is limited incentive to bring empty homes back into use, and secondly the annual exercises to cleanse empty home data were not carried out in 2020 and 2021 and properties which have become occupied have not been identified and removed from the empty homes listing.
- 2.21 The introduction of a premium is likely to have an immediate impact in reducing the number of empty homes, as the owners of the premises update records or take steps to make the property available for let. It should be accepted that the number of premises subject to a premium is likely to reduce to a level in line with the national average.
- 2.22 The financial impact of introducing empty homes premiums is detailed within the financial implications section of this report.
- 2.23 The authority should consider all Government guidance before introducing the empty home premium. The specific guidance - "Council Tax Definitions of Empty and Second Homes" and "Council Tax

Guidance for Properties for sale and letting” is considered within the legal implications section of the report.

- 2.24 This report also seeks approval for a revision to the level of discount for vacant homes. The existing discounts are detailed in 2.13 above. It is proposed that the 50% discount for vacant homes is removed to be replaced by a 100% discount for the first 14 days that a property is vacant, and then 0% discount from day 15 onwards.
- 2.25 The existing graduated discount for new properties of 100% for three months and then 50% for the next three months will also be removed and the new standard discount for vacant homes applied.
- 2.26 The higher level of discount for new homes was introduced in 2013 as it was felt that a potential council tax charge on completion of a new property could disincentivise developers from building new homes. An analysis of discounts awarded in the 2019/20, 2020/21 and 2021/22 council tax years shows that 28, 21 and 14 new properties were granted a discount that exceeded 14 days. There would be a limited impact from the removal of the discount for newly completed dwellings and it is proposed that the discount is removed.
- 2.27 The new 14-day discount at 100% for unoccupied and unfurnished properties will assist in the timely administration of council tax. The existing discount of 50% means that a council tax liability accrues from the first day that the property is empty, and this leads to regular disputes between landlords, tenants, and the local authority; and vendors, purchasers, and the local authority concerning the correct date for changes to council tax liability. The 14-day 100% discount will limit the administrative burden of obtaining evidence to support liability change dates.
- 2.28 The report also proposes a 100% discount for vacant homes owned by a local housing authority and used for meeting the provisions of the housing act 1985. This change is intended to place local authority housing in the same position as charitable housing associations and registered social landlords whose properties when unoccupied attract a Class B exemption from Council Tax.
- 2.29 Registered Social Landlords that are charitable organisations retain an exemption from Council Tax – under exemption class B – where the property is unoccupied and when next in use will be used for charitable purposes.
- 2.30 Local Authority Housing does not benefit from this exemption, which means when council housing is unoccupied the local authority is required to make payments of council tax.

- 2.31 Bromsgrove District Council does not at this time hold its own housing stock in future if this position changes the discount would apply to the authority's vacant dwellings.

3. FINANCIAL IMPLICATIONS

- 3.1 The introduction of empty home premium will increase the council tax levied on long term empty homes within the district. Assuming a distribution of long-term empty homes and premiums in line with national averages as reported in CTB1 returns this would lead to an increase in council tax collected of approximately £426,000.
- 3.2 The increased council tax would be shared by precepting authorities and approximately 13%, £55,000, would be retained locally by Bromsgrove District Council.
- 3.4 The changes to the discount for vacant homes would increase the council tax levied on empty homes by approximately £190,000 the increased council tax would be shared by precepting authorities.

4. LEGAL IMPLICATIONS

- 4.1 The legislative basis for the amendments to discounts for empty homes and for the imposition of empty homes premiums has been set out within the background section of the report.
- 4.2 Section 11A of the Local Government Finance Act 1992 provides local authorities with the discretion to determine the level of discount to apply to vacant and second homes. Section 11B provides local authorities with the discretion to charge premiums for long-term empty homes.
- 4.3 There is no requirement for the authority to consult with taxpayers before making changes to the empty home discounts or before implementing premiums, however the authority should have consideration for the Government's guidance on discounts and premiums.
- 4.4 Section 66 of the Local Government Finance Act 1992 allows for determinations under section 11A and 11B to be challenged by an application for judicial review.
- 4.5 The president of the Valuation Tribunal for England, Professor Graham Zellick QC in appeals

4635M121095/176C, K v Wolverhampton City Council
1840M127193/176C, F v Wychavon District Council
3430M119853/176C, J v South Staffordshire Council

Heard cases which concerned the levying of a premium of 50% on long term empty homes.

- 4.6 The president of the tribunal concluded that the three appeals constituted a challenge to the council's determination to apply a premium and as such were excluded by virtue of section 66 of the LGFA '92 from being scrutinised by the tribunal.
- 4.7 The president stated within paragraph 42 of the decision notice:
- "Whether the determinations are unlawful either because of a failure to give consideration to the Government's Guidance or other relevant considerations or because an unqualified determination is one no reasonable billing authority could make are quintessentially judicial review questions (even apart from section 66). That, of course, presupposes that the Government is correct in believing that the legislation allows billing authorities to make these distinctions."*
- 4.8 Having regard to the decision notice and the power of individuals to apply for a judicial review of the determination the council should consider the Government's guidance when determining changes to discounts and premiums.
- 4.9 The power to implement a premium was proposed in the Government consultation Technical Reforms to Council Tax. Following this consultation, the Government announced that it would proceed with the introduction of premiums but commenced a further consultation to determine views on the cases where the empty home premium should not be charged.
- 4.10 The second consultation entitled – "Technical Reforms to Council Tax – when dwellings should not be liable to the empty home premium" – sought views on three specific scenarios where the Government was of the view that a premium would not be charged. These were

A dwelling which was genuinely on the market for sale or letting.

A dwelling which is the sole or main residence of a member of the armed forces, who is absent from the property because of such service.

A dwelling which is an annexe which is unoccupied because it is being treated, by the occupier of the main dwelling, as part of that dwelling.

- 4.11 The consultation responses were generally supportive of the 2nd and 3rd exceptions to the empty home premium, however, for properties genuinely marketed for sale responses raised the difficulties for local authorities in determining which properties were marketed for sale, and monitoring compliance with this exception.
- 4.12 Government inserted class E and F into the Council Tax (Prescribed Classes of Dwellings) Regulations – providing for annexes and homes owned by serving members of the armed forces – to be exempt from the premium; however, no statutory exception was introduced for properties which were being marketed for sale. The Government reiterated their view that such properties should not be subject to the premium and proposed to publish guidance on properties for sale.
- 4.13 “Council Tax Empty Homes Premium: Properties for Sale and Letting” was published in May 2013. This guidance states:

5. While the decision to make a determination under Section 11B of the Local Government Finance Act 1992 is for billing authorities to make, the government would expect that due consideration is given to the health of the local housing market when making determinations.

6. The government’s intention behind the decision to provide billing authorities with the power to charge a premium was not to penalise owners of property that is genuinely on the housing market for sale or rent.

7. The government expects billing authorities to consider the reasons why properties are unoccupied and unfurnished, including whether they are available for sale or rent, and decide whether they want such properties to be included in their determination.

When considering the reasons an authority may want to take account of the following:

- on average, how long are properties in their area been available for sale or rent before completion/occupation*
- what is the average price/rent in the local area?*

8. The above list is not exhaustive and billing authorities will want to consider all factors they think are relevant before making a decision.

- 4.14 The Government guidance states that in their view authorities should consider whether properties for sale should be included in the determination under section 11B and exclude these cases if local circumstances merit such a decision.
- 4.15 Section 11B of LGFA '92 – which allows the introduction of a premium states:
- 11B (1) For any financial year, a billing authority in England may by determination provide in relation to its area, or such part of its area as it may specify in the determination, that if on any day a dwelling is a long-term empty dwelling—*
- (a) the discount under section 11(2)(a) shall not apply, and*
- (b) the amount of council tax payable in respect of that dwelling and that day (“the relevant day”) shall be increased by such percentage of not more than the relevant maximum] as it may so specify.*
- 4.16 This should be compared with Section 11A (4A) which allows a discount for vacant homes which states:
- (4A) For any financial year for which a class of dwellings is prescribed for the purposes of this subsection, a billing authority in England may by determination provide—*
- (a) in relation to all dwellings of that class in its area, or*
- (b) in relation to such description of dwellings of that class as it may specify in the determination,*
- that the discount under section 11(2)(a) shall not apply or shall be such percentage (which may be 100) as it may so specify.*
- 4.17 The provision allowing for a premium gives billing authorities the power to implement a premium for all dwellings in the area, or for such part of its area as it may specify. The power to exclude dwellings from the premium appears to be a geographical one by applying the premium to part of the area only. There does not, on reading the legislation, appear to be a power to determine a class of dwellings which would be exempt from the empty home premium, or to limit the application of the premium by defining a class of dwellings which are subject to premium.

- 4.18 Within the decision notice of Professor Graham Zellick Q.C. the power of the local authority to distinguish between properties is considered and it is stated:

17. It is in fact open to question whether the statutory provisions as enacted allow billing authorities to design determinations which distinguish between properties in line with the Government Guidance. At least one of the respondents (Wychavon) appears to take that view.

18. Section 11B(1) does not on its face appear to allow such differences in treatment, particularly when read in conjunction with subsections (2) and (3) which do give such a power to the Secretary of State. This may be said to argue against any corresponding power in the local authority

- 4.19 Section 11B (4) does mention a premium determination being applied to a class of dwellings, and reads:

(4) Where a determination under this section has effect in relation to a class of dwellings—

(a) the billing authority may not make a determination under section 11A(3), (4) or (4A) in relation to that class, and

(b) any determination that has been made under section 11A(3), (4) or (4A) ceases to have effect in relation to that class.

This section removes the billing authority's power to vary discounts under section 11A for dwellings that are subject to a premium and makes it clear that any variable discount ceases to apply when a premium becomes due. The section does not explicitly allow a billing authority to define the type or class of dwellings that are subject to the premium.

- 4.20 The only circumstances in which dwellings could at a local level be removed from the premium would be through using the powers under section 13A (1) (C) to reduce the Council Tax payable on case-by-case basis or by determining a class of dwellings for which a local discount should apply.
- 4.21 The costs of any decisions made under Section 13A (1) (C) are required to be met locally by the billing authority through a transfer from the general fund to the collection fund.
- 4.22 It is the Government's view – as expressed in the explanatory notes to the Council Tax (Prescribed Classes of Dwelling) (England) (Amendment) Regulations 2012 – that billing authorities may define a

class of dwellings for which the premium does, and does not apply, however the legislative provisions do not appear to support this.

4.23 The housing market within the Bromsgrove district is at this time buoyant – with an average time on the market reported as 139 days, a median time on the market of 71 days [source home.co.uk Bromsgrove House Prices Report].

4.24 At this time it is proposed that all dwellings in Bromsgrove should be subject to the empty home premium this is because:

a) There is no indication from house sales, or housing market data that would indicate specific local difficulties in selling empty homes.

b) The legislative framework – especially the powers under section 11B – do not appear to give the authority discretion to exclude a class of dwellings from the premium.

c) The authority retains the power – under section 13A (1)(C) - on a case-by-case basis to reduce the amount of council tax payable, and this power would include a reduction in the premium.

5. STRATEGIC PURPOSES - IMPLICATIONS

Finding Somewhere to Live

5.1 The proposed implementation of empty home premiums and adjustment to empty home discounts will support the strategic purpose through using the powers within the council tax system to encourage homeowners to bring long term property back into use.

5.2 The retention of the existing discount for properties that are undergoing major repair works to make them habitable maintains and incentive to support developers in bringing property back to a standard suitable for sale or letting.

5.3 The organisation has a priority of ensuring financial stability and the proposed adjustments to discounts and premiums will provide assurance that the authority is using all its available powers to ensure that the taxbase is maximised.

5.4 The ability to increase Council Tax liability for empty properties was introduced by the Government as one of several measures by the Government to reduce the numbers of empty homes. The introduction of premiums will assist the council when working with owners to bring

housing stock back into the market due to the financial disincentive of owning an empty property.

- 5.5 Some local authorities have seen empty homes reduce by up to a third and while it is not possible to determine what the impact in Bromsgrove will be the majority of authorities that have implemented premiums have seen a reduction in the number of empty homes.
- 5.6 Reducing the number of long-term empty homes in the District, while not above the national average, is desirable to meet the following objectives:
- To Increase the supply of housing - long-term empty homes reduce the number of houses available to local residents.
 - To discourage crime and vandalism - empty properties are known to attract antisocial behaviour and are a magnet for vandalism and arson.
 - To discourage fly tipping and other environmental crime on the land of an empty property - empty properties are often surrounded by rubbish and can pose a risk to public health.
 - To discourage price devaluation of neighbouring properties - neighbouring property prices can be affected by as much as 30% (Empty Homes Agency).

Climate Change Implications

None

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

6.1 None

Operational Implications

- 6.2 The implementation of premiums will lead to an initial increase in demand on the Revenue Services Section. Steps will be taken to manage the demand by ensuring communications is made with homeowners who will become subject to the premium and information is provided on steps that can be taken to bring the home back into use.
- 6.3 Training and briefings will be provided to officers on the legislative framework, the application of premiums and the circumstances in which the premium may be waived or come to an end.

6.4 It is anticipated that some council taxpayers may take steps to evade the premium and a process for compliance checks will be developed. At present there is no specific resource for the inspection of empty premises and monitoring of discounts/premiums.

7. RISK MANAGEMENT

7.1 The table below identifies specific risks and mitigations in relation to the administration of grants. The table is not exhaustive and provides information on the main identified risks.

Risks	Mitigations
Taxpayers subject to premiums may be dissatisfied with the decision of the authority.	<p>Clear communications to be issued with Council Tax demand notices setting out the reasons for the changes.</p> <p>Establish links with internal Housing Strategy team to help to publicise methods by which empty homes can be brought back into use.</p>
Failure to deliver and manage changes to discounts/premiums effectively.	<p>Timetable for full system testing of new discount and premiums will be set.</p> <p>Discounts and Premiums will be tested fully during year end testing processes.</p>
Revenues Officers/Customer Services and other Council Officers not prepared for changes	<p>Full briefing sessions to be provided to all Revenues and Customer Services Officers setting out details of changes and framework for levying premiums.</p> <p>Briefing note to internal departments detailing changes and impacts of premiums.</p>
Increase in appeals and liability disputes.	<p>Guidance will be provided to officers on appeals and appropriate responses to liability, discount and premium disputes.</p>
Manipulation of council tax system to avoid empty home premium	<p>Homeowners may provide false information to evade the application of the empty home premium.</p> <p>Briefings to teams will include information on steps that should be taken to validate changes to liability on long-term empty homes.</p>

Cabinet
2022

19th January

	Inspections and compliance of empty homes will be required to ensure that premiums are levied correctly.
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8. APPENDICES and BACKGROUND PAPERS

Council Tax Base England Statistics:

<https://www.gov.uk/government/statistics/council-taxbase-2020-in-england>

Technical Reforms of Council Tax

<https://www.gov.uk/government/consultations/technical-reforms-of-council-tax>

Technical Reforms of Council Tax when dwellings should not be liable to the empty home premium

<https://www.gov.uk/government/consultations/technical-reforms-to-council-tax-when-dwellings-should-not-be-liable-to-the-empty-homes-premium>

Council Tax Definitions of Empty and Second Homes

<https://www.gov.uk/government/publications/council-tax-information-letter-definitions-of-empty-homes-and-second-homes>

Council Tax Guidance for Properties for Sale or Letting

<https://www.gov.uk/government/publications/council-tax-empty-homes-premium>

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder		

Cabinet
2022

19th January

Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		

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Levelling Up Fund: former Market Hall and Windsor Street sites

Relevant Portfolio Holder		Councillor Karen May, Leader of the Council and Portfolio Holder for Economic Development, Town Centre and Strategic Partnerships
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration (NWedR)
Report Author	Job Title: Ostap Paparega, Head of NWedR Contact email: ostap.paparega@nwedr.org.uk Contact Tel: 01562732192	
Wards Affected		Bromsgrove Central Sanders Park
Ward Councillor(s) consulted		Yes
Relevant Strategic Purpose(s)		Run and Grow a Successful Business
Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended		

1. RECOMMENDATIONS

The Cabinet **RESOLVE** that:

- 1) Authority is delegated to the Head of North Worcestershire Economic Development and Regeneration (NWedR), in consultation with the Section 151 Officer, the Head of Legal, Democratic and Property Services and the Portfolio Holder for Economic Development, Town Centre and Strategic Partnerships to purchase the former Fire Station site at Windsor Street, Bromsgrove.
- 2) The LUF programme governance and delivery arrangements are approved, as shown in Appendix 3.
- 3) A new Programme Manager post is created in the NWedR service to manage the delivery of the LUF programme.

2. BACKGROUND

- 2.1 In March 2021, the government had launched the Levelling Up Fund (LUF), whose aim was to support high value local investment priorities, including local transport schemes, urban regeneration projects and cultural assets. The amount of funding that each area receives was 'determined on a competitive basis to ensure value for money' (HM Treasury, MHCLG, DfT, *Levelling Up Fund: Prospectus*, 2021).
- 2.2 The LUF Prospectus included an index that placed local authorities into category 1, 2 and 3, with category 1 representing places with the highest levels of need identified by the government. Bromsgrove was designated a category 2 area. While preference was given to bids from higher priority areas, bids from categories 2 and 3 were still considered for funding 'on their merits of deliverability, value for money and strategic fit, and could still be successful if they were of exceptionally high value' (HM Treasury, MHCLG, DfT, 2021).
- 2.3 In June 2021, North Worcestershire Economic Development and Regeneration (NWEDR) submitted a bid on behalf of Bromsgrove District Council (BDC) for a £14.5m Levelling UP Fund grant. In total, 305 bids competed for the hundred places available for funding in Round 1.
- 2.4 In November 2021, the government approved the Bromsgrove LUF bid. This brings the total external grant funding (Future High Street Fund, Towns Fund and Levelling Up Fund) secured by NWEDR for North Worcestershire projects since 2019 to £70m. NWEDR leads the delivery of these projects on behalf of Bromsgrove DC, Redditch BC and Wyre Forest DC.
- 2.5 The Bromsgrove LUF grant will fund the regeneration of two prime town centre brownfield sites which have been vacant/stalled for 17 years collectively and will not come forward without public sector intervention.
- 2.5.1 *Project One: former Market Hall Site* – redevelopment of the site to create a vibrant new commercial and cultural hub for the town centre and regenerate a key brownfield site in the heart of Bromsgrove that has been vacant for over a decade before the BirdBox meanwhile use project was delivered on the site in 2020. Appendix 1 shows the site development red line.
- 2.5.2 *Project Two: Windsor Street Site* – acquisition, demolition, remediation and site clearance of this brownfield site, which has been vacant for six years. The proposals will remove the existing derelict buildings to make way for a new development that could deliver a key town centre residential-led mixed use development. Appendix 2 shows the site development red line.

2.6 The two projects will also deliver associated public realm improvements on the High Street South and Chapel Street, helping to improve accessibility and connectivity between the sites and within the town centre.

2.7 The projects complement each other and represent a coherent set of interventions, as part of a holistic approach illustrated in Figure 1, by addressing the following common objectives:

- regeneration and repurposing of two prime town centre sites by introducing new uses (commercial, residential and leisure) other than retail;
- increase town centre footfall by bringing more people to work, live and spend time in the centre;
- improve town centre accessibility for pedestrians through public realm improvements and better connectivity between the former Market Hall site, Windsor Street site and the High Street

Figure 1



2.8 The LUF projects must be delivered by 31 March 2024. If, for whatever reason, the projects are not completed by then, the council may lose the

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unspent grant and may have to cover the remaining works from its own funds or other external funding sources.

Project 1: Former Market Hall site – current status

2.9 The former Market Hall site is the flagship proposal in the LUF programme. A feasibility study for the site redevelopment was prepared in 2020 by A R Urbanism (A R Urbanism, 2020), which appraised several redevelopment options, including their financial viability. None of the options tested have proven to be commercially viable.

2.10 The A R Urbanism report formed the basis of the LUF proposal for the former Market Hall site, which will involve a full redevelopment of the site that will deliver a range of uses, including, but not limited to: flexible office space; start-up space (business incubation); office space; multi-purpose event space; art gallery & exhibition space and food & beverage. Currently, the site hosts the BirdBox.

2.11 The BirdBox is a meanwhile use project which was completed in July 2020 and launched in August 2020. The project objective was to create a multi-purpose *temporary* (meanwhile) destination that would attract large number of people to events and activities delivered on the site, as approved by the Cabinet on 15 January 2020. The Covid-19 pandemic has limited significantly the scope and extent of events and activities that were organised on the site. Nonetheless, the site has been used more in 2021, as the Covid-19 restrictions started to be relaxed.

2.12 The BirdBox won the Regeneration Project of the Year Award at the West Midlands Property Awards 2021 and was Highly Commended in the Conservation & Regeneration Award category at the Constructing Excellence Midlands Awards 2021.

Project 2: Windsor Street site – current status

2.13 The site has been empty and in a relative state of dereliction for the past six years. It is owned by the Herefordshire and Worcestershire Fire and Rescue Service (HWFRS) and Worcestershire County Council, as shown in Appendix 2: Windsor Street Site Redline Boundary).

2.14 Conversations with HWFRS regarding the potential purchase of the former Fire Station by BDC have been held pre-LUF submission with both parties agreeing to instruct site valuations and progress with the site sale/purchase once a decision on the LUF bid was made.

2.15 In June 2021, Savills prepared a valuation for the site, which was included in the LUF bid.

2.16 In October 2021, a multi-disciplinary professional team was appointed jointly by BDC and WCC to prepare a feasibility study (ground

investigations, RIBA Stage 2 designs, market assessment and viability appraisal) for the entire Windsor Street site (former Fire Station and WCC premises). Figure 2 shows the redline of the study area, which includes the former Fire Station site (0.98 acres) and former Worcestershire County Council offices and library (0.75 acres).

2.17 The feasibility study, which is funded by the One Public Estate (OPE) programme and is envisaged to be completed in March 2022, will inform the scope of the works (demolition, site clearance, pre-development works) that will be delivered a part of the LUF programme between 1 April 2022 and 31 March 2024.

2.18 In November 2021, Savills were appointed to act on behalf of BDC on the purchase of the former Fire Station site. As the purchase is funded by the LUF grant, it can only be completed after the first tranche of grant had been paid into BDC's account. This is likely to be February 2022.

Figure 2



2.17 Levelling Up Fund indicative timetable:

- LUF Project Management Update to DLUHC by 24 November 2021
- Inception meeting with DLUHC on 15 December 2021
- Memorandum of Understanding (MoU), the grant funding agreement, to be issued by DLUHC in January/February 2022

- Overview and Scrutiny Board (Levelling Up Fund – former Market Hall and Windsor St Cabinet report) – 11 January 2022
- Cabinet meeting (Levelling Up Fund – former Market Hall and Windsor St report) – 19 January 2022
- First tranche of grant funding paid to BDC – February 2022
- Purchase of former Fire Station completed – end of Feb/Mid-March 2022 (depending on when the grant is paid into BDC's account)
- Appoint contractor (former Market Hall site) – summer 2022
- Appoint contractor (Windsor Street site) – autumn 2022
- Project completion (both sites) – March 2024

3. FINANCIAL IMPLICATIONS

Match-funding

3.1 The council has committed to contribute £1.6m of its own funds as match funding. This is a LUF programme requirement.

Acquisition of former Fire Station site (Windsor Street)

3.2 The acquisition costs for this site are covered by the LUF grant. The council may incur maintenance and site security costs for the period of time after the purchase and before site demolition. These costs will be identified during the acquisition negotiation.

Programme Manager post

3.3 It is recommended that a Programme Manager (Delivery Manager) post is created within NWedR to manage the day-to-day delivery of the LUF programme and other projects, as necessary. The post will be line-managed by the Head of NWedR who is also the Senior Responsible Officer (SRO) for the LUF programme.

3.4 There is an option to capitalise the salary costs for this post between 1 March 2022 and 31 March 2024 and therefore fund them from the LUF programme, subject to LUF grant conditions and S151 Officer approval. However, post 31 March 2024, this post will have to be funded from other sources (i.e. council own funds or other external funds) should the council decide to retain the role.

Overall development risk

3.5 As the accountable body for the delivery of the LUF programme, the council holds the overall development risk, including the responsibility to cover project cost overruns to ensure the successful completion of the programme. This risk has been identified as a key risk in section 7 (Risk management).

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4. LEGAL IMPLICATIONS

Memorandum of Understanding (MoU)

4.1 There will be several legal implications arising from the MoU, which will set out the grant conditions, clawback clauses and council's obligations. The MoU will be issued in January 2022.

Former Fire Station site

4.2 There may be legal implications following the acquisition of the former Fire Station site in terms of statutory land remediation requirements. These will be assessed as part of the feasibility work undertaken in January-March 2022.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

5.1 This project supports the following Strategic Purposes and Priorities:

Strategic Purposes: Run & grow a successful business; Affordable & sustainable homes; Communities which are safe, well-maintained and green

Priorities: Economic development and regeneration; a balanced housing market

Climate Change Implications

5.2 Through the redevelopment of the sites, energy efficiency measures and Low and Zero Carbon technologies will be explored and may be introduced with a view to reduce operational energy consumption and the associated carbon emissions. Specific solutions and targets will be explored as the designs are progressed and a 'green premium' is included in the cost plan to account for any additional costs that may be incurred as a result.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

6.1 There are no equalities and diversity implications.

Operational Implications

6.2 The delivery of the LUF programme has significant operational implications in terms of project governance, delivery arrangements, capacity, resourcing and capabilities.

6.3 The delivery timescale is extremely challenging, particularly on the former Market Hall site. Ensuring that NWedR has the appropriate capacity and capabilities to deliver the scheme is a critical success factor. The Head of NWedR has previous experience of delivering major employment, residential, commercial and infrastructure projects and is the Senior Responsible Officer (SRO) for the LUF programme. In addition, it is proposed that a new Programme Manager (Delivery Manager) role is created to manage the delivery of the programme on a day-to-day basis. The role will be line-managed by the Head of NWedR.

6.4 The project governance and delivery arrangements are shown in Appendices 3 and 4. The delivery will be supported by a range of external appointments, including:

6.5.1 A development management firm, which will be procured to support the Programme Manager with the day to day project management of these schemes and act as the employer's agent/contract administrator.

6.5.2 A range of external professional support to be appointed through the appropriate procurement processes. This support may include, but is not limited to: design teams; planning consultants; cost consultants; structural and services engineers and commercial real estate consultants.

6.6A contractor procurement strategy for the former Market Hall site has been commissioned and will be completed by the end of January 2021.

Operational implications post March 2024

6.7 In parallel with the delivery of the physical development, the council will need to agree operational arrangements (management model) for the new facility (commercial and cultural hub) on the former Market Hall site post 31 March 2024. For example, the council may decide to outsource the management of the new facility to an established operator; form a joint venture with a partner to manage the new development (which could be for-profit or a social enterprise) or set-up an arms-length council owned company to run the new facility.

6.8 Initial research, which will be completed by the end of February 2022, has been commissioned to:

6.8.1 Produce a report on best practice examples of multi-use creative facilities to include the design, offer, programming and operational model.

6.8.2 Present/test these best practices to/with the local creative and entrepreneurial community via a stakeholder engagement process.

6.8.3 Analyse the outcomes of the engagement process and produce a top line vision based on the findings and intelligence gained from the local community.

6.9 The top line vision will then be developed into a comprehensive proposal together with a five-year business plan to be commissioned in summer 2022.

7. RISK MANAGEMENT

7.1 The key risks are outlined in Table 1. The risks assessment matrix is shown in Appendix 5.

Table 1

	Description	Probability	Impact	Severity	Mitigation
1	Project cost overruns Construction costs have increased by 23.5% in the year to September 2021 (BEIS,2021)	5	3	15 (intolerable)	Cost monitoring on a quarterly basis. Design & Build contract for the former Market Hall site redevelopment, which will transfer the cost and programme risk to the contractor. A project contingency to be created and accessed only as a last resort.
2	Remediation costs are higher than budget allocation	3	3	9 (tolerable)	Remediation costs have been budgeted for in the LUF programme. There is still a

	There is grant funding allocated for remediation and demolition costs. A more accurate figure will be provided by the feasibility study in February/March 2022.				<p>possibility that these costs could be covered by the grant on 100% basis.</p> <p>Set a cap on the council's contribution towards remediation costs.</p>
3	<p>Delivery risk (capacity/resource) NWedR does not have the required level of resources, capabilities and capacity to deliver the programme.</p>	3	5	15 (intolerable)	<p>Create new Programme Manager (Delivery Manager) post to manage the day-to-day delivery.</p> <p>Appoint relevant professional teams to support the Programme Manager.</p>
4	<p>Loss of grant funding. LUF grant funding must be spent by 31 March 2025. This means that all works that are being funded by the LUF grant must be completed by then. The cost of any works that will be completed after 31 March 2025 must be covered by the council or other external sources.</p>	2	5	10 (undesirable)	<p>Strict monitoring of programme delivery.</p> <p>Risk to be transferred to the contractor through the Design & Build contract. Given the extremely tight delivery timescale, the contractor may require that the council shares some of the risk.</p> <p>A project contingency to be created and accessed only as a last resort.</p>

5	Full or partial grant clawback. Failure to complete the project by 31 March 2025 may trigger the full or partial grant clawback.	3	5	15 (intolerable)	Ensure NWedR has appropriate capacity, resources and capabilities to deliver the project on time.
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8. APPENDICES and BACKGROUND PAPERS

Appendices

- Appendix 1 – Former Market Hall Site Redline Boundary
- Appendix 2 – Windsor Street Site Redline Boundary
- Appendix 3 – LUF Programme governance
- Appendix 4 – LUF Programme Board and Delivery Team Terms of Reference
- Appendix 5 – Risk assessment matrix

Background papers

A R Urbanism (2020), *Bromsgrove Town Centre Regeneration Part B Options Report* [Online] Available at [A R Urbanism report](#)

HM Treasury, MHCLG, DfT (2021), *Levelling Up Fund: Prospectus*. [Online] Available at [Levelling Up Fund: prospectus - GOV.UK \(www.gov.uk\)](#)

UK Government (2021), *Levelling Up Fund – Technical note* [Online] Available at [Levelling Up Fund: additional documents - GOV.UK \(www.gov.uk\)](#)

UK Government (2021) *Levelling Up Fund: explanatory note on the assessment and decision-making process*. [Online] Available at [Levelling Up Fund: explanatory note on the assessment and decision-making process - GOV.UK \(www.gov.uk\)](#)

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		



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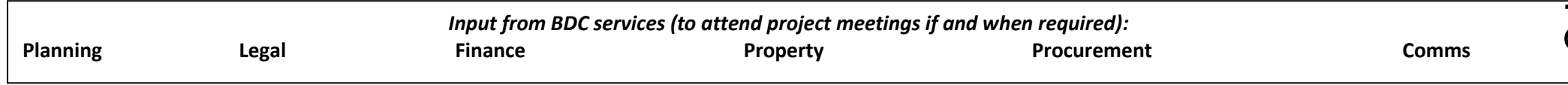
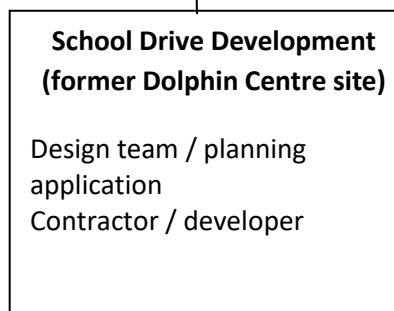
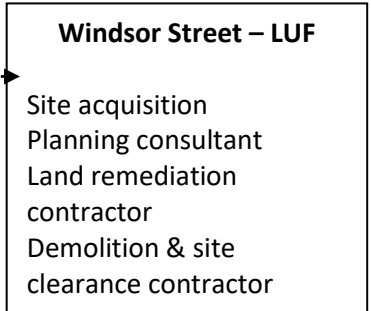
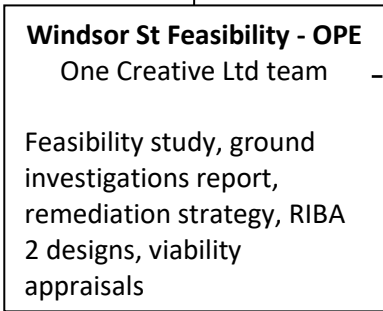
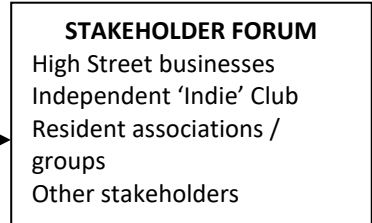
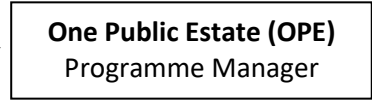
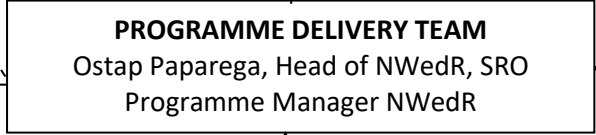
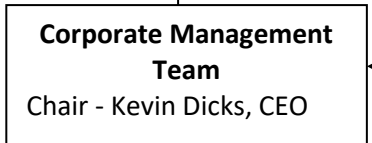
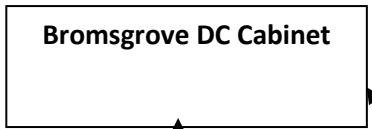
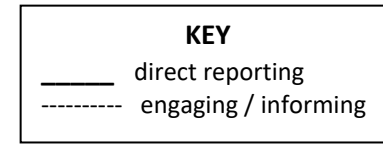


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BROMSGROVE LEVELLING UP FUND PROGRAMME GOVERNANCE



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BROMSGROVE LUF PROGRAMME BOARD

Terms of Reference

Draft v. 01

The Programme Board has a strategic role that includes several responsibilities / accountabilities:

- Provides overall strategic direction and guidance, ensuring that wider factors beyond the scope of the project (such as synergies with other council or partners' projects / interventions) are taken into account
- Ensures appropriate programme and project management systems, processes and procedures are implemented
- Is responsible for the overall success of the programme (i.e. delivery of programme and project outputs and outcomes)
- Approves the scope of the overall programme and projects
- Approves the programme and project budgets
- Makes key decisions and is responsible for the commitment of resources to the projects
- Signs off the overall programme plan and the project plans
- Signs off the completion of each project stage and authorises the start of the next stage (gateway approval)
- Resolves escalated issues from the Programme Delivery Team (i.e. which cannot be resolved by the Programme Manager)
- Sets project tolerance levels
- Approves major changes to the project scope, budget and duration
- Approves the key stakeholder and public engagement strategy and programme
- Approves the Project End Reports

The Programme Board meets every six weeks.

BROMSGROVE LUF PROGRAMME DELIVERY TEAM

Terms of Reference

Draft v. 01

The Programme Delivery Team manages the delivery at the operational level, which includes the following responsibilities:

- Develops and maintains relevant programme and project management documentation:
 - Programme and project plans (tasks, milestones and dependencies)
 - Programme and project budgets and spend profiles / cashflows
 - Action logs
 - Instruction forms
 - Issues logs
 - Risk logs
 - Request for change forms
 - Highlight Reports
 - Evaluation reports
- Manages the delivery of the programme, projects according to the scope agreed by the Board
- Monitors and controls any change to the scope, budget and time at programme and project level and submits requests for change accordingly to the Programme Board / SRO
- Refers any issues to the Programme Board / SRO – an issue is a threat to the project objectives that has happened and cannot be resolved by the Programme Manager/Project Manager
- Ensures risks are being tracked and mitigated as effectively as possible
- Ensures effective communication between project leads, delivery partners and key stakeholders
- Submits Quarterly Programme Progress Reports to the Board
- Submits six-monthly progress reports to MHCLG

The Programme Team is composed of:

- Ostap Paparega, Head of NWedR
- Programme Manager (Delivery Manager), NWedR
- Jane Doyle, NWedR Communications Officer
- BDC input:

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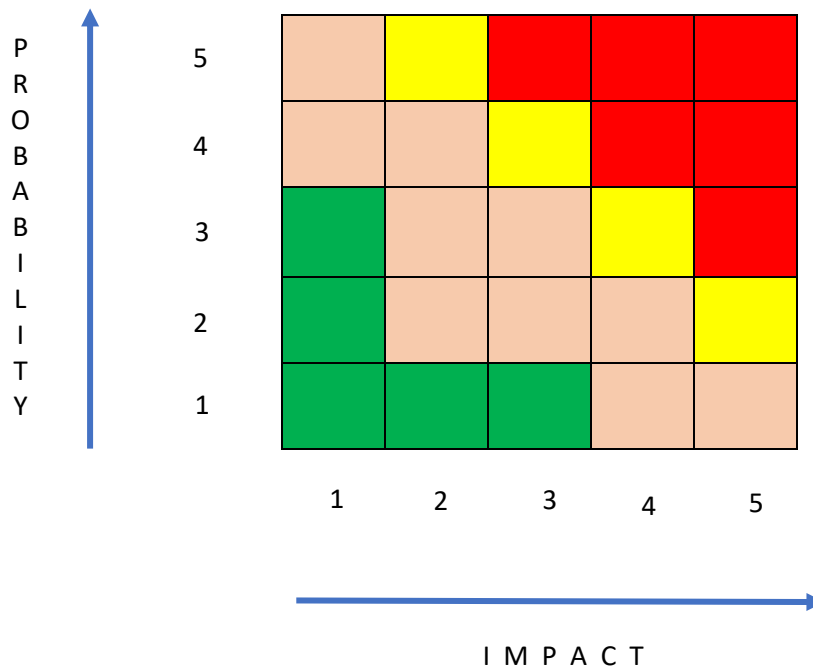
- Finance department
- Legal department
- Planning / Development Management
- Procurement
- Worcestershire Highways
- Professional Team lead / planning applications
- Consultants (attending meetings when necessary / relevant)
- Contractors

The Programme Team meets monthly. Project specific meetings may take place more frequently.

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Appendix 5

Risk Assessment matrix



KEY

- Intolerable
- Undesirable
- Tolerable
- Acceptable

Assessment:

PROBABILITY (P)
1. Highly unlikely
2. Unlikely
3. Even likelihood
4. Probable
5. Highly likely

IMPACT (I)
1. Insignificant
2. Marginal
3. Serious
4. Critical
5. Catastrophic

Risk Severity (S): $S = P \times I$

$S > 15$ - intolerable

$S = 10-14$ – undesirable

$S = 4 - 9$ – tolerable

$S = 1 - 3$ – acceptable

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COUNCIL TAX BASE CALCULATION 2022/23

Relevant Portfolio Holder		Councillor Geoff Denaro, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted		
Relevant Head of Service		Chris Forrester
Report Author	Job Title: Head of Finance & Customer Services email:chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 0152764252	
Wards Affected		N/A
Ward Councillor(s) consulted		
Relevant Strategic Purpose(s)		
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended		

1. SUMMARY OF PROPOSALS

- 1.1 This reports sets out details of the calculation of the District's tax base for Council Tax setting purposes. The calculation of the Council Tax base is required as part of the determination of the level of Council Tax for 2022/23.

2. RECOMMENDATIONS

2.1 Cabinet are asked to APPROVE that:

The amount calculated by Bromsgrove District Council as the Council Tax Base for the whole area for 2022/23 is approved at **37,511.05** as detailed at **Appendix 1** to include the individual parish elements

3. KEY ISSUES

Financial Implications

- 3.1 The calculation of the Council Tax base forms the basis of the calculation of Council Tax for the new financial year. The Council Tax Base is calculated using a prescribed formula to generate the equivalent number of Band D properties in a District and also takes into account the number of Council Tax Support claimants within the area.

Legal Implications

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19th January 2021

-
- 3.2 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992 specify the rules for the calculation of the Council Tax Base.

Service/Operational Implications

- 3.3 In October 2020, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further

details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt.

- 3.4 This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 1.00% has been made for non-collection of the tax.
- 3.5 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

Customer / Equalities and Diversity Implications

- 3.6 There are no implications for the Councils Equalities and Diversity Policies.

4. RISK MANAGEMENT

- 4.1 There are no risk management issues.

5. APPENDICES

Appendix 1 - Council Tax Base Calculation for 2022/23

6. BACKGROUND PAPERS

Held within Revenue Services

Cabinet

19th January 2021

AUTHOR OF REPORT

Name: Chris Forrester
E Mail: chris.forrester@bromsgroveandredditch.gov.uk
Tel: 01527 881673

APPENDIX 1

Schedule of Council Tax Base by Parish Areas 2022/23

Unparished	13,929.73
Alvechurch	2,328.59
Barnt Green	1,027.52
Belbroughton	1,213.49
Bentley Pauncefoot	202.24
Beoley	456.93
Bourneheath	221.48
Catshill and North Marlbrook	2,340.85
Clent	545.75
Cofton Hackett	1,158.74
Dodford with Grafton	405.19
Finstall	318.66
Frankley	46.84
Hagley	3,211.78
Lickey and Blackwell	2,129.67
Hunnington	242.53
Romsley	667.48
Parish of Stoke	1,891.93
Tutnall and Cobley	366.39
Wythall	4,805.26
Total for whole area	37,511.05

WORCESTERSHIRE DISTRICT COUNCILS

MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY, 18TH NOVEMBER 2021, AT 4.30 P.M.

PRESENT: Councillors H. J. Jones, J. Raine (in the Chair), M. Davies (substituting for Councillor T. Wells), A. Fry, N. Nazir, S. Cronin (substituting for Councillor R. Udall), A. Ditta (substituting for Councillor J. Carver), E. Stokes, A. Coleman (substituting for Councillor P. Dyke) and N. Martin

Officers: Mr. J. Howse (via Microsoft Teams), Mr. S. Wilkes, Ms. C. Flanagan, Mr. D. Mellors, Ms. K. Lahel, Mr. M. Cox and Mrs. P. Ross

Partner Officers: (via Microsoft Teams) – Mr. L. Griffiths, Worcester City Council, Ms. M. Patel, Malvern Hills District Council and Wychavon District Council and Mr. M. Parker, Wyre Forest District Council.

11/21 **ELECTION OF CHAIRMAN FOR THE MEETING**

Having received apologies from the Chairman and Vice-Chairman it was

RESOLVED that Councillor J. Raine, Malvern Hills District Council be elected Chairman for the meeting.

12/21 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

The following apologies for absence were received:-

Councillors A. D. Kent, Bromsgrove District Council and D. Morris, Wychavon District Council.

Councillors T. Wells, Malvern Hills District Council, J. Carver and R. Udall, Worcester City Council, P. Dyke, Wyre Forest District Council with Councillors M. Davies, Malvern Hills District Council, A. Ditta and S. Cronin, Worcester City Council and A. Coleman, Wyre Forest District Council, in attendance, respectively, as substitute Members.

13/21 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

14/21 **MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 24th June 2021, were submitted.

RESOLVED that minutes of the Worcestershire Regulatory Services Board meeting held on 24th June 2021, be approved as a correct record.

15/21

PREVIOUS AGENDA PAPERS 30TH SEPTEMBER 2021

The Head of Regulatory Services reminded the Board that the scheduled meeting of the Board on 30th September was cancelled due to the fuel crisis being at its height at the time.

This cancellation caused no significant issues as there were no papers requiring discussion and a formal vote for decision; all reports were for noting.

Following on from the cancellation, the Head of Regulatory Services took the opportunity to email all Board Members regards the cancelling of the meeting; and also informed Board Members that, if they had any questions in relation to the papers, as detailed on the agenda issued, that officers would provide written responses which would then be circulated to all Board Members.

A paper would have been used to formally introduce the questions and answers into the Board's record of business, however, no questions were received.

The reports that would have been presented to Board Members on 30th September 2021, had been scheduled as background papers, with the agenda distributed for 18th November 2021.

Thus, enabling Board Members to address their contents and to ask any questions at the meeting scheduled for 18th November 2021.

Members were also asked to note that both the Activity Data Report and the Revenue Monitoring Report were snapshots of the position as at the end of June 2021 and that Members may feel that the contents were now of less relevance given that; the reports presented at today's meeting would address the financial position as at the end of September 2021 and the activity data for the second quarter of this financial year. However, officers were happy to take questions.

RESOLVED that the Board papers 30th September 2021 report be noted and that Members also note the relevant recommendations in each of the reports as detailed in the background papers as provided.

16/21

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL TO SEPTEMBER 2021

Agenda Item 10

Worcestershire Regulatory Services Board
18th November 2021

The Executive Director of Resources, Bromsgrove District Council (BDC) and Redditch Borough Council (RBC), introduced the report and in doing so drew Members' attention to the Recommendations as detailed on pages 13 and 14 of the main agenda report.

The Executive Director of Resources confirmed that the report covered the period April September 2021.

The detailed revenue report was attached at Appendix 1 to the report. This showed a projected outturn 2021/2022 of £48k refund to partners. It was appreciated that this was an estimation to the year end based on the following assumptions:-

- A number of employees were working on grant funded covid related work and a small amount of work in other grant related areas. This in incurring agency staff costs due to backfilling of these employees. However due to the difficulty of recruiting agency staff this was resulting in a savings within salaries.
- If April to Sept 21 spend on pest control continued on the same trend for the rest of year, there would be an overspend on this service of £30k. WRS officers would continue to monitor and analyse this spend and advise of final recharges for 2021/2022 as soon as possible. The projected outturn figure to be funded by partners was:-

Redditch Borough Council	£11k
Wychavon District Council	£12k
Bromsgrove District Council	£7k

Appendix 1 to the report detailed the WRS – Profit & Loss Report 2021/2022 and the reasons for variances.

The Executive Director of Resources and the Technical Services Manager, WRS, responded to questions with regard to the underspend due to the number of stray dogs reducing.

The Head of Regulatory Services responded to further questions with regard to the purchase of noise monitoring equipment and in doing so, explained that there was a need to ensure that noise monitoring equipment was calibrated and fit for purpose, if challenged in Court during any Statutory Nuisance cases.

RESOLVED that

- a) the final financial position for the period April to September 2021, be noted;
- a) partner councils are informed of their liabilities for 2021-2022 in relation to Bereavements.

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Council	Apr–Sept Actual Bereavements £000	21 for
Malvern Hills District Council	8	
Worcester City Council	2	
Bromsgrove District Council	2	
Total	12	

- b) partner councils are informed of their liabilities for 2021-2022 in relation to Pest Control

Council	Estimated Projected Outturn 2021/22 Control £000	Pest
Redditch Borough Council	11	
Wychavon District Council	12	
Bromsgrove District Council	7	
Total	30	

- c) partner councils are informed of their liabilities for 2021-2022 in relation to three additional Technical Officers.

Council	Estimated Projected Outturn 2021/22 Tech Officer Income Generation £000	Estimated Projected Outturn 2021/22 Tech Officer Animal Activity £000	Estimated Projected Outturn 2021/22 Gull Control £000
Redditch Borough Council	4	1	
Malvern Hills District Council	3	5	
Worcester City Council	4	2	68
Bromsgrove	4	6	

District Council			
Wychavon District Council	6	11	
Wyre Forest District Council	4	6	
Total	25	31	68

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WORCESTERSHIRE REGULATORY SERVICES BUDGETS - 2022/2023 - 2024/2025

The Executive Director of Resources, Bromsgrove District Council (BDC) and Redditch Borough Council (RBC), introduced the report and in doing so drew Members' attention to the recommendations as detailed on pages 21 to 23 of the main agenda report.

The budget helped each partner authority to set their Medium Term Financial Plan (MTFP).

Members were further informed that the following assumptions had been made in relation to the projections:

- 2% pay award across all staff for 2022/23 – 2024/25. This would be subject to the National Pay Negotiations that were ongoing and therefore the final position would reflect any formally agreed increases, the budget also included any employee entitled to an incremental increase.
- Increase in Rent of £7k.
- Increase in ICT Hosting of £15.5k.
- Increase in Support Hosting of £10k.
- Total partner contributions as detailed at Appendix 2.
- Income projections as included at Appendix 3.
- No inflationary increases in supplies and services, premises or transport.
- Pension back-funding would be paid by all partners.

The unavoidable salary pressures were not able to be met currently by WRS making additional income, therefore, an increase to partner funding would be required, as detailed on page 24 of the main agenda report.

With regard to the changes in rent, ICT and support hosting, it should be noted that officer representatives of each partner authority had met to check and challenge the reasonableness of the proposed increases. The increases were seen as modest increases.

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These pressures were not able to be met currently by WRS, therefore, an increase to partner funding would be required, as detailed on page 25 of the main agenda report.

The Executive Director of Resources and the Head of Regulatory Services responded to questions from Members with regard to the revenue budget and partner percentage allocation calculations.

RECOMMENDED that partner authorities approve the following for 2022/2023:

- a) the 2022/2023 gross expenditure budget of £3,891k as shown in Appendix 1.
- b) the 2022/2023 income budget of 634k as shown in Appendix 1.
- c) the revenue budget and partner percentage allocations for 2022/2023 onwards:

Council	£'000	Revised %
Bromsgrove District Council	475	14.55
Malvern Hills District Council	418	13.03
Redditch Borough Council	572	17.53
Worcester City Council	540	16.54
Wychavon District	759	23.24
Wyre Forest District Council	493	15.11
Total	3,257	

- d) the additional partner liabilities for 2022/2023 in relation to unavoidable salary pressure:

Council	£'000
Bromsgrove District Council	12
Malvern Hills District Council	11
Redditch Borough Council	14
Worcester City Council	13
Wychavon District Council	19

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Wyre Forest District Council	12
Total	81

- e) the additional partner liabilities for 2022/2023 in relation to hosting costs:

Council	Increase in Rent £000	Increase in ICT Hosting £000	Increase in Support Hosting £000
Bromsgrove District Council	1	2	1
Malvern Hills District Council	1	2	1
Redditch Borough Council	1	3	2
Worcester City Council	1	3	2
Wychavon District Council	2	4	2
Wyre Forest District Council	1	2	2
Total	7	16	10

- f) Approve the additional partner liabilities for 2022/23 in relation to three Technical Officers:

Council	Tech Officer Income Generation £000	Tech Officer Animal Activity £000	Tech Officer Gull Control £000
Bromsgrove District Council	5	7	
Malvern Hills District Council	4	10	
Redditch Borough Council	6	2	
Worcester City Council	5	4	70

Wychavon District Council	8	10	
Wyre Forest District Council	5	5	
Total	33	38	70

18/21

INFORMATION REPORT - COVID RELATED ACTIVITY

The Community Environmental Health and Trading Standards Manager, Worcestershire Regulatory Services presented the Board with a detailed information report on Covid related activity.

Members were informed that WRS had been at the heart of the response to the Covid 19 pandemic. Initially, back in March 2020, the then Minister, Matt Hancock designated both Environmental Health Officers and Trading Standards Officers automatically as those responsible for enforcing business restrictions. This continued until July 2021 while controls remained in place under various iterations of regulations made under the Public Health (Control of Disease) Act 1984.

A dedicated team was carved out of the Community Environmental Health division, supplemented with others from around the service to deliver controls on the ground, whilst the Trading Standards team focused its very small resource on scams, which grew massively and the issues around fake and non-compliant PPE entering the market.

As well as this, we embedded a group of Environmental Health Officers in the Local Outbreak Response team, where the skills they had for dealing with outbreaks like TB, Legionella and Food Poisoning, could be put to good use addressing issues that arose on business premises and generally providing support to what was bound to be a relatively inexperienced team built from scratch.

WRS also picked up responsibility for delivering a coordinated Covid Marshal scheme across the County, although given marshal sounds like someone with an enforcement role, we designated them Covid Advisors, to better fit their role. This led onto the service picking up responsibility for delivering “Lost to Follow-up” activity, attempting to contact those infected people who the national NHS Test and Trace service had failed to contact. This led to the service being asked to run the local contact tracing telephone system when Government decided it wanted to start handing responsibility down to local areas and allowing “lost to follow-up to become directly integrated into this operation.

Finally, we have been able to appoint a part-time communications officer to help report on all of these activities and also to keep our day to day activities in the public eye.

The report covered the following areas in detail:

- Covid Advisors
- Contact Tracing and Lost to Follow Up
- Covid Business Enforcement (including Events and Large Capacity spaces.
- Local Outbreak Response Team.

The Community Environmental Health and Trading Standards Manager, drew Members' attention to the trial for one of the few cases for business non-compliance of the Covid regulations that ended up in Court, as detailed on page 38 of the main agenda report.

Members further referred to the conclusion of the Judge, that the Council was entirely right to issue the prohibition notices, with Members congratulating officers on their hard work.

Councillor E. Stokes, Wychavon District Council, requested that sincere thanks to regulatory services be recorded, for pursuing this case, which officers had tried to resolve before issuing the prohibition notices; and the positive conclusion made by District Judge Strongman. Officers were to be congratulated for their hard work.

The Chairman took the opportunity to express sincere thanks and admiration on behalf of the Board to all WRS officers.

The Head of Regulatory Services responded to questions with regard to the recent bird flu (avian influenza) outbreak and in doing so, highlighted that wild birds were not regulated. There was no requirement or legal duty for district councils to become involved, only if dead birds were found on public land, but that a number of the districts were supporting residents by collecting dead birds for disposal. He added that dead wild waterfowl or other dead wild birds should be reported directly to DEFRA. The Head of Regulatory Services also explained that, when it came to domestic flocks of poultry, Avian influenza was a notifiable disease and therefore fell within the remit of the County Council's Trading Standards service that WRS manages on its behalf. Officers from the Trading Standards team had been involved with two bird flu outbreaks so far this Winter, one of which required some cross border working with Warwickshire County Council's officers. The Trading Standards team were visiting to check on flocks, within the 3 kilometre protection zone and would also have a role in enforcing movement controls in the 10 kilometre surveillance zone.

The work was particularly time consuming and this had meant that everyone in the team was helping.

Public Health England advice remained that avian influenza was primarily a disease of birds and the risk to the general public's health was very low.

RESOLVED that the Information Report – Covid related activity be noted, and that Members use the contents of the report in their own reporting back to their respective partner authority.

19/21

WORCESTERSHIRE REGULATORY SERVICES ACTIVITY & PERFORMANCE DATA - QUARTER 2

The Head of Regulatory Services presented the Activity and Performance Data for Quarter 2 for 2021/2022; and in doing so highlighted that the Community Environmental Health and Trading Standards Manager, had already covered the services Covid related activities during Agenda Item 7 (Minute No. 18/21).

The Head of Regulatory Services went through some of the key areas as follows:

ACTIVITY DATA

The second quarter of 2021/22 saw us leaving the Covid control regime completely with government replacing statutory controls with basic guidance on what business ought to do. Businesses were required to have regard to the advice given because of their responsibilities under the Health and Safety at Work Act 1974 but because the guidance was not statutory guidance under the ACT, officers were limited as to what they could now ask. As highlighted in the preamble above, details of this were covered in the Information Report – Covid related activities.

Quarter 2 saw the formal launch by the Food Standards Agency of its roadmap to restoring the provisions of the current food control regime. A timetable had been set that required councils to address businesses of a particular risk by a particular date, with April 2023 being set as the final date by which all relevant businesses would need to be visited by, (the lowest risk ones being left out of the re-start programme), and a new approach to food law enforcement would be introduced. The Agency was currently running pilots for Food Standards (Trading Standards function in Worcestershire,) and would be talking in more detail to unitary and district councils about a potential new approach in the oncoming months.

The number of health and safety cases recorded by WRS during quarter two was an increase of 30% compared to quarter one. It was also a

notable increase compared to previous years. Approximately 37% of cases were reports of accidents; with 49% relating to injuries where a worker was incapacitated for more than seven days. The remaining cases related to injuries to members of the public, accidents where major injuries were sustained and a single dangerous occurrence. Last year saw an increase in accidents, beginning in quarter 2 and running into quarter 3 before declining into quarter 4.

The number of licensing cases recorded by WRS during quarter two saw an increase of 4% compared to quarter one. A reduction in the number of complaints and enquiries was offset by a 19% increase in the number of applications.

The number of planning enquiries completed by WRS during quarter two saw a reduction of 15% compared to quarter one, but was broadly consistent compared to previous years. Approximately 90% of enquiries were consultations, while 45% related to contaminated land. A fifth of planning enquiries were completed, on a contractual basis, on behalf of other local authorities.

In spite of the high workload, the Technical Services team had recently found time to update its technical guidance note for planning applicants, agents and consultants which ensured that developments were undertaken to the highest standards with regard to environmental protection and the delivery of sustainable and desirable homes across the County.

The number of pollution cases recorded by WRS during quarter two saw an increase of 36% compared to quarter one. It was also a significant increase compared to previous years; but was consistent with seasonal variations. Approximately 35% of the cases related to domestic noise, whilst 26% related to noise from commercial premises (including hospitality premises). A further 14% of the cases related to smoke nuisance and the burning of domestic or commercial waste.

Noise featured strongly again and it now seemed reasonable to conclude that, whilst some noise was new, for example where some pubs were trying out live music for the first time, much of the increase was down to the public having acclimatised to a somewhat quieter environment during the pandemic.

The number of public health cases recorded by WRS during quarter two saw an increase of 13% compared to quarter one. Approximately 60% of the cases related to pest control.

Of the 249 domestic treatments undertaken during quarter two, the largest proportion at 49% were due to the presence of wasps and overall 67% of treatments were in relation to properties located in the Wychavon or Redditch districts.

PERFORMANCE

The non-business customer measure at 63.5%, was significantly down on the last quarter and on the 74% out-turn from last year. Having reviewed the data, the falls had occurred against the questions relating to speed of response and speed of resolution. This was almost certainly linked to the backlog of nuisance work the team dealt with during the summer

In spite of attempts, it had proved impossible to bring in additional staff resource to support this work area as most of the agency Environmental Health resource was already committed to the pandemic response. Officers had explained the reasons for delays but clearly this had had a negative impact on perceptions of the service. Likewise, numbers who felt better equipped to deal with future issues was also down at 60.8%.

Business customer satisfaction remained good at 97.7%.

Overall numbers of compliant and non-compliant food businesses were at 98.6% and 1.4% respectively. This remained good and on a par with previous years. As highlighted previously, the focus currently was on those higher risk businesses that had historically had a low score.

Generally, compliments outnumber complaints by around 3 or 4 to 1 and so far this year there was difference (15:52). In this quarter, one complaint related to an animal licensing inspection of a premise, another related to a food business unhappy at its Food Hygiene rating, and some to the time taken to respond to nuisance issues. However, the other complaints had been about Covid Advisors and mainly the difficult job around establishing if someone was self-isolating when infected. Officers did try to be diplomatic when looking at this but obviously sometimes people got upset at the fact that someone had come to check, although this only occurred from a WRS perspective.

Performance on processing complete driver license renewals was at 100% for all authorities. This was great work by the team. Members should remember that officers were reliant on those applying with providing the required data necessary to process applications.

As ever, the number of defective vehicles found whilst potentially in service was relatively small at 13, which was a small proportion of the total fleet, which post Covid sat at 1435.

Members may have seen recent national press coverage regarding falls in the numbers of licensed drivers and vehicles on the road. Councils across Worcestershire had seen some falls in numbers of vehicles although not to the extent reported elsewhere. Looking back, the fall during the Covid pandemic was probably around 100 vehicles as numbers did fluctuate over time, with some variations between districts.

Staff sickness had increased from 0.9 days per FTE to 1.55 days per FTE cumulative for the year. A very minor IT glitch meant that these figures needed updating but in WRS's case the change had little impact.

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The rate of noise complaints against population was 1.08.

The rate of hospitality businesses not upholding the 4 licensing objectives was 6.7%. This was significantly above the previous three years' figures at this point (4.3%, 4.9% and 2.8% respectively.) Whilst one or other district hitting above 8% at this point was not unusual, Redditch had a similar figure in 2020/21, it was unusual for the lowest district to be over 5%. In the previous 3 years this was 3%, 3.6% and 2.4% respectively. This again supported officer's anecdotal view that more premises were trying new things like live music to bring people in, combined with the fact that people had enjoyed the quiet that the pandemic controls had brought to their localities.

Income brought in during the first half of 2021/22 is £163,583, which was significantly up on last year at this point (£131,901). Hopefully this showed that we were starting to see more normality returned in the areas that generated our income streams.

The Technical Services Manager, WRS, responded to questions with regard to Air Quality Management Areas.

The Chairman expressed his sincere thanks to officers for a very informative report.

RESOLVED that the Activity and Performance Data Quarter 2 for 2021/2022, be noted and that Members use the contents of the report in their own reporting back to their respective partner authority.

The meeting closed at 5.35 p.m.

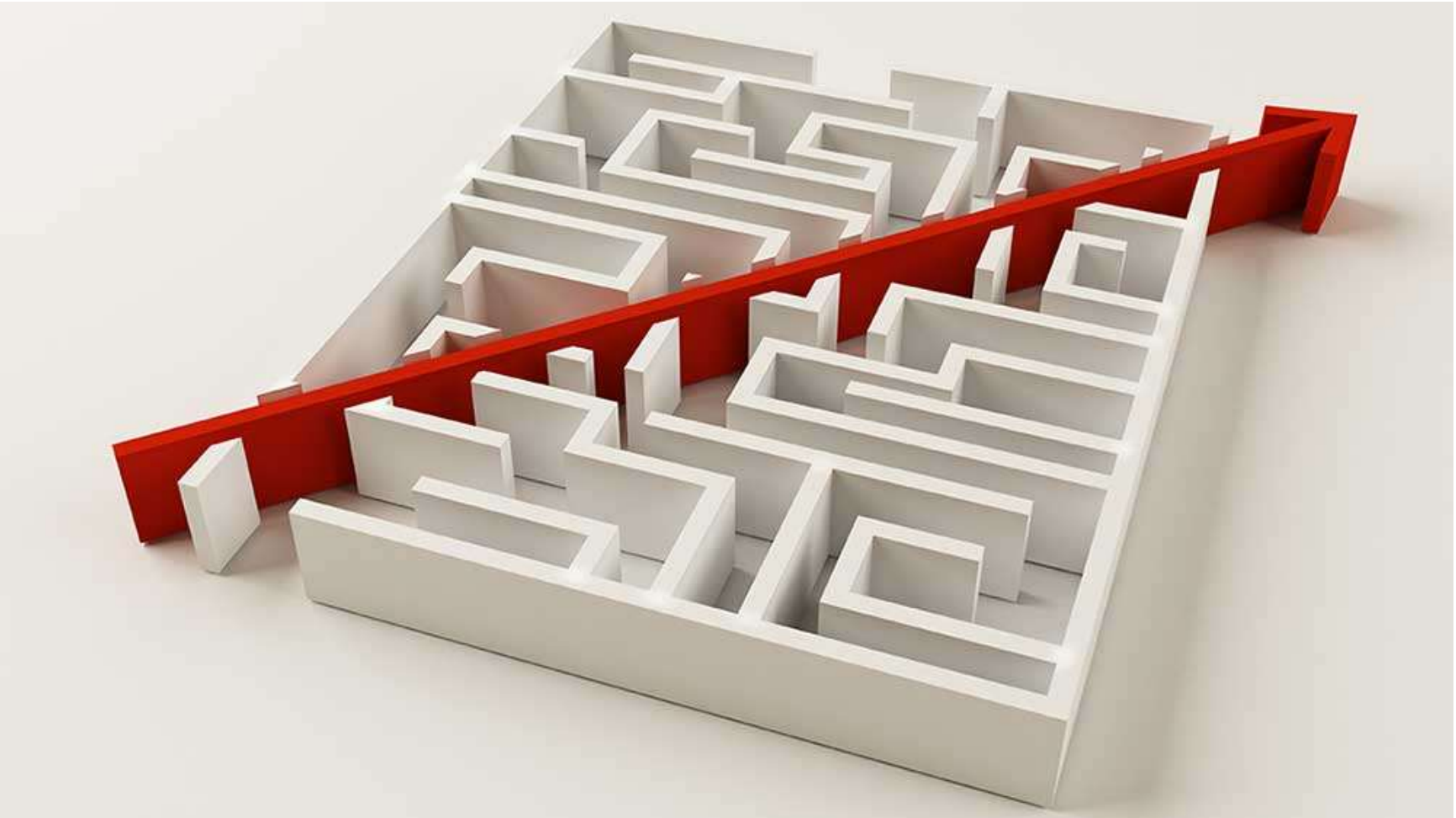
Chairman

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2022/23 Budget and Medium Term Financial Plan 2022/23 to 2024/25

Cabinet: January 2022





Agenda

1. Intro and Purpose
2. Revisit previous conclusions
3. Previous agreed next steps
4. Context (a reminder)
5. Reallocation of Earmarked to General Fund Reserves
6. Emerging Budget Pressures
7. Council Tax
8. RPP and Emerging Budget Options
9. Conclusions and next steps



1. Intro and Purpose

- Build upon previous discussions regarding improving the challenged financial position of BDC
- Present emerging budget considerations, options, recommendations and forecasts
- Cut through the complexity of the Budget
- Get an initial steer from the Cabinet prior to:
 - further work
 - Continued member engagement on emerging budget
 - finalising formal budget reports.



2. Revisit previous Cabinet Budget conclusions

- The financial position and context is challenging.
- The Financial Strategy should therefore focus on at least maintaining General Fund balances.
- Strict rules and various statute heavily regulates the Local Gov Finance and budget setting process
- Budget setting is a cycle – not a one off
- Funding comes predominantly from CT and business rates
- Risks include significant amounts of uncertainty
- Next steps are to present budget options

3. Previous agreed next steps

- 1) Finalise Outturn and clarify starting position (*Done, circa £0.2m overspend in 20/21*)
 - 2) CMT working to identify options to re-prioritise limited resources:
 - a) Options for doing things differently / more efficiently / Options to stop doing
 - b) Options to increase income
 - c) Options to remove budget 'slack'
 - d) Options to release earmarked reserves back to general fund.
 - 3) Present options for Budget back to Cabinet
-

4. Context – General Fund Balances

RESERVE BALANCES			
Feb 21 Forecasts	31/3/22	31/3/23	31/3/24
	(£m)	(£m)	(£m)
General Fund (NB minimum = £1.5m)	4.3	4.3	3.2

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- The Council’s financial reserves are currently adequate (but no more) – and above minimum levels - but forecast to reduce without further action.
- Note: to achieve these numbers - savings of circa £0.5m per annum over the term need to still be delivered.
- Note: All forecasts need to be updated for Covid-19 and other matters.
- Note: There is significant planning uncertainty risk currently.

Conclusion: This financial position and context is challenging. The Financial Strategy should therefore focus on at least maintaining General Fund balances.

5. Reallocation of Earmarked Reserves to the General Fund

Re the strategic focus of increasing the General Fund balance – an important practical step is to **reallocate Earmarked Reserves back to General Fund where possible.**

This ensures that we have an accurate assessment of the Council's 'rainy day funds' – used to mitigate risk and ensure finances remain sustainable.

6. Emerging Budget Pressures

- Starting budget gap
- Covid and impact on delivery of savings
- Inflationary pressures – BoE forecast of 5% by April 2022
- Utility costs are currently at an historic high as seen with gas prices
- Salaries budgeted at 1% but likely to be higher as inflation is climbing
- Demand for Leisure services post Covid? This is an underlying uncertainty.
- ICT and additional agile working demands on IT kit and cyber controls

Emerging Budget Recommendation: Cabinet notes significant budgetary pressures. Cabinet supports principle of minimum full cost recovery on fees & charges (including 5% inflationary pressures).

7. Council Tax – Beware the Multiplier!

- NB: Due to the CT cap – a decision in any one year not to increase CT – has a recurring year on year impact on the General Fund!! In effect you can never ‘catch this back up’.

Impact on General Fund of zero CT rise	Year 1	Year 2	Year 3	Year 4	TOTAL
	£m	£m	£m	£m	£m
Impact of not increasing by £5 in Year 1	0.2	0.2	0.2	0.2	0.8
Impact of not increasing by £5 in Year 2		0.2	0.2	0.2	0.6
Impact of not increasing by £5 in Year 3			0.2	0.2	0.4
Impact of not increasing by £5 in Year 4				0.2	0.2
Total over the Medium Term (4 years)					2.0



Emerging Budget Recommendation: No change in MTFP assumptions re Council Tax. Increase CT by £5 in 22/23.



8. Resource Planning and Prioritisation (RPP) and Emerging Budget Options

CMT working to identify options to re-prioritise limited resources:

- a. Options for doing things differently / more efficiently / reduce costs
- b. Options to increase income
- c. Options to stop doing (do less)
- d. Pipeline of potential projects (for inclusion in future budgets subject to business case)

5. Emerging RPP Options: Further approved work

Following previous Cabinet steer, further work is being undertaken within the budget re:

- cost reduction initiatives including consumables (paper) and print costs.
- additional income opportunities including in the areas of bulky waste, charging for replacement wheeled bins, property rentals and Council Tax empty premiums.
- Maximising the impact and affordability of non statutory services and reviewing grants to partners.
- Identifying further projects, initiatives and 'Invest to Save' opportunities that could be built into future budgets.
- Consideration of an 'Invest to save' Earmarked Reserve.

9. Conclusions

- The financial position and context is challenging.
- The Financial Strategy should therefore focus on at least maintaining General Fund balances.
- Funds should be reallocated from Earmarked to General Fund Reserves.
- An 'Invest to Save' Earmarked Reserve should be set up.
- There are a number of budget pressures including pay / non pay inflation.
- Budget options which must be considered include options to stop doing / do less, reduce costs and increase income.
- A number of emerging budget recommendations brought to Cabinet for consideration.
- No change proposed in MTFP re Council Tax. Increase CT by £5 in 22/23.

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

22ND NOVEMBER 2021, AT 6.00 P.M.

PRESENT: Councillors C.A. Hotham (Chairman), J. Till, S. J. Baxter, A. J. B. Beaumont, S. R. Colella, R. J. Deeming, R. J. Hunter, A. D. Kriss, P. M. McDonald and C. J. Spencer

Observers: Councillor G. Denaro – Portfolio Holder for Finance and Enabling

Councillor M. Sherrey – Portfolio Holder for Environmental Services

Councillor P. Thomas – Portfolio Holder for Leisure Cultural Services and community Safety.

Officers: Mr. J. Howse, Mrs C. Felton, Mr. G. Revans, Mr M. Austin and Mrs J. Gresham

39/21

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor H. Jones with no named substitute.

40/21

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no Declarations of Interest nor of any Party Whip.

41/21

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 18TH OCTOBER 2021

The minutes of the Overview and Scrutiny Board meeting held on 18th October 2021 were submitted for Members' consideration.

Councillor P. Thomas confirmed that he was at the meeting held on 18th October 2021. The Democratic Services Officer present undertook to note his attendance at that meeting.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 18th October 2021 be approved.

42/21

CCTV UPDATE - ENVIRONMENTAL SERVICES

The Head of Environmental Services and the Environmental Services Manager presented the CCTV Update – Environmental Services. It was explained to the Board that in addition to the briefing that had been provided as part of the agenda Members would receive a presentation in order to highlight the work currently being undertaken by officers.

As part of the presentation the following was highlighted for Members' attention:

- Bromsgrove District Council was the Litter Authority and as result they looked after the collection of the litter. However, Worcestershire County Council were responsible for the disposal of the litter. With the exception of hazardous litter, such as asbestos, which was removed by specialist contractors, litter was removed by the Environmental Services team at the Council.
- There had been an increase of incidents of fly-tipping in recent years. During this time there had been an increase in advertising on social media and by word of mouth of 'man with a van' services. These services often resulted in the irresponsible disposal of items collected from the customer by the 'man with the van' who sometimes did not hold the correct licenses to dispose of waste.
- There were key areas within the District where fly-tipping occurred regularly. It was explained that the geography of Bromsgrove inevitably played a part in the instances of fly-tipping. Close links to the M5 and A38 meant that there was good access from areas outside of the District, including Birmingham. This had seemingly been exacerbated by the change in rules for the disposal of waste by Birmingham City Council.
- Clear signage had been placed various sites within the District as a deterrent to those who fly-tipped. In addition to this, mobile surveillance cameras, both real and dummy, were placed in areas where fly-tipping regularly occurred. Although this had proved to be a useful tool in deterring fly-tippers, due to the number of sites that regularly experienced fly-tipping the cameras could inevitably not always be in the right place at the right time. It was explained to Members that there was legislation in place Regulatory Investigation Powers Act (RIPA) that covered the use of surveillance cameras. Although the use of surveillance cameras was useful it was important to note that there were strict rules around the enforcement of fly-tipping. It was not enough to just see a van looking like it was going to fly-tip. The tipping

needed to be caught on the camera, unless the load of the fly-tipping vehicle was so unusual officers were able to ascertain that the load had been fly-tipped by that specific van.

- There was a backlog of enforcement cases that were still to be heard by the courts. Members were informed that the fixed penalty notice was usually between £300-£400 however there was a review of fly-tipping penalty charges underway.

Councillor M. Sherrey, who was in attendance in her role as Portfolio Holder for Environmental Services was welcomed to the meeting and commented that there had been issues with staffing due to the large number of fly-tipping incidents. However, she clarified that the number of fly-tips were significantly down compared with the previous years.

Members were positive about the report and the information included contained in it however they had some questions in respect of the presentation. These were as follows:

- Were the fixed penalty charges comparable to others in District and wider area? – Officers explained that currently the fixed penalty charges were in the middle of the charges. Some councils within the County had chosen to price at the top of the scale and that this could be something that Bromsgrove District Council could look to make amendments next year.
- How successful were the Council in recovering the fixed penalty charges? – It was confirmed that there had been successes in this area and that the risk of being taken to court had encouraged payments in good time from those who had received fixed penalty charges.
- Were the successes in the deterrent of fly-tipping promoted to the District through communications – Members were informed that this was the case and it was hoped that this would highlight the increase in enforcement around fly-tipping in the District.

During a detailed discussion Members stated that they were encouraged by the speed in which reported fly-tips had been cleared over the past year but were keen to better understand why there had been a significant increase. Officers concluded that due to the Covid-19 many residents had undertaken DIY projects at home however when faced with the disposal of the rubbish had increasingly sought to use a 'man with a van'.

It was discussed whether work was carried out with Parish Councils as often the locations where regular fly-tips took place were in Parishes. It

was confirmed that work was already carried out however, officers undertook to continue this practice for the future.

Some Members were keen to share the effectiveness of technology that existed in this the clearing of fly-tipping and Members were made aware of nationwide app technology that was already available and was effective in the reporting of fly-tips across the country. Officers confirmed that Environmental Services were looking into launching an app where residents could report fly-tipping, garden waste and street cleansing queries.

Finally, it was queried as to how the surveillance tools could be used and keep within the RIPA legislation, as it had been reported to the Audit, Standards and Governance Committee in July 2021 that there had been no powers used under this legislation. The Environmental Services Manager confirmed that as there was clear signage used in fly-tipping hot spots this meant that although covert surveillance was used fly-tippers had been informed that this was the case and therefore it was compliant under RIPA.

RESOLVED that the CCTV Update - Environmental Services be noted.

43/21

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman provided an update in respect of the Finance and Budget working Group meeting which had taken place on 17th November 2021.

He informed the Board that this had been a long meeting which had involved an in-depth discussion regarding the Blue Badge Motion which had been submitted by Councillor S. Robinson at the Full Council meeting held on 3rd November 2021. During consideration of the Motion, it was explained that the Head of Environmental Services and the Environmental Services Manager attended the meeting in order to explain that should this initiative be moved forward it would potentially impact the Council's finances, potentially to as much as £30-£50k. It was explained that it would be considered further as part of the discussions and subject to finance and cost.

Members were informed that in considering the Financial Outturn report the Council seemed to be in a better position than had been anticipated and that the Covid-19 grants that had been received had seemed to help balance the outturn final position 2020/2021. It was reported that there had inevitably been a deficit in the Leisure Services area, and it was explained that this had been experienced at a national level not just within the District.

In addition to the above, the impact of failure to increase Council Tax on a Council's finances was also briefly discussed.

RESOLVED that the Finance and Budget Working Group Update be noted.

44/21

CORPORATE PERFORMANCE WORKING GROUP - UPDATE

In considering the Corporate Performance Working Group Update, Members were reminded that at a Board meeting held in September 2021, the Terms of Reference of the Corporate Performance Working Group had been amended, so that substitute Members of the Board were able to sit on the Working Group. Members were also reminded that Councillor. J. Till had been appointed as Chairman of the Working Group at the following meeting held on 18th October 2021. At that meeting the Democratic Services Officer had undertaken to all contact Members who were eligible to sit on the group to see if they would volunteer to become a member of the working Group. It was reported that unfortunately there had been no further volunteers and therefore the membership was currently only 2 members.

The Chairman asked the Board, given the lack of membership of the group, what was the most appropriate way forward when scrutinising the Performance of the Council. Members understood the importance of scrutiny in this area and although they acknowledged that there had not been meetings for some time it was good practice for it to be considered for the future. The Chairman proposed that scrutiny of the Council's performance be considered at main Board meetings every 6 months. Members were in agreement with this and on being put to the vote it was agreed.

The Head of Legal, Democratic and Property Services informed Members that currently there was a update to the Performance dashboard underway and this potentially could be the first item the Board scrutinises. It was agreed that this would be added to the Board's Work Programme for consideration in 2022.

RESOLVED that the scrutiny of the Council's performance would be considered at main Board meetings every six months and that the Board's Work Programme would be updated accordingly.

45/21

TASK GROUP UPDATES

Councillor S. Colella, in his role as Chairman of the Impact of Library Service Review Task Group informed Members that there had been a meeting of the Task Group on 4th November 2021 and that another meeting was due to take place on 29th November 2021.

RESOLVED that the Task Group Update be noted.

46/21

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor S. Baxter, in her role as representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), briefly updated the Board on the last meeting of HOSC. In doing so she highlighted that at the last meeting Members were presented with the Winter Plan and that there were issues with ambulance response and waiting times. It was reported that there the potential of a Task Group being established to investigate this further.

RESOLVED that the Worcestershire Health Overview and Scrutiny Committee Update be noted.

47/21

CABINET WORK PROGRAMME

During consideration of this item, Members requested the following items form the Cabinet Work Programme be included on the Board's Work Programme for future consideration:

- Levelling Up Funding – Projects and Timeframes
- Housing Enforcement Powers and how they are used
- Flooding Strategy - Cabinet report.

In respect of the above items, Members explained that they felt that it was important that all Members were aware of the projects that were being planned as a result of the Levelling Up Funding that had recently been received. It was explained by the Executive Director of Resources that a report to Cabinet was being planned and therefore could be pre-scrutinised prior to its consideration by Cabinet. The Board were keen for all Members to be invited to the Overview and Scrutiny Board meeting where this item was to be considered.

The Head of Legal, Democratic and Property Services undertook to follow-up with officers regarding when the Flooding report was likely to be considered by Cabinet and provide an update to the Board.

RESOLVED that the Cabinet Work Programme be noted.

48/21

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Overview and Scrutiny Board Work Programme was considered as part of the previous item.

RESOLVED that the Overview and Scrutiny Board Work Programme be noted.

49/21

PRE-SCRUTINY - FINANCIAL UPDATE REGARDING LEISURE SERVICES

The Chairman invited Councillor P. Thomas to present the Financial Update Regarding Leisure Services in his role as Portfolio Holder for Leisure and Community Services.

Members were informed that the purpose of the report was the following:

- To update Members on the impact of Covid-19 on the Council's contracted Leisure service and the steps taken to mitigate the financial risks presented by Covid in 2020/21 and 2021/22
- To update Members on the financial context and the financial impact
- To update Members on the legal and commercial position
- To advise Members on the options available to the Council moving forward
- To seek Cabinet support for the next steps and mitigating actions.

In addition, the following was highlighted by Councillor Thomas for Members' attention:

- Leisure Services nationally had been dramatically affected by the Covid-19 pandemic and associated lockdowns. This report presented Cabinet with all possible scenarios in the hope of mitigating the risks involved going forward. However, it was noted that there was no certainty in this space.

The Executive Director for Resources expressed that this process needed to be managed very carefully in the coming weeks and although there needed to be transparency when considering the report, it was also important that due to any negotiations that were still to take place it was important at this stage that any discussions would not prejudice these negotiations.

Agenda Item 14

Overview and Scrutiny Board
22nd November 2021

Some Members queried the bullet points included in paragraph 2.9 of the public report. These points were concerned with the indicative costs that would be relevant in different scenarios. It was questioned whether officers were able to provide clarification on how much the costs would be in these instances. The Head of Legal, Democratic and Property Services indicated that these areas were taken from the Local Government Association guidance and at this point it was difficult to ascertain how much the indicative costs would be but that it was almost inevitable that a certain amount of indicative costs would have to be paid back in each of these areas.

The Chairman thanked the officers and the Portfolio Holder for their attendance at the meeting and for providing a clear update for the Board.

RESOLVED that the Financial Update Regarding Leisure Services report be noted.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person (including the authority holding that information).

50/21

TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEM(S) OF BUSINESS CONTAINING EXEMPT INFORMATION:-

"**RESOLVED**: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

Minute Item No.	Paragraph(s)
51/21	3

51/21

PRE-SCRUTINY - FINANCIAL UPDATE REGARDING LEISURE SERVICES (EXEMPT APPENDICES)

The meeting closed at 7.55 p.m.

Agenda Item 14

Overview and Scrutiny Board
22nd November 2021

Chairman

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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FEES AND CHARGES 2022-23

Relevant Portfolio Holder	Councillor Geoff Denaro, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	
Relevant Head of Service	Chris Forrester
Report Author	Job Title: Head of Finance & Customer Services email:chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	N/A
Ward Councillor(s) consulted	
Relevant Strategic Purpose(s)	
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income levels in the Medium-Term Financial Plan.

2. RECOMMENDATIONS

- 2.1 It is recommended that Cabinet consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1

3. KEY ISSUES

Financial Implications

- 3.1 The Medium-Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process was followed for the review of income and this included an assessment of each fee to identify how it met the Council's strategic purposes and the level of increase that was proposed. Therefore, the levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services.
- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council

Cabinet

19th January 2022

- Service to break even
- Service to make a surplus to offset other overhead costs

3.3 Appendix 1 details all the fees and charges for each area with a commentary against each block.

Legal Implications

3.4 A number of statutes governing the provision of services covered by this report contain express powers or duties to charge for services. Where an express power to charge does not exist, the Council has the power under Section 111 of the Local Government Act 1972 to charge where the activity is incidental or conducive to or calculated to facilitate the Council's statutory function.

Service / Operational Implications

3.5 Monitoring will be undertaken to ensure that income targets are achieved.

Customer / Equalities and Diversity Implications

3.6 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.

4. RISK MANAGEMENT

4.1 There is a risk that if fees and charges are not increased that income levels will not be achieved, and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges

Appendix 1i – Fees and Charges (This document is restricted under Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended)

6. BACKGROUND PAPERS

None.

Business Transformation and Organisational Development

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS	
<u>New & Existing Properties</u>						
Naming a Street	554.10	5.00%	27.70	581.80		
Additional charge for each new premise on a street	130.00	5.00%	6.50	136.50		
Naming and numbering of an individual premise	274.00	5.00%	13.70	287.70		
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.06%	3.90	80.90	Rounded Sept RPI - Inflation Rate	
Confirmation of address to solicitor/conveyancer/ occupier or owner	53.60	5.04%	2.70	56.30		
Additional charge including naming of building	138.00	5.00%	6.90	144.90		
<u>Further Comments</u>						
5% increase to cover increase in costs.						

BROMSGROVE DISTRICT COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase/ Decrease £	Proposed charge from 2022 £	COMMENTS
<p><u>Venue hire additional services</u></p> <p>Feature on official social media & website</p> <p>Place your promotional material in reception</p> <p>Print your materials</p> <p>Full design & print services:</p> <p>Luxury roll-up banner - Flat rate</p> <p>- any additional</p> <p>Vinyl banner</p> <p>- any additional</p> <p>Posters (10)</p> <p>- any additional</p> <p>Leaflets (500)</p> <p>- any additional</p> <p>Printing up to A0 size, with a range of finishing options on papers and cards. Tiny labels to large banners, binding and laminating, booklets, copies, reports, posters, duplicate pads, brochures, leaflets, flyers, & more. Integrated in-house Design team services also available.</p> <p>Your bespoke requirements</p> <p>Boost your event with our simple options:-</p> <ul style="list-style-type: none"> • Promotional services - o Reach the local community with our official social media o Show up on Google with our special website options o Promote your event in our busy public spaces • Design services - o Stand out o Bespoke for you, from our professional design team • Printing services- o All your printing needs in one place o Signs, flyers, agendas, welcome banners, and more <p>Packages available from as little as £30.</p> <p>To find out more contact 01527 881296 or venues@bromsgrove.gov.uk.</p> <p>www.bromsgrove.gov.uk/venues</p> <p>Beautiful wedding stationery to suit your budget</p> <p>The personal touch for all your guests, with bespoke packages from £25</p> <ul style="list-style-type: none"> • Choose beautiful invitations • Add table plans, place settings, & more • Photo displays & banners • Signs • Use your own designs, or our designers <p>To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk.</p> <p>www.bromsgrove.gov.uk/weddings</p>	<p>Please contact us £30-£100</p> <p>10.00</p> <p>Request a quote</p> <p>102.50</p> <p>51.30</p> <p>51.30</p> <p>25.60</p> <p>25.60</p> <p>Request a quote</p> <p>51.30</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p>			<p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p> <p>Request a quote</p>	<p>All printing costs rationalised, individual quotes will be provided.</p> <p>Quote based on how many copies, size, media, finishing and design requirements, using current paper and contract pricing.</p>

BROMSGROVE DISTRICT COUNCIL

Community & Housing Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2020 £	% Change	Increase / Decrease £	Proposed charge from 2021 £	COMMENTS
STRATEGIC HOUSING					
Bed and breakfast					
- Single room	16.10	0.00%	0.00	16.10	
- Two single rooms	32.50	0.00%	0.00	32.50	
- Double room	16.10	0.00%	0.00	16.10	Charge in line with housing benefit amounts
- More than one double room per room	21.00	0.00%	0.00	21.00	
- Breakfast					
- adult	2.50	5.00%	0.10	2.60	Rounded Sept RPI - Inflation Rate
- child	2.10	5.00%	0.10	2.20	
- Storage of effects (per night)	2.60	5.00%	0.10	2.70	
- Right to Buy (RTB) Plan Preparation for BDHT	119.70	5.00%	6.00	125.70	Rounded Sept RPI - Inflation Rate
- Late Consents to transfer (shared ownership and low cost properties)	250.00	5.00%	12.50	262.50	
Private Sector Housing					
Housing Fitness Inspections	150.00	0.00%	0.00	150.00	Charge already exceeds actual service cost
Registration of housing in multiple occupation:					
per occupant	122.00	5.00%	6.10	128.10	Rounded Sept RPI - Inflation Rate
Service and Administration of Improvement	34.00	5.00%	1.70	35.70	
Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour					
	Actual + 10% Admin fee			Actual + 10% Admin fee	
Enforcement of Statutory Notices, Supervision of Work in Default etc.					
Mobile Home Park Licencing - New Licence Application Fee				326.67	
- Licence Amendment Application Fee				256.67	
- Licence Transfer Application Fee				186.67	
Mobile Home Park - Annual Site Inspection Charge -Band A (2-10 units)				256.67	
-Band B (11-30 units)				274.17	
- Band C (31-70 units)				385.00	
- Band D (71 + units)				420.00	
Mobile Home Park Statutory Registration or amendment of Park Home Rules				99.17	
- Valuation Fee (relating to properties of 30% ownership)	225.00	33.33%	75.00	300.00	Full cost recovery
*Based on salary of employee					

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
LIFELINE					
- Installation Fee	52.00	0.00%	0.00	52.00	Price to remain the same to continue to be competitive within the market place. Rounded Sept RPI - Inflation Rate
- Lifeline (per week)	4.25	5.00%	0.30	4.50	
- Replacement Pendant	Cost of product + 17% admin fee			Cost of product + 17% admin fee	
- Key Safe	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee	
- GSM Alarm Hire	5.50	0.00%	0.00	5.50	Following digital upgrade the GSM unit is the primary equipment choice and cost prices are reducing due to bulk purchase and falling data charges
- GPS Tracker Hire	7.00	5.00%	0.40	7.40	
- Daily Living Activity Equipment	7.00	5.00%	0.40	7.40	Rounded Sept RPI - Inflation Rate
HIRE PRODUCTS					
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.40	3.57%	0.10	1.50	Marketable Price
CO2 Detector per week	1.40	3.57%	0.10	1.50	
Bogus Caller Panic Button	1.40	3.57%	0.10	1.50	
Flood Detector	1.40	3.57%	0.10	1.50	
Falls Detector	1.40	3.57%	0.10	1.50	
Additional pendant	1.40	3.57%	0.10	1.50	
Temperature extreme sensor	1.40	3.57%	0.10	1.50	

BROMSGROVE DISTRICT COUNCIL

Environmental Services

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
CEMETERY					
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc					
Interments in a grave					
- children aged under 1 year	No Charge		No Charge	No Charge	
- children aged under 1 year (non resident)	114.00	5.00%	5.70	119.70	Rounded Sept RPI - Inflation Rate
- children aged 1 year - 17 years	No Charge		No Charge	No Charge	
- children aged 1 year - 17 years (non resident)	166.00	5.00%	8.30	174.30	
- persons aged 18 and over	636.00	5.00%	31.80	667.80	Rounded Sept RPI - Inflation Rate
Interment in a bricked grave					
Interment of cremated remains	211.00	5.00%	10.55	221.55	Rounded Sept RPI - Inflation Rate
Interment of Cremated Remains (under 17 years non residents only)	78.00	5.00%	3.90	81.90	
Scattering cremated remains in grave	89.00	5.00%	4.45	93.45	Rounded Sept RPI - Inflation Rate
Exclusive rights of burial (75-year grants)					
- adult grave space	1,603.00	5.00%	80.15	1,683.15	
- child grave space	292.00	5.00%	14.60	306.60	Rounded Sept RPI - Inflation Rate
- cremated remains plot	612.00	5.00%	30.60	642.60	
Renewal of expired deed (single fee charged in all cases)					
Burial	457.00	5.00%	22.85	479.85	Rounded Sept RPI - Inflation Rate
Cremated remains	179.00	5.00%	8.95	187.95	
Ashes grave purchased in reserve	733.00	5.00%	36.65	769.65	
Full grave purchased in reserve	1,969.00	5.00%	98.45	2,067.45	
Disinterment of Remains - Cremated Remains	557.00	5.00%	27.85	584.85	Rounded Sept RPI - Inflation Rate
- Wooden cremated remains casket	97.00	5.00%	4.85	101.85	
Memorials					
	104.00	5.00%	5.20	109.20	Rounded Sept RPI - Inflation Rate
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	863.00	37.66%	325.00	1,188.00	
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	820.00	37.80%	310.00	1,130.00	Supplier led increase
Bench replacement plaque - £110.00	118.00	38.47%	45.40	163.40	
-Assignment / Transfer of Exclusive Right of Burial	104.00	5.00%	5.20	109.20	Rounded Sept RPI - Inflation Rate
Exhumation Ground works	211.00	5.00%	10.55	221.55	
New Container	97.00	28.87%	28.00	125.00	Supplier led increase
Officer time	216.00	5.00%	10.80	226.80	
Cremator usage	33.00	5.00%	1.65	34.65	Rounded Sept RPI - Inflation Rate
Certified copy of entry	23.00	5.00%	1.15	24.15	Rounded Sept RPI - Inflation Rate

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Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	
Bird bath memorial				346.50	
5 Year Lease					
- size 1 (small)	210.00	6.00%	12.60	222.60	
- size 2	234.00	5.90%	13.80	247.80	
- size 3	258.00	5.81%	15.00	273.00	Supplier led increase
- size 4	280.00	6.14%	17.20	297.20	
- size 5 (large)	304.00	6.05%	18.40	322.40	
10 Year Lease					
- size 1 (small)	327.00	5.96%	19.50	346.50	
- size 2	351.00	5.90%	20.70	371.70	
- size 3	373.00	6.41%	23.90	396.90	Supplier led increase
- size 4	397.00	6.07%	24.10	421.10	
- size 5 (large)	421.00	5.51%	23.20	444.20	
20 Year Lease					
- size 1 (small)	444.00	5.95%	26.40	470.40	
- size 2	467.00	6.12%	28.60	495.60	
- size 3	490.00	6.29%	30.80	520.80	Supplier led increase
- size 4	514.00	6.03%	31.00	545.00	
- size 5 (large)	538.00	5.99%	32.20	570.20	
Motif	117.00	5.98%	7.00	124.00	Supplier led increase
Memorial Vaults					
Double unit - 20 year lease in first interment and casket	1,310.00	6.12%	80.20	1,390.20	
2nd interment of remains including casket	181.00	5.58%	10.10	191.10	
Inscribed tablet of upto 80 letters	147.00	5.71%	8.40	155.40	
Additional letters (per letter)	4.20	7.14%	0.30	4.50	Supplier led increase
Standard Motif	105.00	6.00%	6.30	111.30	
Photo of 1 person	126.00	5.87%	7.40	133.40	
Photo of 2 people	199.00	6.08%	12.10	211.10	
Photo of 3 people	257.00	5.84%	15.00	272.00	
Other items are available but quoted individually	QUOTED INDIVIDUALLY			QUOTED INDIVIDUALLY	
Memorial Posts					
Memorial plaque - 3 year lease	251.00	6.25%	15.70	266.70	
Motif	47.00	7.23%	3.40	50.40	Supplier led increase
Replacement Plaque	126.00	5.87%	7.40	133.40	
Private Memorial Garden					
Including memorial - 20 year lease	1,678.00	6.00%	100.70	1,778.70	Supplier led increase
Additional Inscription on Plaque	147.00	5.00%	7.35	154.35	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
REFUSE COLLECTION					
Bulky Household Waste					
Proposed Charges					
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the					
Bulky collection - single unit*	9.00	5.56%	0.50	9.50	Increased diesel and maintenance costs. Collection non-refundable in order to protect residents where items are taken by persons unknown which may later be fly-tipped once valuable elements removed.
*Depending on size items maybe charged for as a multiple of units	Quotation			Quotation	
Items that are classed by WCC as non domestic waste	Quotation			Quotation	
Items not on the boundary of the property					
Litter and Dog Bins (Yearly Charge)					
High Usage Site First Bin	850.00	0.00%	0.00	850.00	No Cost increase as price reflects operational costs alongside core responsibilities across the District.
High Usage Site Additional Bins (each)	350.00	0.00%	0.00	350.00	
Medium Usage Site First Bin	425.00	0.00%	0.00	425.00	
Medium Usage Site Additional Bins (each)	175.00	0.00%	0.00	175.00	
Low Usage Site First Bin	210.00	0.00%	0.00	210.00	
Low Usage Site Additional Bins (each)	90.00	0.00%	0.00	90.00	
Parish Lengthsman Work					
Hourly Rate	15.75	0.00%	0.00	15.75	New Fee - Formalising cost to Parishes as partnership work under the Lengthsman Scheme.
High Hedge Complaints					
High Hedge Complaints - reduced for people on benefits	595.10	5.00%	29.80	624.90	No increase last year
	237.60	5.00%	11.90	249.50	No increase last year
Investigation of Abandoned Vehicles on Private Land					
Per Vehicle	60.00	0.00%	0.00	60.00	Rarely used - No need to increase price
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	0.00%	0.00	50.00	Rarely used - No need to increase price
Garden Waste Collection Service (2021/23)					
Re-issue of service	46.00	0.00%	0.00	46.00	Prices held in recognition of disruption in 2020 & 2021 due to Covid 19
	40.00	0.00%	0.00	40.00	

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BROMSGROVE DISTRICT COUNCIL**Environmental Services**

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS	
CAR PARKS						
Churchfields Multi-storey						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	Portfolio holder requested no change in parking fees across the board	
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	3.00	0.00%	0.00	3.00		
New Road						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40		
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	5.00	0.00%	0.00	5.00		
North Bromsgrove						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40		
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	5.00	0.00%	0.00	5.00		
Parkside						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40		
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	5.00	0.00%	0.00	5.00		
School Drive						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40		
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	5.00	0.00%	0.00	5.00		
Stourbridge Road						
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40		
Not exceeding one hour	0.80	0.00%	0.00	0.80		
Not exceeding two hours	1.60	0.00%	0.00	1.60		
Not exceeding three hours	2.40	0.00%	0.00	2.40		
All day	5.00	0.00%	0.00	5.00		

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Recreation Road South					
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	
Not exceeding four hours	3.20	0.00%	0.00	3.20	
Not exceeding five hours	4.00	0.00%	0.00	4.00	
Not exceeding Six hours	6.40	0.00%	0.00	6.40	
Not exceeding Severn hours	8.80	0.00%	0.00	8.80	
Not exceeding Eight hours	11.20	0.00%	0.00	11.20	
Windsor Street					
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50	
Not exceeding one hour	1.00	0.00%	0.00	1.00	
Not exceeding two hours	2.00	0.00%	0.00	2.00	
St John Street					
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50	
Not exceeding one hour	1.00	0.00%	0.00	1.00	
Not exceeding two hours	2.00	0.00%	0.00	2.00	
Not exceeding three hours	3.00	0.00%	0.00	3.00	
Season Tickets (valid at long stay car parks only)					
Annual	320.00	0.00%	0.00	320.00	
Quarterly	80.00	0.00%	0.00	80.00	
Season Tickets (valid at Churchfields Road car park only)					
Annual	215.00	0.00%	0.00	215.00	
Quarterly	53.75	0.00%	0.00	53.75	
Season Tickets (valid at Alvechurch Sports and Social club car park only)					
Annual	250.00	0.00%	0.00	250.00	
Quarterly	62.50	0.00%	0.00	62.50	
Parking Fines PCN's On Street					
Certain Contraventions	70.00	0.00%	0.00	70.00	
If paid within fourteen days	35.00	0.00%	0.00	35.00	
Other contraventions	50.00	0.00%	0.00	50.00	Set by Statute
If paid within fourteen days	25.00	0.00%	0.00	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>					
Parking Fines PCN's Off Street					
Certain Contraventions	70.00	0.00%	0.00	70.00	
If paid within fourteen days	35.00	0.00%	0.00	35.00	
Other contraventions	50.00	0.00%	0.00	50.00	Set by Statute
If paid within fourteen days	25.00	0.00%	0.00	25.00	
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)					
Car Park charges apply everyday					

BROMSGROVE DISTRICT COUNCIL

Financial and Customer Service

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
<u>LOCAL TAX COLLECTION</u>					
	67.50	0.00%	0.00	67.50	The level of charge reflects the costs incurred by the authority, Changes to the methods by which attendance at court is managed, through virtual costs sessions and the issuing of summons documentation from Hybrid mail supplier, has reduced these costs and this will mitigate any general inflationary increase.
- Council Tax Court Costs (includes Magistrates Court fee of 50p)	97.50	0.00%	0.00	97.50	
- NNDR Court Costs (includes Magistrates Court fee of 50p)	0.50	0.00%	0.00	0.50	The Magistrates' Court Fee is set in statutory instruments and cannot be adjusted
- Magistrates' court fee (added to both council tax and NNDR Summons)					

BROMSGROVE DISTRICT COUNCIL

Legal, Democratic and Property Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
ELECTORAL REGISTRATION					
Register Sales*					
In data form					
- basic fee	20.00	0.00%	0.00	20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50	0.00%	0.00	1.50	
In printed form					
- basic fee	10.00	0.00%	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00	0.00%	0.00	5.00	
Marked Election Register Sales*					
In data form					
- basic fee	10.00	0.00%	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00	0.00%	0.00	1.00	
In printed form					
- basic fee	10.00	0.00%	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00	0.00%	0.00	2.00	
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	0.00%	0.00	5.00	Statutory Fixed Fees and not subject to any change
Miscellaneous Charges					
* Address labels printed	13.50	0.00%	0.00	13.50	Costs are covered no additional increase required
* - for each 1,000 properties or part thereof	6.80	0.00%	0.00	6.80	
- street list	13.50	0.00%	0.00	13.50	
* - Data Property Addresses	24.50	-44.90%	-11.00	13.50	Due to IT changes no longer takes as long to produce, hence reduction to level of other misc charges Costs are covered no additional increase required
* - For each 1,000 properties or part thereof	1.90	0.00%	0.00	1.90	
LEGAL					
- Legal work (per hour)	146.80	6.00%	8.80	155.60	Increase in line with October RPI to maintain cost recovery
- Legal Consent - Admin Fee	26.10	6.02%	1.60	27.70	
- RTB	205.10	6.00%	12.30	217.40	
- Consent for proposed works	161.20	6.00%	9.70	170.90	
- Retrospective Consent	169.60	6.00%	10.20	179.80	
Garden License	249.80	6.00%	15.00	264.80	
Wayleave Agreement	374.70	6.00%	22.50	397.20	
Deed of Grant or Easement	392.70	6.00%	23.60	416.30	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
License to Assign	392.70	6.00%	23.60	416.30	
Rent Deposit Deed	392.70	6.00%	23.60	416.30	
Authorised Guarantee Agreement	392.70	6.00%	23.60	416.30	
License for Alterations	392.70	6.00%	23.60	416.30	
License to Sublet	392.70	6.00%	23.60	416.30	
Deed of Variation	392.70	6.00%	23.60	416.30	Increase in line with October RPI to maintain cost recovery
Grant of Lease	531.10	6.00%	31.90	563.00	
Extended Lease	531.10	6.00%	31.90	563.00	
Deed of Surrender	392.70	6.00%	23.60	416.30	
Tenancy at Will	392.70	6.00%	23.60	416.30	
Renewal of Lease	392.70	6.00%	23.60	416.30	
Section 106:					
- Private Owner	548.70	6.00%	32.90	581.60	
- Each additional unit added (up to a maximum of £1,650)	73.50	6.00%	4.40	77.90	
- Affordable housing schemes	1,030.10	6.00%	61.80	1,091.90	Increase in line with October RPI to maintain cost recovery
- Deed of Variation	391.50	6.00%	23.50	415.00	
- Fee for agreeing a unilateral undertaking	391.50	6.00%	23.50	415.00	
Other Fees					
- Fees for sale of property under Low Cost Housing Scheme	269.90	6.00%	16.20	286.10	
- Fees for purchase of additional 30% Share	176.10	6.00%	10.60	186.70	Increase in line with October RPI to maintain cost recovery
- Fees for preparation of Deed of postponement	115.00	6.00%	6.90	121.90	
- Administration fee for the grant of licences for more than 12 months	64.60	6.01%	3.90	68.50	
- Issuing of consents (transfer of mortgage)	76.20	6.00%	4.60	80.80	Increase in line with October RPI to maintain cost recovery
Minor land sales up to £10,000	515.70	6.00%	30.90	546.60	
Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee	
Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee	
Deed of Release of Covenant	392.70	6.00%	23.60	416.30	Increase in line with October RPI to maintain cost recovery
- Footpath Diversion Orders	2,189.60	5.00%	109.50	2,299.10	Rounded Sept RPI - Inflation Rate
LAND SEARCHES					
Single Con29 Question					
Official Certificate of Search (LLC1) only	29.20			N/A	LLC searches now carried out by HMLR
CON29R Enquiries of Local Authority (2016)					
- Residential	111.60		0.00	111.60	Waiting County Council proposed increase before can reflect on our figure
- Commercial	156.30		0.00	156.30	Waiting County Council proposed increase before can reflect on our figure
Standard Search Fee: LLC1 and CON 29R combined					
Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
- Residential	142.90			N/A	LLC searches now carried out by HMLR
- Commercial	188.90			N/A	LLC searches now carried out by HMLR
CON 29O Optional enquiries of Local Authority (2007) (Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	14.20	Rounded Sept RPI - Inflation Rate
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	7.10	
(Question 22)	30.00	0.00%	0.00	30.00	Waiting County Council proposed increase before can reflect on our figure
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	55.30	Rounded Sept RPI - Inflation Rate
Question 4	15.80		0.00	15.80	Waiting County Council proposed increase before can reflect on our figure
Each additional parcel of land (LLC1 and CON29R)	24.70			N/A	LLC searches now carried out by HMLR
Expedited (within 48 hrs)	33.70	5.00%	1.70	35.40	Rounded Sept RPI - Inflation Rate

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
<u>PARKSIDE SUITE</u>					
<u>Per Hour (Suggest min Hire of 2hrs)</u>					
Main Room					
Community Group	23.00	4.35%	1.00	24.00	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional
Regular Hire	35.00	4.29%	1.50	36.50	
Commercial Hire	46.00	4.35%	2.00	48.00	
Committee Room					
Community Group	13.00	4.62%	0.60	13.60	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional
Regular Hire	19.00	4.21%	0.80	19.80	
Commercial Hire	25.50	4.31%	1.10	26.60	
Committee Room 2 – Full Day					
Community Group	75.00		-75.00	0.00	Committee Room 2 has been highlighted for council staff hot desk facility
Regular Hire	88.00		-88.00	0.00	
Commercial Hire	106.00		-106.00	0.00	
Committee Room 2 – Half Day					
Community Group	45.00		-45.00	0.00	Committee Room 2 has been highlighted for council staff hot desk facility
Regular Hire	60.00		-60.00	0.00	
Commercial Hire	72.00		-72.00	0.00	
Committee Room 2 – per hour (min 2Hours)					
Community Group	17.00	0.00%	0.00	17.00	
Regular Hire	22.00	0.00%	0.00	22.00	
Commercial Hire	30.00	0.00%	0.00	30.00	
Combined					
Community Group	31.00	4.84%	1.50	32.50	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to
Regular Hire	49.00	4.08%	2.00	51.00	
Commercial Hire	67.50	4.44%	3.00	70.50	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Half Day up to 5pm (max 4hrs)					
Main Room					
Community Group	86.00	4.65%	4.00	90.00	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to
Regular Hire	105.00	4.76%	5.00	110.00	
Commercial Hire	172.50	4.35%	7.50	180.00	
Committee Room					
Community Group	38.00	4.21%	1.60	39.60	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
Regular Hire	52.00	4.42%	2.30	54.30	
Commercial Hire	65.00	4.62%	3.00	68.00	
Combined					
Community Group	105.00	4.29%	4.50	109.50	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
Regular Hire	150.00	4.33%	6.50	156.50	
Commercial Hire	215.00	4.19%	9.00	224.00	
Full Day Up to 5pm					
Main Room					
Community Group	160.00	4.38%	7.00	167.00	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
Regular Hire	200.00	4.35%	8.70	208.70	
Commercial Hire	280.00	4.29%	12.00	292.00	
Committee Room					
Community Group	65.00	4.31%	2.80	67.80	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
Regular Hire	78.00	4.49%	3.50	81.50	
Commercial Hire	96.00	4.17%	4.00	100.00	
Combined					
Community Group	205.00	4.39%	9.00	214.00	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
Regular Hire	260.00	4.23%	11.00	271.00	
Commercial Hire	345.00	4.35%	15.00	360.00	
Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight					
Only half day and full day rates allowed for weekends. No hourly rates.					
All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight					
Sunday hire rates by negotiation.					
Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.					
Customer Services					
Interview rooms (based at the service centre)					
- Per Full day (9am - 5pm)	44.40	4.28%	1.90	46.30	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms. Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc..) has contributed to price increases - the Council remains competitive in the market place.
- Per Half day (9am-1pm/1pm-5pm)	27.80	4.32%	1.20	29.00	
- Per hour (1Full hour only)	9.50	4.21%	0.40	9.90	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Bromsgrove Markets					
3 x 3 Market Stall (per day)					
Tuesday Regular Trader	26.50	3.02%	0.80	27.30	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Tuesday Casual Trader	28.50	3.16%	0.90	29.40	
Each additional stall requested	11.50	3.04%	0.40	11.85	
Friday Regular Trader	30.50	2.95%	0.90	31.40	
Friday Casual Trader	32.50	3.08%	1.00	33.50	
Each additional stall requested	11.50	3.04%	0.40	11.85	
Saturday Regular Trader	32.50	3.08%	1.00	33.50	
Saturday Casual Trader	34.50	2.90%	1.00	35.50	
Each additional stall requested	12.00	2.92%	0.40	12.35	
Catering Van					
Tuesday Regular Trader	25.50	2.94%	0.80	26.25	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Tuesday Casual Trader	30.00	3.00%	0.90	30.90	
Friday Regular Trader	29.50	3.05%	0.90	30.40	
Friday Casual Trader	34.00	2.94%	1.00	35.00	
Saturday Regular Trader	31.50	3.02%	1.00	32.45	
Saturday Casual Trader	36.00	3.06%	1.10	37.10	These charges will not be incurred in 2022 therefore will be removed in the following year
All 3 days (Annual booking per week) - Charge to be deleted	78.00	-100.00%	-78.00	0.00	
All 3 days (Casual booking per week) - Charge to be deleted	83.60	-100.00%	-83.60	0.00	
Table only booking for Craft Markets (only available in good weather)					
First two 5ft tables	15.00	3.00%	0.50	15.45	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
each additional table	5.00	3.00%	0.20	5.15	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Electric					
Regular 3 day traders	9.20	3.26%	0.30	9.50	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Casual/Single day traders per day	5.00	3.00%	0.20	5.15	
Trade Waste Collection					
Regular 3 day traders	2.60	3.85%	0.10	2.70	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Casual/Single day traders	5.00	3.00%	0.20	5.15	
<u>Other Market Charges - New Charges</u>					
Vintage, Craft and Food Markets					
Single Stall	20.00	3.00%	0.60	20.60	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Additional stalls	10.00	3.00%	0.30	10.30	
Catering units/pitch	15.00	3.00%	0.50	15.45	
Sunday Food Festival Markets					
Price by negotiation to include staff on cost and overtime	price on negotiation		0.00	price on negotiation	
Seasonal Traders					
Seasonal supplement per stall for seasonal adhoc traders in December	5.00	4.00%	0.20	5.20	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Market Hire					
Hiring cost of providing a market to Parish Councils or other organisations	700.00	3.00%	21.00	721.00	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
Trader Incentive Scheme					
New traders attending the market on a Tuesday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	14.25	3.16%	0.45	14.70	to take account of inflation whilst remaining competitively priced against other markets - which are vatable
New traders attending the market on a Friday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	15.25	2.95%	0.45	15.70	
New traders attending the market on a Saturday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	17.25	3.19%	0.55	17.80	
<u>Property Services - New Charges</u>					
Minor Land Sales Request for Information	52.90	36.11%	19.10	72.00	VAT not included in previous year plus Inflationary Increase
Minor Land Sales Full Application	387.35	27.02%	104.70	492.00	VAT not included in previous year plus Inflationary Increase
Advertising - Estimated Fee	657.30	-100.00%	-657.30	NIL	To be deleted to be replaced by below line 243
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	0.00	100.00%	360.00	360.00	New charge based on cost per advert
Surveyors Fees - Estimated Fee	528.25	-100.00%	-528.25	NIL	To be deleted to be replaced by below line 245
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	0.00	100.00%	90.00	90.00	New charge based on an hourly rate

BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS	
Development Management						
Pre Application Fee						
Residential Development/ Development Site Area/Proposed Gross Floor Area						
Householder Development	103.00	5.83%	6.00	109.00	Pre application advice is a discretionary service, designed to identify key issues which may be encountered during the application process. There would be no benefit of increasing fees above the level of the statutory Planning fee, as this would discourage customers from using the service, reduce income and result in poorer quality submissions. These poorer applications would then take longer to resolve and delays within the system could have negative consequences for the Council. Previous increases have been between 2.5% and 5%. A 5% increase would move closer to a full cost recovery position. In applying this, costs have been calculated to the closest whole pound.	
1* Dwelling	222.00	5.41%	12.00	234.00		
2-4 Dwellings	333.00	5.11%	17.00	350.00		
5-9 Dwellings	666.00	5.11%	34.00	700.00		
10 - 49 Dwellings	1,333.00	5.03%	67.00	1,400.00		
50 - 99 Dwellings	2,443.00	5.03%	123.00	2,566.00		
100 - 199 Dwellings	3,333.00	5.01%	167.00	3,500.00		
200+ Dwellings	4,443.00	5.00%	222.00	4,665.00		
* includes one-for-one replacements						
Non-residential development (floor space)						
For area is measured externally						
Less than 500sqm	308.00	5.19%	16.00	324.00		
500 - 999sqm	556.00	5.04%	28.00	584.00		
1000 - 1999sqm	1,111.00	5.04%	56.00	1,167.00		
2000 - 4999sqm	2,221.00	5.00%	111.00	2,332.00		
5000 - 9999sqm	2,777.00	5.01%	139.00	2,916.00		
10,000sqm or greater	3,333.00	5.01%	167.00	3,500.00		
Non-residential development (site area) where no building operations are proposed						
Less than 0.5ha	334.00	5.09%	17.00	351.00		
0.5 - 0.99ha	666.00	5.11%	34.00	700.00		
1 - 1.25ha	1,111.00	5.04%	56.00	1,167.00		
1.26 - 2ha	2,221.00	5.00%	111.00	2,332.00		
2ha or greater	3,333.00	5.01%	167.00	3,500.00		
Variation/removal of conditions and engineering operations (flat fee)	205.00	5.37%	11.00	216.00		
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost		0.00	Full recovery cost		
Monitoring Fees to be applied to Planning Obligations						
Obligations where the Council is the recipient						
All contributions (financial or non-monetary) - PER OBLIGATION	298.00	5.03%	15.00	313.00		
Pre-commencement trigger - PER OBLIGATION	103.00	5.83%	6.00	109.00		
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	5.19%	8.00	162.00		
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	5.69%	7.00	130.00		
Obligations for another signatory (eg. Worcestershire County Council)						
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	5.00%	9.00	189.00		
Pre-commencement trigger - PER OBLIGATION	62.00	6.45%	4.00	66.00		
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	5.43%	5.00	97.00		
Ongoing Monitoring of large sites	410.00	5.12%	21.00	431.00		

Regulations were introduced in 2019 to enable the costs of monitoring and reporting on Legal obligations to be recouped. Monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. An average of a 5% increase is in line with this requirement.

Fee Concessions

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

BUILDING CONTROL -2021 - VAT AT 20%

Explanatory notes

1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc.

Category B: Extending or altering existing homes

Category C: Any other project including commercial or industrial projects etc.

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require.

In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

3 Exemptions and reductions in charges.

a If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.

b You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

4 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.

5. Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

6. Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

Other information

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.

2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:

Bromsgrove 01527 881402

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Service Category	charge 1st April 2020 £	% Change	Increase / Decrease £	Proposed charge from 2021 £	COMMENTS
TABLE A: Standard Charges for the Creation or Conversion to New Housing Application Charge Regularisation Charge Additional Charge	Please Ring for Quote Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote Please Ring for Quote	
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us) Application Charge - New Regularisation Charge - New Additional Charge - New	Please Ring for Quote Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote Please Ring for Quote	
Garage Conversion to habitable room Application Charge	375.00	0.00%	0.00	375.00	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
Regularisation Charge Additional Charge	450.00 Please contact us	0.00%	0.00	450.00 Please contact us	
Electrical works by non-qualified electrician Application Charge Regularisation Charge Additional Charge	Please contact us Please contact us N/A			Please contact us Please contact us N/A	

Agenda Item 15

Service Category	charge 1st April 2020 £	% Change	Increase / Decrease £	Proposed charge from 2021 £	COMMENTS
Renovation of thermal element					
Application Charge	231.00	0.00%	0.00	231.00	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
	275.00	0.00%	0.00	275.00	
Regularisation Charge Additional Charge	N/A			N/A	
Installing steel beam(s) within an existing house					
Application Charge	225.00	0.00%	0.00	225.00	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
Regularisation Charge	270.00	0.00%	0.00	270.00	
Additional Charge	N/A			N/A	
Window replacement					
Application Charge	225.00	0.00%	0.00	225.00	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
	270.00	0.00%	0.00	270.00	
Regularisation Charge Additional Charge	N/A			N/A	
Installing a new boiler or wood burner etc.					
Application Charge	440.00	0.00%	0.00	440.00	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
	530.00	0.00%	0.00	530.00	
Regularisation Charge Additional Charge	N/A			N/A	
TABLE C: All Other works - Alterations and new build					
Application Charge	Please Contact Us			Please Contact Us	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
Regularisation Charge	Please Contact Us			Please Contact Us	
<p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p><u>These charges have been set on the following basis:</u></p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p><u>Building Control – Supplementary Charges</u></p> <p>If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).</p> <p>Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.</p> <p>Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.</p>					
ARCHIVED APPLICATIONS					
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	55.40	0.00%	0.00	55.40	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	72.30	0.00%	0.00	72.30	
WITHDRAWN APPLICATIONS					
Process request	55.40	0.00%	0.00	55.40	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
<u>With additional fees of:</u>					
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee		refund submitted fee less admin fee	refund submitted fee less admin fee	
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £72.30 per site visit made		refund submitted fee less admin fee, less £65.90 per site visit made	refund submitted fee less admin fee, less £72.30 per site visit made	
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee		refund submitted fee less admin fee	refund submitted fee less admin fee	
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee		refund inspection fee (where paid up-front) less admin fee	refund inspection fee (where paid up-front) less admin fee	
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made		refund any paid inspection fee less admin fee, less £65.90 per site inspection made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	
<u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u>					
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services	55.40 Please Contact Us	0.00%	0.00 Please Contact Us	55.40 Please Contact Us	Service hourly rate has changed negligibly for 22/23. The service is required to be cost neutral under The Building (local Authority Charges) Regulations 2010. This applicable charge reflects this cost neutrality and is full cost recovery.
<u>*Charges Note*</u>					

Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.

SPORTS DEVELOPMENT

Community exercise class	3.50	5.00%	0.20	3.70	Rounded Sept RPI - Inflation Rate
Specialised health class	3.50	5.00%	0.20	3.70	
Primary Sports Project (Standard Curriculum)	30.00	-100.00%	30.00	NIL	
Primary Sports Project (Specialist Curriculum)	35.00	-100.00%	35.00	NIL	
Inclusive activities (hourly rate)	3.30	5.00%	0.20	3.50	Rounded Sept RPI - Inflation Rate
Inclusive activities (90 minute rate)	3.80	5.00%	0.20	4.00	
Inclusive activities (2 hour rate)	4.40	-100.00%	-4.40	NIL	To be deleted as not required anymore
Multi Skills clubs	4.00	-100.00%	-4.00	NIL	To be deleted as not required anymore Rounded Sept RPI - Inflation Rate
Community Gymnastics	4.00	5.00%	0.20	4.20	
Couch 2 5k	1.00	0.00%	0.00	1.00	Proportionate to the scale of the activity and the practicality of collecting the monies
PSI Falls Prevention	3.50	5.71%	0.20	3.70	This is an externally funded programme and has been increase at the discretion of the funder

SANDERS PARK

Tennis Courts (per court per Hour)					These fees have been frozen for several years and due to COVID and therefore increase is required to support increase in costs for maintenance of the green
- Adult	7.55	5.00%	0.40	7.95	
- Adult & Junior	6.60	5.00%	0.40	6.95	
- Junior/Senior Citizen	5.05	5.00%	0.30	5.30	
Tennis Courts (per court per 1 and 1/2 Hour)					
- Adult	11.00	5.00%	0.50	11.50	
- Adult & Junior	9.50	5.00%	0.50	10.00	
- Junior/Senior Citizen	8.50	5.00%	0.30	8.80	
Bowls					
- Adult (per hour)	8.00	5.00%	0.40	8.40	
- Junior (per hour)	4.20	5.00%	0.20	4.40	
- Senior Citizen (per hour)	5.50	5.00%	0.30	5.80	
- Adult (season ticket)	53.50	2.80%	1.50	55.00	
- Junior (season ticket)	29.00	3.45%	1.00	30.00	

Service Category	charge 1st April 2021	% Change	Increase / Decrease	Proposed charge from 2022	Comments
	£			£	
- Senior Citizen (season ticket)	39.00	2.56%	1.00	40.00	
Hire of Bowls Green Pavillion - half day (4 hours) - new charge	NEW			60.00	Proposal to charge for daily hire of the bowls club pavillion
Hire of Bowls Green Pavillion - full day - new charge	NEW			90.00	Proposal to charge for daily hire of the bowls club pavillion
OTHER RECREATION GROUNDS AND OPEN SPACES					
Football					
SENIOR 11 a side with changing					
Match games	55.00	5.45%	3.00	58.00	Rounded Sept RPI - Inflation Rate - Rounded up to nearest £
SENIOR 11 a side without changing					
Match games	40.00	6.25%	2.50	42.50	Rounded Sept RPI - Inflation Rate - Rounded up to nearest £
JUNIOR 9 or 11 a side with changing					
Match games	30.00	6.67%	2.00	32.00	Rounded Sept RPI - Inflation Rate - Rounded up to nearest £
per season (x 12 games)	360.00	6.67%	24.00	384.00	
JUNIOR 9 or 11 a side without changing					
Match games	22.50	6.67%	1.50	24.00	Rounded Sept RPI - Inflation Rate - Rounded up to nearest £
per season (x 12 games)	270.00	6.67%	18.00	288.00	
MINI FOOTBALL 5 or 7 a side					
Match games	16.50	6.06%	1.00	17.50	Rounded Sept RPI - Inflation Rate - Rounded up to nearest £
per season (x 12 games)	198.00	6.06%	12.00	210.00	
ALLOTMENTS					
- Rent per acre equivalent to 0.404685 hectares	1,173.10			NA	
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80			NA	No allotment plots are rented out at this size so these costs should be removed
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50			NA	
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80			NA	
Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	38.87%	19.20	68.60	From detail provided in this spreadsheet it would appear that allotment charges have not been increased in Bromsgrove since 2014-15 and there is a large discrepancy between charges across the shared service (Redditch and Bromsgrove). The annual charges in Redditch are £57.60 more for a large plot and £33.65 more for the equivalent of a small plot for rent and water. The Leisure and Cultural Services team believes that this shared allotment service should aim to bring the rates across the Borough and the District in line with one another as much as possible. To do this it is proposed to do an incremental increase over 3 years in Bromsgrove to achieve the same rates charged in Redditch (additional £19.20 a year for a large and additional £11.22 per year for a small).
Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	32.43%	11.20	45.80	
Events, Open Spaces and Civic Spaces Hire					
£250 - £1500 Bond Payable					
Events					
Commercial Rates					
Small Attendance = 0 to 99					
Per half day	155.00	3.23%	5.00	160.00	
Per Day	282.00	2.84%	8.00	290.00	
Medium Attendance = 100 to 499					
Per half day	220.00	2.27%	5.00	225.00	
Per Day	378.00	1.85%	7.00	385.00	
Large Attendance = 500 to 1999					
Per half day	280.00	3.57%	10.00	290.00	
Per Day	472.00	2.75%	13.00	485.00	
Community Rates					
Small Attendance = 0 to 99					
Per half day	65.00	1.54%	1.00	66.00	
Per Day	106.00	1.42%	1.50	107.50	
Medium Attendance = 100 to 499					
Per half day	80.00	1.25%	1.00	81.00	
Per Day	134.50	1.12%	1.50	136.00	
Large Attendance = 500 to 1999					
Per half day	95.00	0.00%	1.00	96.00	
Per Day	166.00	0.00%	1.00	167.00	

Prices frozen in 2020/21 following COVID but with increased costs and demand for open spaces increases reflect the additional application process with COVID risk assessments and considerations.

Note: percentages not changes for some of the columns????
Increases for community rates are lower than commercial but reflect the need for additional work and consideration for COVID and other RA requirements

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS	
Charities / Not For Profit Organisations						
Small Attendance = 0 to 99						
Per half day	45.00	0.00%	0.00	45.00	Charity rates remain unchanged this year to support the lack of opportunity for fund raising in 2020 and 2021 with COVID.	
Per Day	74.00	0.00%	0.00	74.00		
Medium Attendance = 100 to 499						
Per half day	54.00	0.00%	0.00	54.00		
Per Day	89.50	0.00%	0.00	89.50		
Large Attendance = 500 to 1999						
Per half day	65.00	0.00%	0.00	65.00		
Per Day	118.30	0.00%	0.00	118.30		
Fairs & Circuses Min of 3 day Hire						
Small Attendance = 0 to 99 Per Day	440.20	2.23%	9.80	450.00		New attendance number over 99 per day specific for Sanders Park
Medium and large attendance more than 99 per day (new Charge)	NEW			480.00		
Boleyn Road, Frankley						
- fairs (per day)	473.80	0.00%	0.00	473.80	Limited request for use - maintain fee for 2022 to promote usage	
- deposit	2,166.70	0.00%	0.00	2,166.70		
Market Street Recreation Ground						
- fairs (per day)	477.35	0.00%	0.00	477.35	Limited request for use - maintain fee for 2022 to promote usage	
- deposit	2,187.75	0.00%	0.00	2,187.75		
<p>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application. Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place. After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p>						
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Set up and Clearance charged @ 50% of applicable rate Any event in excess of 1999 attendees is STN					This is a new proposal for large scale external events that request on site officer support during the event Proposal to charge separately for use of power or water for each application?	
Event - Officer Support for event (per hour)	NEW			£50.00 per hour		
Power and Water Supply Additional Charges	NEW			Negotiation		
Additional Costs for Outdoor Fitness Space:						
Set up and Clearance charged @ 50% of applicable rate						
Outdoor Fitness Session						
Commercial Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	3.63%	14.60	415.00		Commercial rate increases set - but to allow increase in usage in open spaces
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	3.08%	20.00	670.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	3.57%	25.00	725.00		
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	3.50%	7.00	207.00		
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	3.75%	15.00	415.00		
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	3.33%	20.00	620.00		
Annual Fee One day maximum usage per week	520.00	3.85%	20.00	540.00		
Annual Fee Two days maximum usage per week	850.00	3.53%	30.00	880.00		
Annual Fee Three days maximum usage per week	1,000.00	5.00%	50.00	1,050.00		
Community Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	2.50%	5.00	205.00	Community rates increases to support community activity	
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	2.33%	7.00	307.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	2.86%	10.00	360.00		
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	2.50%	2.00	82.00		
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	2.50%	5.00	205.00		
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	2.33%	7.00	307.00		
Annual Fee One day maximum usage per week	250.00	2.00%	5.00	255.00		
Annual Fee Two days maximum usage per week	450.00	2.22%	10.00	460.00		
Annual Fee Three days maximum usage per week	500.00	2.40%	12.00	512.00		
Trial fee (1 day per week - MAX 4 week trial)	100.00	5.00%	5.00	105.00		
The Bird Box - NEW CHARGE						
Use of Power connection	1.60	0.00%	0.10	1.70		

BROMSGROVE DISTRICT COUNCIL

Regulatory Services

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
TAXI LICENSING					
- Hackney Carriage - excluding vehicle testing	248.00	0.00%	0.00	248.00	No increase required as service is fully recovering costs
- Hackney Carriage vehicle tests	66.00	0.00%	0.00	66.00	
- Private Hire - excludes vehicle testing	230.00	0.00%	0.00	230.00	
- Private Hire vehicle tests	56.00	0.00%	0.00	56.00	
- Private Hire Operator 1 year	296.00	0.00%	0.00	296.00	
- Private Hire Operator 5 year	1,124.00	0.00%	0.00	1,124.00	
- HC/PH Drivers Licence - 1 year	97.00	2.06%	2.00	99.00	
- HC/PH Drivers Licence - 3 year	233.00	2.15%	5.00	238.00	
- Meter Test	26.00	0.00%	0.00	26.00	
- Hackney Carriage mid-term vehicle test	65.00	0.00%	0.00	65.00	
- Private Hire mid-term vehicle test	56.00	0.00%	0.00	56.00	No increase required as service is fully recovering costs
- Re-Test Fee - Within 48 hours	29.00	0.00%	0.00	29.00	
- Knowledge test	23.00	0.00%	0.00	23.00	
- Administration charge - new applications	37.00	0.00%	0.00	37.00	
- Replacement vehicle plate	23.00	0.00%	0.00	23.00	
- Replacement Driver's Licence	21.00	0.00%	0.00	21.00	
- Transfer Test	21.00	0.00%	0.00	21.00	
- Transfer of ownership of licensed vehicle	38.00	0.00%	0.00	38.00	
- Criminal Bureau Check	56.00	0.00%	0.00	56.00	
- DVLA Check - Electronic	7.00	0.00%	0.00	7.00	
- DVLA Check	12.00	0.00%	0.00	12.00	
GENERAL LICENSING					
Street Trading					
- Annual Street Trading Consent - Food - Initial - per annum	1,447.00	0.00%	0.00	1,447.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,327.00	0.00%	0.00	1,327.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,207.00	0.00%	0.00	1,207.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,086.00	0.00%	0.00	1,086.00	
Animal Activity Licences					
Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets			0.00		
Application Fee	329.00	0.00%	0.00	329.00	
Application to vary a licence	240.00	0.00%	0.00	240.00	
Inspection Fee (on request of licence holder)	164.00	0.00%	0.00	164.00	
Licence Fee - 1 Year	184.00	0.00%	0.00	184.00	
Licence Fee - 2 Year	364.00	0.00%	0.00	364.00	
Licence Fee - 3 Year	546.00	0.00%	0.00	546.00	
Vet Fee Recharge - if applicable	Full Cost Recovery			Full Cost Recovery	
Keeping or training animals for exhibition (only)					
Application Fee	219.00	0.00%	0.00	219.00	
Application to vary a licence	158.00	0.00%	0.00	158.00	
Inspection Fee	163.00	0.00%	0.00	163.00	
Licence Fee - 3 Years	300.00	0.00%	0.00	300.00	
Veterinary Fees - if applicable	Full Cost Recovery			Full Cost Recovery	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Dangerous wild animals					
Application for grant or renewal of a licence	235.00	0.00%	0.00	235.00	
Veterinary inspection fees	Full Cost Recovery			Full Cost Recovery	
Sex Establishments					
Application for grant or renewal of a licence	1,020.00	0.00%	0.00	1,020.00	
Zoo Licences					
Application for grant or renewal of a licence	113.00	0.00%	0.00	113.00	
Secretary of state inspector and veterinary fees	Full Cost Recovery			Full Cost Recovery	
Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis					
Fee to register a premises	136.00	0.00%	0.00	136.00	
Fee to register a practitioner	89.00	0.00%	0.00	89.00	
Scrap Metal Dealers Act 2013					
- Application for a new site licence	296.00	0.00%	0.00	296.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a new collectors licence	148.00	0.00%	0.00	148.00	
- Application for a renewal of a site licence	245.00	0.00%	0.00	245.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a renewal of a collectors licence	97.00	0.00%	0.00	97.00	
- Variation of licence	67.00	0.00%	0.00	67.00	
- Request for a copy of a licence (if lost or stolen)	26.00	0.00%	0.00	26.00	
ENVIRONMENTAL HEALTH					
Dog Warden					
Penalty (statutory fee)	25.00	0.00%	0.00	25.00	Fixed by Legislation
Kennelling Fee - £15 per day or part day	15.00	13.33%	2.00	17.00	Increased to help recover costs incurred and consistency with other Worcestershire Districts
Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day	25.00	0.00%	0.00	25.00	No change for consistency with other Worcestershire Districts.
Admin charge	15.00	0.00%	0.00	15.00	
Out of hours fee	40.00	12.50%	5.00	45.00	Increased to help recover costs incurred and consistency with other Worcestershire Districts
Repeat offenders fee	40.00	0.00%	0.00	40.00	No change for consistency with other Worcestershire Districts.
Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00	
Veterinary Charges	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Return Charge (New Charge)				40.00	New charge to allow Worcestershire residents to request this service when resource allows and is consistent with other Worcestershire Districts
Private Water Supplies					
Risk Assessment per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Investigation per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Granting an Authorisation per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	Consistency of charge for all partners
Sampling Visit per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Sample analysis per sample taken	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Sample taken during check monitoring	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	Consistency of charge for all partners
Sample taken during audit monitoring	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Other Environmental Health Fees					
Trading Certificates - WRS Income					
Health/Export					
- Annual Specific export inspections	480.00	0.00%	0.00	480.00	
- Certificate	107.00	0.00%	0.00	107.00	Consistency of charge for all partners
- Per Hour	47.00	0.00%	0.00	47.00	
FHRS re-rating - WRS Income	168.00	1.19%	2.00	170.00	Consistency of charge for all partners

Service Category	charge 1st April 2021	% Change	Increase / Decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
ISS Certs Condemned Food - WRS Income Food Hygiene Basic Course fee - WRS Income	Full Cost Recovery Full Cost Recovery		Full Cost Recovery Full Cost Recovery	Full Cost Recovery Full Cost Recovery	
Contaminated Land Enquiries - charge per hour - WRS Income	45.00	2.22%	1.00	46.00	Minor increase - based on cost recovery in line with ICO guidance
Gambling Fees					
Premises Licence Fees - Discretionary					
Bingo Premises					
Application to vary	1,059.00	0.00%	0.00	1,059.00	
Application to transfer	723.00	0.00%	0.00	723.00	
New applications	2,111.00	0.00%	0.00	2,111.00	
Annual fee	604.00	0.00%	0.00	604.00	
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
Reinstatement of licence	704.00	0.00%	0.00	704.00	
Provisional statement	2,111.00	0.00%	0.00	2,111.00	
Adult Gaming Centre					
Application to vary	906.00	0.00%	0.00	906.00	
Application to transfer	722.00	0.00%	0.00	722.00	
New applications	1,206.00	0.00%	0.00	1,206.00	
Annual fee	604.00	0.00%	0.00	604.00	
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
Reinstatement of licence	704.00	0.00%	0.00	704.00	
Provisional statement	1,206.00	0.00%	0.00	1,206.00	
Family Entertainment Centre					
Application to vary	700.00	0.00%	0.00	700.00	
Application to transfer	573.00	0.00%	0.00	573.00	
New applications	1,206.00	0.00%	0.00	1,206.00	
Annual fee	454.00	0.00%	0.00	454.00	
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
Reinstatement of licence	562.00	0.00%	0.00	562.00	
Provisional statement	1,206.00	0.00%	0.00	1,206.00	
Betting Premises (Excluding Track)					
Application to vary	906.00	0.00%	0.00	906.00	
Application to transfer	722.00	0.00%	0.00	722.00	
New applications	1,761.00	0.00%	0.00	1,761.00	
Annual fee	363.00	0.00%	0.00	363.00	
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
Reinstatement of licence	704.00	0.00%	0.00	704.00	
Provisional statement	1,761.00	0.00%	0.00	1,761.00	
Track					
Application to vary	754.00	0.00%	0.00	754.00	
Application to transfer	573.00	0.00%	0.00	573.00	
New applications	1,469.00	0.00%	0.00	1,469.00	
Annual fee	604.00	0.00%	0.00	604.00	
Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
Reinstatement of licence	562.00	0.00%	0.00	562.00	
Provisional statement	1,469.00	0.00%	0.00	1,469.00	
Temporary use notices					
Fee to serve a Temporary Use Notice	287.00	0.00%	0.00	287.00	
Request for a copy of a Temporary Use Notice	29.00	0.00%	0.00	29.00	
Gambling Act Permit Fees - Statutory					

Service Category	charge 1st April 2021	% Change	Increase / Decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Licensed Premises Gaming Machine Permit					
Grant	150.00	0.00%	0.00	150.00	
Existing operator grant	100.00	0.00%	0.00	100.00	
Variation	100.00	0.00%	0.00	100.00	
Transfer	25.00	0.00%	0.00	25.00	
Annual Fee	50.00	0.00%	0.00	50.00	
Change of name	25.00	0.00%	0.00	25.00	
Copy of Permit	15.00	0.00%	0.00	15.00	
Licensed Premises Automatic Notification Process					
Grant	50.00	0.00%	0.00	50.00	
Club Gaming Permits					
Grant	200.00	0.00%	0.00	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
Existing operator grant	100.00	0.00%	0.00	100.00	
Variation	100.00	0.00%	0.00	100.00	
Renewal	200.00	0.00%	0.00	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
Annual Fee	50.00	0.00%	0.00	50.00	
Change of name	100.00	0.00%	0.00	100.00	
Copy of Permit	15.00	0.00%	0.00	15.00	
Club Machine Permits					
Grant	200.00	0.00%	0.00	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
Existing operator grant	100.00	0.00%	0.00	100.00	
Variation	100.00	0.00%	0.00	100.00	
Renewal	200.00	0.00%	0.00	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
Annual Fee	50.00	0.00%	0.00	50.00	
Copy of Permit	15.00	0.00%	0.00	15.00	
Change of Name	25.00	0.00%	0.00	25.00	
Transfer of Permit	25.00	0.00%	0.00	25.00	
Family Entertainment Centre Gaming Machine Permit					
Grant	300.00	0.00%	0.00	300.00	
Existing operator grant	100.00	0.00%	0.00	100.00	
Change of name	25.00	0.00%	0.00	25.00	
Renewal	300.00	0.00%	0.00	300.00	
Copy of Permit	15.00	0.00%	0.00	15.00	
Prize Gaming Permits					
Grant	300.00	0.00%	0.00	300.00	
Existing operator grant	100.00	0.00%	0.00	100.00	
Change of name	25.00	0.00%	0.00	25.00	
Renewal	300.00	0.00%	0.00	300.00	
Copy of Permit	15.00	0.00%	0.00	15.00	
Transitional Application Fee	100.00	0.00%	0.00	100.00	
Small Lottery Registration (statutory)					
Fee to register a small society lottery	40.00	0.00%	0.00	40.00	
Small society lottery annual maintenance fee	20.00	0.00%	0.00	20.00	
Licensing Act - Statutory					
Personal Licence	37.00	0.00%	0.00	37.00	
Pavement Licence - Every 6 months	600.00	0.00%	0.00	600.00	
Premises Licence and Club Premises Certificate					

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Non- Domestic rateable value of premises					
Band A 0 - 4,300					
Band B 4,301 - 33,000					
Band C 33,001 - 87,000					
Band D 87,001 - 125,000					
Band E 125,001 and over					
New applications and variations					
Band A 0 - 4,300	100.00	0.00%	0.00	100.00	
Band B 4,301 - 33,000	190.00	0.00%	0.00	190.00	
Band C 33,001 - 87,000	315.00	0.00%	0.00	315.00	
Band D 87,001 - 125,000	450.00	0.00%	0.00	450.00	
Band E 125,001 and over	635.00	0.00%	0.00	635.00	
Annual Fee					
Band A 0 - 4,300	70.00	0.00%	0.00	70.00	
Band B 4,301 - 33,000	180.00	0.00%	0.00	180.00	
Band C 33,001 - 87,000	295.00	0.00%	0.00	295.00	
Band D 87,001 - 125,000	320.00	0.00%	0.00	320.00	
Band E 125,001 and over	350.00	0.00%	0.00	350.00	
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.					
Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises, i.e. large public houses.					
Large Events					
An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.					
Exemptions					
Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.					
No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.					
Application for copy of licence or summary on theft, loss etc.	10.50	0.00%	0.00	10.50	
Notification of change of name or address (holder of premises licence)	10.50	0.00%	0.00	10.50	
Application to vary the Designated Premises Supervisor	23.00	0.00%	0.00	23.00	
Application to transfer a premises licence	23.00	0.00%	0.00	23.00	
Interim authority notice following death, incapacity or insolvency of licence holder	23.00	0.00%	0.00	23.00	
Fee to notify licensing authority of a property interest in a premises	21.00	0.00%	0.00	21.00	
Application for grant of a provisional statement	315.00	0.00%	0.00	315.00	
Fee for a replacement premise, licence or club premise certificate (if lost or stolen)	10.50	0.00%	0.00	10.50	
Fee to change the name or address of a designated premises supervisor on a premises licence	10.50	0.00%	0.00	10.50	
Change of relevant registered address of club	10.50	0.00%	0.00	10.50	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
Temporary Event Notices	21.00	0.00%	0.00	21.00	
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00%	0.00	10.50	
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00%	0.00	10.50	
Notification of change of name or address (Personal Licence)	10.50	0.00%	0.00	10.50	
Application for a minor variation of a premises licence or club premises certificate	89.00	0.00%	0.00	89.00	
Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@worsregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'					

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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