

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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## AGENDA

**This meeting will be webcast live and the video archive published on our website**

**Prosperous Communities Committee  
Tuesday, 2nd November, 2021 at 6.30 pm  
Council Chamber - The Guildhall**

**PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL THE PUBLIC VIEWING GALLERY IS CURRENTLY SUSPENDED**

**This Meeting will be available to watch live via: <https://west-lindsey.public-i.tv/core/portal/home>**

**Members:**

- Councillor Owen Bierley (Chairman)
- Councillor Mrs Tracey Coulson (Vice-Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Stephen Bunney
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Steve England
- Councillor Mrs Jessie Milne
- Councillor Tom Regis
- Councillor Jim Snee
- Councillor Mrs Mandy Snee
- Councillor Trevor Young

- 1. Apologies for Absence**
- 2. Public Participation**  
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
- 3. Minutes of Previous Meeting** (PAGES 4 - 11)  
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 14 September 2021

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

4. **Matters Arising Schedule** (PAGES 12 - 14)  
Setting out current position of previously agreed actions as at 25 October 2021
5. **Members' Declarations of Interest**  
Members may make any declarations at this point but may also make them at any time during the course of the meeting.
6. **Public Reports**
- a) Decision / delegation protocols Nationally significant infrastructure projects (NSIP) (PAGES 15 - 25)
  - b) West Lindsey Platinum Jubilee Community Fund (PAGES 26 - 34)
  - c) Free Parking for Christmas Markets (PAGES 35 - 38)
  - d) Progress and Delivery Quarter 2, 2021-22 (PAGES 39 - 71)
  - e) Membership of Keep Britain Today and implementation of DEFRA voluntary Code of Conduct (PAGES 72 - 78)
  - f) Selective Licensing - Future Options and Proposals (PAGES 79 - 149)
  - g) Operational Services Separate Paper and Card Collections (PAGES 150 - 171)
  - h) Review of Bulky Waste Charges (PAGES 172 - 185)
  - i) Green Garden Waste charges 2022/23 (PAGES 186 - 192)
  - j) Proposed Fees and Charges 2022/2023 (PAGES 193 - 302)
  - k) Workplan (PAGES 303 - 307)

7. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

## **8. Exempt Reports**

- a)** Selective Licensing - exempt appendix relating to Phase 2 and 3 Procurement Information (PAGES 308 - 315)
- b)** Proposed Fees and Charges 2022/23 - Exempt Appendices relating to CCTV, Building Control and Trade Waste (PAGES 316 - 329)

Ian Knowles  
Head of Paid Services  
The Guildhall  
Gainsborough

Monday, 25 October 2021

# Agenda Item 3

Prosperous Communities Committee – 14 September 2021  
Subject to Call-in. Call-in will expire at 5pm on 1 November 2021

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 14 September 2021 commencing at 6.30 pm.

**Present:**

Councillor Owen Bierley (Chairman)  
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney  
Councillor Michael Devine  
Councillor Steve England  
Councillor Mrs Jessie Milne  
Councillor Jim Snee  
Councillor Mrs Mandy Snee  
Councillor Trevor Young  
Councillor Jane Ellis

**Also In Attendance:**

Councillor Mrs Lesley Rollings

**In Attendance:**

Sally Grindrod-Smith	Assistant Director of Planning and Regeneration
Ady Selby	Assistant Director of Commercial and Operational Services
Diane Krochmal	Assistant Director Homes and Communities
Andy Gray	Housing and Enforcement Manager
Wendy Osgodby	Senior Growth Strategy & Projects Officer
Katie Storr	Democratic Services & Elections Team Manager (Interim)
Ele Snow	Democratic and Civic Officer

**Apologies:**

Councillor Mrs Tracey Coulson  
Councillor Tom Regis

**Membership:**

Councillor Jane Ellis was appointed as substitute for  
Councillor Tom Regis

## 24 PUBLIC PARTICIPATION

There was no public participation.

## 25 MINUTES OF PREVIOUS MEETING

**RESOLVED** that the Minutes of the Meeting of the Prosperous Communities Committee held on 29 July 2021 be confirmed and signed as a correct record.



## **26 MATTERS ARISING SCHEDULE**

Vice Chairman J. McNeill enquired as to the vacancies on the Platinum Jubilee Working Group and, on receiving confirmation that there remained two vacancies, both he and Councillor S. Bunney offered to be involved. The Chairman thanked them for their offer.

With no further comments, the contents of the Matters Arising schedule were **NOTED**.

## **27 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest made at this point in the meeting.

## **28 MARKET RASEN HISTORIC BUILDING GRANT SCHEME**

The Committee heard from the Senior Growth Strategy & Projects Officer, seeking approval of the Market Rasen Historic Building Grant scheme and agreement to proceed to delivery. Through the course of a presentation, Members were advised that TDR Heritage Limited had been appointed to the project, having extensive experience and having delivered similar projects across the country including the successful bid to the National Lottery Heritage Fund for Gainsborough's Townscape Heritage Scheme. A steering group had been set up created from a selected group of experts, specialists within heritage led schemes, along with representatives from the Town and District Councils.

It was explained that a condition survey had been completed by TDR Heritage Ltd for all 69 properties in Market Rasen town centre to provide baseline data in preparation for extending the scheme and potential funding opportunities. The survey was carried out in line with Historic England guidance and for each building, there was a detailed report which included a description of the building, its historic value, summary of condition and a summary of the work required. Owing to the estimated cost of all identified work to be completed, a priority zone had been established, within which nine buildings had been identified as high priority. The level of grant funding available would be 80% for repair and 90% for reinstatement, with the remaining funding to be met by the building owners. Grants would be awarded on a first come first served basis. It was anticipated that the successful roll-out of the first phase of the scheme would also lead to future funding opportunities.

The Chairman thanked the Senior Growth Strategy & Projects Officer for her report and presentation. Members were supportive of the details of the scheme and felt there would be significant positive impact arising from it. It was confirmed that the steering group would be up and running alongside the initial conversations with building owners.

In response to a question as to whether the incentive was sufficient for building owners to be involved with the scheme, it was explained that a Project Officer would be appointed to work with the building owners and it was hoped that intervention rates had been set to be as appealing as possible. As a pilot scheme, there would be the opportunity to review and amend as necessary.

With support from the Committee and having been proposed and seconded, it was unanimously

**RESOLVED** that:

- a) the Market Rasen Historic Building Grant scheme, as set out in the report, be approved; and
- b) the Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that approval be given to spend £200,000 on the Market Rasen Historic Building Grant scheme; and
- c) the Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that a further £10,000 be drawn down from General Fund Balances for technical support; and
- d) the Prosperous Communities Committee receive an annual update on progress.

## **29 SELECTIVE LICENSING - GAINSBOROUGH SCHEME REVIEW**

The Committee were asked to consider a report from the Housing and Environmental Enforcement Manager, which provided an update on the Selective Licensing Scheme in Gainsborough following on from its cessation. Members heard that there were estimated to be around 550 private rented properties within the specific area designated and circa 800 private rented properties across the whole of the South West Ward. Over the course of the scheme there were 809 licenses granted within the designated area. This amounted to 98% of the eligible properties, which exceeded the original target of 80% that the original proposals were based upon in 2016. Of the applications received, 77 were for properties which had previously had a licence issued.

Members heard that the scheme had enabled a greater amount of work to be undertaken within the area. It was noted that the number of long-term empty properties within the area had significantly decreased in comparison with the rest of the district and the volume of Anti-Social Behaviour (ASB) complaints had also reduced. Whilst it was not possible to directly attribute reductions in ASB to the scheme itself, it was evident that the scheme had enabled the Council to take quick effective action with landlords in relation ASB that originated from their properties and as a result, some of these matters were being dealt with by landlords without the need for Council involvement.

It was explained that a further report would be presented to the Committee in November 2021 that would consider the feasibility of any future scheme within the District. This work was currently being undertaken and a workshop for Councillors was held in August, to provide an overview for how the process would work and how any consultation may be undertaken. Members were assured that the lessons learned shown within the report, alongside the comments in relation to scheme improvements that had been received during its delivery, would be taken into consideration and where possible delivered as part of any new proposals.

The Chairman thanked the Housing and Environmental Enforcement Manager and invited comments from the Committee. A Member of the Committee expressed his disappointment

with the scheme and voiced his concerns that landlords had not been consulted with, either during the scheme or at its cessation. He shared his disagreement that ASB figures had reduced in the area and stated that remedial actions had not been put in place to improve matters. He detailed issues he had come across with drug use, intimidation of residents and unsanitary conditions and repeated his disappointment that landlords had not been consulted with throughout the course of the scheme.

The Chairman thanked him for his comments and noted that, as a review of the previous scheme, it was not possible to go back however the paper in November would look at future options.

There were further questions regarding the options for enforcement action following the end of the scheme and whether there were considerations for improved communication with landlords for future schemes. It was explained that enforcement action could still be undertaken using powers under the Housing Act and, with regards to looking at communication with landlords, it was acknowledged that there would be further consideration as to how to facilitate this in the future. It was also acknowledged that, as the scheme came with an additional fee, there was natural reticence amongst landlords to support such initiatives.

Having heard comments from others, a Member of the Committee wished to commend the team for the work undertaken and the improvements displayed in the area. This was echoed by the Chairman with a request that thanks be passed on to those Officers involved with the scheme.

Having been moved and seconded, the Chairman took a vote on the recommendation contained within the report. With two votes against and one abstention, it was

**RESOLVED** that the report, positive outcomes and lessons learned as part of the scheme be **NOTED**.

**Note:** Councillor T. Young requested that his vote against the recommendation be recorded.

### **30 TO CONSIDER PROPOSALS FROM THE JUBILEE GROUP**

The Committee considered a report from the Democratic and Elections Team Manager (Interim) regarding the proposals from the Jubilee Events Planning Group regarding proposals for the celebration of the Queen's Platinum Jubilee in 2022. Members heard that, having established a Jubilee Events Planning Group in July 2021, the report focussed on, and set out, proposals from that Group in respect of promotion of, and engagement in, the Queen's National Campaign, 'Plant a Tree for the Jubilee' (<https://queensgreencanopy.org.uk>), a UK-wide tree planting initiative created to mark the occasion. There was further approval sought for a communications plan and the proposed Jubilee specific branding. It was explained that further celebration proposals would be presented to the Committee in due course.

Members were supportive of the activities but enquired as to the proposal regarding the

Platinum Jubilee Community Fund. It was highlighted that approval was sought in principle, with a detailed report to be presented at the November meeting, should initial approval be granted at this point.

Having been proposed and seconded and taken to the vote, it was unanimously

**RESOLVED** that

- a) a two pronged approach be agreed, namely:
  - i. promotion of the Queen's Green Canopy across the District, encouraging others to engage directly in the Queen's national campaign, which is being supported by the Woodland Trust who are providing free trees to communities on a first come first served basis;
  - and
  - ii. a project which allows the District Council and its Elected Members to directly participate in the campaign, and in doing so, approve the communications plan and the creation of a tree planting scheme for Members; and
- b) the use of the Jubilee Emblem and associated branding be approved; and
- c) the creation of a Platinum Jubilee Community Fund, be approved in principle, and a further report providing details of the specifics of any such scheme be requested; and
- d) a further report outlining further proposals for Jubilee celebrations be received in December 2021.

### **31 CULTURAL STRATEGY**

Members heard from the Assistant Director of Planning and Regeneration regarding the development of a Cultural Strategy for West Lindsey. It was explained that in early 2020 the Council received a recommendation as part of the Corporate Review which recommended that the council consider the development of a Cultural Strategy. Officers had reviewed the current position and suggested five work streams in order to develop a cohesive approach and cultural offer. Whilst it was recognised that this was not yet a Cultural Strategy by definition, these were the building blocks required to move towards an improved cultural offer.

The five proposed work streams were:

- Events
- Strategic Relationships
- National Portfolio Organisation Status
- Trinity Arts Centre Investment
- Role of culture in placemaking

Members had previously agreed to support work on the development of a Cultural Strategy by earmarking £250,000 to reserve fund and the paper set out a recommendation for spend against an element of the budget allocation. It was highlighted that the Peer Challenge in

early 2020 had suggested the development of a Cultural Strategy and, as work on this had been undertaken, several areas of cultural activity had been identified across the district. This included the Trinity Arts Centre in Gainsborough, markets in Gainsborough, Market Rasen and Caistor, and local events.

The Committee heard how each of the work streams would be developed and future reporting would detail the progress towards one Cultural Strategy.

Members were keen to understand the definition of 'culture' in the context of the strategy and how existing work underway, for example the Markets Consultation and at the Trinity Arts Centre, would feed into the strategy. The definition from the Local Government Association was read aloud and Members were assured that existing work streams would continue to support the development of the strategy as opposed to being seen as standalone items. It was also highlighted that working in partnership with strategic oversight would increase the likelihood of securing larger and long-term funds from organisations such as the Arts Council.

**Note:** Councillor S. England left the Chamber at 7.43pm and returned at 7.45pm

It was acknowledged that there was further work required to maximise the potential of the town markets, however, it was highlighted that consultation was currently underway and future proposals would be presented in due course. In response to an enquiry regarding the costs of the proposed Officer role, it was explained there would be a significant remit across all work streams however there would be clearly measurable progress points in order to ensure attainable targets across the strategy.

With no further comments, the recommendations within the report were proposed and seconded and it was

**RESOLVED** that

- a) the five work streams set out at 3.1 and the associated action plan (appendix 1) noting the suggested reporting lines for each action, be approved; and
- b) it be recommended to the Corporate Policy and Resources Committee that approval to spend from the Cultural Strategy Reserve be given for new fixed term officer capacity £85,000 and support of up to £25,000 to develop the approach to securing National Portfolio Organisation status; and
- c) the submission of a bid for £5m of funding be supported and recommended to the Corporate Policy and Resources Committee and that £62,000 of the Cultural Strategy Reserve be used to develop the bid to secure funds from the National Lottery Heritage Fund for capital investment, activities and events works at Trinity Arts Centre up to £5,000,000.

## **32 REFUGEE RESETTLEMENT**

The Committee gave consideration to a report from the Assistant Director Homes and Communities with the purpose of updating Members on the Home Office move from the

Vulnerable Persons Resettlement Scheme (VPRS) to the United Kingdom Resettlement Scheme (UKRS) and to seek support to explore opportunities to assist with the Afghan Locally Employed Staff scheme (LES). It was explained that, following a pause in the VPRS due to Covid-19, the Government had replaced the VPRS with the UK Resettlement Scheme (UKRS) which almost mirrored the previous scheme, the main difference being the wider defined area from which refugees would be accepted. This was now a global catchment with a focus on the Middle East and North Africa.

Members heard that West Lindsey was a member of the Lincolnshire Refugee Resettlement Partnership. This partnership was in turn a member of the East Midland Migration Partnership which had been tasked with establishing the appetite to transfer the pledges from the VPRS to the new UKRS. At the present time, the Afghan (LES) scheme was the priority for the Government. A number of authorities had already pledged their support but there was an increasing and urgent need for more authorities to come forward with offers.

It was explained that, should Members pledge their support, Officers would liaise with Registered Providers for suitable property and this information would be shared with the lead organisation to co-ordinate. Grant funding was expected to be available for each family relocated, meaning there was no financial burden expected to fall on the Council. It was also highlighted that, given the fast moving pace of events in Afghanistan, figures provided at the time of publication of the report had likely changed, however Officers would be working on the most up to date information available to them.

Members of the Committee voiced support for the schemes and acknowledged the urgency of the situation in Afghanistan. There were concerns raised regarding families being housed in hotels and the longer term impact on access to, for example, healthcare and education. It was explained that the hotel usage was in advance of allocating suitable properties to a family and the wider need assessment for healthcare and education was taken into account when identifying suitable locations for individuals and families. The support in place was arranged across a network of organisations, including the NHS and education authorities.

Having received overall support for the schemes, the recommendations within the paper were moved and seconded, and, on taking the vote it was unanimously

**RESOLVED** that

- a) it be approved for Officers to fully investigate the lessons learnt from the previously agreed Vulnerable Persons Resettlement Scheme (VPRS) and for a report to be brought back to the Committee with a proposal regarding transferring the commitment from the VPRS to the United Kingdom Resettlement Scheme (UKRS); and
- b) it be pledged to assist with the Afghan Locally Employed Staff (LES) scheme and authority be delegated to officers to facilitate that assistance, subject to the ability to source appropriate accommodation through registered provider (RP) partners and having obtained assurance of ongoing support from Government; and
- c) Details of those assisted be shared with Members as appropriate.

### **33 WORKPLAN**

Members gave consideration to the Committee Work Plan and, with no comments, questions, or requirement for a vote, the Work Plan was **DULY NOTED**.

The meeting concluded at 8.27 pm.

Chairman

## Prosperous Communities Matters Arising Schedule

### Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.


**Recommendation:** That members note progress on the matters arising and request corrective action if necessary.

### Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>ENVIRONMENT AND SUSTAINABILITY WORKING GROUP - vacancies</b>	<p>extract from mins of mtg 13/7</p> <p>Should the Committee be minded to increase the membership, the vacancies / new positions would be discussed with relevant Committee Chairmen and the nominations submitted to a future meeting of this Committee for approval.</p>	<p><b>Please advise once any vacancies have been offered in order that this matter can be reported up to the PC Cttee, as per the terms of reference</b></p> <p><b>Update: no amendments to membership have been made. Raised with Lead Officer for w/g to be aware of procedure should this change in the future</b></p>	30/09/21	Ele Snow
Black	<b>Jubilee Group - vacancies</b>	<p>Extract from mins of meeting : -</p> <p>In addition to the Chairman and Vice-Chairman of Council, 5 Members be appointed to serve on the Jubilee Event Planning Member Group, including Councillors Mrs D Rodgers, R Patterson and G McNeill, with two further Members being appointed by the Monitoring Officer, in consultation with the Chairman of the Prosperous Communities,</p>	<p><b>Please work with Chair to establish the remaining members once remaining members have identified and notified , the Group will commence it work and make its first report back to cttee in September .</b></p> <p><b>Group membership confirmed at Committee in September</b></p>	17/09/21	Ele Snow
Green	<b>enforcement Training for Parish Councils</b>	<p>Extract from mins 22/10/19</p> <p>in the past Officers from within the enforcement team had provided training to local residents in order that they could be certified to issue fixed penalties. The number of tickets issued by such persons however was very limited because although they had received training catching the culprit in the act still remained a challenge. This was something Officers were prepared to take away and see if further training could be offered as it had been previously and if there was desire and need in the community</p>	<p><b>this is something the council have offered previously and can continue to offer should Parish Wardens wish to issue FPNs for matters such as dog fouling or litter. Any individual has to be authorised and receive specific training. Information on this provision can be outlined within the Parish Charter.</b></p> <p><b>Currently on hold due to COVID -19 rules - virtual training not appropriate . target deadline extended as no change in rules</b></p>	31/12/21	Grant White



Green	<b>information pack for parish councils re reporting issues</b>	<p>Extract from mins of mtg 22/10/19</p> <p>Officers undertook to prepare a guidance and information pack for Parish Councils covering some of the top issues affecting a number of parishes, explaining how to report certain issues and the options available to them. This was welcomed.</p>	<p><b>At previous Committee Meetings the Parish Charter document has now been approved and a new Parish Council Support webpage has been created as part of this. This page lists details of schemes open to parish/town councils and links to reporting things to the District Council. The page is now live at: <a href="http://www.west-lindsey.gov.uk/parishsupport">www.west-lindsey.gov.uk/parishsupport</a>.</b></p> <p><b>Lead Members have sought confirmation that this page has been promoted with the parishes.</b></p> <p><b>Limited promotion undertaken due to COVID 19 impact on the nature of this work and activities within the charter</b></p>	31/12/21	Grant White
Green	<b>parish charter publicity and promotion and yearly impact review</b>	<p>approval to commence the publicity and promotion of the charter as per section 4 of the parish charter report.</p> <p>Also need to put in yearly review report as per section of the report</p>	<p><b>Publicity and Promotion of the Charter has had to be adapted due to COVID 19 .</b>  <b>the adopted Parish Charter is now live on our website. It is available on its own webpage: <a href="http://www.west-lindsey.gov.uk/parishcharter">www.west-lindsey.gov.uk/parishcharter</a></b></p> <p><b>A page has also been created for Parish Forum events: <a href="http://www.west-lindsey.gov.uk/parishforum">www.west-lindsey.gov.uk/parishforum</a></b>  <b>At the minute this page states we have no current planned events due to Covid-19 but that we are looking at a virtual event.</b></p> <p><b>GW Will liaise with Comms Teams and send out comms about this to Parish/Town Councils when we can also promote the virtual event so it's all linked up.</b></p> <p><b>Target date extended due to continuing covid restrictions</b></p> <p><b>Additional comment for information to be shared with Members in relation to Parish communications in order that Members can liaise with their Parishes and highlight such information</b></p>	31/12/21	Grant White
Green	<b>CCTV Case studies for Members Newsletter</b>	<p>extract from mins of mtg 14/7/2020</p> <p>Members felt it imperative that there was better reporting of outcomes directly resulting from CCTV intervention or information in order to improve public confidence. Officers undertook</p>	<p><b>New comms and promotional material showing the use and impact of CCTV is planned to take place beginning January/February 2021. This timing coincides with comms on CCTV as part of the Safer Streets funded project to upgrade and expand CCTV in Gainsborough. In the meantime social media posts will be used to promote routine duties performed by CCTV where possible especially in the run up to Christmas</b></p>	03/12/21	Grant White



to publish some case studies in a future edition  
of the Members Bulletin

**and New Year.**

**Update: Items for newsletter to be called every 4-6weeks, in  
line with pre-covid practices, CCTV included in call for items.**

**Update: request raised with Team Manager for upcoming  
publication of newsletter**



**Prosperous Communities  
Committee**

**Tuesday, 2 November 2021**

**Subject: Decision and delegation protocols Nationally significant infrastructure projects (NSIP)**

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Sally Grindrod-Smith Assistant Director of Planning and Regeneration  sally.grindrod-smith@west-lindsey.gov.uk
Purpose / Summary:	West Lindsey District Council are now aware of three Nationally Significant Infrastructure Projects (NSIP) where we will undertake the role of 'host authority' within the Development Consent Order (DCO) process. This paper sets out what will be required of the Council and how decisions will be taken at each stage of the process.

## **RECOMMENDATION(S):**

That Prosperous Communities Committee agree the decision and delegation protocols set out at Appendix 1 when acting in the role of "host authority" for a Nationally Significant Infrastructure Project.

And as such delegate the following responsibilities to the Assistant Director of Planning and Regeneration at this time: -

- Preparation and sign off of Planning Performance Agreement
- Preparation and sign off of S106 Agreement
- \* Statement of Community Consultation (SOCC) response
- \* Draft Preliminary Environmental Impact Report response (draft Environmental Statement)
- \* Environmental Statement (submission version) – ongoing dialogue
- \* Adequacy of Consultation Response (AoC)

## IMPLICATIONS

**Legal:** Legal advice could be required throughout this process, including within the examination. The Council will use its contract with Legal Services Lincolnshire to fulfil its needs. Should more specialist advice and guidance be required, this will be procured in line with contract and procedure rules.

**(N.B.) Where there are legal implications the report MUST be seen by the MO**

**Financial :** The resourcing of this process will be subject to a separate decision and therefore there are no financial implications arising specifically from this paper.

**(N.B.) All committee reports MUST have a Fin Ref**

**Staffing :** Dedicated resource will be required to manage and inform the process of dealing with a Nationally Significant Infrastructure Project and this will be the subject of a separate decision. Therefore, there are no staffing implications arising specifically from this paper.

**(N.B.) Where there are staffing implications the report MUST have a HR Ref**

### **Equality and Diversity including Human Rights :**

The developer must prepare a Statement of Community Consultation (SOCC) that sets out how the local community will be engaged in the proposals. This should explain how the project will seek the views of different groups. The council will ensure that the proposed consultation provides opportunity for any interested parties to meaningfully engage in the consultation process.

*NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).*

**Data Protection Implications :** None arising from this report.

**Climate Related Risks and Opportunities:**

The three current proposals that require the Council to consider how it engages in the DCO process, subject to approval, would deliver significant amounts of renewable energy. The scale of the proposals, measured in mega watt production capacity is the determining factor in the proposals being considered by government through the DCO process (each are over 50MW).

We understand that the proposals are driven by the governments net zero carbon strategy, taking advantage of the unique opportunity afforded by the decommissioning of the coal fired power stations at Cottam and West Burton.

**Section 17 Crime and Disorder Considerations:** No implications arising from this report.

**Health Implications:** Any impact on the health of our communities will be part of the technical analysis contained within the Local Impact Report. This paper proposes that the Local Impact Report is considered and approved by Prosperous Communities Committee.

**Title and Location of any Background Papers used in the preparation of this report :**

The following website provides resources that will support this process:

<https://infrastructure.planninginspectorate.gov.uk>

**Risk Assessment :****Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

☐**Key Decision:**

A matter which affects two or more wards, or has  
significant financial implications

**Yes**

☐

**No**

☐

## **Executive Summary**

West Lindsey District Council have received early notification of three Nationally Significant Infrastructure Projects that will require local authority input in the role of host authority.

NSIPs are considered by the Planning Inspectorate for ultimate decision by the Secretary of State. This is known as a Development Consent Order process and sits outside of the realms of the Town and Country Planning Act.

The role of the local authority within the DCO process is set out within the Planning Act 2008.

This paper sets out the role that the local authority will undertake in the DCO process and proposes a route for decision making and officer delegation.

## 1 Introduction

- 1.1 The Council have recently been made aware of three Nationally Significant Infrastructure Projects where West Lindsey District Council will perform the role of host authority in the Development Consent Order process.
- 1.2 The Planning Act 2008 introduced the Development Consent Order process to streamline decision making process for nationally significant major infrastructure projects with the aim of making the process fair and faster for communities and applicants alike.
- 1.3 Instead of making an application for planning permission to the Local Planning Authority under the Town & Country Planning Act, the applicant instead applies for a Development Consent Order (DCO) directly to the Government. The application will be considered by the Government's Planning Inspectorate, who will make a recommendation to the relevant Secretary of State who then makes the final decision. So for a renewable energy scheme of over 50MW, this would be determined by the Secretary of State for Business, Energy and Industrial Strategy.
- 1.4 There are six stages of the National Infrastructure Planning process. These are:
  1. **Pre-application:** Before submitting an application, potential applicants have a statutory duty to carry out consultation on their proposals.
  2. **Acceptance:** When the applicant submits an application for development consent the Planning Inspectorate, on behalf of the Secretary of State, must decide whether or not the application meets the standard required to be accepted for examination.
  3. **Pre-examination:** This stage allows Interested Parties (including members of the public) to register and make a representation to the Planning Inspectorate on the proposals.
  4. **Examination:** The Planning Inspectorate has up to six months to carry out the examination. The Planning Inspectorate will consider all important and relevant matters with questions posed and answered through a hearing or series of hearings.
  5. **Recommendation and Decision:** Within 3 months of the examination closing, The Planning Inspectorate prepares a report on the application for consideration by the relevant Secretary of State who then decides whether to grant or refuse development consent.
  6. **Post Decision:** Once a decision has been issued by the Secretary of State there is a six week period where this can be challenged.
- 1.5 West Lindsey District Council is a host authority for the three current NSIP proposals for solar farm development. The role of host authority is set out in the Planning Act 2008. Participation is not obligatory but is strongly advised by the Planning Inspectorate. The local authority has the opportunity to provide an important local perspective at the pre-application stage, in addition to the views expressed directly to the

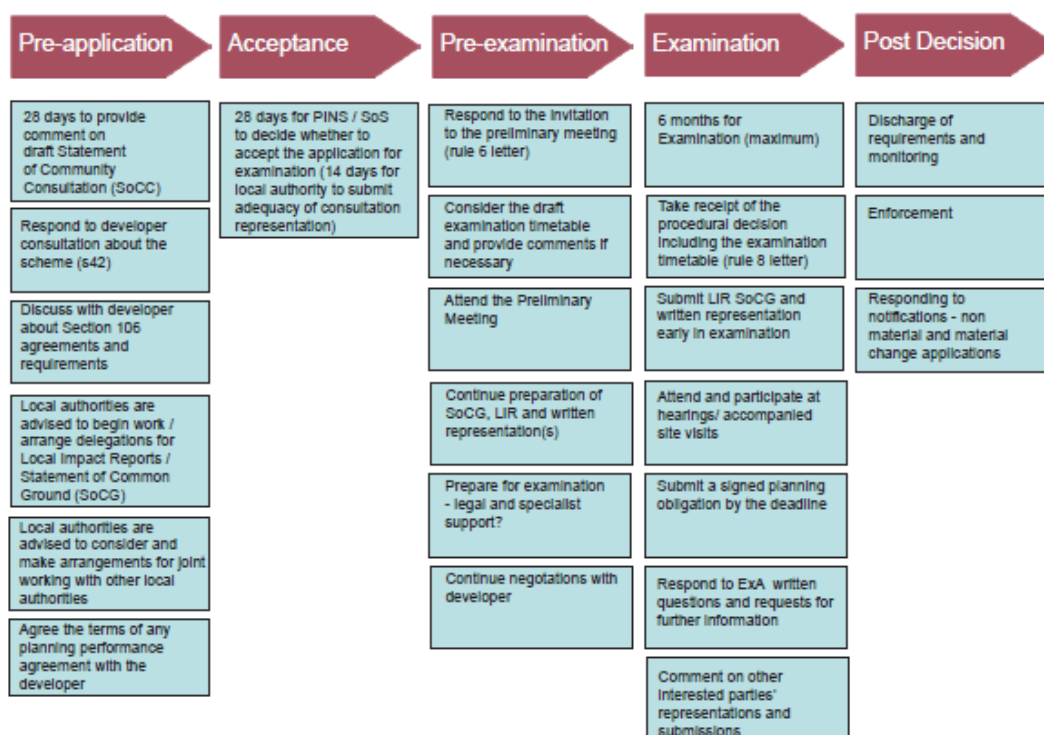


developer by local residents, groups and businesses. Local authorities will also become responsible for discharging many of the requirements (akin to planning conditions) if development consent is granted. Local authorities are also likely to have a role in monitoring and enforcing many of the DCO provisions and requirements.

## 2. The role of local authorities

The diagram below sets out the five (out of six) stages of the DCO process in which the local host authorities have a direct role.

### The role of local authorities



2.1 As set out above, one of the early tasks at the pre application stage is for the local authority to consider and arrange the necessary delegations for certain elements of the process.

2.2 There are a number of key documents that the local authority have the opportunity to respond to.

- 2.3 We have considered published advice and taken guidance from colleagues across Central Lincolnshire that have worked on similar DCOs previously to assist in proposing a delegation and decision route for NSIPs in West Lindsey.
- 2.4 It is recognised that during the DCO process and specifically the examination, there will be numerous deadlines for local authorities and other interested parties to submit further representations. This will require a swift response and response times are set out in the Planning Act 2008.
- 2.5 The Planning Inspectorate and NSIP process operates to a strict timetable with submissions typically required to a set deadline. Planning Inspectorate guidance to local authorities suggests that there will not be time within the process to seek committee approval for all required responses and representations, therefore ensuring that adequate delegations are in place is essential. The guidance states *“There is unlikely to be time to seek committee approval for representations made by a local authority during the examination. In general terms a local authority must assume that it won’t be possible for the examination timetable to be structured around its committee cycle.”* However, we consider that it will be appropriate to seek member approval for the Local Impact Report (LIR) and the Written Representations (WR), which will both be submitted during the examination stage. Whilst there will not be formal committee decisions for each report / stage we will continue to provide detailed briefings and updates throughout the process to ensure members are fully engaged and able to consider the LIR from an informed position.
- 2.6 The LIR is defined as ‘a technical report giving details of the likely impact of the proposed development on the authorities area (or any part of that area)’. Local authorities can cover any topics they consider relevant to the impact of the proposed development including local planning considerations. The examiner and the Secretary of State must have regard to any LIR submitted by a relevant authority. The Planning Inspectorate Guidance sets out that ‘A written Representation is the most appropriate document for a local authority to set out its view on the application i.e whether or not it supports the application and it’s reasons’.
- 2.7 Appendix 1 sets out the full list of documents that the local authority must prepare / agree a response to, at what stage of the process these are required and the proposed decision route.
- 2.8 It is proposed that the LIR and WR’s are prepared by officers, with input from technical specialists, for approval by Prosperous Communities Committee. As set out within the Constitution, Prosperous Communities Committee is responsible for ‘the regeneration, housing and planning strategies which together form the council’s approach to place shaping’.
- 2.9 For clarity, the approval of the LIR/Wr’s is not considered to be within the remit of the Planning Committee because the DCO sits outside of the scope

of the Town and Country Planning legislation which is Planning Committees area of responsibility.

2.10 The Central Lincolnshire Joint Strategic Planning Committee will be a consultee in the process.

2.11 For the remaining documents it is considered that with support where required from specialist input that the decision route is delegated by Prosperous Communities Committee to the officer leading on the DCO process on behalf of the local authority with sign off required by the Planning Manager (Development Management).

2.12 As we are dealing with a number of DCOs, should there be a need to review the decision and delegation process this will be the subject of a further report to this committee.

### **3. Recommendation**

That Prosperous Communities Committee agree the decision and delegation protocols set out at Appendix 1 when acting in the role of host authority for a Nationally Significant Infrastructure Project.

Document	Stage of Process	Proposed Decision Route	Notes
Statement of Community Consultation (SOCC) response	Pre-application	Assistant Director of Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	The applicant must set out how they propose to consult with the community. The local authority will advise the applicant using local knowledge as to how the consultation should be conducted and who to engage with. The Local Authority has a statutory 28 days to comment on the draft SoCC.
Draft Preliminary Environmental Impact Report response (draft Environmental Statement)	Pre-application	Assistant Director of Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	Technical input to process co-ordinated by Case Officer with support from appointed consultants.
Planning Performance Agreement (PPA)	Pre-application	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	A Project Management tool voluntarily entered into by the applicant and host authority(ies), to agree timescales, actions and resourcing for handling the application.
S106 Planning Obligations	Pre-application Through to examination	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	Where there are grounds for the host authority to enter into a S106 planning obligation, this would be negotiated by the Planning Case Officer and Legal Team, as is common practice with planning applications.
Environmental Statement (submission version) – ongoing dialogue	Pre-application	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	Finalisation of technical input to process co-ordinated by Case Officer and supported by appointed consultants.
Adequacy of Consultation Response (AoC)	Acceptance	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	Deadline 14 days following DCO application submission to PINS. Factual assessment based on whether the applicant has delivered the agreed SOCC.
Local Impact Report (LIR) & Development Consent Order (DCO) including draft Requirements	Pre-application Acceptance Pre-examination	Prosperous Communities Committee	<p>Prosperous Communities Committee to be timetabled no later than 5 weeks following DCO submission to the Planning Inspectorate. This may need to be a special meeting.</p> <p>The Case Officer will present a recommendation on the position the Authority should take in the examination in respect of the development and its impacts.</p> <p>Officers will be seeking in respect of Members' decision 'Authority to Deal' and delegated authority (assisted by consultant as necessary) to:</p>

			<p>complete and issue the Local Impact Report</p> <ul style="list-style-type: none"> <li>• register with the Examining Authority and make 'relevant representations' in relation to the topic areas/issues highlighted in the LIR</li> <li>• write and issue the Statement of Common Ground (key matters to be highlighted and agreed) (see below)</li> <li>•</li> </ul>
Statement of Common Ground (SoCG)	Pre-application Acceptance Pre-Examination	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	To identify matters agreed, matters for negotiation and matters not agreed. Officer delegated authority to deal issued by Prosperous Communities Committee (as above)
Examination Participation including written representation submissions	Pre-Examination Examination	Prosperous Communities Committee	<p>Prosperous Communities Committee to be timetabled no later than 5 weeks following DCO submission to the Planning Inspectorate. This may need to be a special meeting.</p> <p>The Case Officer will present the draft Written Representations to set out the authorities view on the application, considering the technical evidence base and the findings of the public and stakeholder consultation.</p> <p>At this point we will need to consider the delegation of responsibility for participation in the Examination and this will be approved by Prosperous Communities Committee at this point.</p>
Discharge of requirements and monitoring	Post-decision	Assistant Director Planning and Regeneration in consultation with Chair of Prosperous Communities Committee	Officer delegated authority to make the technical assessments to discharge any requirements arising where a DCO has been granted.

# Agenda Item 6b



**Prosperous Communities**

**Tuesday, 2 November 2021**

**Subject: West Lindsey Platinum Jubilee Community Fund**

Report by: Assistant Director Homes and Communities

Contact Officer: Grant White  
Communities Manager

[grant.white@west-lindsey.gov.uk](mailto:grant.white@west-lindsey.gov.uk)

Purpose / Summary: To approve the launch of the West Lindsey Platinum Jubilee Community Fund.

## **RECOMMENDATION(S):**

**1. Committee approve the use of £20k of the Communities Grant Fund, under delegated powers, to deliver the West Lindsey Platinum Jubilee Community Fund.**

## IMPLICATIONS

### **Legal:**

Grant funding agreements used for any awards made meet legal requirements and have been approved for use by Legal Services. The scheme will comply with necessary legal regulations and same requirements will be placed on projects and organisations funded.

**(N.B.) Where there are legal implications the report MUST be seen by the MO**

### **Financial : FIN/94/22/SL/PC**

£500k was approved for the Community Grant Scheme for the 5 year period from 2018/2019 to 2022/2023. This fund was delegated to the Prosperous Communities Committee to approve appropriate grant schemes and expenditure.

As at 1<sup>st</sup> October 2021 there is a balance remaining of £201k on the Community Grants fund.

Of this balance, it is proposed to allocate £20k (the balance remaining will therefore be £181k) to the West Lindsey Platinum Jubilee Community Fund, which will launch immediately after all committee approvals have been made and run until June 2022.

Spend against this allocation will be monitored to ensure the approved amount is not exceeded.

### **Staffing :**

Grant scheme management will be delivered using existing staff resources within the Councils Communities Team. Grant funding processes and mechanisms are already fully established so the impact on staffing is expected to be manageable for the period that this fund will operate.

**(N.B.) Where there are staffing implications the report MUST have a HR Ref**

### **Equality and Diversity including Human Rights :**

Grant funding activity will be delivered in accordance with Councils equality and diversity policies. Organisations receiving funding will be required to meet the same standards and protections are included within grant funding agreements.

**Data Protection Implications :**

Grant funding activity will comply with all necessary data protection requirements. Data collected for grant awards will be stored securely including financial information for grant payments.

**Climate Related Risks and Opportunities :**

The delivery of this scheme will utilise a digital first approach with application forms and guidance documents available online and via e-mail helping to reduce the need for printed materials.

The projects funded through this scheme may have a direct impact on carbon reduction. The guidance notes will highlight and encourage the importance of supporting projects that have a positive impact on climate and environment.

**Section 17 Crime and Disorder Considerations :**

There are no considerations for this report however some projects funded may have a direct or in-direct impact on helping to reduce the risk of crime and disorder.

**Health Implications:**

The provision of this scheme will provide direct funding to enable a range of projects across West Lindsey. The guidance notes will highlight and encourage the importance of health and wellbeing outcomes as a result of community projects delivered.

It is anticipated that projects funded through this scheme will have either direct or in-direct health and wellbeing impacts. The application process will try to identify planned health outcomes and post-project evaluation work will explore this further and capture outcomes achieved.

**Title and Location of any Background Papers used in the preparation of this report:****Risk Assessment :**

For every individual grant awarded officers attribute a risk grading. This approach is used to support the assessment of grant awards and take additional measures as appropriate before awarding funds to protect the Council and public.



**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**X**

☐

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**X**

☐

**No**

☐

## **1 Introduction**

- 1.1 At the Prosperous Communities Committee meeting on Tuesday 14<sup>th</sup> September 2021, Members approved a number of recommendations following meetings of the Jubilee Events Planning Group.

The following recommendation was approved:

“Approve, in principle, the creation of a Platinum Jubilee Community Fund, and request a further report providing details of the specifics of any such Scheme”.

- 1.2 This report presents for approval the launch of the West Lindsey Platinum Jubilee Fund. This will be a time limited grant funding scheme to provide small grants to community projects linked to the Queen’s Platinum Jubilee celebrations and associated national campaigns.
- 1.3 The fund will be established using an allocation of budget from the Council’s existing Community Grants Programme and managed using existing staff resources within the Communities Team.

## **2. Operation of the fund**

- 2.1 The fund will have an operating budget allocated from the Community Grants Programme of £20,000. The fund will launch immediately after all committee approvals have been made and run until June 2022.
- 2.2 For the duration of this fund we will not accept grant applications for projects linked to the Queen’s Platinum Jubilee or associated national campaigns under other schemes within the Council’s Community Grants Programme. This includes the Councillor Initiative Fund and Match Funding Grant.

### **2.2 Closing Dates for applications**

There will be a minimum of 3 funding rounds between launch and the end of May 2022. An additional round may be added if demand is present and remaining budget allows. The fund may close sooner if all fund budget is awarded.

### **2.3 Applying to the fund**

An application form process will be used and made available to download from the Council’s website. The form can also be e-mailed to applicants. Where required printed copies can be made available on request.

Officers from the Communities Team will provide on-going guidance and support to applicants completing the application form.

### **2.4 Grant amount available**

The maximum grant available will be £700. The minimum grant available will be £70.

Match funding will not be a requirement however will be encouraged including in-kind match through donation of equipment/supplies or volunteer time.

## **2.5 Key criteria**

The following are the key criteria for this fund:

- The project must be for wider community benefit
- Applicants must be able to secure all required funding to receive a grant (e.g. match funding to meet total project costs)
- All grants will be a one-off grant with no on-going funding support
- Projects must not contravene any Council policies, procedures or strategies
- Project must be delivered within the district of West Lindsey
- Applicants can only apply to this fund once

## **2.6 Project Impact**

The application form will capture information from applicants to help understand and demonstrate the intended impact of the project. The guidance on the form will direct applicants to detail the positive impacts which will link to the aims of supporting the Platinum Jubilee celebrations and our Corporate Plan priorities.

## **2.7 Organisational requirements**

Organisations receiving a grant from this fund must have the following:

- Constitution or similar governing document (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Relevant policies/safeguards if the project involves working with children, young people or vulnerable adults

In the event of a small un-constituted group wishing to apply for funding we can award funding to a trusted body to administer the funds such as a Parish Council. In instances where this is not possible officers will explore options to pay for project spend directly using any awarded funds.

## **2.8 What the grant funding can be spent on**

Grants from this fund can be spent on the following:

- Equipment hire or purchase
- Capital works or expenditure
- Training or capacity building
- Improvements to community facilities
- Environmental improvements
- Revenue costs of delivering a project

## **2.9 What the grant cannot be spent on**

Grants from this fund cannot be spent on the following:

- Anything illegal
- Support to lobbying or campaign groups
- Anything that will bring the Council into disrepute
- Anything party political, including supporting political organisations
- Anything contrary to the Council's financial regulations, policies, procedures or strategies
- Anything that an organisation or local authority has a statutory obligation to deliver
- Anything that has already been spent or committed before receiving a grant (known as retrospective funding)

## **2.10 Eligible organisations**

The following organisations will be eligible to apply to this fund:

- Registered charities
- Constituted community groups
- Parish Councils
- Parish Meetings
- Town Councils
- Social Enterprises (e.g. CIC's)
- Schools or Academies \*
- Faith or Belief groups/organisations \*

\* Projects delivered by these organisations must be for the wider community benefit and not to support normal school activity or to promote any faith or religion.

## **2.11 Documents and information**

Full details of the fund will be available on a dedicated page on the Council's website. On this page applicants will be able to download the following key documents:

- Guidance Notes for the fund
- Application Form for the fund
- Grant Funding Agreement template

These documents will align with other Council community grant activity and will be kept up to date by officers to ensure they meet the operational and legal requirements of delivering the fund.

## **3. Monitoring and evaluation**

- 3.1 Officers will conduct routine monitoring of projects during the delivery of this fund. This will include regular contact with organisations and various checks during the application process to ensure funding criteria is being met.

3.2 An evaluation process will take place at the end of the fund to measure impact. This will include requesting all applicants to complete evaluation surveys to capture key information about their project such as community benefits, reach of impact, volunteer numbers/hours and other outcomes realised.

3.3 Any evaluation data captured will be reported back to Members through established communication channels.

#### **4. Funding decisions**

4.1 All applications to this fund will go through the following review and decision making process:

- **Phase A – Initial Checklist**

Officers work with applicant and check application is fully completed and meets all funding criteria

- **Phase B – Panel Review**

Community Grants Panel review funding application and any supporting information to make a final decision

4.2 Local Ward Members will be notified via e-mail of applications for projects in their ward areas.

#### **5. Finance**

5.1 As of 1<sup>st</sup> October 2021 the Council's Community Grants Programme has an unallocated budget of £200,998.50. To launch this new fund £20,000 will be allocated from this budget.

5.2 With the launch of this new fund there would be £180,998.50 remaining in the Community Grants Programme budget.

5.3 The impact of re-allocating £20k from the existing Community Grants Programme budget for this new fund will be limited. The Council's existing community grant scheme would have been open to Platinum Jubilee related projects without the launch of this dedicated fund. The creation of this new fund ensures that any Council grant spend is targeted proportionately.

5.4 Any budget remaining at the end of the funds operation in June 2022 will be returned to the Community Grants Programme budget.

## **6. Communication and publicity**

- 6.1 The Council will maintain an overall Communications Plan for the Platinum Jubilee Celebrations and this fund will feature within this plan. This will be overseen by the Jubilee Events Planning Group.
- 6.2 The fund will be promoted directly to organisations eligible to apply via e-mail, newsletters, social media and officer contacts. Branded promotional materials such as flyers and posters will be distributed digitally and made available to Members for local distribution.
- 6.3 As the fund begins making grant awards these will be publicised to help further promote the fund and the types of projects being delivered. Promotion of the funds support to projects will continue during its delivery with follow up promotion after the celebrations come to a close in June 2022.
- 6.4 A full directory of projects supported by the fund will be maintained on the Council's website for easy viewing.

## **7. Recommendations**

- 7.1 Committee approve the use of £20k of the Communities Grant Fund, under delegated powers, to deliver the West Lindsey Platinum Jubilee Community Fund.



**Prosperous Communities  
Committee**

**Tuesday, 2 November 2021**

**Subject: Free Parking for Christmas Markets**

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	David Kirkup  david.kirkup@west-lindsey.gov.uk
Purpose / Summary:	To consider the request for free parking in council car parks to support Christmas events in both Gainsborough and Market Rasen

**RECOMMENDATION(S):**

- 1. Members consider the requests for free car parking on 11 December (Gainsborough) and 4 December (Market Rasen) when Christmas Events are to be held and determine their support.**

## IMPLICATIONS

### **Legal:**

There is a legal order which allows the council to charge for and enforce parking in its car parks. However, the council is at liberty to suspend charging should members decide it is appropriate to do so

### **Financial : FIN92/22/TJB**

By approving the requests, it is likely that the resultant loss of income will be circa £800 - £1,000 which would need to be met from the General Fund.

The Gainsborough Christmas Event will generate additional income from stall rents as more stallholders are anticipated, however this will reduce the existing markets subsidy.

### **Staffing :**

There will be some officer time taken up in the administration of suspending charging and promoting the free parking offer, but this would be absorbed during normal working hours

### **Equality and Diversity including Human Rights :**

This report does not contain any proposal which may have any inequitable effects

### **Data Protection Implications :**

N/A

### **Climate Related Risks and Opportunities:**

Approving the requests for free parking may encourage additional visitors and consequentially car usage within the town centre on these dates, increasing CO2 levels. Furthermore, there is increasing pressure on the council from public transport providers to increase parking tariffs and reduce the number of parking spaces, to encourage modal shift towards public transport

### **Section 17 Crime and Disorder Considerations:**

N/A



**Health Implications:**

N/A

**Title and Location of any Background Papers used in the preparation of this report :**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment :****Call in and Urgency:****Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**☐**No**☐**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**☐**No**☐

## **1 Introduction**

- 1.1 The council operate pay and display car parks in Gainsborough (7) and Market Rasen (3). Parking fees apply to the car parks Mon – Sat, 8am – 6pm.
- 1.2 The council are holding a Christmas market on Saturday 11<sup>th</sup> & Sunday 12<sup>th</sup> December. This will include stalls in Marshalls Yard, Market Street and the market place. It is proposed that WLDC waive parking charges in its car parks on Saturday 11<sup>th</sup> December.
- 1.3 Market Rasen Town Council will be holding its Christmas event on the evening of Friday 3<sup>rd</sup> December and on Saturday 4<sup>th</sup> December. This is also Small Business Saturday. Cllr Bierley has passed on a request from local traders that charges for parking in WLDC car parks in Market Rasen be waived on Saturday 4<sup>th</sup> December

## **2 Financial Implications**

- 2.1 The income received in Gainsborough car parks on the second Saturday in December 2019 was £667 excluding VAT. Assuming that visitors are not deterred by the continuing risks to health from the pandemic, in view of the fact that there will be an event taking place, it is likely that visitor numbers would be higher. It would not be unreasonable to expect a 25% increase in numbers, based on observation of turnout during previous year's similar events meaning that the loss in income could be in the range between £667 to £834.
- 2.2 The income received at Market Rasen on the first Saturday in December 2019 was £125 excluding VAT. Using the same rationale as above, the loss in income could be in the range between £125 to £156

## **3 Conclusion**

- 3.1 Members are asked to consider these requests and decide whether or not they wish to support them.



**Prosperous Communities  
Committee**

**Tuesday, 2 November 2021**

**Subject: Progress and Delivery Quarter 2, 2021-22**

Report by:	Assistant Director – Change Management & Regulatory Services
Contact Officer:	Ellen King Strategy and Policy Officer – Corporate Strategy and Business Planning  Ellen.King@west-lindsey.gov.uk
Purpose / Summary:	To present the Council's performance against an agreed set of key performance indicators for quarter two (July – September), 2021-22.

## **RECOMMENDATION(S):**

1. To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.
2. To approve the deletion of key performance indicator EN04 "% of licensed properties in the Gainsborough South-West Ward" as the cessation of the Selective Licensing Scheme in July 2021 means it is no longer possible to collect data for this performance measure. EN04 will be replaced with a new measure to monitor wider activity relating to Selective Licensing as part of the annual review of the Council's Progress and Delivery measures that is currently underway.

## IMPLICATIONS

### Legal:

There are no legal implications as a result of this report

### Financial : FIN/106/22/MT/SL

There are no financial implications arising from this report. The financial performance measures are reconciled to service performance reported through the quarterly budget monitoring process, which is reported alongside this report.

### Staffing :

There are no staffing implications as a result of this report

### Equality and Diversity including Human Rights :

*NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).*

### Data Protection Implications : N/A

### Climate Related Risks and Opportunities: N/A

### Section 17 Crime and Disorder Considerations: N/A

### Health Implications: N/A

### Title and Location of any Background Papers used in the preparation of this report :

*Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.*

### Risk Assessment :

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**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

☐

**No**

**x**



# **Progress and Delivery Report**

**Quarter Two (Jul-Sep) 2021/22**

# Executive Summary

## Introduction

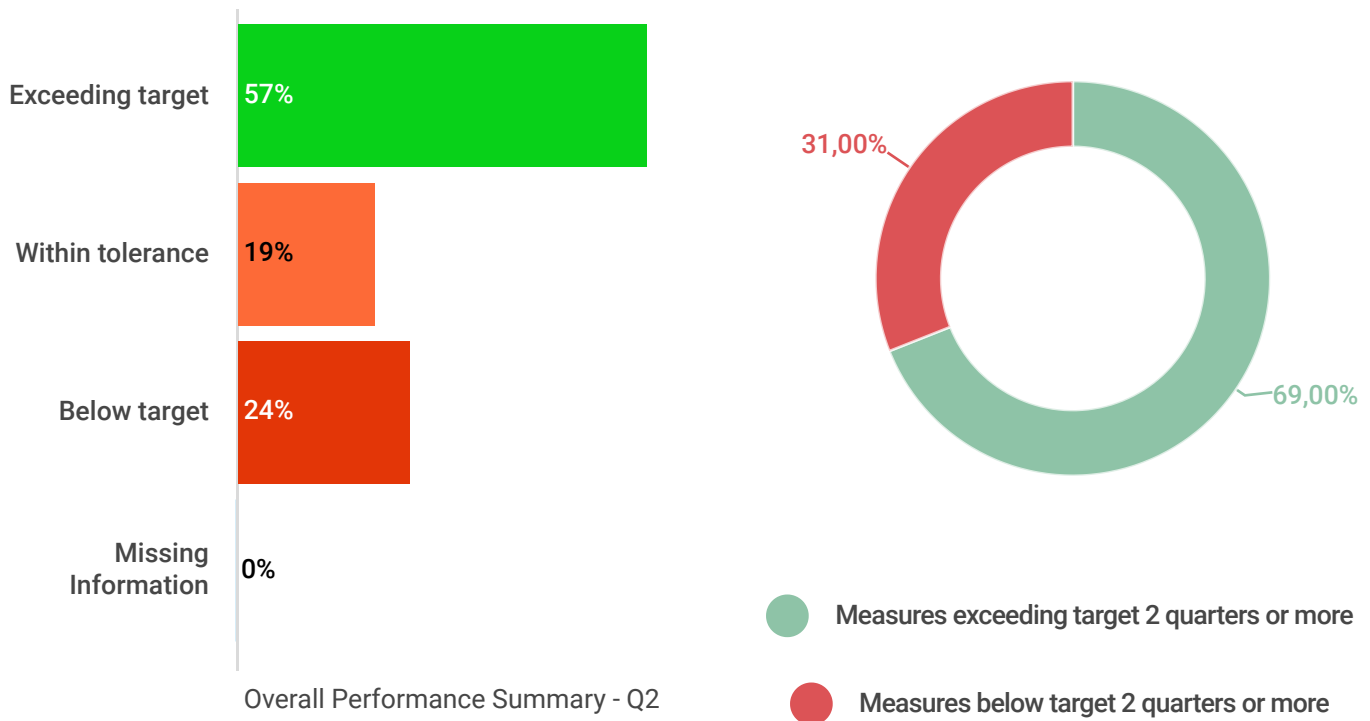
This report presents a detailed summary of Council performance for quarter two, (July - September) of 2021-2022. In line with the Council's senior structure, performance information in this report is grouped by portfolio and is based on the performance measures and targets approved by Corporate Policy and Resources Committee in January 2021. Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a one page performance summary for each service within that portfolio. Key information includes performance by exception (above or below target) and narrative relating to service activity for the quarter. Where performance is below target, additional information has been included to explain: why this is the case, what remedial action is being taken to improve performance and when performance is expected to be back on track. Where new performance measures have been introduced, in line with standard practice, targets are not assigned for the first 12 months. Instead, performance data will be included in all P&D reports for 2021/22 in order that members have appropriate data to agree targets for 2022/23. Such new measures are highlighted within the relevant section of the report.

During Quarter three, the Performance and Programmes Team are working with key stakeholders, including a Progress and Delivery Member Working Group, to review all of the Council's Progress and Delivery measures and targets ready for 2022/23. The results of this review will be presented back to Corporate Policy and Resources Committee on 13th January 2022 for approval. Separately, it is recommended that one of the Council's key performance indicators within the Enforcement service, "percentage of licensed properties within the Gainsborough South-West ward (EN04) be removed. The Selective Licensing scheme came to a close in July 2021, therefore it will not be possible to collect data for this measure going forward. Prosperous Communities Committee will consider revised proposals in November and the results of this will be fed into the annual review of P&D measures that is currently underway, resulting in a proposed new indicator that measures Licensing Scheme activity across the district as a whole.

## The Impact of COVID-19 on Council Performance

The Coronavirus pandemic continues to impact on Council performance. As of 19th July 2021, all COVID restrictions were lifted in England though the impact of the pandemic on some Council services remains. Where this is the case, the narrative of the report will be used to explain what the continuing impact is, what mitigating actions are in place and when business as usual is expected to return. This will allow progress to be tracked as the Council progresses from COVID response to COVID recovery, subject to any changes in national legislation.

# Overall Summary of Council Performance - Quarter 2



## Quarter Two Performance by Portfolio

Portfolio	No of measures *	Measures exceeding target	Measures within tolerance	Measures below target	Missing Info
Corporate Health	10	8	1	1	0
Finance and Property	1	1	0	0	0
Homes and Communities	12	5	2	5	0
Operational and Commercial	19	10	4	5	0
People and Democratic Services	2	0	1	1	0
Planning and Regeneration	4	4	0	0	0
Change Management and Regulatory Services	20	11	5	4	0

\* Includes only those performance measures for which a target has been assigned.



# Corporate Health

- **CH02 - Customer satisfaction** has decreased slightly compared to the same period last year. Where satisfaction was recorded as low, this relates to customers not receiving a timely response, or the level of service they expected, or a customer is not in agreement with a planning decision. Any significant comments received have been fed back to the relevant service areas for consideration and action where appropriate. A total of 47 complaints were received during quarter two, a reduction of 30% on the same period last year. Conversely, the number of compliments has increased to 265 which represents a 56% increase on the same period last year.
- **CH05 - Call volumes** have reduced by over 2,000 calls compared to the same period last year. A six monthly review will be undertaken to try to establish what is impacting the low level of performance. At present, this measure relates to all calls received by the Council, rather than just those to the main switchboard number where call handling rates are higher. This measure is being reviewed as part of the annual P&D review and as part of the review of the Customer Experience Strategy (both currently underway) to ensure additional data can be provided relating to email handling and response times.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
CH01 - Time taken to pay invoices	10 days	14 days	9.6 days		
CH02 - Average Customer satisfaction rating out of 5 stars	3.9 stars	3.5 stars	3.5 stars		
CH03 - % of complaints where the Council is deemed at fault	32%	45%	15%		
CH04 - Average number of days to resolve a complaint	7 days	21 days	9 days		
CH05 - % of calls answered within 21 seconds	73%	85%	66%		
CH06 - Average number of staff sickness absence days per FTE	0.69 days	0.6 days	0.62 days		
CH07 - Recorded Health and Safety incidents	10	NTS	12	...	
CH08 - Server and system availability	100%	98%	100%		
CH09 - Data breaches resulting in action by the Information Commissioner's Office	0	0	0		
CH10 - % of Freedom of Information (Fol) requests processed in the statutory time limit	100%	100%	100%		
CH11 - Number of subsequent challenges to Fol requests	0	0	0		

# Finance & Property Performance Summary

Services included:

- Property and Assets



## Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
PA04 - Rental Portfolio Voids	10%	12%	7%	<div></div>

## Measures where performance is below target for at least two consecutive quarters

There are no measures where performance is below target for two consecutive quarters.

# Property and Assets

- At £48,209 rental income from car parks continues to improve and is up by 92% on the same period last year.
- At £155,084 income from received assets is down 18% compared to the same point last year due to loss of rent from the sale of housing stock.
- PA04 - Rental portfolio voids remain low with interest in the commercial property market still high.

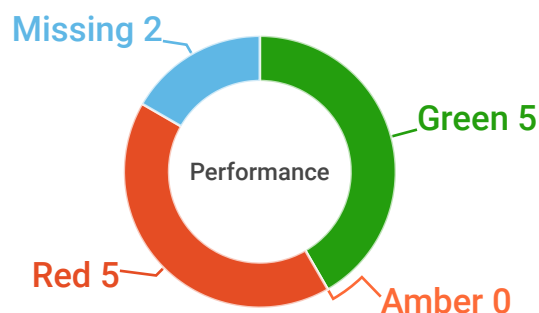
## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
PA04 - Rental portfolio voids	10%	12%	7%	<div></div>	<div></div>

# Homes & Communities Performance Summary

## Services included:

- Home Choices
- Homes, Health and Wellbeing
- Communities



## Measures where performance is above target for at least two consecutive quarters













KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
HC02 - Number of households in temporary accommodation	5	5	5	Green
HC03 - Number of households housed from the Housing Register	63	12	49	Green
HC07 - Homeless Prevention	65	48	61	Green
HC08 - Homeless Relief	21	14	22	Green
HSG03 - Long-term empty properties as a % of all housing stock	1%	2%	1%	Green

## Measures where performance is below target for at least two consecutive periods

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
HC04 - Number of households in B&B accommodation	33	0	33	Red
HC05 - Number of nights spent in B&B accommodation	489	0	349	Red
HSG01 - Average number of days from DFG referral to completion	201 days	120 days	173 days	Red
HSG04 - Number of long-term empty properties brought back into use	0	25	0	Red

# Home Choices

- HC02 - It is still necessary for us to be judged for the number of bed and breakfast nights so that we are held accountable for why we have to use this form of accommodation. A bigger review of temporary and interim accommodation is currently in the initial stages to try and bring the number of households in bed and breakfast closer to 0.
- HC03, HC04 and HC05 - The beginning of September meant a plan was introduced to reduce B&B stay and produce consistent exit plans for persons within other temporary accommodation. Increased monitoring of cases should help to reduce B&B stay but also work with our partner Framework to reduce complex cases holding up spaces in the leased accommodation. This involves tasking Framework officers with duties and also ensuring that if rules are broken, then warnings or eviction notices are served promptly. It has been found that persons within temporary accommodation have breached their licence conditions causing issues within temporary accommodation but have not been given warnings. Persons in B&B accommodation will now be given an agreement to sign outlining acceptable and unacceptable behaviours which should help frame their expectations of the council when providing temporary accommodation. Several complex cases were waiting for assessments from adult social care and then once assessed officers were stuck waiting for support to be provided and for alternative accommodation to be sourced. Those cases who have been in temporary accommodation for more than 3 months are due to limited assistance from other agencies which means the supported accommodation is deemed too low needs which puts pressure on Home Choices at an already pressurised time. The Team Manager is meeting with a representative from LPFT to try and work out a pathway on how we can work together better and more streamlined to minimise time spent in all temporary and interim accommodation.
- HC06 - Officers are working hard to ensure applications are processed in a timely manner. Whilst we are reliant on registered providers for properties we are ensuring people are registered for them promptly.
- HC07 and HC08 - A combination of staff leave, long term sickness and increase of cases resulted in a lot of "fire fighting" for officers which meant less outcomes were achieved during the month of August. In September the Team manager returned from maternity leave which has assisted the team with understanding their capacity and identifying the priorities to be focused on with each case. The senior officer meets with supported housing providers to try and move cases on into other accommodation but due to their increasing needs of alcohol, drug abuse, mental health and previous offending this is very difficult to find other accommodation providers who will accept this.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
HC02 - Number of households in temporary accommodation	8	5	5		
HC04 - Number of households in B&B accommodation	N/A	0	33		N/A
HC05 - Number of nights spent in B&B accommodation	280		349		
HC06 - Number of households who have been housed from the Housing Register	48	19	49		
HC07 - Homeless Prevention	44	48	61		
HC08 - Homeless Relief	39	14	22		
HC09 - Homeless prevention cases as a % of total approaches	N/A	65%	51%		N/A

# Homes, Health and Wellbeing






- HSG01 - The number of days taken to complete Disabled Facilities Grant (DFG) applications is continuing to steadily decrease. There have been 56 grants completed year to date. In addition, the team are starting to collate information regarding the different types of adaptations, the associated time-scales and the outcomes of those grants on people in terms of being able to remain living independently within their home.

A report taken to Overview and Scrutiny committee in September highlighted the issues currently being faced when delivering DFG's which included the availability of both contractors and materials, rising costs, changes in OT capacity and experience along with some other areas where improvements can be made such as procurement of works. It was agreed by committee that although WLDC are doing all they can to deliver the best service possible, an internal review of the process could help to highlight any areas where timescales can be improved.

There are also a number of measures that have already been implemented which include the appointment of a Strategic Lead for Lincolnshire who will be focusing on embedding DFG's as part of a system wide approach, the updating of the way in which DFG's are recorded to ensure that accurate information can be fed back to committee, better feedback from customers so outcomes can be monitored and reported along with other changes which have and will continue to have an impact on the delivery of the service. The internal review has been started and is due to be completed by the end of March 2021 with a view to implement any suggested changes in the new financial year.

- HSG04 - At 499 for quarter two, the overall number of long term empty homes remains low and equates to just 1% of the district's total housing stock. There are no longer any policy interventions for this work area, however, the focus for P3 and the Viable Housing Solution in Gainsborough is to look at bringing empty properties back into use ahead of purchasing on the open market. The new Homes, Health and Wellbeing team have started to target some properties that have high levels of council tax debt to do some intensive work to try to bring these properties back into use. The Council also works with other housing providers to acquire empty properties that can be brought back into use to meet a specific housing need. Complaints in regards to the worst empty properties are still being dealt with reactively using the Council's existing powers. Compulsory Purchase Orders in regards to specific empty properties are in the process of being pursued. It is not believed that at this stage any further interventions are needed to address this.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
HSG01 - Average number of days from DFG referral to completion	196 days	120 days	173 days		
HSG03 - Long-term empty properties as a % of all housing stock in the district	N/A	2%	1%		N/A
HSG04 - Long-term empty properties brought back into use	2	25	0		

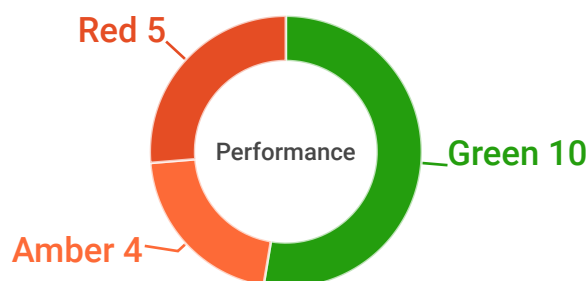
# Communities

- CCTV - Initial phases of the Safer Streets programme are completed with over 30 CCTV locations upgraded and new AI servers installed. The work will continue with the next phases seeing new locations added in Gainsborough.
- Community Grants - During Q2 we are seeing an increase in grant activity as more projects get underway following pandemic lockdown periods. To date this financial year the Councillor Initiative Fund has made 46 awards totalling £12,268.91 and the Match Funding Grant has made 7 awards totalling £36,445.07.
- Open and Green Spaces - Lincolnshire County Council's bid to the Treescapes Fund has been successful and WLDC are expected to receive an allocation of approximately 500 to 600 trees. These will be for planting on WLDC owned green spaces and woodlands near Gainsborough.
- Hemswell Cliff - During Q2 Hemswell Cliff Parish Council has agreed to adopt playparks in the village currently maintained by the Hemswell Resident Management Company. This follows work by WLDC providing the managed estate service and Hemswell Resident Management Company providing the financial investment to make various repairs bringing them up to an adoptable standard.
- Community Broadband - During Q2 we have continued to support communities with accessing voucher schemes for infrastructure improvements. Community Broadband Champion meetings continue to be hosted by WLDC and regular liaison is taking place between key partners such as LCC and broadband providers.
- Employment and Skills - Kickstart Scheme for WLDC has started during Q2 with all agreements confirmed with Lincoln College and DWP. A total of 5 vacancies within WLDC have been provided through this scheme helping to support employment of young people. A jobs fair event is currently being planned working with DWP due to take place in Q3.

# Operational & Commercial Performance Summary

## Services included:

- Building Control
- Contracts Management
- Crematorium
- Garden Waste
- Leisure Contract
- Trinity Arts Centre
- Operational Services
- Street Cleansing
- Markets



## Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
GW01 - Number of bins sold	27,643	25,197	28,289	■
GW02 - Subscription take-up	58.8%	56%	60.3%	■
GW04 - Missed garden waste collections	0.1%	0.2%	0.1%	■
SC03 - The number of volunteer litter picks supported by the Council	29	18	18	■
SC04 - % of reported fly-tipping cases removed within target time	97%	90%	98%	■
WC03 - Amount of residual waste collected per household	41.21kg	45kg	41.16kg	■

## Measures where performance is below target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
LE102a - Gainsborough Leisure Centre usage	63,072	78,750	67,302	■
LEI05 - Number of outreach users	0	293	0	■
MKT03 - Average number of paid for market stalls - Tuesday	31	37	33	■
TAC03 - Average spend per head on secondary sales	£0.12	£2.30	£1.49	■



# Building Control



All KPIs within this service area are performing within expected tolerance levels.

- Whilst income has stayed ahead of expected levels throughout quarter two, market share fell slightly during August due to an increase in competitor applications. September saw a fall in the Council's own applications, which is usual for this time of year when the construction industry begins to slow down towards the end of the year. Despite this, at 74% the Council's market share remains within agreed tolerance levels.

## Crematorium

- Targets are not assigned for LFC01 / 02, with performance instead monitored against the direction of travel. LFC03 is a new measure introduced for 2021/22. As is standard practice, targets are not assigned for new measures, with performance included in all P&D reports for 2021/22 in order that members have the appropriate baseline data to agree a target for 2022/23.
- The easing of restrictions has seen the chapel back to accommodating full capacity, increasing the footfall significantly. Although face coverings are not mandatory, staff continue to wear facemasks and observe social distancing in order to ensure the chapel is as COVID safe as possible for staff and visitors.
- The service's reputation is slowly growing as the number of users is constantly increasing, Funeral Directors are advising that many families are now actively requesting to use Lea Fields, rather than waiting using the service as the preferred choice of Funeral Directors.
- Lea Fields was lucky enough to become a finalist at the recent Association of Public Service Excellence (APSE) awards; and although the service didn't win this year, it is still a privilege to have reached the finalist stage having won the award last year.
- The team have now appointed two Kickstart placements, who are due to start in October. The aim is to offer training to facilitate them to complete a recognised cremation certification course within their six month placement which will benefit them greatly in gaining future employment. The team is currently in the process of recruiting a fourth, full time member of our team which will increase the service's resilience as we approach a busier period.







### Crematorium Performance Measures

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LFC01 - Income received	£80,038	N/A	£122,672.30	N/A	⬆
LFC02 - Number of services held	112	N/A	154	N/A	⬆
LFC03 - % of total cremations that are direct funerals	N/A	N/A	...	...	...

# Garden Waste

- Please note that the garden waste service is based on a calendar year rather than the civic or financial year as per other Council services.
- GW02 - New subscriptions continue , with 362 new subscriptions during quarter two which is a 2% increase on the same period last year. Website subscription continues to be the customer's preferred method of choice for signing up to the service and the team will continue to promote this for the 2022 season.
- GW03 - Missed Bins have been monitored closely with any issues identified and resolved quickly.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
GW01 - Number of bins sold	27,145	25,197	28,289		
GW02 - Subscription Take-Up	58.3%	56%	60.3%		
GW03 - Missed garden waste collections	0.07%	0.2%	0.1%		







# Contracts Management



All KPIs within this service area are performing within expected tolerance levels.

# Leisure Contract


- This area has a number of new performance indicators for 2021/22 (LEI02b, LEI03a and b, and LEI04). As is standard practice, targets are not assigned for new measures, with performance included in all P&D reports for 2021/22 in order that members can agree targets for 2022/23 based on appropriate baseline data.
- LEI02 - With restrictions being lifted both centres are now fully open. Leisure providers SLM are working hard to build up the centres, increase the membership and develop more activities for all age groups. In addition to the main activities (gym, swim and dance classes) the following are underway: Easy Line/Senior Circuits (over 50s). Walking Cricket which is currently averaging 12 participants per week. Walking Netball, which is currently averaging 8 participants per week. After school sports activity delivery at Hemswell Cliff Primary School. Badminton sessions with Gainsborough Disability Network. A weekly Parkinson's group which runs once per week in the Active Seniors Hub. SIT Fitness, which is a twice weekly seated exercise class in Active Seniors Hub. And finally, a partnership with Market Rasen Primary School for use of the facilities at Market Rasen Leisure Centre three times per week.
- The participation levels at both leisure centres are currently resulting in a small surplus on operational costs. The Council is therefore no longer providing financial support for operational costs. However; the level of activity required to meet the management fee has yet to be achieved, with any unpaid amounts supported from the Sales Fees and Charges Covid Grant and ongoing recovery over the life of the contract.
- LEI05 / 06 - SLM are working with the VCS to develop a 'Social Wellbeing Programme' which will incorporate a range of suitable activities to address the common social and wellbeing needs of clients through a referral process. They will utilise the Active Seniors Hub at the West Lindsey Centre to run consultations, courses, workshops and events. In addition, SLM's partnership with One You Lincolnshire has been re-started to provide an integrated health scheme which offers services for exercise, weight management, mental health, smoking and alcohol reduction. At the present time, SLM do not have a fully qualified GP Exercise Instructor, although this position is currently out to advert and two staff are currently undertaking course and it is hoped that the scheme will be fully resourced by the end of quarter three.
- Areas for future planning include developing girls football at Market Rasen, creating a junior cricket provision and working with the VCS to explore a return to care homes, and offering a young mums' soft play morning for vulnerable or isolated young parents.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LEI01 - Customer satisfaction with leisure events and facilities	99%	75%	97%		
LEI02a - Leisure Facilities Usage - Gainsborough	36,000	78,750	67,302		
LEI02b - Leisure Facilities Usage - Market Rasen	4,882	N/A	10,965	N/A	
LEI03a - Number of individual users - Gainsborough	N/A	N/A	7,826	N/A	N/A
LEI03b - Number of individual users - Market Rasen	N/A	N/A	1,415	N/A	N/A
LEI04 - Number of users visiting the Leisure Centres at least three times per week	N/A	N/A	4,637	N/A	N/A
LEI05 - Total number of outreach users	0	293	0		
LEI06 - Number of users referred through the Health Lifestyle Scheme	55	N/A	294	N/A	

# Trinity Arts Centre

- TAC05 and TAC06 are new performance measures for 2021/22. As is standard practice, new measures are not allocated targets with performance included in all P&D reports for 2021/22 in order that Members can agree targets for 2022/22 based on baseline data.
- TAC04 / 05 - For the first part of quarter two (June and part of July), the centre was only operating to accommodate community groups and engagement activities. In August, the Centre presented four performances of a free play, two of which were performed in Market Rasen and two were performed in Gainsborough. Mid September saw TAC present its first live indoor production to a paying audience; The Retro Rock Show with further community productions following soon after.
- Consumer confidence remains low but most productions are performing better than expected in the given climate. It appears the introduction of ticket insurance has helped boost ticket purchases.
- TAC06 - With September being the start of a new academic year, TAC had the most hires it has ever had with the centre now operating seven days a week from 9m until 9pm. The impact TAC has on the local community is very tangible and the new decoration and services are being received very well by users of the centre.
- At present, TAC is combating a temporary staffing crisis operating more hours than there are staff available. This is due to staff sickness, and a shortage of returning casual staff who have secured permanent employment elsewhere. Currently the Centre Manager and the Technical Manager are stepping up to make sure business is maintained and the centre remains open for community use.


## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
TAC03 - Average spend per head on secondary sales	£0	£2.30	£1.49		
TAC04 - Audience figures	0	234	340		
TAC05 - Total number of performances and screenings held	N/A	N/A	8	N/A	N/A
TAC06 - Total number of engagement activities held	N/A	N/A	109	N/A	N/A

# Markets

- During quarter two all traders have been able to return to the market. The Tuesday market has seen a take up of 433 paid for stalls and the Saturday market has seen a take up of 155 paid for stalls in total.
- Stall rents were reintroduced in June 2021, which has generated £8,534 in income during quarter two. Officers are currently working on a Market Traders Grant scheme to help support traders on the general market and farmers market following the impact of the pandemic. The scheme, which will be available to traders from January 2022, will effectively allow traders to claim back any rents paid throughout 2021/22.
- A further support package has been agreed with Marshalls Yard until April 2022, which will deliver two events to run alongside the General Market. The Gainsborough Food Festival was held over the weekend of 31 July/1 Aug, this was a two day event and was held in the town centre and on Market Street, the event was well received / supported and helped support the local community, shops, charities and the Gainsborough Market.
- For quarter two, there has been an average of 12 traders per month attending the Farmers Market, however some traders are still cautious as a result of the pandemic and are yet to return. The Gainsborough Farmers Market has been relocated to the Town Centre on an interim basis to help with social distancing.
- Consultants Quarterbridge are currently undertaking a market review looking at options for the delivery of markets throughout the district in Gainsborough, Market Rasen and Casitor. Phase one of the review has now been completed, with phases two and three due to be completed in the autumn of 2021.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
MKT02 - Average number of paid for market stalls - Saturday	15	14	12		
MKT03 - Average number of paid for market stalls - Tuesday	29	37	33		

# Street Cleansing

- SC03 - The service continues to have strong links with communities and the relaxation of restrictions meant that the Great British Spring Clean was able to go ahead as planned in June. The number of volunteer litter picks being supported by the Council has steadily decreased during this financial year. This is a result of community groups and residents retaining the equipment provided meaning that they don't have further need for assistance from the Council. With the majority of community groups now having the equipment they need to continue their litter picks, this performance indicator is likely to become redundant by the end of 2021/22.
- SC04 - There has been a decrease of fly-tipping incidents during quarter two, with 348 instances recorded compared to 451 in quarter one. Period two has seen a decrease in the number of fly tipping incidents recorded, there were 348 instances of fly tipping in period two against 451 for period one, a 22.83% decrease. Compared to the same period last year, there has been a 58.8% reduction in fly-tipping incidents although levels remain high compared to pre-pandemic levels. Household Waste Recycling Centres (HWRCs) are now fully reopen and operating as normal.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
SC03 - Number of volunteer litter picks supported by the Council	23	18	18	<div></div>	<div></div>
SC04 - % of fly-tipping removed within the service level agreement	99%	90%	98%	<div></div>	<div></div>

# Waste Services

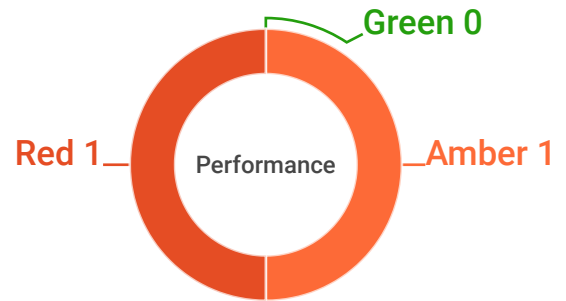
- WC02 - The recycling rate is exceeding target as a result of the increase in garden waste subscriptions. Contamination rates of mixed dry-recycling (MDR) continues to increase and is currently over 30%. The Council is working with the Lincolnshire waste partnership to be able to offer a more comprehensive recycling collection service and to reduce the amount of contamination within the recycling stream. A new county wide MDR mix has been agreed and a full paper and card collection has been rolled out in Boston & North Kesteven which has already resulted in a significant decrease in contamination levels. The Council is currently in the process of taking a paper to full Council regarding a roll-out of paper and card collection in West Lindsey. In addition, the Lincolnshire Waste Partnership is currently in talks with the Department for Environment, Food and Rural Affairs regarding a roll-out of food waste collections before the 2023 deadline, although the pandemic is likely to lead to delays in this timeline.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
WC02 - Recycling Rate	50%	50%	54%	<div></div>	<div></div>
WC03 - Amount of residual waste collected per household	42.58kg	45kg	41.16kg	<div></div>	<div></div>
WC04 - Missed black and blue bin collections	26758	380	315	<div></div>	<div></div>

# People and Democratic Services

Services included:

- Democratic Services



Measures where performance is above target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

Measures where performance is below target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

# Democratic Services

- DS02 - Attendance at training events was lower than the target for the reporting period. Three sessions were held; all of which were non-mandatory.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
DS02 - Attendance at Member training events	51%	45%	54%	<div></div>	<div></div>



# Planning & Regeneration Performance Summary

## Services included:

- Development Management



## Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
DM04 - % of major planning applications determined on-time	100%	90%	100%	Green
DM05 - % of non-major planning applications determined on-time	100%	80%	100%	Green
DM06 - % of major planning appeals allowed	0%	8%	0%	Green
DM07 - % of non-major planning appeals allowed	0%	8%	4%	Green

## Measures where performance is below target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

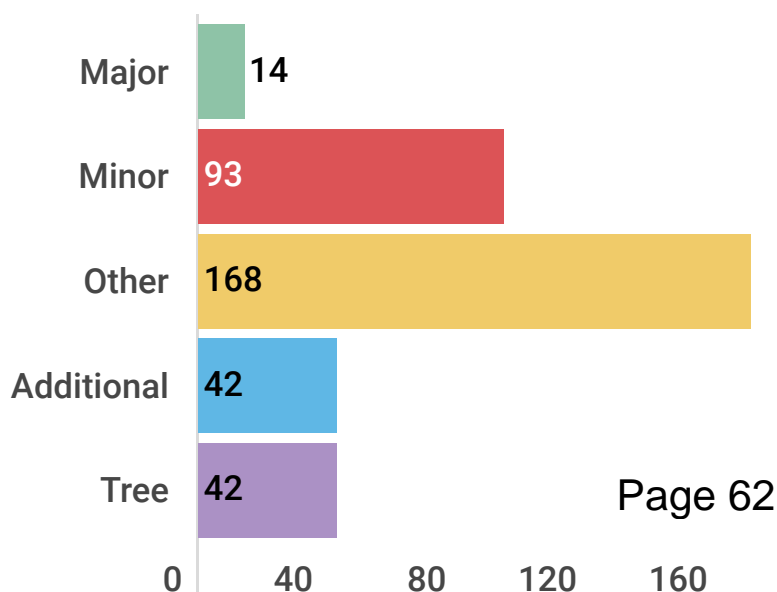
# Development Management

- A total of 435 planning applications were received during quarter two and, while this is an 8% decrease on quarter one, the number of applications remains high and is a 2% increase on the same period last year. The service is currently averaging just under five major planning applications per month for 2021/22 so far.
- Planning application fee income (£252,612) and pre-application fee income (£24,202) have brought £276,814 income in total during quarter two. This is a 28% increase on quarter one, despite receiving fewer applications, and is reflective of some of the larger applications bringing in higher fees. Income is 25% higher than the same period last year, demonstrating strong performance in this area.
- Of the nine major development applications determined in quarter two, all were determined in time. Two-thirds of those determinations were made within the statutory 13 week time period without requiring an extension of time.
- The service also determined 100% of non-major applications (232 out of 232) 'in time'. Of these, 70% were determined within the statutory 8 week period.
- A total of 8 appeal decisions against non-major decisions were received during quarter two, of which five were dismissed. This means that allowed appeals account for 4% of all reportable non-major decisions during the quarter. Allowed appeals account for 2% of overall non-major decisions made in 2021/22 so far.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
DM04 - % of major planning applications determined on-time	100%	90%	100%	■	⌵
DM05 - % of non-major planning applications determined on-time	99%	80%	100%	■	⌶
DM06 - % of major planning appeals allowed	N/A	8%	0%	■	N/A
DM07 - % of non-major planning appeals allowed	N/A	8%	4%	■	N/A

## Breakdown of Planning Applications by Type for Quarter Two



A total of 435 planning applications were received during quarter two. Of these:

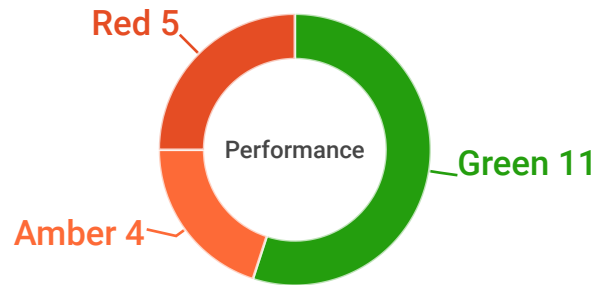
- 14 were major applications
- 93 were minor applications
- 160 were other applications
- 168 were additional applications
- 42 were tree applications

# Change Management & Regulatory Services

## Performance Summary

### Services included:

- Council Tax and NNDR
- Enforcement
- Housing Benefit and Council Tax Support
- ICT
- Local Land Charges
- Licensing
- Regulatory Services
- Systems Development







### Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
CT02 - No of properties on the Council Tax base per FTE	5,515	5,000	5,456	■
CT03 - Council Tax in-year collection rate	28.73%	55.43%	55.72%	■
EN04 - % of licensed properties in the Gainsborough South-West Ward	97%	90%	98%	■
EN05 - % housing enforcement cases closed within 6 months	85%	75%	100%	■
LI04 - % of licensing applications processed within target time	100%	96%	100%	■
RG02 - % of registered food premises rated 3* or above	98%	96%	98%	■
RG05 - % of environmental protection cases closed within 6 months	99%	75%	98%	■
SYS01 - LLPG Standard	Gold	National Standard	Gold	■
SYS03 - % of Systems Development requests processed within target time	96%	80%	100%	■

# Regulatory Services & Change Management

## Performance Summary Continued







### Measures where performance is below target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
CT04 - NNDR in-year collection rate	30.2%	56.2%	53.7%	
EN03 - Number of community safety requests closed following compliance	33	60	30	
RG03 - % of FSA scheduled inspections completed on time	2%	98%	13%	
RG04 - Number of environmental protection requests received	280	125	332	

# Council Tax and NNDR

- CT03 - Recovery action has continued throughout quarter two with liability Court hearings continuing to be held every month remotely. A recovery timetable is in place through to the end of the financial year which enables the team to take action in respect of non-payment of council tax.
- A council tax hardship fund was able to be established again this year using the surplus balance carried forward from last year and a new Government grant for 2021/22. This has enabled the Council to provide £111,003.95 in financial support to 194 council tax account holders who have and are still suffering from financial hardship as a result of the pandemic.
- A single person discount (SPD) review has also taken place during quarter two. A total of 1,963 review forms were issued and the status of 1,553 number of accounts has been confirmed. 410 customers have either advised us of another person over the age of 18 living with them or have not returned their review form resulting in the SPD being cancelled. This review is still in its latter stages and full details will be confirmed during quarter three.
- CT04 - NNDR collection rate has been below target for the first half of the year due to the award of Emergency Relief Payments as detailed in the quarter one P&D report. This is beginning to show signs of improvement as instalments become due and are either paid or recovery action is able to be taken to secure payment. The Council continues to work with businesses to ensure they receive all the reliefs to which they are entitled.



## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
CT02 - Number of properties on the Council Tax base per FTE	5,533	5,000	5,456		
CT03 - Council Tax in-year collection rate	55.43%	55.43%	55.72%		
CT04 - NNDR in-year collection rate	56.2%	56.2%	53.7%		

# Housing Benefit and Council Tax Support

- BEN03 - Processing times during improved in July despite the service receiving 40 more new claims than in June which affected overall performance for the quarter (though this is still better than target). As a result of the July increase in claims, the team were diverted to make sure all new claims were acknowledged and contact made for further information from the customer if necessary.
- As of September, the team remains one staff member short, in addition to covering colleagues who continue to work on Test and Trace Support Payments which has proved erratic and unpredictable throughout July and August. Now that the summer holiday season has ended, the team have been able to improve processing times and have taken on claim reviews based on a risk score provided by the Department for Work & Pensions.
- Housing Benefit claims are still being lost to the Universal Credit system with 148 Housing Benefit claims lost and 98 Council Tax Support claims closed since April 2021. As a result, the cost per live claim has risen from £5.52 in quarter one to £5.98 in quarter two through performance remains within agreed tolerance levels for this indicator.







## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
BEN03 - End to end processing times	3.8 days	5 days	4.5 days		

# Enforcement

- EN03 - The number of Planning Enforcement reports received continues to exceed the Council's ability to respond. Additional resources are in place and the number of cases opened this year (183) does exceed the number closed (178) with an average of one case per day being closed. However, cases are also being opened at a rate of one per day which has resulted in some of the time delays for closure of cases and time taken to provide an initial response. For comparison, in 2020/21 a total of 206 cases were closed; by the end of quarter two this year, 178 cases have been closed with six months of the year remaining. Likewise, 183 cases have been opened this year so far compared to a total of 287 in 2020/2021. There is no suggestion that the rate of reporting will decrease for the remaining six months of the year. The aim of reducing the caseload to under 100 by December 2021 is still being worked towards, however if the rate of reporting continues at its current levels it is unlikely that this will be achieved. A review of longer term cases has been undertaken and one officer is being asked to focus on these and progress them, therefore lower risk cases are not being prioritised in the same manner, which in turn has led to complaints regarding quality of service, which in turn take up additional officer time. The temporary agency resource is in place until March 2022 and is likely to be needed beyond this.
- EN04 - Within the Housing Standards work area the Selective Licensing scheme came to a close in July, therefore no figures for licensed premises in the Gainsborough South-West ward will be available beyond this time. Prosperous Communities Committee will consider revised proposals in November and the results of this will be fed into the annual review of P&D measures that is currently underway. It is recommended that EN04 is removed from the current set of P&D indicators for the remainder of 2021/22 as it is no longer possible to collect data for this measure.
- EN05 - The level of housing standards reports received is increasing back to pre-pandemic levels with access to properties no longer limited. It is unclear whether this will be an ongoing backlog and the volumes of reports for quarters two and three will help to inform this.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
EN03 - Number of community safety cases closed following compliance	21	60	30		
EN04 - % of licensed properties within the Gainsborough South-West ward	92%	90%	98%		
EN05 - % of housing enforcement cases that are closed within six months	68%	75%	100%		

# ICT

- IT01 - The demand in this quarter was at its highest level for 12 months and comes on top of of the data centre project and work to improve the remote working capacity. The interventions and analysis that are in place will improve logged requests from early next year.
- IT02 - The average hours to close a ticket increased due to a number of older complex tickets being resolved and closed.

## ICT Performance Measures

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
IT01 - Number of helpdesk requests received	289	N/A	771	N/A	N/A
IT02 - Average number of hours taken to action a helpdesk request	17 hrs, 2 mins	N/A	28 hrs, 8 mins	N/A	⬇
IT03 - Number of change management requests received	244	N/A	313	N/A	N/A
IT04 - Number of change management requests completed	81	N/A	104	N/A	N/A

# Systems Development

- Proactive monitoring of systems ensures targets are met. LLPG Standard is measured nationally against 9 set criteria, so the service needs to ensure each criteria is managed and provides accurate information.

## Performance exceptions




KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
SYS01 - LLPG Standard	Gold	National Standard	Gold	■	⬆
SYS04 - % of Systems Development requests completed within target time	93%	80%	100%	■	⬆



# Local Land Charges

- LC06 - this is a new measure for 2021/22. As is standard practice, targets are not assigned to new measures for the first year, with performance included in all P&D reports for 2021/22 in order that members have the relevant baseline data to agree a target in 2022/23.
- It has continued to be a high period of demand with a continued higher than average number of searches being received. A total of 942 searches were received during quarter two, compared to 920 at the same time last year with both of these figures remaining significantly higher than pre-pandemic levels.
- LC05 - Despite continued high demand, improvement put in place as a result of a service recovery plan and a recent Together 24 service review (as detailed in the quarter one P&D report) have led to significant improvements in performance for the time taken to process a search. Searches took an average of 4.7 days to complete during quarter two which represents a 77% improvement compared to the same period last year. Improvements to the service have resulted in fewer calls to customer services which has allowed the Land Charges team to take back handling of their calls whilst at the same time still being able to focus on processing searches.
- The team has taken the opportunity over the last three months to provide additional training to the permanent staff in the team in order to build resilience going forward. Workloads will continue to be monitored alongside the implementation of the new Local Land Charges system. During quarter two, 100% of the 942 searches received were processed within the target time of 10 days.



## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LC04 - Market Share	N/A	40%	34%		N/A
LC05 - average number of days to process a search	21.3 days	10 days	4.7 days		
LC06 - % of searches processed within target time	N/A	N/A	100%	N/A	N/A

# Licensing

- The licensing service is on target in terms of the expected income and there does not appear to be any downturn in relation to recovery from Covid. At £50,551, the income from quarter two has exceeded the income from quarter one and the more complex inspection work that was delayed due to the pandemic is now starting to commence with the income reflecting this.
- Likewise, the number of applications received has increased in quarter two with a total of 251 for quarter two compared to 157 in quarter one . The focus within the work area is on the processing of applications to ensure that this recovery can continue. There is an ongoing issue in regards to resources within the work area and steps are being taken as part of a Together 24 service review currently underway in this service to ensure that a revised way of working and structure review can be put in place.









## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LI04 - % of licensing applications processed within target time	100%	96%	100%		

# Regulatory Services

- RG03 - The number of food hygiene inspections is gradually increasing as the volume of covid related complaints and responsibilities reduces. There is still a general resource challenge in relation to meeting the target number of inspections in the Food Standards Agency recovery plan and steps are being taken to ensure that additional resources are in place to achieve this. The challenge has been exacerbated by the vacancies referred to below, which have meant the focus of some officer work has been diverted to the areas where there are current vacancies. A further report detailing and updating the current position is going to Management Team and then Regulatory Committee in the coming months and additional resources are likely to be needed in the short term to ensure the Council's obligations are met.
- RG04 - Within the environmental protection work area there is an ongoing issue with two staff vacancies, whereby recruiting two qualified Environmental Health Officers has not proved successful on two occasions. Plans are being developed to revise these posts in order to advertise them again successfully. The ongoing demand has had to be met via the existing minimal officer resource, utilising officers from other work areas to assist as needed. Payment of overtime has occurred and agency staff options have also been in place for a period of time. Generally the demand within the work area remains consistent and the number of requests received in the year to date is beyond the previous years averages, with only one month seeing less than 100 requests for service. The focus within the work area is to address the resourcing issues as soon as possible.

## Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
RG02 - % of registered food premises rated at 3* or above	98%	96%	98%		
RG03 - % of food safety inspections completed	1%	98%	13%		
RG04 - Number of environmental protection requests received	272	125	332		
RG05 - % of environmental protection requests closed within 6 months	99%	75%	98%		

# Agenda Item 6e



**Prosperous Communities  
Committee**

**2<sup>nd</sup> November 2021**

**Subject: Membership of Keep Britain Today and implementation of  
DEFRA voluntary Code of Conduct**

Report by:	Assistant Director of Commercial and Operational Services
Contact Officer:	Ady Selby Assistant Director of Commercial and Operational Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To provide a response to the Full Council Motion requesting consideration to be given to becoming a member of Keep Britain Tidy and implementing the DEFRA Voluntary Code of Conduct.

## **RECOMMENDATION(S):**

**Committee are asked to approve that:**

- a) Further consideration be given as to whether to implement the DEFRA Voluntary Code of Conduct as part of the broader review of resources in relation to environmental crime.
- b) That this review of the above be presented back to Prosperous Communities Committee before the end of quarter 2 of the 2022/2023 financial year.
- c) The Council does not become members of Keep Britain Today at this time, but will continue to support the campaigns they deliver and encourage other bodies to join.

## IMPLICATIONS

### **Legal:**

The Council have a variety of legal obligations in relation to waste, fly-tipping and littering, however there are no legal considerations to be made in relation to this specific motion and its response.

### **Financial : FIN/104/22/MT/SSc**

No financial implications arising from this report.

### **Staffing :**

Implementing the DEFRA Voluntary Code of Conduct will have a staffing implication for the Council given the resources it will require. The overall scale of this is not understood in detail at this point.

### **Equality and Diversity including Human Rights :**

None noted

### **Data Protection Implications :**

None noted

### **Climate Related Risks and Opportunities:**

The two matters referred to within this report have the potential to have a positive impact on the environment across the District.

The total impact is yet to be determined and further work may be required in order to assess this.

### **Section 17 Crime and Disorder Considerations:**

Whilst not specifically referred to within this paper, there are various criminal offences that can occur in relation to the management of waste. The Council has powers to deal with some of these offences.

### **Health Implications:**

**Title and Location of any Background Papers used in the preparation of this report :**

**Risk Assessment :**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

☐

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

☐

**No**

☐

## 1 Introduction

- 1.1 A motion to Full Council requested that the Council consider whether it should become full members of Keep Britain Tidy and also consider whether it should implement the DEFRA Voluntary Code of Conduct for Fast Food Outlets.
- 1.2 This paper has been produced in response to that motion and sets out recommendations in relation to both of these matters. The motion can be found here within Section 35 (Motion 1 – Combating Litter) [Agenda for Council on Monday, 2nd November, 2020, 7.00 pm | West Lindsey District Council \(sharedlincs.net\)](#)
- 1.3 It is proposed to further investigate the resource required to implement the DEFRA Voluntary Code of Conduct for Fast Food Outlets alongside other work to redefine the way the Council approaches environmental crimes.
- 1.4 It is also proposed that the Council does not become members of Keep Britain Tidy at this time, for the reasons set out within the report.

## 2 DEFRA Voluntary Code of Conduct

- 2.1 This code was introduced in 2004 and can be found here [Reducing litter caused by 'food on the go': A voluntary code of practice for local partnerships - GOV.UK \(www.gov.uk\)](#)
- 2.2 It essentially enables a framework and agreement to be put in place between authorities and businesses that contribute to litter generated by fast food or food on the go. The framework is entirely voluntary and no business can be mandated to sign up to it.
- 2.3 Each year participating fast food outlets and their local authority will jointly complete and sign an agreement form. It will say what each side is going to do about:
  - **Public Education** – The outlet might agree to put up a poster with an anti-litter message and the local authority might agree to talk to the local schools.
  - **Packaging** – The outlet might agree to see if it can be reduce the volume of its packaging.
  - **Waste** – The outlet might agree to comply with the Duty of Care on Waste Regulation.
  - **Litter** – The outlet might agree to clear litter on a daily basis from in front of his premises. If the outlet and the authority agree it is needed the local authority will provide a bin outside the premises.
- 2.4 In order to put in place the framework the code suggests doing two things:

- Assessment: establish when, where, how and as a result of whom, the litter arises, to help all parties work together to find a solution.
  - Solutions: using the assessment make suggestions centred on the four main themes of public education; packaging, waste and litter.
- 2.5 The code of conduct provides examples of how authorities have utilised the code of conduct to address specific issues that these areas are facing.

### **3 Proposed Way Forward for DEFRA Voluntary Code of Conduct**

- 3.1 In order to implement the Voluntary Code of Conduct, the Council needs to resource the partnership establishment, initial assessment and suggested solutions.
- 3.2 The Council also needs to understand and assess the current scale of the issue in relation to this type of waste, along with what activity is already being undertaken in regards to the four areas of proposed solution.
- 3.3 Via the Council's Leader's Panel, officers are currently scoping a review into the overall approach taken in regards to fly – tipping and other environmental crime, which will include consideration of how we work with partners to address key environmental concerns. It is proposed that consideration as to whether to resource and seek to implement the Voluntary Code of Conduct should be done within this broader piece of work. It is not felt currently that the resources are available to carry out the work required to put the whole Code of Conduct in place.

### **4 Current Mechanisms**

- 4.1 The Council currently has tools available to enable it to deal with some of the solutions that may be developed by any voluntary code of conduct. These are as follows:
- Proactive communications of key messages from the Lincolnshire Waste Partnership
  - Ability to check and issue fixed penalties in relation to businesses not having a commercial waste arrangement in place.
  - Provision of its own commercial waste service along with engagement and education of businesses as part of this.
  - Responding to reports of businesses who are causing excess litter.
  - Ability to issue fixed penalty notices for littering offences.



- The use of planning conditions in relation to waste management.

4.2 Alongside all of the above, there is not currently (based on reporting data), believed to be a specific issue in relation to premises such as those that serve “food on the go”.

## 5 Keep Britain Tidy

5.1 Keep Britain Tidy is an independent charity with three goals – to eliminate litter, end waste and improve places. Keep Britain Tidy works with people, businesses, organisations and public bodies to care for the environment on our doorstep. Keep Britain Tidy fights for people’s right to live and work in places they can be proud of and prosper in.

5.2 The group was formed in 1954 and over the years has been involved in organising some national events such as Clean for the Queen and the Great British Spring Clean.

5.3 The organisation encourages local authorities to become Members and offers different benefits, depending on the level of subscription. To summarise:

**Essential Membership £995pa**, offers access to advice forums, a free place at conferences and annual awards, access to a litter surveying app and access to campaign materials.

**Expert Membership £1,995pa**, offer as above plus extra place at conferences, an annual 1-2-1 with industry experts and support with social media campaigns.

**Exemplar Membership £4,995pa**, offer as above plus unlimited access to advice forums, additional places at conferences and awards ceremonies, discounted or free training.

5.4 Some years ago, the Council did hold a membership with Keep Britain Tidy. The Street Cleansing service did gain recognition at the annual Keep Britain Tidy Service Awards.

5.5 One of the benefits of entering a submission for the awards was an independent ‘mystery shopper’ type inspection. This is only now available as part of an extra service, above and beyond the three membership models.

5.6 Operational Services have for some years been members of the Association of Public Services Excellence (APSE) benchmarking group and the Street Cleansing service fully participates in the annual process.

5.7 As such, most of the benefits enjoyed by membership of Keep Britain Tidy are also available through APSE including;

- Annual benchmarking
- Use of a performance app
- Member forums and advice
- Conferences and trade shows
- An annual awards ceremony
- Training opportunities

5.8 It should also be noted that the Council can, and does, participate in national initiatives such as Clean for the Queen and The Great British Spring Clean. There is no compulsion to be members of Keep Britain Tidy in order to participate.

5.9 Taking all this into account, Officers consider there would be little value to becoming members of Keep Britain Tidy at this time.



**Prosperous Communities  
Committee**

**Tuesday 2<sup>nd</sup> November  
2021**

**Subject: Selective Licensing - Future Options and Proposals**

Report by:	Assistant Director - Change Management and Regulatory Services
Contact Officer:	Andy Gray Housing and Enforcement Manager  andy.gray@west-lindsey.gov.uk
Purpose / Summary:	To seek approval, based on the feasibility information, to consult on future proposals for Selective Licensing in West Lindsey.

**RECOMMENDATION(S):**

Committee are asked to:

- a) Consider and note the supporting evidence, financial information and risks in relation to the Selective Licensing proposals.
- b) Note that as per the report, alternative options have been considered in regards to improving the Private Rented Sector within the District.
- c) Approve that the preferred option for consultation to be presented to Prosperous Communities Committee is option 1; an initial designation for Gainsborough South West Ward, followed by a further designation for four additional wards; Gainsborough North, Hemswell Cliff, Wold View and Market Rasen.
- d) Approve the proposal for a consultation exercise as required by Section 80(9) of the Housing Act 2004 for Selective Licensing to consider the preferred option and proposals, draft selective licensing conditions and draft selective licensing policy.
- e) Approve, subject to the approval of c) that the specific details of the consultation (exact start dates and methods), be proposed as a sub

delegated decision for the Chief Executive in conjunction with the Chair of the Committee.

- f) Note that the report be referred to Corporate Policy and Resources Committee to seek a decision in relation to the financial commitment of £126, 921 needed to deliver phases 2 and 3 of the scheme.

## IMPLICATIONS

### **Legal:**

The Housing Act 2004 requires Local Housing Authorities to licence mandatory licensable HMOs, and allows the licensing of other HMOs or privately rented housing. This licensing can come in the form of Mandatory Licensing (mainly HMOs), Additional Licensing or Selective Licensing.

The legal framework for the Selective Licensing is found in Part 3 (Sections 79 to 100) of the Housing Act 2004. Alongside this, The Selective Licensing of Houses (Additional Conditions) (England) Order 2015 sets out additional conditions for the purposes of a designation under Section 80.

A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions.

The area is one experiencing:

- Low housing demand (or is likely to become such an area)
- A significant and persistent problem caused by anti-social behaviour
- Poor property conditions
- High levels of migration
- High level of deprivation
- High levels of crime

This paper refers only to Selective Licensing. The Housing Act 2004 allows Local Authorities to introduce licensing for privately rented properties accommodating single households. It is intended to address the impact that poorly managed rented properties can have on the local environment and to improve housing conditions.

Part 3 of the Act sets out the scheme for licensing private rented properties in a Local Authority area. A Local Housing Authority can designate the whole or any part(s) of its area as being subject to Selective Licensing.

Where a Selective Licensing designation is made it applies to all Part 3 houses which may be houses or flats as defined by Sections 79 and 99 of the Act, which are privately rented properties in the area, subject to certain exemptions for example Registered Providers (formerly known as Housing Associations), or HMOs which are required to be licensed under Part 2 of the Act through an Additional Licensing Scheme.

**Financial : FIN/120/22/TJB**

The scheme will require an upfront investment of £165.6k however, £38.7k funding is currently available in the revenue budget for this scheme. The remaining £126.9k will be met from the General Fund initially, but will be offset by future income created by the scheme, and thereby replenishing the General Fund Balance.

If, after consultation, it is determined that no scheme should go ahead at all, then the Council will have incurred costs relating to the designation and consultation work which totals £122.9k. With the £38.7k of funding available in the revenue budget, £84.2k will be met from the General Fund Balance.

If the Council agrees to commence with a scheme and submits a designation to the Secretary of State, alongside an independent designation for Gainsborough SWW, that is then not successful, it will be able to recover the costs of the full designation work from the first designation for the SWW.

Initially the scheme will be run with existing staff and covered by the revenue cost already built into the Medium Term Financial plan. Additional resources will be required in line with the demand of the scheme.

The detailed financial information and assumptions are detailed at Section 5 of the report and reflect additional costs and income levels and does not include the cost of resources already within our establishment which would be attributed to this scheme.

The fee of £675 is based on total cost recovery.

**Staffing :**

There are no immediate staffing implications. The final proposals will detail the specific staffing requirements needed to deliver any scheme. The existing staff resource will be utilised to deliver the consultation elements of the scheme. Specifically in relation to the consultation, there will be a demand on this work area in the short term during the consultation period to cover the coordination of the consultation activity.

**Equality and Diversity including Human Rights :**

An Equality Impact Assessment has been undertaken for the consultation specifically. This will be developed further should the scheme be delivered to then include any implications for the actual licensing delivery.

West Lindsey has inequalities between relative affluent areas and those considered deprived. The scheme should help those that are more disadvantaged through ensuring proper tenancy arrangements are in place. The elimination of overcrowding and poor energy efficiency of properties within the private rented sector will help improve health outcomes.

**Data Protection Implications :**

No implications at this stage.

**Climate Related Risks and Opportunities :**

The improvement of property conditions can have a direct impact upon CO2 emissions and fuel poverty. A licensing scheme is one tool available to bring about improvements to property conditions and where these are achieved it will contribute to the broader climate agenda that the Council is working towards.

**Section 17 Crime and Disorder Considerations :**

Whilst only one of the proposed designations will be based on the anti-social behaviour criteria, selective licensing provides a tool to manage ASB related issues within the private rented sector.

An increased number of property inspections, combined with additional presence in the designated areas enables the Council to focus on the highest risk issues, which are usually then linked to properties where ASB and crime have been concerns.

As has been demonstrated by the Council's previous scheme, there is a link between unlicensed properties and criminal landlords, which can be better targeted utilising the proposed approach.

**Health Implications:**

The improvement of property conditions is well documented as having a positive impact on the health of occupants. A licensing scheme provides a more wholesale method for bringing about these improvements and places additional regulatory requirements on its landlords.

**Title and Location of any Background Papers used in the preparation of this report:**

Selective Licensing in the Private Rented Sector: A Guide for Local Authorities  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418551/150327\\_Guidance\\_on\\_selective\\_licensing\\_applications\\_FINAL\\_updated\\_isbn.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418551/150327_Guidance_on_selective_licensing_applications_FINAL_updated_isbn.pdf)

Prosperous Communities Committee, 16<sup>th</sup> March 2021 – Item 56. Approval of further work to be undertaken on future options for Selective Licensing [Agenda for Prosperous Communities Committee on Tuesday, 16th March, 2021, 6.30 pm | West Lindsey District Council \(west-lindsey.gov.uk\)](#)

**Risk Assessment :**

Please see appendix 2, which sets out the risks in relation to the scheme. The main risks are in relation to:

- There is currently not sufficient and demonstrable strategic alignment to Satisfy the MHCLG criteria, should consent need to be sought.
- Data in relation to ASB and Crime has not been as conclusive for wards other than in Gainsborough South West Ward.
- A two designation approach may result in only a scheme being delivered in the Gainsborough South West Ward.
- The financial modelling seeks to cover scheme costs based on delivery of a scheme in the Gainsborough South West Ward only.
- Application processing times (subject to CRM) will need to reduce in order to ensure that the scheme can be delivered within the proposed fee.

### Call in and Urgency:

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

☐

### Key Decision:

A matter which affects two or more wards, or has significant financial implications

**Yes**

☐

**No**

☐



## **1 Introduction**

- 1.1 This paper sets out proposals for the consideration of a further selective licensing scheme in West Lindsey, following on from the initial scheme in Gainsborough South West Ward that ended in July 2021.
- 1.2 In March 2021 Prosperous Communities Committee approved that further work be undertaken by Officers to explore options for a further selective licensing scheme, with these options to be presented back to Committee. This report provides the options requested, which have been produced by an external consultant and then developed by Council Officers to form the set of recommendations proposed.

## **2 Statutory Provisions**

- 2.1 The Council has a responsibility to ensure that standards are maintained in the Private Rented Sector. This is done by ensuring compliance with the relevant legislation, which can be broad ranging. Details of the legislation which the Council utilises to meet this responsibility can be found in its Private Sector Housing Enforcement Policy which is available on the Council's website.
- 2.2 The Housing Act 2004 allows Local Authorities to introduce licensing for privately rented properties accommodating single households. It is intended to address the impact that poorly managed rented properties can have on the local environment and to improve housing conditions.
- 2.3 Part 3 of the Act sets out the scheme for licensing private rented properties and a Local Authority can designate the whole or any part(s) of its area as being subject to Selective Licensing.
- 2.4 With effect from 1 April 2015 a Local Authority needs to apply to the Secretary of State for Communities and Local Government (Secretary of State) for confirmation of any scheme which would cover more than 20% of their geographical area or that would affect more than 20% of privately rented homes in the local authority area.

## **3 Feasibility**

- 3.1 The Council has commissioned Cadence Innova to deliver the initial work on whether a selective licensing scheme is feasible based on the data and information available. As a result a full report has been provided by Cadence and is attached as appendix 1.
- 3.2 The key findings from the feasibility work undertaken are as follows;

	<b>Findings</b>
1.	The data and evidence supports that a further selective licensing scheme is justifiable within the District.
2.	The data supports that a designation for Gainsborough South West Ward can be strongly justified based on property conditions, ASB and deprivation.

3.	The data supports that based on property conditions, a designation can also be made for Gainsborough North, Wold View, Hemswell and Market Rasen.
4.	There is not sufficient evidence to designate all of the ex-MOD sites as individual distinct areas. Brookenby and Hemswell Cliff would be included as part of the ward based designations.
5.	A designation for Gainsborough South West Ward would fall under the SoS consent requirement of 20% of the PRS (19.36%)
6.	The further designation of an additional 4 wards would go above the SoS limit and require consent. It would total circa 49% of the Districts PRS.
7.	A licence fee of £675 will enable the scheme to be delivered based on the proposed designation option.
8.	A discount for previously licensed landlords and early-bird applications is feasible within the model.

3.3 The following risks have been identified as part of the feasibility work;

	<b>Risks</b>
1.	There is currently not sufficient and demonstrable strategic alignment to satisfy the MHCLG criteria, should consent need to be sought.
2.	Data in relation to ASB and Crime has not been as conclusive for wards other than in Gainsborough South West Ward.
3.	A two designation approach may result in only a scheme being delivered in the Gainsborough South West Ward.
4.	The financial modelling seeks to cover scheme costs based on delivery of a scheme in the Gainsborough South West Ward only.
5.	Application processing times (subject to CRM) will need to reduce in order to ensure that the scheme can be delivered within the proposed fee.

3.4 The risks identified will need to be mitigated prior to any designation being sought to ensure that it has the best chance of success, should it need SoS approval. An overview of risks is shown in appendix 2.

## 4 Designation Possibilities

4.1 The table below sets out what possibilities are available for any designations focussing on the percentage and number of PRS, alongside the criteria for designation.

	Wards	% of the PRS	No of PRS	Criteria
Designation 1	Gainsborough SW	19.36%	1,752	Poor property conditions ASB Deprivation
Designation 2	Gains N, Hemswell, Market Rasen, Wold View	29.17%	2,640	Poor property conditions
Designation 3	New Toft	0.63%	57	Poor property conditions

- 4.2 New Toft is considered alone as a third designation as it is not within the 5 wards that meet the criteria. As a standalone settlement it meets the criteria in regards to level of PRS and property conditions, however it would mean that an approach focussed on specific parts of a ward would need to be justified. This approach would be out of kilter with the approach proposed for the other 5 wards. Given that there are only 57 properties within this area, it is proposed that existing means are used to proactively inspect these properties over the time period of any designated schemes. New Toft could be revisited as a further designation in the future.
- 4.3 The data when taken alongside the criteria for designation provides an opportunity to designate Gainsborough South West Ward as a standalone scheme. The justification for this approach is as follows:
- It comes in comfortably under the 20% ruling, so can be agreed locally and implemented quickly.
  - It allows the council to continue its work in Gainsborough SWW, which has the highest levels of hazards, ASB and deprivation.
  - It is an increase on the last designation, which only included part of the ward and therefore enables greater scope for delivery of outcomes.
  - It allows the Council to scale up the service.
  - It enables initial income to support the development of the scheme.
- 4.4 The data relating to the additional 4 wards makes a strong case for designation to be made in relation to property conditions. The inclusion of the additional 4 wards as a separate designation (subject to approval), would enable the Council to include around 50% of its PRS stock across the 5 wards included.

## **5 Financial Information**

- 5.1 A detailed financial model has been developed, which sets out scenarios and options in relation to the different designations. This model has considered all of the relevant costs associated with processing a licence and has been informed by the work undertaken within the previous scheme, alongside information from other similar schemes. The financial model covers both designations and works on the assumption that designation 1 needs to break even, regardless of whether designation 2 is delivered. The key information to note in relation to the financial model is as follows:
- The licence fee is proposed to be £675 (previously licensed landlords will be charged the same fee as paid in the previous scheme of £375).
  - 15% early bird reduction (£573.75) in first 3 months for new applicants in each designation. Assumed 40% of applicants will access this.
  - 85% of applications are required in order to break even.
  - An inspection rate of 50% of properties is proposed.
  - Provision has been made within the FTEs for an additional 0.5 FTE ASB officer and 0.5 FTE Data Analyst spread across both designations.
  - The use of Civica (Flare), will need to be made more efficient in terms of the licensing processes. This work has started to be undertaken by

officers and is achievable. This process has not been identified to be developed in CRM so will be implemented in Flare first building on the processes used for the first scheme. As the new CRM system comes online consideration will be given to where any further efficiencies can be made.

5.2 The feasibility work also makes the following recommendations:

- That efficiencies will need to be realised (e.g. within the Civica system or by improvements to the process) to be able to deliver the service within the realistic FTE levels.
- If 85% of possible applications are received and a 25% improvement of processing time can be made it provides some flexibility within the scheme in regards to the staffing resource available.
- The number of FTEs required does not take into account the existing resource. Additional FTEs will need to be employed on a flexible basis to deliver the different aspects of the scheme.

5.3 The overall scheme costs are outlined within the table below. The figures within the table are based on the estimates made for the scheme currently and may be subject to change depending on the outcome of the consultation.

### Breakdown of estimated PRSL costs\*

5 Year Running Costs	Designation 1 (est. 1,489 licences)	Designation 2 (est. 2,244 licences)	Designation 1 & 2 (est. 3,733 licences)
Staffing Costs	£384,194	£617,905	£1,002,099
Other Running Costs	£461,211	£595,429	£1,056,640
Consultation + Marketing	£18,000	£27,000	£45,000
<b>Total Costs</b>	<b>£863,405</b>	<b>£1,240,334</b>	<b>£2,103,740</b>
<b>Estimated Income</b>	<b>£890,517</b>	<b>£1,341,875</b>	<b>£2,232,392</b>
Recovery	£12,352	£79,300	£91,653
Recovery %	1%	6%	4%

\*Based on a variable team year on year and 85% of current application processing time (a reduction of 15% from original processing time )

5.4 The key points for Committee to note are as follows:

- Designation 1 will be mitigated by the efficiencies within processing and in securing more than 85% of applications. Both of these are likely to happen.
- The small surplus shown within designation 2 and designations 1 and 2 will be used as a contingency or allocated to the relevant work areas during the scheme. For example, this could be for additional staff or for additional systems development.

- The upfront costs of £126, 921 (see below) are accounted for within the delivery of designation 1. If no designation proceeds then there is a financial risk to the Council as this will not be recoverable.
- 5.5 As the overall cost of the scheme is based on the income that will be derived from it, there is a requirement for the Council to make available funding to initiate its development subject to approval. This decision will need to be made by the Council's Corporate Policy and Resources Committee, subject to agreement by Prosperous Communities Committee. There is £38,700 already available within the revenue budget to contribute towards this work. Therefore CP and R will need to agree that a further budget of £126,921 be made available in to enable completion of the designation and submission elements of the project.
- The designation element of the work will cost £122, 860
  - The submission element of the work will cost £42,761
- 5.6 Detailed information relating to the content of phases 2 and 3 can be found in appendix 3. The submission element of the work will only be funded should the Council agree to proceed with a designation following on from the consultation and subsequent committee report. The specific details of what is being procured are available, but will be marked private and confidential for the purpose of both committees.

## **6 Strategic Context**

- 6.1 The Council must show that any exercise of power concerning licensing is consistent with its overall housing strategy. The Council must also seek to deliver a coordinated approach in connection to dealing with homelessness, empty homes and anti-social behaviour.
- 6.2 The Council has a broad range of policies and approaches which aim to ensure that all residents of West Lindsey have a home that is safe, secure, dry and not overcrowded. The Housing Enforcement Policy alongside the Corporate Enforcement Policy and secondary policies such as the Banning Order policy and Civil Penalties policy, outline how the Council will use appropriate enforcement powers to ensure that all owners comply with their statutory obligations.
- 6.3 The Council's Corporate Plan 2019 – 2023 has three key themes; Our Council; Our People and Our Place. In relation to Our People the Council have identified three strategic focal points which are Health and Wellbeing, Vulnerable Groups and Communities and Education and Skills. Improving the quality of and access to housing, improving health and wellbeing and reducing levels of poverty and deprivation are key outcomes for this part of the plan.
- 6.4 In relation to Our Place, the three key themes are Economy, Housing Growth and Public Safety and Environment. Improving housing standards, increased tenancy sustainment and high standards or quality and compliance across regulated areas are key outcomes for this part of the plan.

- 6.5 Work is currently being undertaken to refresh and revise the Council's Housing Strategy and this will be brought back to committee before the end of this financial year.

## **7 Alternative Options**

- 7.1 Before deciding whether to consult upon and designate a selective licensing scheme the Council must consider whether there are other courses of action available that might provide an effective means of dealing with the issues which the scheme is intended to address, and whether the scheme will significantly help them in dealing with those issues. The options considered are shown below;

7.1.1 Landlord accreditation is a measure that is largely a voluntary measure that is delivered by various agencies nationally. West Lindsey District Council has been a member of DASH (Landlord Accreditation) since 2010 and this provides an opportunity for its landlords to be accredited free of charge within the scheme. Prior to the previous selective licensing scheme there were 19 accredited landlords managing a total of 83 properties within the District. As of September 2021, there are now 8 landlords with 29 properties. Alongside this there are various national accreditation schemes, however the voluntary nature of these schemes are believed to be unlikely to ensure that the required objectives of a Selective Licensing scheme can be delivered.

7.1.2 The Council has an existing statutory powers across various areas of legislation. Whilst these powers can be effective, there is not provision or resource to utilise them on a widespread scale in the way that they can be should a Selective Licensing scheme be designated. The Council's previous Selective Licensing scheme demonstrated that when a scheme is in place, it enables additional resources to be focussed in key areas and for additional outcomes to be delivered. The higher than national average Category 1 Hazard levels across all but 1 ward of the district highlight the scale of the challenge facing the district, which cannot be met using existing powers only.

7.1.3 Mandatory licensing under the Housing Act is utilised as a tool, however the housing stock within the district means that there are less than 10 licensable HMOs which does not enable the Council to have a significant impact in relation to this type of property.

7.1.4 The Council's approach to dealing with ASB via selective licensing has shown positive outcomes within its previously designated scheme. The data relating to Gainsborough South West Ward still shows that the levels of ASB are high, even though they are reducing slightly

7.1.5 The Council's level of long term empty properties equates to less than 1.2% (500 properties) of its overall housing stock. Prior to the previously delivered Selective Licensing Scheme this number stood at 1.5% (636 properties). The specific number of properties within the ward in which

the previous scheme was designated was circa 100 prior to the scheme designation and now stands at 69. During this time period the Council have funded and delivered an empty property grant scheme and have now developed and funded a “Viable Housing Solution” with a procured partner to extend this empty homes work into a sustainable model, with scope for this to be extended across broader parts of the district.

## **8 Consultation**

8.1 Section 80 (9) of the Housing Act 2004 states that when considering a designating an area the local housing authority must :

- take reasonable steps to consult persons who are likely to be affected by the designation, and;
- consider any representation made in accordance with the consultation

8.2 Furthermore, the consultation should include local residents, including tenants, landlords and where appropriate their managing agents and other members of the community who live or operate business or provide services within the proposed designation. It should also include local residents and those who operate businesses or provide services in the surrounding area outside of the proposed designation that will be affected.

8.3 The consultation should last for at least 10 weeks and its results should be published and made available. It should also be clear in any final decision how the consultation has been either acted upon or not. It is proposed that this will commence in January 2022, with the specific date to be confirmed.

8.4 Subject to approval, it is proposed that the consultation will be undertaken online as a default, with the use of accessible systems such as Microsoft Teams. This approach will enable a larger number of stakeholders to be represented and ensure that the consultation is accessible as possible.

8.5 The proposed activities in relation to consultation are as follows;

- Survey accessible to all stakeholders (Online based, with hard copies provided on request)
- Information Sessions for Landlords, Tenants, Estate and Managing Agents,
- Information sessions for impacted Parish and Town Councils including Parish Meetings
- Information session for previously licensed landlords
- Information session for internal stakeholders
- Information session for Councillors
- Pop up consultation at community markets or specific activities within the designated areas proposed
- Direct telephone facility for specific contacts who may not be able to access consultation digitally

## **9 Summary**

- 9.1 There is a clear evidential case for making a selective licensing designation for the Gainsborough South West Ward along with four of the districts other wards, being Gainsborough North; Wold View; Hemswell and Market Rasen.
- 9.2 It is proposed that the statutory consultation be undertaken for a minimum of 12 weeks to explore these proposals with the relevant stakeholders to enable further consideration of their deliverability to take place.

**END**



## Appendices

- 1- Selective Licensing Evidence Review Report
- 2- Risks
- 3- Phase 2 and 3 Submission Information (confidential)
- 4- Selective Licensing Policy (Draft)
- 5- Selective Licensing Conditions (Draft)

# Prosperous Communities Committee meeting 2.11.21

## Selective licensing Justification report

# Contents

- Background to selective licensing
- The situation in West Lindsey
- The previous selective licensing scheme
- The council's strategic alignment to licensing
- Alternatives to licensing
- Evidence for proposed licensing designations
  - Poor property conditions
  - ASB
  - Deprivation
  - Ex-MOD villages
- Implementation options and recommendation
- Licensing timeline
- Financial case
- Preparation of the scheme & MHCLG submission
- Summary and next steps

# Introduction

West Lindsey District Council (WLDC) commissioned Cadence Innova and Metastreet to undertake a feasibility study to understand whether there was enough convincing evidence to support a selective licensing scheme in the district. The study considered the evidence, possible designations and an optimum approach for scheme implementation.

**This report gives WLDC an evidence-based approach to Private Rented Sector Licensing (PRSL) that can be taken to consultation.**

This report:

- Identifies the housing and social problems (criteria) that align to WLDC strategic goals
- Provides the data-driven evidence that is needed to agree an optimum approach
- Benchmarks the evidence by comparing to other areas and successful schemes
- Makes a recommendation for consistent designations that are simple to enforce
- Recommends a scheme that can continue to improve the housing standards of some of the most vulnerable residents
- Has assessed council strategies and policies regarding their alignment with property licensing
- Identifies implications for scheme implementation – staffing, licence demand and proposed fee level
- Mitigates the risk of a delay due to prolonged MHCLG decision making.

# What is Selective licensing

- According to Part 3 of the Housing Act 2004 Local Authorities can designate the whole or any part or parts of its area as subject to selective licensing.
- A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions:
  - low housing demand
  - significant and persistent problem caused by anti-social behaviour
  - poor property conditions
  - high levels of migration
  - high levels of deprivation
  - high levels of crime

## **An application for approval from the Secretary of State is required for a selective licensing scheme which:**

Covers more than 20% of their geographical area

Affects more than 20% of privately rented homes in the local authority area.

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## **The application process is complex, and councils must:**

- Provide robust evidence to support a clear proposal, identifying what is to be designated, and its intended objectives
- Demonstrate the scheme is a part of a coordinated approach to tackling homelessness, empty properties and anti-social behaviour in the private rented sector
- Consider alternatives to achieve the intended objectives
- Consult widely for a minimum of 10-weeks
- Review the scheme at the end of the 5 years.

The next slides shows the different types of property licensing.

# Private rented sector licensing

Private Rented Sector Licensing is detailed within the Housing Act 2004 and enables the council to licence all properties in the private rented sector (PRS) within a designated area and to put in place mandatory and additional conditions that the licence holder must adhere to.

## Selective Licensing

- Applies to privately rented properties let to single family household or two sharers
- Area is designated by the Council with large schemes needing approval by the Secretary of State

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## Additional HMO Licensing

- Applies to smaller houses in multiple occupation (HMOs) that are let to 3 or 4 unrelated people, forming 2 or more households who share amenities such as a kitchen or bathroom.
- Area is designated by the Council



## Mandatory HMO licensing

- Applies to large HMOs, let to 5 or more unrelated people, forming 2 or more households who share amenities such as a kitchen or bathroom.
- National mandatory scheme





# Background - national context

## The private rented sector in England:

The English Housing Survey 2019-20 (EHS) reported, that just over 4.4 million households live in the Private Rented Sector, which is 19% of all households, up from 11% in 2003.

The EHS also found that private renters spend a higher proportion of their income (32%) on rent than social renters (27%) or owner occupiers (18%)

The most common age group is 25 to 34 year olds, who account for almost one third (32%) of private rented households.

The most common household type for private renters is a one person household (26%), followed by couples with dependent children (24%) and couples without children (22%).



# Background - national context

## Decent Homes:

For a dwelling to be considered 'decent' under the Decent Homes Standard it must:

- meet the statutory minimum standard for housing under the HHSRS. Homes with a Category 1 hazard under the HHSRS are considered non-decent
- be in a reasonable state of repair
- have reasonably modern facilities and services
- provide a reasonable degree of thermal comfort

In 2019, private rented stock had the highest proportion of non-decent homes (23%, 1.1 million) whereas the social rented sector had the lowest (12%, 504,000). Among owner occupied homes, 16% (2.5 million) failed to meet the Standard.

## HHSRS hazards:

The Housing, Health and Safety Rating System (HHSRS) is a risk-based assessment that identifies hazards in dwellings and evaluates their potential effects on the health and safety of occupants and their visitors, particularly vulnerable people. The most serious hazards are called Category 1 hazards and, where these exist in a home, it fails to meet the statutory minimum standard for housing in England.

In 2019, 13% (619,000) of private rented dwellings contained at least one Category 1 hazard. The presence of a Category 1 hazards was the most common reason for private rented homes failing the Decent Homes Standard. This was a higher proportion than both owner occupied (10%, 1.6 million) and social rented (5%, 217,000) dwellings.

The problems with the private rented sector are nationwide but selective licensing gives councils a means to address some of these problems and improve the sector for their residents.



# West Lindsey District Council

West Lindsey is one of the largest districts in England and one of the most rural in the County of Lincolnshire. One of seven District areas in the County, West Lindsey covers 1,156km<sup>2</sup> (447 square miles), with the administrative centre in Gainsborough on the River Trent to the west, and the smaller market towns of Caistor and Market Rasen to the east. Following boundary changes in 2015, West Lindsey District comprises of 20 wards with a total of 97 parishes.

## Population

- West Lindsey has witnessed steady population growth since 2001. The 2019 mid-year population estimate is 95,667, an increase of 798 or 0.84% compared to 2018. Over the next eighteen years (to 2036) the population is forecast to grow by a further 11,500 residents (or 6,500 households). It is vital to ensure decent housing for this growing population.

## Housing

There are currently 44,392 dwellings in West Lindsey.

- There has been a substantial growth in the PRS over the last ten years; from 12% of total housing stock in 2011 (Census) to 20% in 2021 (Metastreet Ti – preliminary results)
- ❑ Rates of home ownership have fallen across West Lindsey since the 2011 census. The most drastic change has occurred within Gainsborough South West ward, where home ownership rates have been replaced by private renting, which is now predicted to be at 56.7%.
- 2,413 dwellings (27%) in the PRS have category 1 hazards as defined by the Housing Health and Safety Rating System (HHSRS).

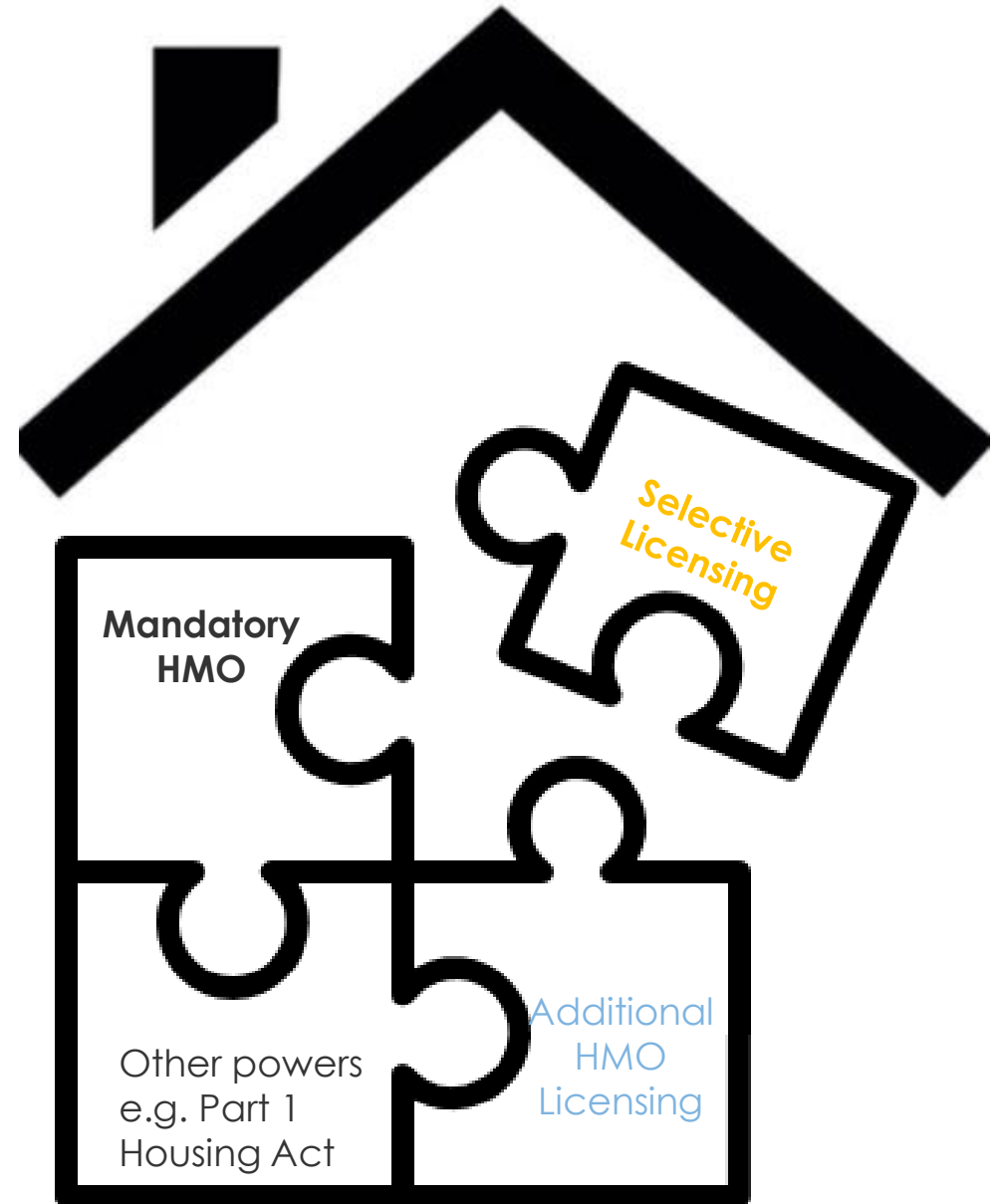


# The challenges facing West Lindsey

- A growing population of 95,667\* with a need for 4,435 homes by 2036
- Poor property standards within the private rented sector with Category 1 Hazards in 27% of properties in the sector
- Deprived communities

## Page 102 Selective licensing is one of the tools available to improve housing conditions in an area

- WLDC has only a small number of mandatory HMOs in the district, but these must be regulated in line with the Housing Act
- There are not currently enough smaller HMOs to justify an Additional Licensing scheme
- Selective licensing is a powerful tool which can be used in conjunction with powers under Part 1 of the Housing Act 2004 to address PRS standards across the district.



\*(mid-year estimate for 2019, an increase of 0.84% compared to 2018)

# How private rented sector licensing supports communities



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## Tenants

- Sets standards for the management and condition of homes
- Improves the health and safety of homes for tenants
- Gives councils the power to enforce against landlords that do not meet licence conditions
- Generates revenue through enforcement to improve PRS



## Landlords

- Creates a level playing field, so decent landlords are not undercut
- Poorly performing landlords receive support and training
- Improves reputation of private landlords
- Support is given to landlords dealing with problem tenants



## Residents

- Connects communities
- Better tenancy management helps increase tenure length and reduces homelessness
- Anti-social behaviour connected to private rented property can be more proactively managed



# Previous scheme (expired July 2021)

The selective licence scheme covered a small number of streets in Gainsborough South West Ward

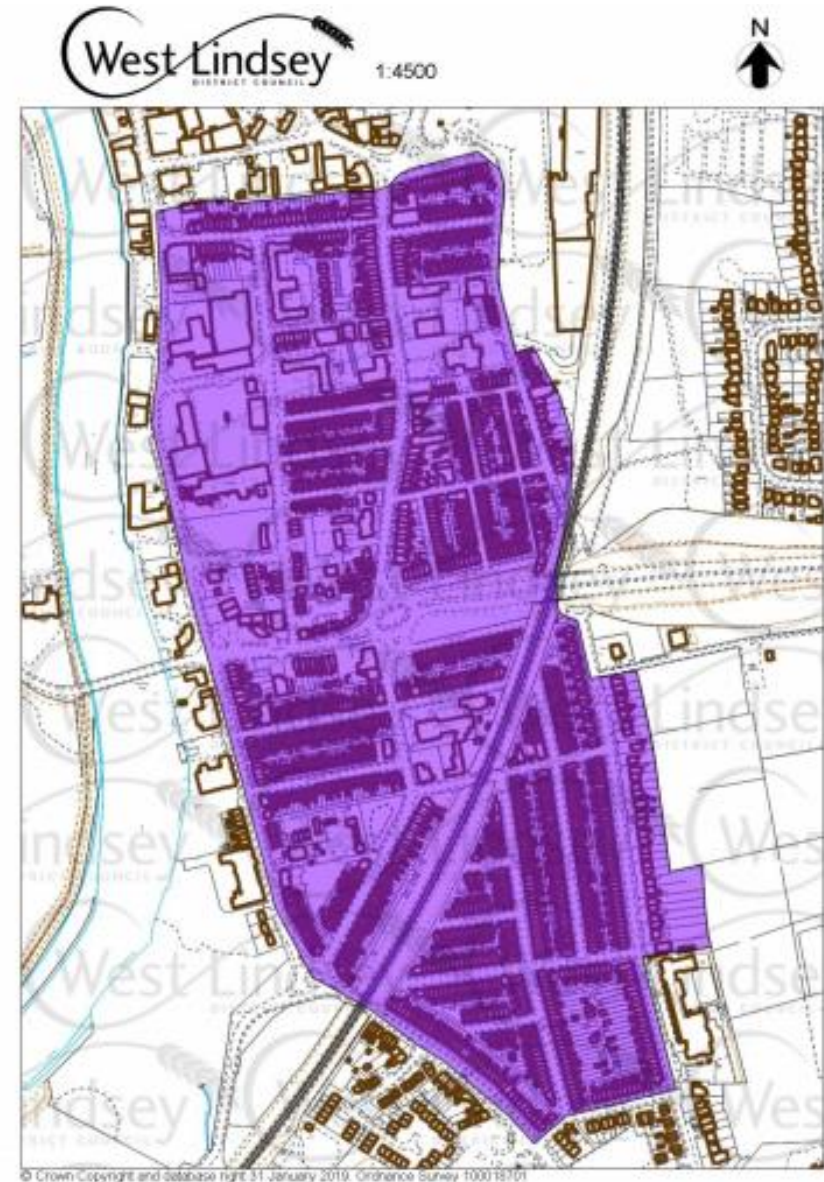
The previous scheme was designated for the following reasons:

- High levels of PRS
- Evidence of significant ASB in the areas of high PRS

The designation did not require approval from Secretary of State as it was made up of less than 20% of the district's area and housing stock.

The administration and inspection regime was carried out with a third-party partner, Home Safe.

The lessons of the previous scheme were considered in the development of the proposed designations.



# Achievements of the previous scheme

Action	Outcome/benefit
Licence applications received - 810	98% of licensable properties licensed
Formal notices served - 107	Properties improved by landlords £19,000 Notice fee income to cover council
Civil penalties issued - 21	£115,000 received £87,000 in progress
Prosecutions for non-compliance	40 successful convictions
Energy efficiency compliance notices served	23 – reducing fuel poverty
Reduction of housing disrepair issues	75% reduction
Properties visited	895 by WLDC officers 1,301 by Homesafe
Number of Cat 1 hazards resolved	88
Number of private rented properties improved as result of WLDC action	249
Property issues identified by Homesafe	3,839
Empty properties brought back in to use	31 32% decrease in empty properties in the designated area, compared to only 3% in the rest of the district
Reduction in number of ASB complaints	83% reduction in ASB over the scheme, showing that ASB is being proactively managed and is reducing in the designated area

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# WLDC strategic alignment to selective licensing

- It is vital that relevant council's strategies, policies and procedures contain a 'golden thread' that relates to the importance of selective licensing.
- Strategic alignment is not only a legislative requirement but also shows a commitment to, and understanding of, how licensing should be used across the council.
- The Housing Strategy is the origin of the 'golden thread' and lays down the foundations of a successful scheme that is used to improve housing across council services.
- How the council deals with ASB, Empty Properties and Homelessness with a coordinated approach to licensing is also a legislative requirement.
- Additional strategies, policies and partnership working that show how the council is using licensing to improve the lives of tenants and residents should also be included as each council is different and has strengths that can be used to illustrate how licensing is vital to improving the sector.
- The current WLDC Housing Strategy is in the process of being updated (estimated draft date January 2022).

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# Alternative options to PRSL considered by WLDC

- The local authority must not make a particular designation under section 80 of the Housing Act 2004 unless they have considered whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of achieving the objective or objectives that the designation would be intended to achieve.
- WLDC has considered a number of other options to address the problems in the Private Rented Sector before bringing the proposals for a Selective Licensing Scheme forward, these are:
  - Use of Part 1 Housing Act 2004 enforcement powers [HHSRS] and Public Health powers
  - Voluntary landlord accreditation schemes
  - Relying on prosecutions and civil penalties for housing offences
  - Improvement grants to improve sub-standard properties
  - Use of ASB powers
- Despite these being powerful tools, they do not place any obligation on the landlord to be proactive in preventing many of the issues in private housing. The Council's powers under Part 1 do not enable regulation of the management or occupation of the property.
- Formal enforcement can be a slow process with appeal provisions against most types of notices served, which can significantly delay the time period for compliance.
- These tools will be used not as an alternative to licensing but as part of the Council's programme to improve PRS conditions.

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The following slides outline the evidence that supports the proposal for a WLDC selective licensing scheme, the areas it covers and the conditions it will address.

# Evidence for WLDC Selective licensing scheme

Based on information from the previous scheme, the preliminary results from the Metastreet Ti and other council-held or publicly available data, a proposed scheme is recommended which:

- Addresses issues in the PRS that fall within the constraints of 2004 Housing Act
- Covers five the wards in the district, including two of the ex-MOD villages
- Is feasible in terms of implementation and enforcement
- Mitigates implementation risks.

Page 108  
The review identified 3 designations that fall within MHCLG and legal constraints and a number of implementation options. The designations are:

- a. Designation 1 falls within the 20% threshold** and can be implemented without an application to MHCLG. This minimises the gap between schemes, provides a level of funding to maintain the service and allows the council to continue to deal with some of the most challenging issues in the district
- b. Designation 2 (around 30% of PRS)** will need MHCLG approval and covers four wards with some of the most severe property condition issues
- c. Designation 3** covers the ex-MOD village of New Toft, which has 57 PRS properties. It is in the ward of Dunholme and Welton, which doesn't qualify in its own right.

There are a number of options for implementation. We recommend a strategic combination that allows the council to continue with, and expand, its work in the South West Ward and to mitigate for delays for approval of a larger scheme.

The following slides outline the designations and possible implementation options.



# Designation possibilities

The available evidence provides for three possible designations with a number of implementation pathways (see next slide).

	Wards	% of the PRS	No of PRS	Criteria
Designation 1	Gainsborough SW	19.36%	1,752	Poor property conditions ASB Deprivation
Designation 2	Gains N, Hemswell, Market Rasen, Wold View	29.17%	2,640	Poor property conditions
Designation 3	New Toft	0.63%	57	Poor property conditions

## Designation 1

- Comes in under the 20% ruling, so can be agreed locally and implemented quickly
- Allows the council to continue and expand its work in Gainsborough SW, which has the highest levels of hazards, ASB and deprivation
- Allows the team to scale up the service

## Designation 2

- Must be confirmed by MHCLG due to its size
- Allows the council time to build up its capacity for the expanded scheme
- Deals with poor property conditions in the more rural locations
- Combined with designation 1, it covers just under half of the rented properties in the area but in only 5 wards

## Designation 3

- Is a small area and is based on the geography and evidence at village-level, rather than at ward-level
- Allows the council to look at the disrepair in ex MOD village
- Combined with designation 1 and 2, it allows maximum coverage of properties

# Overview of the evidence for designations

	Observation	Implication
A	There is convincing evidence to make Gainsborough SW a designation of its own, based on the worst property conditions, ASB and deprivation in the area.	<ul style="list-style-type: none"> <li>• The number of PRS is under the 20% of total PRS, allowing it to be agreed by the council's committee and started as soon as possible.</li> <li>• Allows the council to deal with the most pressing issues as soon as possible</li> <li>• Expands the last scheme to cover the whole ward</li> <li>• Allows a gradual increase in the team's capacity, giving time for recruitment and training.</li> </ul>
Page 110 B	There is sufficient evidence to make the four wards of Gainsborough North, Hemswell, Market Rasen and Wold View as a further designation under the criterion of poor property conditions.	<ul style="list-style-type: none"> <li>• The size of this designation (as combined with Gains SW) means it must be confirmed by MHCLG</li> <li>• An in-depth, evidence-led application must be made to the ministry</li> <li>• This may be subject to lengthy delays as MHCLG can take &gt; 6 months to agree a scheme</li> </ul>
C	New Toft and RAF Scampton could be out on a 'watch' list and, if enough evidence is gathered, they could be a further designation at a later date.	<ul style="list-style-type: none"> <li>• It is problematic to mix the type of area (ward vs village) in the same designation, so a further designation would be needed for New Toft</li> <li>• RAF Scampton does not currently have enough evidence to be in a scheme</li> <li>• Any projects looking at these sites should be coupled with enhanced record-keeping to provide the necessary evidence. A further application to MHCLG would be required.</li> </ul>
D	The other 15 wards do not have the level of PRS required to access the criteria, even where there is sufficient evidence.	<ul style="list-style-type: none"> <li>• The evidence could be reviewed again in a couple of years to assess if any further wards meet the criteria.</li> </ul>

# Overview of eligibility for the Selective Licensing scheme

Wards	Levels of PRS	
	% PRS 2021 (Metastreet)	No. of PRS
National average	19%	
Bardney	16.9%	214
Caistor and Yarborough	18.2%	494
Cherry Willingham	14.2%	508
Dunholme and Welton	13.2%	505
Gainsborough East	15.4%	504
Gainsborough North	30.2%	1058
Gainsborough South West	56.7%	1752
Hemswell	31.7%	389
Kelsey Wold	11.1%	132
Lea	11.1%	111
Market Rasen	20.9%	861
Nettleham	11.5%	247
Saxilby	16.3%	465
Scampton	33.0%	410
Scotter and Blyton	13.7%	464
Stow	13.3%	144
Sudbrooke	9.8%	114
Torksey	11.8%	163
Waddingham and Spital	15.9%	182
Wold View	27.4%	332
Council total		9,049

- For an area to be suitable for selective licensing, the level of private rented properties must be over the national average of 19% and have another criteria e.g. poor property conditions.
- Whilst six wards qualify on the level of PRS, Scampton does not have evidence in the other criteria so cannot be included.
- This leaves five wards that can be included in any viable scheme.

In spite of poor standards across a number of wards, only five wards are eligible under the legislation for inclusion in a proposed scheme, due to the level of PRS in those wards.

Key	
In the proposed designations	
Meets the criteria	

# Poor property conditions

Under the criteria of 'Poor property conditions', MHCLG will accept the level of category 1 hazards as evidence. To qualify for inclusion, areas must show levels above the national average of 13%.

Hazards and housing issues					
Wards	Number of PRS with cat 1 hazards	% Cat 1 hazards 2021	Housing complaints	Rate of housing complaints / 1000 dwellings	Prosecutions
National average		>13%			
Bardney	35	16.4%	21	98	
Caistor and Yarborough	115	23.3%	37	75	
Cherry Willingham	72	14.2%	7	14	
Dunholme and Welton	93	18.4%	28	55	
Gainsborough East	81	16.1%	89	177	
Gainsborough North	310	29.3%	148	140	1
Gainsborough South West	792	45.2%	469	268	32
Hemswell	127	32.6%	21	54	
Kelsey Wold	45	34.1%	11	83	
Lea	15	13.5%	8	72	
Market Rasen	198	23.0%	89	103	
Nettleham	41	16.6%	10	40	
Saxilby	71	15.3%	9	19	
Scampton	44	10.7%	13	32	
Scotter and Blyton	106	22.8%	37	80	
Stow	29	20.1%	8	56	
Sudbrooke	20	17.5%	1	9	
Torksey	40	24.5%	10	61	
Waddingham and Spital	55	30.2%	10	55	
Wold View	124	37.3%	21	63	
Council average/total		<b>23.1%</b>	52	78	

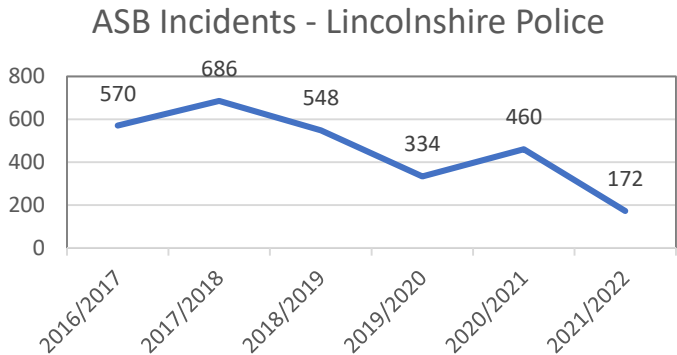
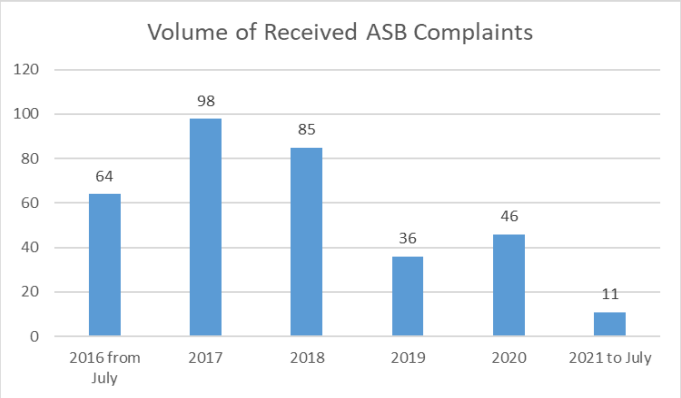
- 19 out of 20 wards have levels of cat 1 hazards above the national average
- Only five of these wards also have the level of PRS that allows this criteria to be used
- The level of cat 1 hazards in the five wards is at least 10 percentage points higher than the national average
- The number/rate of housing complaints does not directly correlate with the level of Cat 1 hazards in the areas
- Further research is being carried out to find another metric that correlates and substantiates the cat 1 hazard levels.

Benchmark data	% Cat 1 hazards	Reason for relevance
National Average	13.0%	Successfully used as a benchmark for previous schemes and recognised by MHCLG
Chingford Green ward (WF)*	15.4%	Lowest known level by ward approved by MHCLG
Newham	20.0%	Scheme approved by MHCLG in 2017
Waltham Forest	22.0%	Approved by MHCLG in 2020
Barking & Dagenham	22.3%	Approved by MHCLG in 2019
<b>West Lindsey</b>	<b>23 – 45.2%</b>	<b>Range of Cat 1 hazard levels</b>
Enfield	28.0%	Approved by MHCLG in 2021

# ASB & Crime

The original designation was partly based on ASB. The results here show that this criteria was correct and that Gainsborough South West does have high levels of ASB. It also indicates that by having a scheme, there is more awareness of issues and more incidences are recorded. The gradual tailing off of ASB complaints shows that the scheme has been effective.

Wards	ASB & Crime	
	ASB incidents	Rate of ASB per 1000 dwellings
Bardney	13	61
Caistor and Yarborough	42	85
Cherry Willingham	36	71
Dunholme and Welton	28	55
Gainsborough East	46	91
Gainsborough North	126	119
Gainsborough South West	1074	613
Hemswell	28	72
Kelsey Wold	9	68
Lea	7	63
Market Rasen	42	49
Nettleham	12	49
Saxilby	27	58
Scampton	33	80
Scotter and Blyton	41	88
Stow	13	90
Sudbrooke	9	79
Torksey	4	25
Waddingham and Spital	4	22
Wold View	9	27
Council average	80	93



- ASB is hard to benchmark across councils as they all measure it slightly differently, including different elements, however within a district, wards can be compared
- ASB is extremely high in Gainsborough SW and to a lesser extent in Gainsborough North.
- There is a skew towards Gainsborough SW which also raises the borough average.
- The spotlight on Gainsborough SW has revealed more ASB, repeat ASB and envirocrime than the other wards.

Licensing has had a demonstrable impact on ASB in Gainsborough South West, however it continues to be a issue in the ward. There is sufficient evidence to include ASB as one of the criteria for designation 1.

# Deprivation

The only ward to score consistently across all deprivation factors is Gainsborough South West.

Wards	Deprivation					
	IMD rank 2019	Unemployment rate %	% of households in fuel poverty 2018	Average IMD decile	HB claims	Rate of HB claims/ 1000 dwellings
National average	>16,422.5	>4.4%	>13.4%	5.0		
Bardney	21,062.0	1.1	15.10	4.0	82	64.82
Caistor and Yarborough	11,179.1	0.9	14.4	7.0	174	64.21
Cherry Willingham	10,626.2	1	10.4	7.5	121	33.78
Donholme and Welton	9,389.6	1.1	9.5	7.5	226	59.18
Gainsborough East	28,328.7	4.6	11.3	1.8	326	99.45
Gainsborough North	24,687.0	3.9	13.5	3.0	819	234.00
Gainsborough South West	30,684.0	6.8	16.5	1.3	1893	613.02
Hemswell	22,974.3	1.9	19.2	3.5	200	162.73
Kelsey Wold	15,486.0	0.8	13.6	6.0	39	32.94
Lea	12,156.0	0.8	14.3	7.0	48	48.10
Market Rasen	16,045.8	1.6	13.8	5.5	454	110.09
Nettleham	4,343.4	0.8	8.8	9.3	81	37.80
Saxilby	9,553.2	0.7	12.1	7.6	118	41.46
Scampton	10,798.0	0.9	14.6	7.0	74	59.53
Scotter and Blyton	11,263.6	0.8	13	6.8	157	46.19
Stow	15,481.0	0.6	13.5	6.0	47	43.44
Sudbrooke	5,720.0	0.4	9.5	9.0	34	29.31
Torksey	17,758.3	1.6	10.8	5.0	81	58.40
Waddingham and Spital	13,780.0	1	15.3	6.0	58	50.74
Wold View	22,976.7	1.7	14.6	3.5	188	155.12
Council average/total			12.8	5.7		102.22

- For deprivation, the national indicators (IMD) are used. If these show an area is deprived, other factors can help to substantiate this.
- Only Gainsborough SW has sufficient, consistent evidence for deprivation, in addition to the IMD of 1.3.
- With an IMD of 5.5 (over the national average), there is not sufficient evidence for Market Rasen to be included under deprivation.

There is sufficient and compelling evidence of deprivation in Gainsborough South West, for it to be used as one of the criteria for designation 1.

Key	
In the proposed designations	
Meets the criteria	

# Ex-MOD villages

We looked at the ex-MOD villages in their own right as areas that have distinct issues and requirements. Hemswell Cliff and Brookenby are included in the ward-based designation of Option 2. New Toft and Scampton will be kept under review.

Former MOD Villages	Wards	Levels of PRS Hazards and housing issues				
		% PRS 2021 (Metastreet)	No. of PRS	Number of PRS with cat 1 hazards	% Cat 1 hazards 2021	Rate of housing complaints
	National average	>19%			>13%	78
Brookenby	Wold View	41.7%	134	44	32.8%	60
Hemswell Cliff	Hemswell	44.5%	126	33	26.2%	111
New Toft	Dunholme and Welton	37.3%	57	16	28.1%	88
RAF Scampton	Scampton	65.1%	291	14	4.8%	27

- 3 of the ex-MOD villages qualify on property conditions
- Brookenby and Hemswell Cliff would qualify under crime levels
- Hemswell Cliff would qualify under ASB
- Brookenby and Hemswell Cliff are in wards that already qualify
- New Toft is in the ward of Dunholme and Weston, which does not qualify at ward level
- RAF Scampton does not currently have the evidence to be included in a designation
- Wold View and Hemswell wards would be included, even if the MOD villages were removed.
- There is no data on deprivation at the village level for the MOD villages.

Former MOD Villages	Wards	ASB & Crime							
		ASB incidents	Rate of ASB	Repeat ASB	Crime	Crime rate /1000 people	Crime rate/1000 dwellings	Police ASB	Rate of Police ASB
	National average					96.4			
	Council average/total		93		27,371	289	617	10,083	227
Brookenby	Wold View	8	60		395	609	1231	98	305
Hemswell Cliff	Hemswell	24	190		258	331	912	175	618
New Toft	Dunholme and Welton	3	53		48	99	314	18	118
RAF Scampton	Scampton	24	82		137	118	306	61	136

Key	
In the proposed designations	
Meets the criteria	

Brookenby and Hemswell Cliff are included as part of the ward designations.



# Comparable schemes benchmarks

Council	Designations/size	Criteria	MHCLG approval time - dates
Nottingham	Designation covers parts of 18 wards (designation set at LSOA level) 90% Coverage of PRS (c. 32,000 properties)	Poor property conditions, ASB, Deprivation, Crime	<b>7 months</b> Approved by Nottingham City Council in July 2017, Government approval in February 2018 Scheme expires 2023
WLDC	<b>2 Designations covering 49% of PRS 5 Wards</b>	<b>Designation 1 - Poor property conditions, ASB, Deprivation, Designation 2 – Poor property conditions</b>	<b>N/A</b>
Burnley	2 sets of designations – first set of three areas approved 2016 (didn't go to MHCLG). Second set of four areas started in Nov 2019 Under 20% coverage	Low housing demand, poor property conditions	<b>4 months</b> Approved by Burnley Exec Feb 2019, Government approval in June 2019
Blackpool	3 wards	Poor property conditions, ASB, Deprivation, Crime	<b>5 months</b> Approved by Blackpool council July 2018, Government approval in Dec 2018
Doncaster	1 ward Under 20% coverage	ASB	N/A
Ashfield	2 wards Under 20% coverage	Low Housing demand, ASB	N/A
Peterborough	22 LSOAs (parts of ten wards) in the borough Under 20% coverage	All	N/A

West Lindsey's scheme is bigger than comparable areas and will require government approval.



# Proposed designations summary

3 possible designations have been identified that meet the legal criteria for PRSL, these are:

- Designation 1 – Gainsborough SW (19.36% PRS)
- Designation 2 – Gains N, Hemswell, Market Rasen, Wold View (29.17% PRS)
- Designation 3 – New Toft (0.63%)

The benchmark data shows West Lindsey's scheme is bigger than comparable areas and will require government approval. However, this is still a relatively small scheme and so will be looked upon favourably by MHCLG and may be approved quicker than large schemes.

WLDC officers have recommended not to proceed with Designation 3 because it is not a full ward and could raise issues around the selection of the other designations (being full ward rather than a distinct village).

The total PRS covered will be 49% of WLDC PRS with designations 1 and 2, despite only five wards being included.

There are further options for the implementation of designations 1&2. It has been recommended to follow implementation option 1, which is 5 wards in total, made up of designation 1 followed by designation 2.

This allows designation 1 (the first sub-20%) to be implemented to start dealing with issues in the wards with the most challenges, while an application is made to MHCLG for designation 2. This also has the advantage that the designation areas are all full wards and so more straightforward to justify.

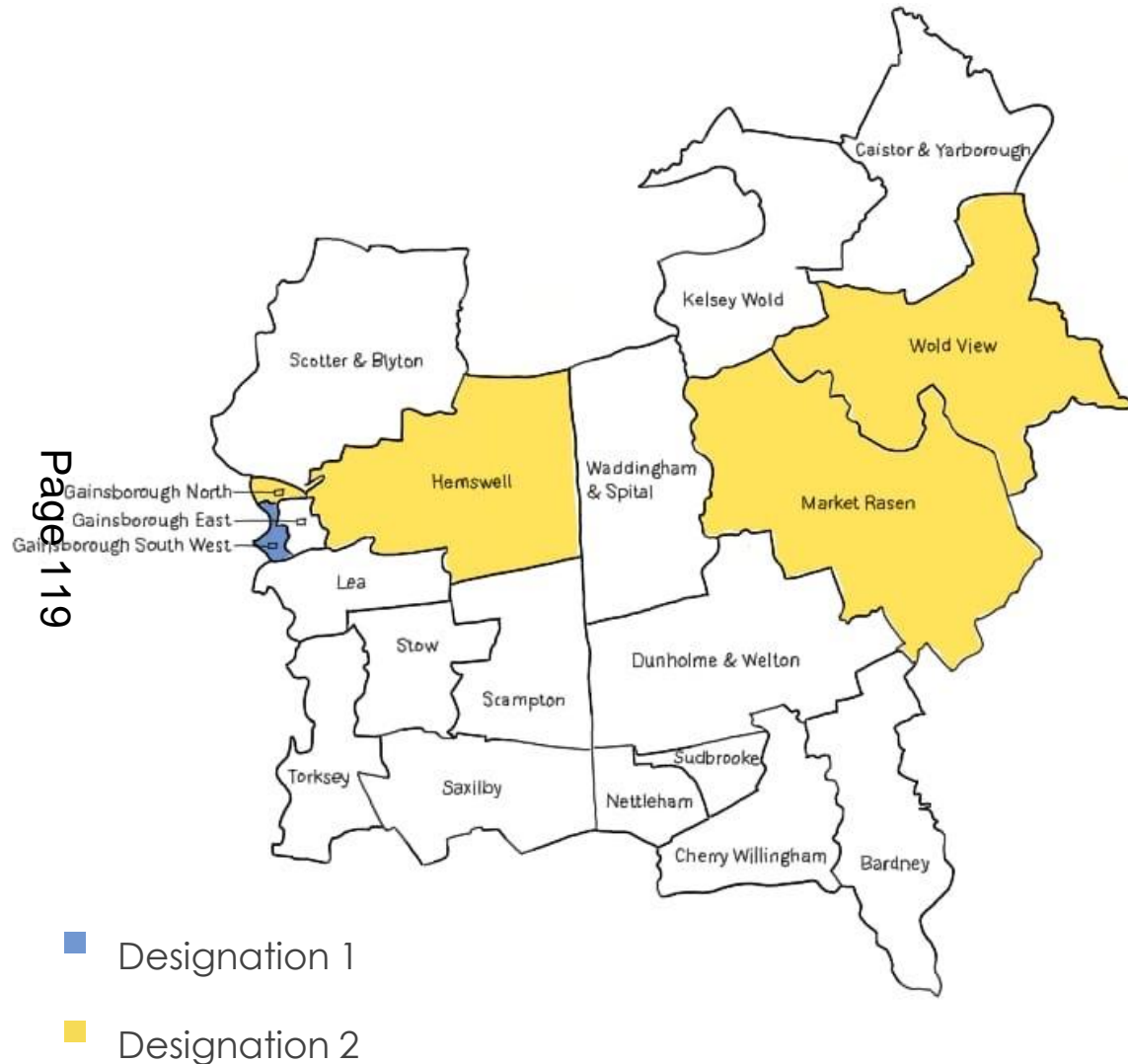
The following slides outline the implementation options.

# Implementation options

The **recommendation is for option 1**, with the phased implementation of designations 1 and 2.

	Wards	Implementation	% of the PRS	No of PRS	Criteria	Benefits	Issues
Option 1	5 wards Designation 1 followed by designation 2	Phased approach: designation 1 can be agreed locally (<20%) designation 2 must go to MHCLG	48.54%	4,392	Poor property conditions ASB (1) Deprivation (1)	Allows the first sub-20% to be implemented to start dealing with issues in the ward with most challenges The designation areas are all wards so easy to understand	Designation 2 needs approval by MHCLG There needs to be a short gap being designating the two areas
Option 2	5 wards + New Toft (Designations 1+ 2 + 3)	All designations agreed at the same time and must all go to MHCLG	49.17%	4,449	Poor property conditions	All possible areas are covered and schemes start at the same time	Delays in the approval by MHCLG Mix of areas - wards and villages may cause questions A lot of extra work for only 57 properties
Option 3	5 wards + New Toft (Designations 1+ 2 + 3)	Phased approach: designation 1 can be agreed locally (<20%) then designations 2 and 3 must go to MHCLG together	49.17%	4,449	Poor property conditions ASB (1) Deprivation (1)	Allows the first sub-20% to be implemented to start dealing with issues in the ward with most challenges All possible areas are covered	Delays in the approval by MHCLG Schemes start at different times Mixes different designation area types (e.g. wards and village)
Option 4	5 wards Designations 1 + 2 together	Designations 1 and 2 can be agreed at the same time and must all go to MHCLG	48.54%	4,392	Poor property conditions ASB (1) Deprivation (1)	All qualifying wards are covered by the scheme	New Toft is not included Delays in the approval by MHCLG means a large gap in coverage of Gains SW

# Coverage of proposed designations (option 1)



## Designation 1

- Gainsborough South West is designated on its own on the criteria of poor property conditions, ASB and deprivation.
- To be implemented as soon as possible.

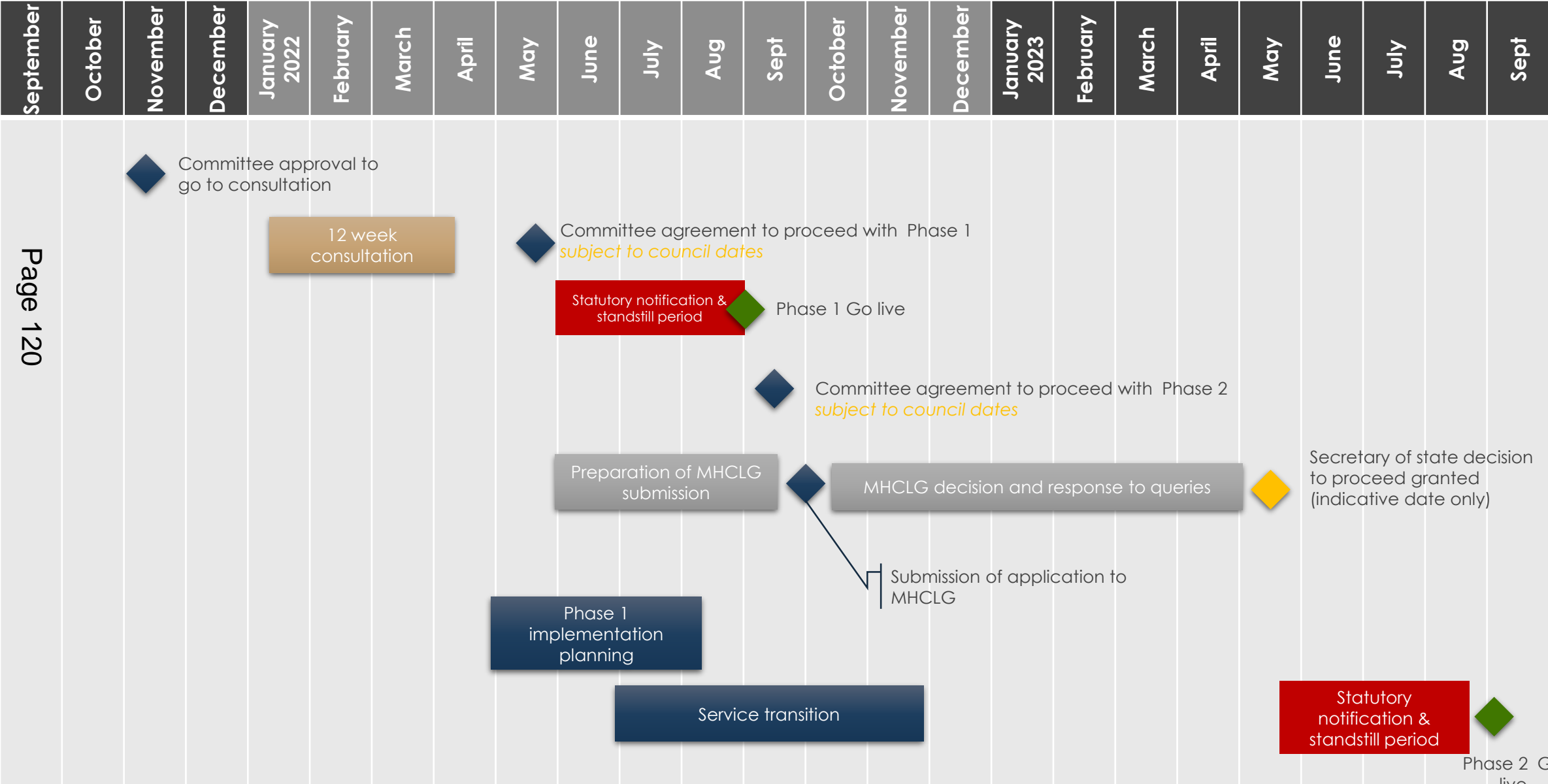
## Designation 2

- Gainsborough North, Hemswell, Market Rasen and Wold View form a subsequent designation based on poor property conditions. This designation incorporates the ex-MOD villages of Hemswell Cliff and Brookenby.
- To be implemented after 6-12 months, to allow for a gradual increase in staff and to mitigate for any delays to the MHCLG approval process.

The following slide outlines the timeline for the implementation.

# Indicative selective licensing timeline

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# Financial case

The Housing Act 2004 permits a fee for any licence application to cover incurred Council costs. The judgements in Hemming and Gaskin, requires the overall licence fee to be paid in 2 parts:

- Part A is for the assessment and processing of the application to the point of issuing the decision and where applicable the licence. This element of the fee must be paid at the time of the licence application.
- Part B is for the property compliance inspection, management assessment and associated communications. This will only be applicable in respect of applications where a decision is reached to grant the licence.

WLDC proposed licence fee is:

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- Part A (57%) = £387
- Part B (43%) = £288
- Total £ £675

Proposed Discounts:

- 15% Early Bird discount
- £375 licence fee for previous licence holders

The proposed £675 fee (with associated discounts,) is based on pragmatic demand estimates and service delivery costs. It reflects an estimate that 85% of the possible 4392 properties will apply for a license. It also assumes a 50% inspection rate. The **fees will allow the council to be cost neutral**, with the estimated costs outlined in the following table.

## Breakdown of estimated PRSL costs\*

5 Year Running Costs	Designation 1 (est. 1,489 licences)	Designation 2 (est. 2,244 licences)	Designation 1 & 2 (est. 3,733 licences)
Staffing Costs	£384,194	£677,465	£1,061,659
Other Running Costs	£475,971	£615,170	£1,091,140
Consultation + Marketing	£18,000	£27,000	£45,000
<b>Total Costs</b>	<b>£878,165</b>	<b>£1,319,635</b>	<b>£2,197,799</b>
Estimated Income	£890,517	£1,341,875	£2,232,392
Recovery	£12,352	£19,740	£32,092
Recovery %	1%	2%	1%

\*Based on a variable team year on year and 85% of current application processing time (a reduction of 15% from original processing time )

The schemes are self financing over the 5 years.

# Benchmarked fees and discounts

The proposed WLDC fees have been benchmarked with other council schemes.

Borough	Selective Licence fee	Discounts offered
Doncaster	£245 (21-22) £160 (22-23)	Landlords eligible for £15 discount per application if licencing 2+ properties. Scheme has additional third party costs.
Ashfield	£350	Accredited landlords can receive £100 of the time of application
Burnley	£715	30 % discount (accredited landlords)
Nottingham	£640 (previously licensed) £890 (non-accredited ) £670 (accredited landlords)	£100 discounts to early bird applications (first 3 months) £480 (accredited landlords)
<b>West Lindsey</b>	<b>£675 (New applicants)</b> <b>£375 (previously licensed)</b>	<b>15% Early Bird (£573.75) in first 3 months for new applicants in each designation</b>
Blackpool	£775	30% discount for registered landlords
Peterborough	£900	£300 discount if landlord can show house is being let for the first time

West Lindsey's proposed fee benchmarks well against other local authorities.

# Financial case summary

- **The financial model** shows the recommended scheme and its implementation (Option 1) will **be cost neutral** with:
    - 85% of possible licence applications received
    - The proposed fee level and suggested discounts
    - The current Civica-based application processing times
    - A 50% inspection rate
  - However **without any reduction in processing time**, WLDC will need up to **17FTE** and the cost of these will be covered by the fees.
  - For **the recommended phased implementation**, FTEs (or a portion) **from Designation 1** can be used to meet some of the **demand of Designation 2** depending on efficiencies made, use of an early bird period and/or the gap between phases.
  - **Process efficiencies will need to be realised** (e.g. IT system or improvements to processes) to be able to deliver the service within realistic FTE levels
  - **If application processing time can be reduced by 50%, a minimum of 3.5 FTE will be needed to deliver the service for Designation 1.**
  - **At 50% processing time, Designation 2 will need 5FTE and a portion of resources from Designation 1 can be used**
- £675 is the lowest viable fee based on existing service levels
- WLDC will be able to cover the costs to deliver Designation 1 & 2 within the proposed fees and discounts.
  - If WLDC are able to reduce the time taken to process an **application by 25%**, 13-14 FTE will be needed to deliver Designation 1 & 2 and this cost will be covered by the proposed fees and discounts.

The following slides outline the scheme objectives to raise PRS standards.



# Scheme objectives explained

**Based on the evidence the following scheme objectives have been developed that:**

- Reflect the recommended designations
- Bring together key PRS needs and translate into strategic goals used to shape implementation
- Outline how WLDC intends to address problems in the designation areas (relating to the criteria for each of the areas)
- Ensure that the designations solve specific problems, e.g. improvement in property conditions
- Show how they translate into implementation approaches, needed for the MHCLG application
- Have been bench-marked against other successful schemes
- Can be used as a basis for the scheme's performance management framework (KPIs), including reporting achievements to MHCLG
- Will use actual numbers of predicted single family dwellings

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# Proposed Scheme Objectives

1 Improve property standards in the private rented sector.



2 Maximise the number of properties that are licensed.



3 Ensure compliance with licence conditions.



4 Improve the management of properties & compliance rates through robust enforcement.



5 Improve tenant responsibility.



6 Reduction in ASB and repeat ASB incidents in PRS properties.



# Summary

- **The evidence review** provides the information needed for West Lindsey to agree the best strategic option to designate two areas that robustly meet the legal criteria for PRSL, these are:
  - Designation 1 – Gainsborough SW (19.36% PRS)
  - Designation 2 – Gainsborough North, Hemswell, Market Rasen, Wold View (29.17% PRS)

Page 127 • **The financial model** shows that the scheme will be **cost neutral** at:

- 85% of possible licence applications received
- The proposed fee level plus suggested discounts
- The current Civica-based application processing times
- An inspection rate of 50%

- **The scheme objectives** have been developed in order to:
  - Raise the standard of the PRS in West Lindsey
  - Give a measurable KPI with which to assess the success of the scheme
  - Translate the PRS needs into strategic goals
  - Outline how WLDC intends to address problems in the designation areas
  - Help to shape the implementation of the scheme.

# Next steps, proceeding to consultation

WLDC must carry out a public consultation to:

- (a) take reasonable steps to consult persons who are likely to be affected by the designation; and
- (b) consider any representations made in accordance with the consultation and not withdrawn.

This will include the following activity:

- Online survey launched on the council website
- Webpage dedicated to the proposed scheme/consultation
- Detailed evidence pack with ward level profiles
- Public drop in at community markets or events
- Stakeholder briefings and focus groups. Including landlords and Parish and Town Councils.
- Online landlord information sessions.
- Digital marketing campaign
- Direct email campaign
- Targeted leaflet drops
- Outdoor advertising campaign
- Staff information workshop

The public consultation will run for a period of at least 12 weeks.

A communication strategy and consultation activity plan will be developed. The consultation will be delivered according to these agreed plans, but the response level will be monitored regularly and activity adjusted to ensure all stakeholders are reached.



Thank you

## Phase 1 Risks

The following areas need careful consideration in regards to any decision that is made on the implementation of selective licensing for the South West Ward of Gainsborough. These issues have been raised via the consultation process.

	Issue	Implications for Scheme	Risk to Implementation	Mitigation
1.	Justification data supporting approach	Scheme will not be justifiable if challenged unless it is clear that the data supports the desired option.	Medium (reduced to low once additional data is collated)	Data analysis and justification report to clearly identify desired approach.
2.	Lack of current wider strategy for regeneration of the area	A licensing scheme alone, will not change tenant behaviour, this is supported by consultation comments. The scheme may not be justifiable or have the necessary impact if there is not a wider strategy for regenerating and improving the ward and area as a whole in place.	High (will reduce should wider strategy be in place)	Wider strategy, incorporating all SWW related projects, including capital investment needs to be put in place prior to any selective licensing implementation
3.	Approach to consultation	If approach is not in line with legislative requirements it may leave the scheme open to challenge.	Low	Approach outlined clearly in committee report. Use of external consultant to deliver consultation in line with legislation.
4.	Size and type of scheme designation	Any scheme above 20% of PRS or 20% of District geography requires Secretary of State approval.	Low	Options presented in relation to size of scheme and phasing of designations. Options available for an under 20% designation along with a SoS approved designation or a combination.
5.	What if only one designation is made?	The scheme will be delivered within the first designation area and the additional wards would not be included.	Low	The scheme is financially viable with one designation only. The broader impact of the scheme across the district will reduce.
6.	Will the scheme be able to cover its financial costs	The schemes financial model demonstrates that it can cover its costs of delivery. There may be resources required to supplement the delivery of the scheme and these will be met via the existing resources that the Council has.	Medium	The fee structure shows that the scheme can cover its costs within the first designation.
7.	The fee amount proposed and how it has been arrived at	The fee needs to be reasonable and justifiable so that it will stand up to challenge. Case law considerations need to be reviewed to ensure that the fee proposal is appropriate and is legal.	Medium	A detailed financial model has been developed to ensure that the licence fee proposed is reasonable and in line with the legislative requirements.
8.	Risk of legal challenge and judicial or tribunal review	Anecdotal data from landlords and other selective licensing schemes suggests that there is a high likelihood of the Council facing a form of challenge should a scheme be introduced.	High	Legal challenge is likely and has occurred for schemes in many other areas.

9.	Proposed license conditions must be clear	The conditions should be clear and enforceable, along with being aimed at making an impact in the desired area.	Low	License conditions can be amended to reflect case law prior to any scheme commencing. The licence conditions will be in line with other schemes and include learning from the previous scheme.
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# Selective Licensing – Procedure and Approach

Housing and Environmental Enforcement



## **1. Background**

**1.1** West Lindsey District Council is committed to ensuring that private rented sector properties within the district are safe, secure and well-managed. Part 3 of the Housing Act 2004 enables Local Housing Authorities to introduce selective licensing for a period of up to five years in areas which meet statutory criteria and, once introduced, requires that all affected private rented sector properties within a designated area must be licensed by the Local Authority.

## **2. Policy Statement**

**2.1** The following document sets out the Council's approach to discretionary licensing, and seeks to provide a clear, fair and consistent approach in the licensing and enforcement of selective licensing in order to improve the standards of property conditions and management in private rented properties which fall within a designated selective licensing area.

**2.2** This document should be read in conjunction with the Council's other policies, specifically the Housing Enforcement Policy, and Civil Penalty Policy. The Council's overall approach to enforcement is set out in the Corporate Enforcement Policy.

## **3. Houses which are required to be licensed**

### **3.1 Properties which fall within the scope**

**3.1.1** Once a designation has been made, all private rented sector properties within the designated area must be licensed, unless:

- A Temporary Exemption Notice (TEN) is in force, or;
- A management order is in force under the Housing Act 2004, or;
- A statutory exemption from the scheme applies.

### **3.2 Temporary Exemption Notices**

**3.2.1** The Housing Act 2004 provides that a landlord can apply for a temporary exemption from the licensing scheme for a period of three months, in cases where they are taking steps to ensure that the affected property will not require a licence at the end of this period. For example:

- Where a sale is agreed to someone who intends to live in the property themselves;
- Where the owner is moving back into the property, or;
- Where there are current conversion works to change the use of the property into commercial premises.

**3.2.2** An application can be made for a TEN on the Council's website, in most instances the Council will require evidence of the circumstances which have led to the application being made. In exceptional circumstances, a further TEN of an additional three months may be granted.

**3.2.3** Following the expiry of the temporary exemption notice, if the property is now exempt from licensing due to a change of circumstances no action will be required. If a TEN was issued and the property is still licensable following expiry, and no application for a further TEN has been received, or one has been received but has been refused, a valid application for a selective licence must be submitted without delay. Failure to apply for a selective licence when required to do so may result in further formal action through use of the Council's enforcement powers, as outlined below.

### **3.3 Statutory Exemptions from Selective Licensing**

**3.3.1** There are some statutory circumstances where properties which fall under the scope of selective licensing are exempt from there scheme:

- The property is subject to a current prohibition order
- The property is being used for business premises
- The property requires another type of licence (e.g. a HMO licence)
- The property has a tenancy for agricultural buildings
- The property is controlled by a local housing authority, a policy authority, metropolitan police authority, a fire and rescue authority or a health service body
- The property is solely occupied by students undertaking a full-time course of further or higher education and where the person managing or in control of it is the educational establishment
- The tenancy agreement has been granted for more than 21 years, and where the agreement does not contain a provision allowing the landlord to end the tenancy (other than through forfeiture) earlier than the term of the lease. (The house or dwelling must be occupied by the original person who was granted the tenancy or any members of their family).
- The tenant is a member of the landlord's family. (The house must be the occupier's main residence. The person granting the occupancy must be the freeholder or leaseholder, which is for a period of more than 21 years. This lease must not contain provision allowing the landlord to end the tenancy (other than through forfeiture) earlier than the term of the lease.
- The tenancy or licence is granted for the occupancy of a holiday home, or
- The occupier shares the accommodation with the landlord or licensor, or a member of the landlord or licensors family.

- 3.3.2** Where property owners believe their premises are statutorily exempt, they are encouraged to submit an application for a full exemption in order to formally notify the Council of their property circumstances at the earliest available opportunity. Failure to do this may result in enforcement action being taken.

### **3.4 Securing Licence Applications**

- 3.4.1** The Council will take reasonable steps to secure applications by identifying licensable properties within the area, seeking to notify identified landlords and taking appropriate enforcement action where required licence applications are not made.
- 3.4.2** It should be noted that landlords are ultimately responsible for ensuring they meet their obligations in respect of their private rented sector properties and should proactively seek to learn of any licensing schemes which may affect their premises.

## **4. Applications for a Selective Licence**

- 4.1** Applications must be made to the Council in accordance with such requirements as the authority may specify. This includes provision of information as necessary for the Council to determine any application, the provision of payment in line with the scheme's fee structure, and safety certificates, including:

- A valid Energy Performance Certificate evidencing the Minimum Energy Efficiency Standard (MEES) has been met
- A valid gas safety certificate for properties with gas, no more than one year old, and;
- A 'Satisfactory' graded Electrical Installation Condition Report no more than five years old.

- 4.2** Where applications are missing an essential element and therefore cannot be considered to be 'duly made' by the Council, the properties will be treated as being unlicensed.

### **4.3 Payments**

- 4.3.1** The licence fee is set at such a level as to cover costs incurred by the Council in carrying out its functions under Part 3 of the Housing Act 2004.
- 4.3.2** Consideration has been given to the precedent set by the European Court of Justice in R (Hemming) v. Westminster City Council which outlined that the EU Provision of Services Regulations 2009 apply to property licensing schemes and associated fees, and therefore requires that the overall licence fee should be paid in two stages:- Part 1 to assess and process

the application to the point of issuing the decision and where applicable, the licence documentation, and Part 2 for any inspection, management and associated communications.

**4.3.3** Part 1 must be paid at the time of the licence application submission, and the application will not be considered 'duly made' by the Council until such a time as this element of the payment is received, alongside any further application requirements.

**4.3.4** Part 2 will become payable at the time the Council is proposing to grant the licence, and the request for this payment will be made at the time of issue of the draft licence documentation. The fee must be paid within the timescales specified.

**4.3.5** Landlords will be given the option at the time of application to pay both parts of the fee if they wish.

**4.3.6** Part 3 of the Housing Act 2004 includes provision to enable the Council to impose a restriction/obligation on a particular person (with their consent). Licence holders will be required to consent to pay the Stage 2 fee in advance of the licence being issued, this will be required as part of the application process.

#### **4.4 Refunds**

**4.4.1** Where payment of a licence fee has been received, no refund will be given except in circumstances where either; a licence application has been made and the house was not required to be licensed at the time of payment, or; in cases where a licence fee has been calculated incorrectly at the point of application and an overpayment has been made. A request for a refund should be made in writing to the Council.

#### **4.5 Determination of licence applications**

**4.5.1** Once an application has been deemed complete, the Council will consider the information and documentation provided with the application, and any other information available in order to assess whether the licence should be granted or refused. The Council must be satisfied that:

- The proposed licence holder and manager of the property are fit and proper persons, and;
- That the proposed licence holder is the most appropriate person to hold the licence, and;
- There are satisfactory management arrangements in place or that such arrangements can be imposed through licence conditions.

## **4.6 Fitness and management**

**4.6.1** Each applicant must demonstrate that they are a fit and proper person as part of the licence application. This will involve providing identification, and a declaration to confirm their status in respect of relevant criminal offences and enforcement history. The Council will consider any evidence that the person applying for the licence (or who is otherwise known to be involved in the management of the property) has any previous convictions or enforcement activity relating to:

- Violence
- Sexual offences
- Drugs of fraud
- Any relevant housing or landlord and tenant legislation
- Unlawful discrimination practices

**4.6.2** The Council will also consider whether the financial arrangements for the property are appropriate, including whether there are measures in place for repairs to the licensable property. Where the Council is aware of significant unpaid debt, this may be considered as part of their determination.

**4.6.3** Where the Council has reason to query an applicant's fit and proper status, further measures may be required such as the provision of a recent DBS check or the imposition of more stringent licence conditions.

**4.6.4** Where an applicant is deemed not to be fit and proper, the Council may agree alternative arrangements that another person may hold the licence if they can demonstrate a suitable degree of control over the property. The fit and proper criteria also applies to persons with an association to someone who has been determined not fit and proper, and for that reason, close family members are unlikely to be accepted as licence holders for an applicant who has been deemed unsuitable for that reason.

**4.6.5** The Council must also make a determination as to whether a person has sufficient competence to be involved in the management of the property, and will consider their experience and track record of managing the property in making a determination. Consideration will also be given to the Applicants and/or Managers geographical proximity to the property, and the impact this may have on the management arrangements.

**4.6.6** In considering the management arrangements for the property, the Council will also determine whether there appears to be adequate arrangements for dealing with:

- Emergency repairs and other issues

- Routine repairs and maintenance
- Management of tenancies and occupants
- Management of the behaviour of tenants, occupants and their visitors
- Neighbourhood issues (including disputes)

**4.6.7** Where the Council has concerns that the proposed management arrangements are not suitable, or someone who is considered not 'fit and proper' is involved in either the licence or the management of the property, it may be necessary for the licence application to be refused.

## **5. Licences**

**5.1** Licences last for a maximum duration of five years, running from the day on which the licence is granted. The Council has discretion to issue a licence for a shorter period where appropriate.

### **5.2 Licence Conditions**

**5.2.1** A copy of the licence conditions can be found in **Appendix 1**, and outline the mandatory and discretionary conditions which licence holders (and any persons who have agreed to be bound by the conditions) will be required to adhere to over the duration of the scheme

### **5.3 Transfer of Licence**

**5.3.1** A licence cannot be transferred to a third party, even where a property is sold. A licence holder must notify the Council so that the licence can be revoked in circumstances where they cease to be in control of the property and a new one issued if appropriate and a new application is received from the new owner.

**5.3.2** In the event of the death of a licence holder, the licence is automatically terminated and the property will be exempt from licensing for a period of three months from the date of death, as though a TEN had been granted for the property. If further time is needed after three months, a further three month period can be granted, as referred to above.

## **6. Inspections**

**6.1** The Council intends to inspect 50% of the licensable properties over the course of the scheme. Where possible, inspections will be prioritised based on any information the Council holds to help them assess risk level at the property. The higher risks properties will be the focus of inspections (i.e. properties that are unlicensed, where disrepair reports have been received or where information relating to the tenant or the landlord suggests the risk is higher).

**6.2** In some cases, twenty-four hours' notice may be given to owners and occupiers of the intended inspection, however, this is not a requirement where the purpose of the inspection is to ascertain whether an offence has been committed in connection with selective licensing and therefore unannounced visits and licence condition spot checks may take place over the course of the scheme.

## **7. Public Register**

**7.1** The Council is required to develop, maintain and make available a register relating to any licences, TENs and Management Orders in force over the duration of the scheme. The register will contain such details as:

- The address of the licensed property
- The name and address of the licence holder
- The name and address of the property manager
- The start date and duration of the licence

## **8. Enforcement**

**8.1** Where landlords and managers do not meet their obligations under the selective licensing scheme, the Council will review enforcement options available and consider these in line with the Housing Enforcement policy.

### **8.2 Failure to Licence**

**8.2.1** It is a criminal offence to operate a licensable property within a designated selective licensing area without applying for a licence or exemption. Where further action is considered appropriate, the Council is able to instigate prosecution proceedings or commence civil penalty proceedings in respect of the offence.

### **8.3 Breach of Conditions**

**8.3.1** It is a criminal offence to fail to comply with the condition of a selective licence. Where further action is considered appropriate, the Council is able to instigate prosecution proceedings or commence civil penalty proceedings in respect of the offence.

### **8.4 Revocation or Variation of Licence**

**8.4.1** Where a licence holder or relevant persons conduct over the duration of a licence gives the Council cause to believe the fitness and management may be impacted, a licence can be varied or revoked by the Council on its own initiative without the agreement of the licence holder.

### **8.5 Rent Repayment Orders**

- 8.5.1** In cases where the Council can evidence that one of the above offences has been committed, an application may be made to the First-tier Property Tribunal for an order to reclaim any monies paid over the duration of an offence up to a period of one year.

## **8.6 Banning Orders**

- 8.6.1** Where a banning order offence has been committed in connection with the selective licensing scheme, the Council is able to apply to the First-tier Property Tribunal for an order to ban the landlord or property manager from letting or managing the property in the future – further information is outlined in the Council's Banning Order policy.

## **8.7 Interim and Final Management Orders**

- 8.7.1** The Council has the power to make interim and final management orders in respect of unlicensed premises which it is appropriate to do so. Such orders enable the Council to take control of the residential premises the order relates to.

## **8.8 Property Standards**

- 8.8.1** The Council retains all of its other statutory powers to regulate standards in selective licensing areas.

## **9. Empty Properties:**

- 9.1** Empty properties are not required to be licensed under a selective licensing scheme, however, the Council is able to support in bringing empty homes back into use through the provision of advice and through our funded partnership work with the third sector. From time to time, the Council also has funding to run grant initiatives and schemes.
- 9.2** Although empty properties fall outside of the scope of selective licensing schemes and are therefore not bound by the licence conditions, where an empty property is problematic in an area, the Council will try and engage with the owner and use other statutory powers to address issues where appropriate.



## Selective Licence Conditions DRAFT

### **Definitions**

In these licence conditions:

- a. "house" refers to the building or such part of it as it licensed under Part 3 of the Housing Act 2004;
- b. "Authority" refers to the Local Authority, namely West Lindsey District Council
- c. "Licence Holder" refers to: (a) the person to whom the Authority has granted this licence; and (b) from the date of his or her consent, any other person who agrees to comply with the licence restrictions and obligations that follow; and
- d. "Mandatory Licence Conditions" refers to conditions that the Authority is obliged to impose under any licence granted under Part 3 Housing Act 2004 by virtue of Schedule 4 of that Act and are demarked with an asterisk '\*'.

**Important notice: The person to whom this licence is granted is responsible for ensuring compliance with its conditions at all times and remains so whether or not another person has also agreed to be bound by them.**

### **Occupation of the House**

1. The licence holder must supply to the occupiers of the house a written statement of the terms under which they occupy the property. Any tenancy agreement must comply with current legislation\*
2. The Licence Holder must further ensure that the Authority is provided with a copy of any such statement or statements on demand.
3. The licence holder must comply with all the requirements of the tenancy deposit protection scheme covering tenants' deposits.\*

### **References**

4. The licence holder must demand references from persons who wish to occupy the property and must provide evidence to West Lindsey District Council upon request that pre letting reference checks have been undertaken.
5. In line with the above, where the tenant has rented a property in the UK in the last 2 years these checks shall include a landlord reference, which will include information on the tenants conduct and behaviour.

6. The Licence Holder must ensure that copies of obtained references are retained for the duration of the licence and that the Authority is provided with a copy for any such references and records within 21 days, on demand.

*(Conditions 3, 4 and 5 apply to any agreement made on or after the licence is granted)*

## **Health & Safety**

7. If gas is supplied to the house the licence holder must provide to West Lindsey District Council a Gas Safety Certificate issued within the past 12 months at the time of application and thereafter annually upon renewal or on demand.\*
8. The licence holder must ensure that any electrical appliances made available within the property are kept in a safe condition and must supply to the Council, upon demand, any declarations relating to their condition.\*
9. The licence holder must ensure that any furniture and furnishings supplied by them are compliant with the Furniture and Furnishings (Fire Safety) regulations 1988 (as amended) and must provide a declaration as to their safety at the time of application\*
10. The licence holder must ensure that every electrical installation in the property is safe for continued use and must provide a declaration to the Council as to the safety of such installations on demand.\*
11. The licence holder must ensure that;\*
  - a. A smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation; and that,
  - b. Each such alarm is kept in proper working order; and that,
  - c. On demand, the Authority is supplied with a declaration by him or her as to the condition and positioning of any such alarms.
  - d. The installed smoke alarms should be appropriate to the house
12. The licence holder must ensure that;
  - a. A carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and that;
  - b. any such alarm is kept in proper working order; and that,
  - c. on demand, the Authority is supplied with a declaration by him or her as to the condition and positioning of any such alarms.

*For the purpose of Condition 11, "room" includes halls and landings; and bathrooms and lavatories are treated as rooms used as living accommodation.*

## **Security**

13. The Licence holder must ensure the following security measures:

- a. provisions for access to the dwelling (including but not limited to locks, latches, deadbolts and entry systems) must be maintained in good working order at all times.
- b. where window locks are fitted, keys are provided to the relevant occupier
- c. where alley gates or specific local security measures are installed to the property that satisfactory arrangements are in place for the occupiers access
- d. the rear and side boundaries of the property are in a good state of repair and lockable, with keys provided to the tenants.

### **Property Management and safety**

- 14. All occupants of the house receive written confirmation detailing the arrangements for reporting anti-social behaviour and nuisance.
- 15. The Licence Holder must ensure that they are suitably located to the licensable property or have arrangements in place to ensure adequate management, especially with regards to accessing the property, anti-social behaviour, arranging repairs and being available to tenants.
- 16. The Licence Holder must provide the Council and any of its tenants with accurate and up to date contact details. This shall include contact details for out of hour's emergencies. The Council will look at each application individually but would consider an overseas licence holder as inappropriate and expect a local managing agent to be employed.
- 17. The Licence Holder must ensure that prompt action is taken to investigate and effectively address complaints about disrepair or pest infestation at the house. Copies of any such written complaint (including by email) and the response must be provided to the Authority on demand.
- 18. All repairs to the house, installations, facilities or equipment within it are carried out by competent & reputable persons, who are government regulation compliant where appropriate. Copies of receipts and/or invoices for any such works must be provided to the Authority upon demand.
- 19. The Licence Holder must ensure that they have suitable funding arrangements in place to deal with repairs etc. Therefore the application process will require the licence holder to declare they have suitable financial management procedures in place to ensure funds or appropriate insurances are available for any repairs or emergency remedial works.

## **Waste Management**

20. The Licence Holder must ensure that any gardens, yards and other external areas within the curtilage of the house are kept in reasonably clean and tidy condition and free from rodent infestation, waste accumulation and fouling from pets.
21. The Licence Holder must ensure that the occupiers of the house are given the following information in writing about waste and recycling within 21 days of the start of their occupation:
  - a) The collection days for the refuse and recycling bins for the house
  - b) Details on what they can and can't recycle
  - c) How they can dispose of bulky waste
  - d) General waste guidance from the Authority's website

A copy of the information provided to the occupiers must be kept for the duration of the licence and provided to the Authority upon demand.

22. The Licence Holder must ensure that adequate space and provision is made for storage of refuse and recyclables generated in the property.
23. The Licence Holder must ensure that regular checks are carried out to ensure that the common parts, gardens and yards are free from waste, which could provide harbourage for pests and/or is a nuisance and/or is detrimental to the local amenities, other than waste stored in appropriate receptacles for the storage of household refuse and recycling
24. The Licence Holder must ensure that old furniture, bedding, rubbish or refuse from the house is not left on or outside the house or private land.
25. If the Licence Holder becomes aware that the occupiers of the house or their visitors are not using the waste disposal facilities provided and/or leaving waste outside the house or in its vicinity (for example old furniture, mattresses), they must ensure that a warning letter is sent to the occupiers within 14 days advising them to remove the items immediately. A copy of this letter must be kept for the duration of the licence and must be provided to the Authority on demand.
26. The Licence Holder must ensure that regular checks are carried out to ensure that the house is free from pest infestation. Where the Licence Holder becomes aware of a pest problem or infestation at the house they shall, within 7 days, take steps to ensure that a treatment program is carried out to eradicate the pest infestation. Records shall be kept of such treatment programs and copies of these must be provided to the Authority on demand.
27. The Licence Holder must ensure that all outhouses, garages and sheds are kept secure, are used for their intended purpose only and must ensure that these structures are not used for human habitation.

28. The Licence holder must ensure that the exterior of the house is kept clean and tidy and that issues of routine maintenance affecting the exterior, such as broken windows, are addressed promptly.
29. The licence holder shall ensure that any rubbish, furniture or other household contents discarded at a time of tenancy changes is not left on or outside the property.

### **Management of licensed property**

30. The licence holder must inform the Authority if they no longer reside at the address given in their application form and must provide the Authority with their new address and contact details within 21 days.
31. The licence holder must inform the Authority within 21 days of any material changes in their own circumstances and, within 21 days of becoming aware of them, of any known and material change in circumstances of any person managing or involved in the management of the house such as
- a. details of any unspent convictions not previously disclosed to the Authority that may be relevant to the Licence Holder or the property manager or the status of either of them as a 'fit and proper person', including in particular a conviction in respect of any offence involving fraud or dishonesty, violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
  - b. Details of any finding by a court or tribunal against the Licence Holder and/or the property manager that he or she has practised unlawful discrimination.
  - c. Details of any contravention on the part of the Licence Holder or property manager relating to housing, public health, environmental health, or landlord and tenant law, which has led to civil or criminal proceedings and a judgment or finding being made against him or her.
  - d. Information about any property the Licence Holder or property manager owns or manages, or has owned or managed:
    1. which has been made subject to a control order under section 379 of the Housing Act 1985, in the five years preceding the date of the application; or
    2. which has been the subject of any enforcement action described under Part 1 sections 5(2) or 7(2) of the Housing Act 2004, concerning Category 1 and Category 2 housing condition hazards; or
    3. In relation to which a local housing authority has either refused to grant a licence under Part 2 or 3 of the Act or has revoked a licence.
    4. Which has been the subject of an interim or final management order under the Housing Act 2004.
  - e. A change of property manager
  - f. A change of address of the Licence Holder or property manager
  - g. The undertaking of any substantial works to the house including conversions and modernisations that would affect the licence or the licence conditions

32. The Licence Holder shall not cause or permit any person who has previously applied for a property licence in respect of the house and has either:
- a. been found not to be a Fit and Proper person, or
  - b. been made subject to a Banning Order under the Housing and Planning Act 2016
- to have control or management of the house, or to carry out or arrange any repair, improvement or other building works at the house.
33. The Licence Holder must upon receiving a reference request for a current or former tenant for the purposes of an application to rent the property of another Licence Holder, he/she must respond in writing within a reasonable period and not give any false or misleading statement
34. The licence holder must inform the local authority upon notification of the following;
- a. the property becoming empty for more than 3 months
  - b. notification of repossession/foreclosure/sale
  - c. successful claims against the Licence Holder for default on tenancy deposits
  - d. change in Managing Agent or appointment of a Managing Agent, along with new contact details for all parties
  - e. the undertaking of substantial works to the property or emergency problems such as fire, flood etc. and the tenants are made temporarily homeless

### **Tenancy management**

35. All occupiers are made aware of the licence and conditions and that the conditions are displayed prominently within the property.
36. The Licence Holder must ensure that occupants of the house receive written notice about how they should deal with repair and maintenance issues and with emergencies, should they arise. Copies of the written statements of terms must be provided to the Authority upon demand.
37. The licence holder must provide to the tenant/occupier at the start of their tenancy, whether in the tenancy agreement or licence granted or otherwise:
- a. A copy of this licence and conditions attached to it
  - b. Provision of an emergency contact name and number (including out of hours)
  - c. A clause making it clear that the occupants of the house are responsible for both their behaviour and that of their household and visitors;
  - d. A copy of the current valid gas safety certificate
  - e. A copy of the Energy Performance Certificate (EPC)
  - f. Written information about waste and recycling detailing

A copy of the information provided to the tenant/occupier must be kept for the duration of the licence and provided to the Council if requested.

38. The Licence Holder shall ensure that inspections of the house are carried out at least every six months to identify any problems relating to the condition and management of the house. The Authority may increase the frequency of such inspections if it has good reason to be concerned about the condition or management of the house. The records of such inspections shall be kept for the duration of this licence. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection and issues found, and actions(s) taken. Copies of these must be provided to the Authority on demand.
39. The Licence Holder must ensure that the house is not overcrowded and if the licence holder becomes aware of overcrowding, they must take all reasonable steps to deal with the issues and advise the Council of the actions taken.

### **Anti-Social Behaviour [ASB]**

40. The Licence holder must ensure that all tenants are issued with and sign a copy of the "Anti-Social Behaviour Agreement" upon the commencement of the tenancy and provide a copy of this to the Council and the tenants.
41. The Licence Holder must ensure that all reasonable and practicable steps are taken to prevent and deal effectively with anti-social behaviour [ASB] resulting from the conduct of occupiers or, or visitors to, the house and must comply with the requirements of paragraphs (a) to (g) below (if the licence holder has an agent it is still the Licences holders responsibility to ensure their agents acts on their behalf in compliance of the conditions);
- a. If the licence Holder receives a complaint from any person or organisation (including the Authority) regarding antisocial behaviour involving the occupiers of or visitors to the house, the Licence Holder must ensure that the occupiers are contacted within 7 days of receiving the complaint. The Licence Holder must ensure that the occupiers are informed in writing of the allegations of the ASB and of the consequences of its continuation.
  - b. For a first time report, the occupiers must be provided with a follow up warning letter within 14 days advising them (amongst other things) that their behaviour is not acceptable, that they are responsible for the conduct of their visitors, the impact on the victims and local community and of the consequences of its continuation.
  - c. co-operate with West Lindsey District Council, Lincolnshire Police and other agencies in resolving complaints of anti-social behaviour
  - d. Any correspondence, letters and records referred to in conditions 40 (a) to (c) must be provided by the Licence Holder to the Authority on demand.

### **General conditions**

42. The Licence Holder must take all reasonable steps to arrange for access to be granted to Authority officers when requested, at any reasonable time. They must not impede Authority officers in carrying out their statutory duties including inspection, surveying and investigating the house to ensure compliance with licence conditions and any other relevant legislation.
43. The Licence Holder shall provide the Authority, within 21 days of receiving a written request, provide the Authority with the names and number of individuals in each household.
44. The licence holder consents to pay the licence fee in full, and understands that failure to do so will result in the revocation of their licence.

### **Limitations of the Licence**

**Licence Transfer** - This licence cannot be transferred to another person or organisation or property

**Companies and Partnerships** - If the licence holder is a company or partnership and it is dissolved while the licence is in force, the licences ceases to be in force on the date of dissolution.

**Penalty for breach of licence conditions** - Failure to comply with any of the above licence conditions may result in enforcement action and/or prosecution. On conviction, a Court may impose an unlimited fine for each breach of these licence conditions. Alternatively, the Authority may impose a financial penalty of up to £30,000 for each licence condition breach.

### **Other statutory and legal requirements**

**Planning permission** – This licence does not grant any planning approvals, consents or permissions under the Town and Country Planning Act 1990 or any related planning legislation, retrospectively or otherwise. If the property is being used as a House in Multiple Occupation (HMO) this may constitute a breach of planning control and you should check the Authority's website to ensure the correct planning permissions are in place. This licence does not offer any protection against enforcement action taken by the Planning Department. If you are unclear on the matters outlined above, you should seek professional planning advice.

**Building control** – This licence does not grant any Building Control approvals, consents or permissions, retrospectively or otherwise. This licence does not offer any protection or excuse against enforcement action taken by the Building Control Department.

**Property Condition** – This licence is not evidence that the property is safe or free from hazards and effects. The licence does not offer any protection against criminal or civil legal action being taken against the Licence Holder or anyone else with an interest in the property, in respect of any hazards, nuisances or any other problems discovered in relation to the condition of the property.



**Consumer rights & Unfair practices** - The Licence Holder's attention is drawn to Office of Fair Trading's (OFT) guidance on unfair contracts in relation to their tenancies or licences. The Licence Holder must negotiate its agreements in good faith and must not carry out misleading or aggressive commercial practices. Full information should be supplied to any prospective occupier including details of this licence. Further advice can be found here:

<https://www.gov.uk/government/publications/unfair-contract-terms-cma37>

*Please note - It is not the responsibility of the Authority's Selective Licensing Team to ensure the Licence Holder has complied with the above statutory requirements. If you are unclear on any of the matters outlined above, you should seek professional advice.*

*Please note - that any prosecutions or enforcement action or legal action taken against the licence holder or anyone associated with licence holder, or the management of the property, may affect the licence holder's 'fit and proper' status. The Authority can revoke or vary the licence at any time, giving proper statutory notice.*

**Notes:**

- a) The Council will adopt a common sense approach and exercise its discretion reasonably and proportionately in relation to applying 'fit and proper' tests and in accordance with Section 89 of the Housing Act 2004. A licence may be revoked if the Council no longer considers the licence holder to be a fit and proper person to be the licence holder.
- b) The council will also determine whether the Landlord/Managing Agent/Licence Holder is the most appropriate person to be given a licence depending on their interest and involvement in the property.
- c) The Council will take a reasonable and proportionate approach within the licensing process on standards and conditions and will work with landlords to ensure compliance as far as reasonably possible.

# Agenda Item 6g



**Prosperous Communities  
Committee**

**Tuesday 2 November, 2021**

**Subject: Operational Services, Separate Paper and Card Collections**

Report by:	Assistant Director of Commercial and Operational Services
Contact Officer:	Ady Selby Assistant Director of Commercial and Operational Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To inform Members on progress with the introduction of a twin stream recycling collection service in Lincolnshire and to propose a timescale for roll out in West Lindsey

**RECOMMENDATION(S):** That Members resolve to introduce a twin stream recycling collection service in areas of the district which receive a wheeled bin collection service, as per option 2.

## IMPLICATIONS

**Legal** There is a need to comply with appropriate legislation, specifically TEEP regulations which assess the technical, environmental, economical and practical implications of service delivery models.

### **Financial : FIN/105/22/MT/SSc**

There are no financial implication for this scheme. Collection would be within the current collection schedule and LCC have agreed to supply bins until 2024. As the bins are only emptied once a month rather than twice, they should last longer and therefore replacement bins will not be expected for quite some time.

WLDC holds an earmarked reserve for Wheeled Bin Replacement, with a current balance as at 31.03.2024 forecast at £28.1k. A review of the impact on bin replacement will take place once the scheme is implemented to assess whether expected costs beyond 2024 can be met from within existing budget provision for wheeled bin replacement.

### **Staffing : No staffing implications**

None

**Equality and Diversity including Human Rights** : A preliminary equalities impact assessment has been carried out (Appendix 2) and a Stage 2 assessment will be undertaken as this would be a significant policy change affecting a large number of people. However, the introduction of separate paper and cardboard collections is not expected to have a negative impact on different equality groups.

All eligible households would be given waste bins at no direct charge and future equalities work would consider residents with sack collections, as policies are crystallised.

We need to ensure any changes around a new service are widely understood. A communications strategy will be developed that is visual and uses simple language to ensure language is not a barrier, and targeted media channels and engagement will be used to reach hard to reach groups. Learning from previous communication campaigns and best practice, better ways to communicate with visually impaired and deaf persons should be considered. An adequate communications budget and officer resource will be necessary to facilitate delivery of the messages and ensure all residents have access to information regarding the proposed changes.

**Data Protection Implications : All relevant data will be processed in line with the Council's Data Protection Policy**

**Climate Related Risks and Opportunities :**

In January 2020, the Council agreed a number of recommendations to enable the Council to contribute to the global efforts to tackle climate change. The first recommendation was to declare an ongoing climate and environment emergency, and a commitment to reduce the Council's carbon footprint. By arranging the recycling collection schedule as shown in 2.2 of the report, this will prevent an estimated 43.8 tonnes of CO<sub>2</sub>e compared to that of an additional recycling collection for paper and card.

There are significant environmental benefits from the separated paper/card material not being processed through the Materials Recycling Facility (power usage and emissions) before being sent to the paper mill (transport and emissions). The trials have proven that separate collections of paper and cardboard can be introduced with no increase in carbon emissions or negative environmental impact as they replace one of the other alternating mixed recycling collections.

The UK's Waste Strategy (2007) estimated that recycling one tonne of paper saves 1.4 tonnes of CO<sub>2</sub>e. This can be broken down into 0.69 tonnes of methane avoided from landfill, and 0.71 tonnes saved elsewhere in the life cycle. Recycling just one tonne of paper can save 17 trees.

Improving the Council's recycling rate, and ensuring more materials are recycled and diverted from the residual waste stream, without increasing carbon emissions from the Council's vehicle fleet in doing so, helps to meet the Council's pledge by protecting natural resources and eliminating the need to increase the Council's carbon footprint.

**Section 17 Crime and Disorder Considerations : None**

**Health Implications: None**

**Title and Location of any Background Papers used in the preparation of this report:**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

## Risk Assessment :

Risk of failure to effectively manage staff through change – Managed through relevant change procedures

Risk of not giving enough education and enforcement resource to support residents – Using learning from pilot scheme and implementation in North Kesteven and Boston.

Risk of not hitting government targets set out by doing nothing – Continuing to support delivery of the Joint Municipal Wastes Management Strategy for Lincolnshire

## Call in and Urgency:

### Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

## Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

x

No

☐

## 1. Executive Summary

- 1.1 The purpose of this report is to enable a decision by Members on the introduction of a twin stream dry recyclate collection service in West Lindsey. The report will provide an overview of the case for a move to twin stream recycling system, by introducing a separate paper and card collection service, which would supersede the current co-mingled collection system. The report will outline the current national and local context, also the work undertaken to date, to identify the most suitable recycling collection and processing system for Lincolnshire, in line with the requirements of the Environment Bill 2020.
- 1.2 It is proposed that a separate paper and card collection will be rolled out across Lincolnshire by 2024, following a successful trial in three districts. Over 7,200 households in North Kesteven, Boston and South Holland participated in a pilot and have been putting their clean, dry paper and card into a separate purple recycling bin/bag over the past 12 months. This has now been extended and Boston Borough Council have now rolled out the service across all of their area since April 2021 and North Kesteven begin operating the new collection service from September 2021.
- 1.3 Two options are presented within the report, a do-nothing option and the roll out of a twin stream collection service. If Members approve the new twin stream recycling service, separate paper and card collections could begin in West Lindsey in Spring 2022.

## 2. Introduction

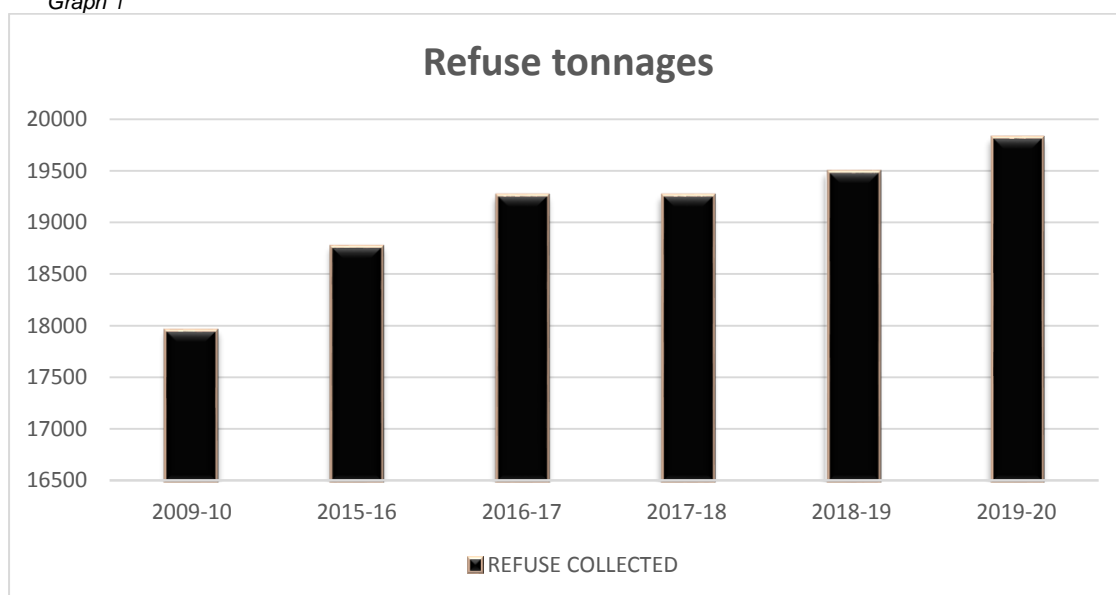
2.1 In 2009, WLDC introduced the Triple Bin Scheme for all households, except those in the South West Ward of Gainsborough and some remote properties; residents in those areas continue to receive a weekly sack collection for waste and recycling. Since implementation of the Triple Bin Scheme, the Council has delivered a fortnightly mixed dry recycling collection to circa 41,000 households (wheeled bins) and a weekly service to 2,015 households in the SWW (bagged collection). This co-mingled collection service includes paper, card, plastics, glass and tins. Some changes have been made, including the introduction of a subscription-based garden waste service back in 2017.

2.2 As part of the implementation of the Triple Bin Scheme, a district wide communication plan was developed; one part of this was a wide-ranging education campaign to support residents with the change. The current collection regime is very popular with residents and Members, consistently achieving 90+% satisfaction rates via annual Citizens Panel surveys. In addition, the Operational Services team benchmark services through the Association of Public Service Excellence (APSE) and have won awards on the national stage.

## 3. Current performance

3.1 The graphs below demonstrate performance of the Triple Bin Scheme over the last few years. They also show that when the scheme was initially introduced back in 2009, that although the same amount of recyclables were collected, contamination rates were around the 10% range. Graph 1 shows the increase in household waste collected year after year (10% rise compared with an 8% rise in population), this is in line with national trends.

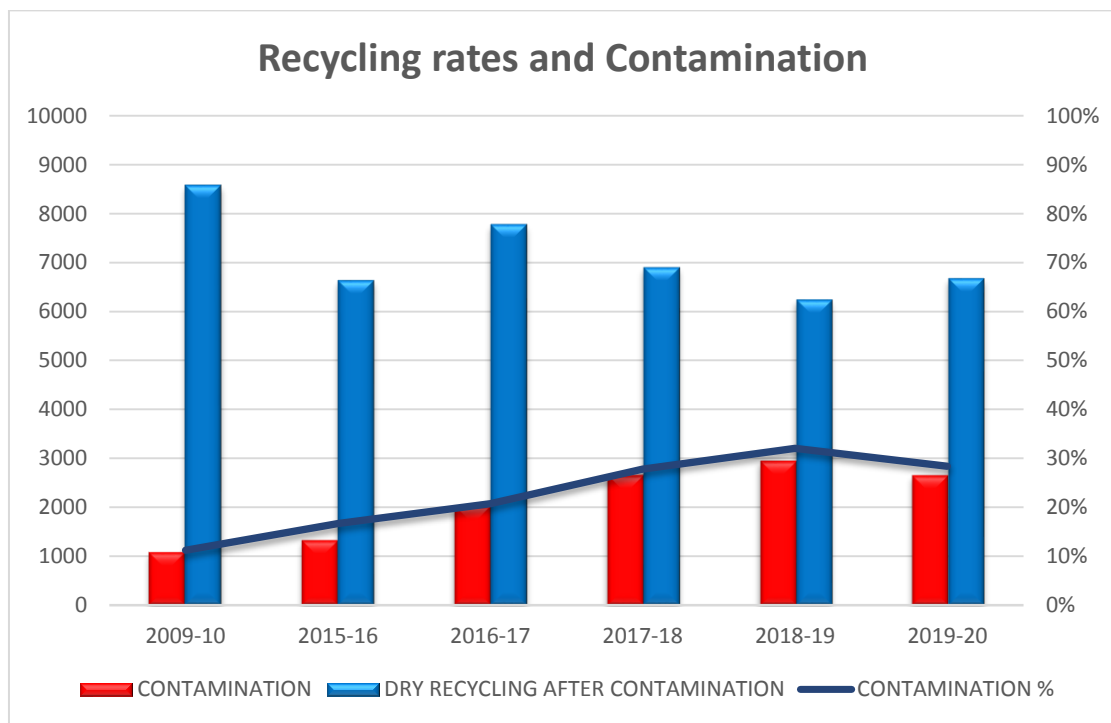
Graph 1



3.2 Graph 2 shows the amount of recyclables collected, but demonstrates a gradual and significant increase in contamination. Increased levels of contamination results in poor environmental and financial outcomes.

Increasing contamination cannot be explained by one reason, rather a combination of complex market conditions, new regulations imposed on processors, a reduction in education and enforcement activity and a general weariness with the green agenda within the general public. There is no single solution, however, there is a general trend within the industry and with legislators towards harmonising collection methods and encouraging the collection and processing of improved quality products.

Graph 2



#### 4. Why we need to change and why working with the Lincolnshire Waste Partnership is important.

4.1 West Lindsey, with the other Districts, the County Council, and the Environment Agency, form the Lincolnshire Waste Partnership (LWP). In 2019, all partners approved a refreshed Joint Municipal Waste Management Strategy (JMWMS). Within the document are ten strategic objectives including:

- Objective 1 - To improve the quality and therefore the commercial value of our recycling stream
- Objective 2 - To move towards a common set of recycling materials
- Objective 5 - Contribute to the UK recycling target of 55% by 2025
- Objective 10 - To consider appropriate innovative solutions in the delivery of our waste management services

4.2 Waste management is changing; there is a real drive to find quality and value in the materials we collect. Export markets are diminishing and UK

processors are now demanding top quality products, in general this quality can only be ensured by collecting materials separately. The co-mingled collection methodology favoured by many authorities, including those in Lincolnshire, is increasingly falling out of favour. Here is quote from the Waste and Resource Action Programme (WRAP):

“On the evidence available to WRAP, our view is that kerbside sort systems offer reliable material quality and lower net costs for council taxpayers. They are also capable of capturing the same volume of material as co-mingled schemes. There is no evidence that their operation – properly explained and justified – is unacceptable to householders and the physical evidence of sorting of materials happening at the kerbside is reassuring to sceptical residents. There appear to be no unmanageable health and safety considerations. Because of our priority for quality materials as a way to improve resource efficiency, WRAP believes that kerbside sort collections should be preferred where they are practical and should be in the majority of local authority areas. Where there are practical and operational barriers to kerbside sorting, two stream co-mingled collections have significant advantages over single stream collections, mainly through improved material quality and value as a result of keeping paper and card separate from other materials, particularly glass”.

4.3 It is likely the Government will legislate food waste collections for all from 2024 and is encouraging authorities to harmonise collection regimes in future years. Against this background, the LWP has commissioned pilots of different collection methodologies. Food waste collections have been trialled in some areas of South Kesteven; whilst these proved popular with residents and levels of food waste collected are above expectations, this additional service is very expensive to provide and there is a lack of current disposal facilities in Lincolnshire. It is not expected that this pilot will be rolled out across the County at this stage.

4.4 Additionally, three authorities (North Kesteven, Boston and South Holland) have been trialling separate paper and card collections on some of their collection rounds. Residents have been supplied with an additional purple-lidded bin which is collected on a four weekly basis as demonstrated in Table 1 below.

Table 1

<b>Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Residual (black) bin	x		x	
Recycling (blue) bin		x		
Paper/card (purple) bin				x

Outcomes from these trials have been positive, participation has been high and the material collected has been high-quality.

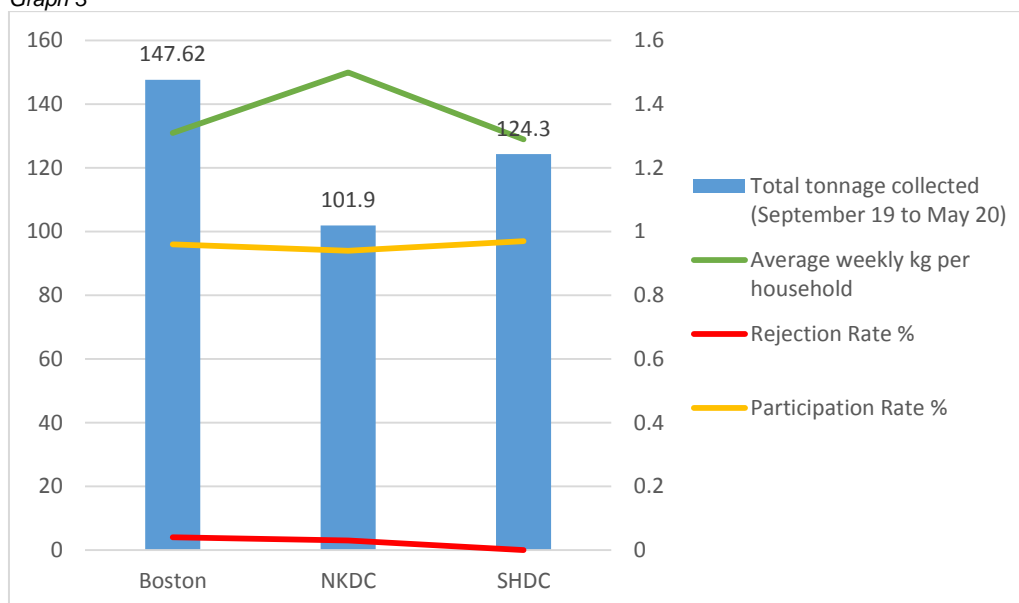


- 4.5 In West Lindsey, a change to twin stream collections would mean the blue co-mingled recycling bin would be collected monthly, rather than the current fortnightly regime. A new, purple-lidded bin for paper and card would be collected in the alternate fortnight. There are no current proposals to change any collection days.

## 5. Performance Measures

- 5.1 The current figures from Boston and North Kesteven clearly show that the quality of materials collected in the paper and card bins has been of a very high standard. Data has been gathered since the commencement of the trial and shows the following performance for each authority (Graph 3)

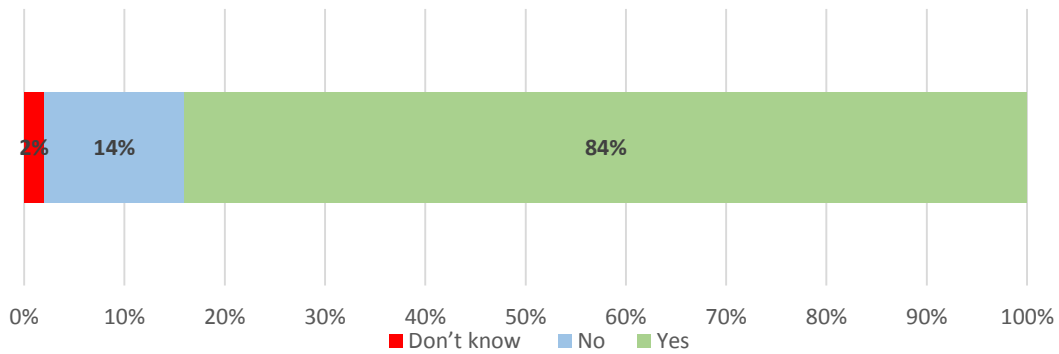
Graph 3



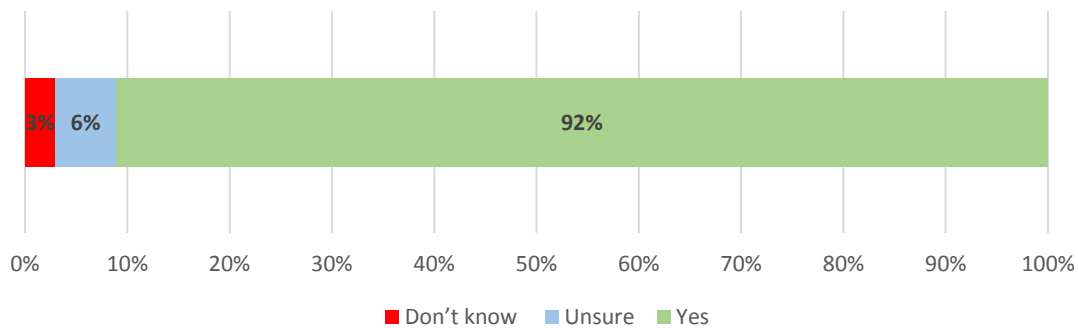
The quality of paper and cardboard has been measured by the receiving paper mill. They advise that quality remains consistently high at an average in excess of 98.5% per load with moisture content at an average of 7%, both measures being well within the targets set.

- 5.2 A recent satisfaction survey was sent to all participants on the trial. Below are a sample of the headline questions

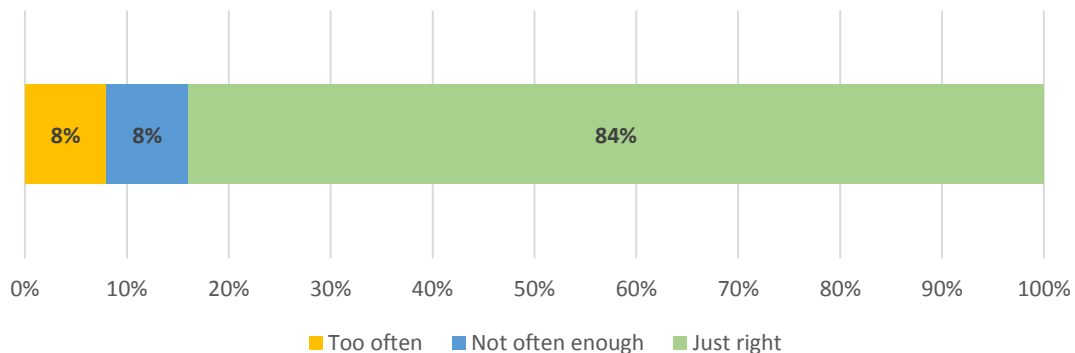
**Q1. Do you fully understand what can go in the purple bin?** 861 respondents answered this question.



**Q2. Do you understand why we are asking you to separate your paper and card from the rest of your recycling?** 861 respondents answered this question.



**Q6. What do you think about how often the purple bin is collected?** 862 respondents answered this question.



The above responses clearly show that, through utilisation of a good communications plan, customers understand why the separation is occurring and what items need to be separated.

The current performance from both Boston and North Kesteven is summarised below;

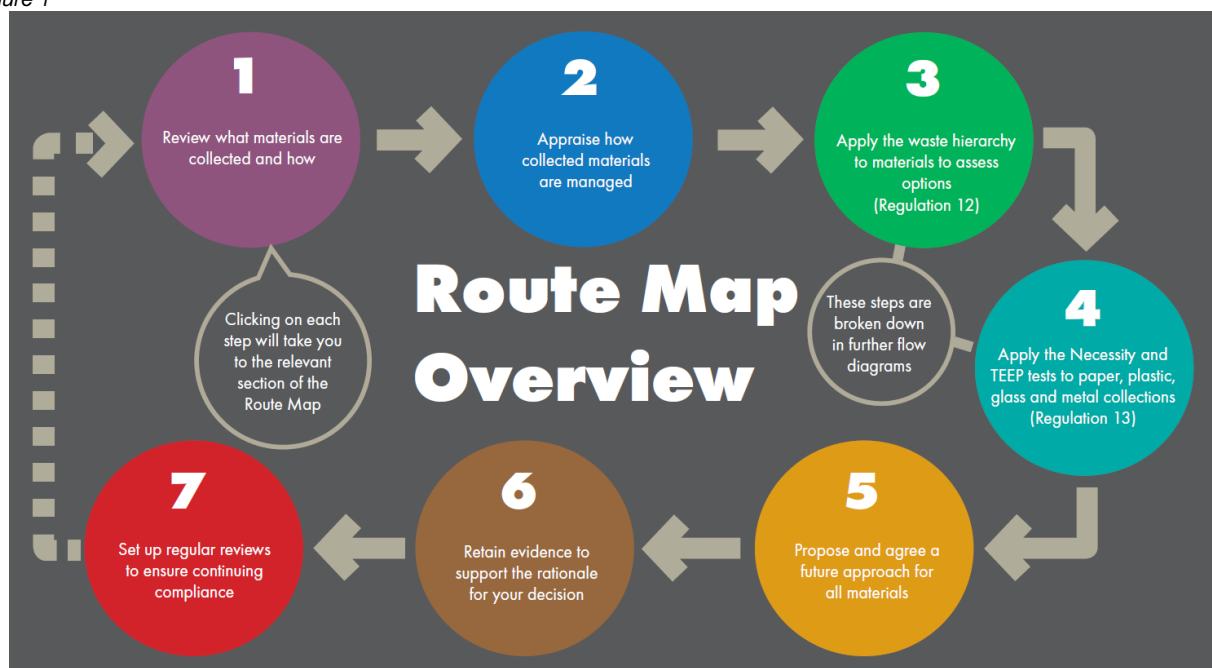
Since Rollout Boston BC – Apr 21 to Sep 21 – 856.78 tonnes of paper and card, with contamination rates in the mixed dry recyclables (MDR) dropping from 35% to an average of 21%.

Since Rollout North Kesteven – Oct 21 – 419.17 tonnes of paper and card (still awaiting full data collection from the MDR collections).

## 6. Technically Environmentally Economically Practical (TEEP) Assessment

- 6.1 In Lincolnshire, total waste arising has increased over the last few years. Recycling rates have been on the decline and contamination rates have been increasing, this is in line with the national picture and may be due to a number of reasons, including those set out above.
- 6.2 Contamination rates of the Mixed Dry Recyclables (MDR) have risen in recent years, currently averaging 30%. This not only adds additional costs to all partners (over £1.2 million last year), but also increases carbon footprint and loses valuable materials which could be recycled and reused in line with the waste hierarchy. Under legislation, the authority must comply with waste regulations, including ensuring collection of materials is carried out separately where it is Technically Environmentally Economically Practical (TEEP).
- 6.3 In order to satisfy Regulation 13 of the Waste (England & Wales) Regulations 2011 (amended 2012), West Lindsey, in common with other Lincolnshire Districts has carried out a draft assessment of its recycling collections. It has been completed using the Waste Regulations Route Map<sup>1</sup> (see Figure 1 below), produced by the Waste and Resources Action Programme (WRAP).

Figure 1



Although it includes an assessment of compliance with the waste hierarchy, the Route Map's focus is on the separate collection of four specified materials (paper, plastic, metal and glass). It presents a step by step process for councils to follow in order to assess their current collection arrangements and compliance with the Regulations.

- 6.4 A summary of the findings are shown in the tables below. As can be seen, separate collections of paper & card is shown to be Technically, Environmentally, and Economically Practicable – which mean that they should be brought in as a new collection methodology under current UK and EU law.

#### Summary

<b>Multi-stream (kerbside sort)</b>	<b>Not economically practicable</b> – Costs are considerably higher than the current comingled collections in 2018 a WRAP report was produced and the additional gross cost of this method across the District would have been c£860,000pa
<b>Two-stream (separate paper &amp; card)</b>	<b>Economically practicable</b> – Collection costs are essentially the same as the current comingled collections, and processing costs are considerably lower.

#### Practicability Test – Summary (Completed by LCC and NKDC)

	<b>Multi-stream (kerbside sort)</b>	<b>Two-stream (separate paper &amp; card)</b>
<b>Technically Practicable?</b>	<b>Yes</b>	<b>Yes</b>
<b>Environmentally Practicable?</b>	<b>No</b>	<b>Yes</b>
<b>Economically Practicable?</b>	<b>No</b>	<b>Yes</b>
<b>Overall Assessment</b>	<b>Not practicable</b>	<b>Practicable</b>

## 7. Proposal for West Lindsey

- 7.1 Implementation of the new collection regime was rolled out in Boston in Spring 2021, this provided more in-depth data on the impact on recycling rates, contamination rates, roll out schedule, faq's, issues arising and residents opinions. This data will be valuable to all involved in further roll outs, making them not only more efficient, but all answers will be in place. Following on from Boston, North Kesteven are currently rolling out the scheme, officers have been monitoring the roll out of both schemes.

- 7.2 Table 2 below portrays the available options for Members to consider;

Table 2

<b>Options</b>	<b>Pro's</b>	<b>Con's</b>	<b>Implications (financial and legislative)</b>
1. Do nothing	No disturbance to the customer	Failure to achieve national targets.	There would be no new financial burden should this option be chosen. Choosing this option could result in a challenge to our legal

		Valuable resources being lost.  Non-compliance with TEEP.	compliance with TEEP Regulations.  Failure to achieve the Council's carbon management ambitions.
2. Introduce twin stream collections including separate collections of paper and card	<p>As shown by the figures from the trial areas a better quality of material is being produced in both the blue and purple bins.</p> <p>Not increasing carbon footprint by separating materials to gain a more reusable and valuable resource.</p> <p>Be able to achieve national targets for recycling by reducing the contamination and increasing the quantity of material that can be recycled.</p> <p>No increased costs to West Lindsey or its residents.</p>	<p>Public not wanting an additional bin at their property.</p> <p>Public not "buying into" the new collection methods.</p>	<p>All this comes at a cost at the delivery stage of the new methodology. There are ongoing negotiations with the Waste Disposal Authority about funding new costs which emerge from this project. It is envisaged the Waste Disposal Authority will fund most, if not all new burdens. This is a project to implement and begins with a full TEEP assessment, communication plan to all residents, delivery of new bins, additional members of staff in the collection vehicles to be able to have a thorough look through bins, customer service staff, education officers. LCC expect that it will take six months to fully deliver this project in each Authority.</p>

## 8. Further Considerations

8.1 The proposed collection regime is portrayed below:

<b>Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Residual (black) bin	x		x	
Recycling (blue) bin		x		
Paper/card (purple-lidded) bin				x

8.2. Lincolnshire County Council are the Waste Disposal Authority (WDA), as such they will be the main financial beneficiary from the introduction of the scheme. This is because there is value in the clean paper and card, also other recycle should have less contamination and thereby reduce the disposal cost. Therefore, LCC are completely funding the introduction of this service, including purchase of bins, a communication campaign and other project support. Discussions with BBC and NKDC have identified that there have been few unanticipated costs. Officers consider it prudent to assign a level of internal support from Operational Services, Customer Services and Communications to add strength during the roll-out period, however it is not predicted there will be an additional cost to this.

8.3 There is a need to further understand the options for delivery of the scheme in areas where sack collections are in place, such as the South West Ward (SWW) of Gainsborough and some remote properties. The paper mills will be working closely with the Lincolnshire Waste Partnership to try and resolve sack-based paper and card collection issues, which have been raised as part of the trials.

8.4 Operational Services have a lot of experience in delivering major projects, including the Triple Bin Scheme, a subscription-based garden waste service and construction of a new Depot facility. This experience will be utilised to deliver this change, officers will work closely with County Council officers who have delivered the scheme in Boston and North Kesteven.

8.5 Members should be aware that in Boston and North Kesteven, a zero tolerance approach has been taken to contamination of the paper/card bin. It is felt that a full education programme, including additional officers supporting the crews throughout collections in early weeks, would produce better outcomes in the long term. A Frequently Asked Questions document, similar to the one used by North Kesteven (Appendix 1) will be developed for use in West Lindsey.

8.6 Operating risks are mitigated by learning from others and going a little later in the programme. It is proposed that a full risk analysis be built up in the further report for Members to keep all informed by the current trials and full roll-outs in Boston and North Kesteven.

Officers recommend Option 2 for the following reasons:

- To contribute towards the strategic objectives of Lincolnshire's Joint Municipal Waste Management Strategy, the Council's Corporate Strategy, and to meet the commitments previously made by the Council to reduce the impact of climate change.
- To contribute to meeting the Governments targets for recycling with our countywide partners.
- To ensure compliance with forthcoming legislation contained within the Environment Bill 2020.
- To follow the waste hierarchy, and encourage waste reduction by reducing the amount of additional waste presented
- To collect a high quality recyclate, and reduce contamination, which contributes towards the Council's recycling and composting rate.

## Frequently Asked Questions

### Q. What is this all about?

Nearly 7,200 homes in Boston, North Kesteven and South Holland have been taking part in a trial to collect their paper and cardboard separately from the rest of their recycling for the last year. The aim of the trial, run by the Lincolnshire Waste Partnership, was to boost the quality and amount of paper and card recycled as well as improve the quality of the rest of your recycling. The participants in the trial have taken to this initiative extremely well and the outputs of the trial have given us invaluable data and feedback to help us move forward.

### Q. Why are we doing it?

**A.** The reason we need to improve the recycling is simple. By putting the right thing in the right bin we can improve the quality of the recycling we collect in Lincolnshire and ensure that more items are successfully recycled back into products that can be used over and over again. The present method for collecting recycling (all in one bin) means that the vast majority of paper and card we collect is contaminated by the other items in the recycling bin, like glass and often food waste. Paper and card is also prone to becoming damp, wet and stained when mixed with other recycling. We believe that by collecting it separately in a different bin, it will be kept clean and dry, so it will be recycled rather than being lost because of the contamination. This also means that we can concentrate on the other types of material in your bin, plastics, metals and glass only to ensure that we can be as environmentally efficient as possible.

### Q When will I get another bin?

**A. (Boston BC)** Starting in the spring 2021 we will be working with you to give you another bin or container to collect your paper and card separately and help make sure that you know what goes into each container and why.

**A. (North Kesteven DC)** rolling out in the Autumn of 2021

**A. (All other Districts)** we will be working across the county district by district to help introduce these changes. The whole of Lincolnshire will be working this way within the next 3 - 4 years. This may seem a long way off but we want to be able to help you all to get the right things in the right bin and need to make sure that we take the right amount of time to engage with you and support you so that this is easy for you. We will give regular updates to you and let you know well in advance when the changes will affect your household.

### Q. What will the bin look like?

**A.** You will receive a black bin with a purple lid to put your paper and card into.

The bins used in the trial were a solid purple, the feedback from those taking part in the trial said they would have preferred a black bin with a purple lid; We listened to the feedback and so the bin that will be used for the roll out will be black with a purple lid.



**Q. What can go into my paper and card bin?**

**A.** All paper (except shredded paper or tissues) and cardboard can be put into your paper and card bin but it must be CLEAN WITH NO FOOD RESIDUE.

Customers will be sent further details at the time of the roll out.

**Q. How often will my collections be?**

Green lidded bin – four weekly

Purple lidded bin – four weekly

**Sequence:** Black – Green lidded – Black – Purple lidded – Black – Green lidded – Black - etc

**Q. Can I have another/additional bin?**

**A.** Not at this time as the data from the trial has shown that the bin you have been issued should be sufficient to collect all of your paper and card. If you have larger amounts of excess paper and cardboard, please visit your local Household Waste Recycling Centre <https://www.lincolnshire.gov.uk/recycling-waste/find-recycling-centre>

**Q. Can I opt for a smaller bin?**

**A.** There is no option for a smaller bin as part of the roll out.

**Q. What happens if I put the wrong materials in the bins?**

**A.** We cannot empty bins that contain wrong materials. Wrong materials can contaminate the load and make it unsuitable for recycling. Bins will be stickered/tagged and will not be emptied until the next relevant scheduled collection when you must have removed the items not suitable for recycling. If in doubt check website

**Q. Will you take materials including cardboard placed next to the bin?**

**A.** No. If you have large amounts of cardboard, please visit your local HWRC. <https://www.lincolnshire.gov.uk/recycling-waste/find-recycling-centre>

**Q. Why can't you recycle wet/damp card/paper?**

**A.** If your recycling is wet, the paper and cardboard can stick together and won't be able to be recycled

**Q. Do I have to have another bin?**

**A.** Yes, the trial has proved that that collecting paper and cardboard separately is the most efficient and effective method of collection and so paper & card won't be accepted in your current recycling bin. It will only be accepted in the purple lidded bin. We will be working with you to make sure that we get the right solution for you going forward,

**Q. I don't want another bin, I will just put my paper and card into my green lidded bin?**

**A.** As part of the roll out the Council will be serving notice that specifies the waste that can be placed into each bin for disposal. Where the incorrect waste is placed into the wrong bin may result in the bin not being emptied.

**Q. I don't have room for another bin?**

**A.** As we enter the roll out phase we shall work with residents to overcome any legitimate storage concerns.

**Q. What is the cost and who is paying for this?**

**A.** For all new ventures, we need to firstly invest in the required containers, materials and collection methods. This initial investment of around £3m should be recouped within three to five years and will be greatly outweighed by the long-term savings. That money could then instead be spent on other vital services in your community. It is important to remember that it isn't just about costs. It is about us doing the right thing to help protect the environment for the future, as our residents expect. By using a specialist paper recycler in the UK, we can reduce the amount of miles it travels before being fully recycled and consequently our carbon footprint and by reducing the contamination in the rest of the recycling this process also becomes more efficient both economically and environmentally.

**Q. Will assisted collections continue to be available?**

**A.** Yes. If you already have an assisted collection, this will continue.

**Q. If we have to separate our paper & card now, what has been happening to it before?**

**A.** Your recycling bin containing plastics, metals, glass and paper & card is currently sent to our contractor to sort. By separating your paper and card into a single bin this will avoid the paper and card becoming damp, wet and stained when mixed with other recycling. We believe that by collecting it separately in a different bin, it will be kept clean and dry, so it will be recycled rather than being lost because of the contamination.

**Questions still awaiting answers for:**

**Q** New properties have to pay for their bins, does this mean I have to pay for a purple bin as well?

**A** To be confirmed

**Part 1: Equality Impact Screening/Pre-Assessment\***

<b>Name of Policy/Function/Strategy to be assessed:</b> <b>Separate Paper / Card Collections:</b> A move from a 'comingled' dry recycling service (where all targeted materials are collected together in one bin,) to a 'twin stream' collection (paper and cardboard collected separately.)	<b>Section/Directorate:</b>  Operational Services
<b>Name of person(s) responsible for assessment:</b> Ady Selby / Rob Gilliot / Steve Leary / Elaine Bilton	<b>Date of Screening:</b> 06 October 2021
<b>Policy Aims</b>	
<p><b>What is the purpose of the policy/function/strategy? What are its intended outcomes?</b></p> <p>The intended outcome is: To make changes to the recycling service to allow collections to be delivered in a way which are legally compliant, provide value for money for the residents and businesses of West Lindsey, and deliver positive environmental outcomes.</p> <p>Any changes would need to be communicated clearly so that all stakeholders understand the 'what's and the why's' and can easily participate. In doing so, the new service will aim to maintain or improve customer satisfaction levels.</p> <p>The current 'comingled' collection system has been delivering a declining quality of recycling materials for some years. It may not be legally complaint under existing and forthcoming legislation.</p>	
<p><b>Who are the main stakeholders in relation to the policy/function/strategy?</b></p> <ul style="list-style-type: none"> <li>• Residents in the district who receive waste collection services.</li> <li>• Businesses in the district who receive waste collection services.</li> <li>• Staff responsible for collection of waste.</li> <li>• Staff responsible for administration of the service.</li> <li>• Disposal site operators.</li> <li>• Lincolnshire County Council (as the Waste Disposal Authority).</li> <li>• Elected members, district and parish councils (as representatives of West Lindsey residents).</li> <li>• Procurement Lincolnshire</li> <li>• Suppliers of the bins</li> </ul>	
<p><b>Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?</b></p> <p>It is expected that most stakeholders will be positively affected by the changes in comparison to a scenario where there is no change. This is because the new service</p>	

\* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

aims to bring outcomes stated above, including value for money, environmental performance and legal compliance to ensure continued, uninterrupted delivery of waste management services.

**Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.**

The introduction of separate paper and cardboard collections is not expected to have a negative impact on different equality groups. In particular the policy would support equality objective 5 *"Ensure participation and community engagement from all sectors of society for an accessible and connected district."*

All eligible households would be given waste bins at no direct charge and future equalities work would consider residents with sack collections, as policies are crystallised.

We need to ensure any changes around a new service are widely understood. A communications strategy will be developed that is visual and uses simple language to ensure language is not a barrier, and targeted media channels and engagement will be used to reach hard to reach groups. Learning from previous communication campaigns and best practice, better ways to communicate with visually impaired and deaf persons should be considered. An adequate communications budget and officer resource will be necessary to facilitate delivery of the messages and ensure all residents have access to information regarding the proposed changes.

Separate paper and card collections will reduce the waste disposal cost burden on all taxpayers and, in particular Lincolnshire County Council as the disposal authority. This can help ensure the shrinking council budget is best used to *"improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life."*

**Preliminary Impact Assessment**

**1. Will this policy or function have an impact on:**

- |   |     |
|---|-----|
| <b>a. How services are delivered to the public?</b> | Yes |
| <b>b. Human Resources Policies?</b>                 | No  |

**2. Have any aspects of your policy/strategy already been covered by other EIAs?**

Yes

**a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.**

Overarching Waste Service Policies were covered by an EIA when they were introduced in support of the triple bin collection scheme in September 2009. These included such things as an EIA for assisted collections (which will remain unchanged.) Subsequent updates to waste policies have been supported by EIA's. Other waste policies are exclude from this assessment. It is specifically to look at potential equality issues stemming from changes to dry recycling (blue bin) collections

Due to potential impacts identified in stage 1, part 2 of the EIA, will be completed with a small team of people following any decision to proceed with the project. The full EIA will be available before committee.	
Manager's Signature:	This document may be published on the website

### **Equality Objectives**

1. Improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life
2. Improve opportunities for youth to effectively engage in the community and to develop employment skills
3. Reduce mental and physical health inequalities within the district by providing support and promoting an active and healthy population
4. Promote safe and secure communities by fostering good relations between different groups of people.
5. Ensure participation and community engagement from all sectors of society for an accessible and connected district

# Agenda Item 6h



**Prosperous Communities  
Committee**

**Tuesday 2 November 2021**

**Subject: Review of Bulky Waste Charges**

Report by:

Ady Selby

Contact Officer:

Ady Selby  
Assistant Director of Commercial and Operational  
Services

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Purpose / Summary:

To review the current charge for bulky waste collections and understand the potential impact of free, or reduced price, collections on incidents of fly-tipping.

## **RECOMMENDATION(S):**

That Members recommend to the Corporate Policy & Resources Committee that option 4 (to continue with current pricing schedule, plus inflation, for bulky waste collections) be approved.



## IMPLICATIONS

**Legal:** The Council has a statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990 to make bulky waste collections from householders where requested. However a charge can be made to cover collection costs.

### **Financial : FIN/103/22/MT/SSc**

The recommendation of this report is to continue with the current bulky waste charge of £33 for 6 points. This will have no effect on the MTFP.

Maintaining the fee level at £33 would result in a widening of the gap between income generated and total cost recovery (TCR), as service costs increase (staff, transport). However, controllable costs of the service are recovered, and the Fees Charges and Concessions policy states that fees may be set to help the Council in achieving its objectives by Influencing service users' behaviour, i.e. by encouraging the public to dispose of waste responsibly.

The fee set also complies with the principles of the Fees Charges and Concessions Policy (2.2) in that it is a mechanism for managing demand, as to reduce the fee would likely result in an increase in demand which could not be met with existing resources, and therefore have a negative impact on the reputation of the Council if requests for collections cannot be met within reasonable timeframes.

Other options proposed were to offer a free service or reduce the price of collection. Both these options would require an extra crew and vehicle to respond to expected demand. The revenue costs would increase by £57k per annum. Initial capital costs would be £70k for the vehicle and a further £70k every 5 years. Along with the extra costs would be the reduction or loss of up to £43.5k income generated each year.

**Staffing :** Should the charging policy for bulky waste change to reduce the cost to the customer, thereby increasing demand, it would be likely additional operatives and driver(s) would be required.

### **Equality and Diversity including Human Rights :**

There would be no impact from a change in policy on specific groups, as long as the charges remained the same for all residents. An EIA has previously been carried on bulky waste collection charges and this has been updated to reflect the policy options in this report. If policy changes are made the recommendation of the EIA is that further work should be carried out to understand potential impacts and an EIA update conducted before the report goes to committee. The updated EIA is at Appendix 1.

**Data Protection Implications :** No new implications, all data dealt with by Operational Services is handled in line with the Council's Data Protection Policies.

**Climate Related Risks and Opportunities :** Any strategy which would encourage increased levels of household waste would have negative environmental impacts. Also, the report identifies that any increase in demand may result in the need for another vehicle to be procured and operated, this would result in additional carbon emissions

**Section 17 Crime and Disorder Considerations :** Keeping the charge at the current levels could result in consistent of increased levels of fly-tipping. However, the evidence presented in the report suggests there is no strong link between charging for waste services and increased fly-tipping.

**Health Implications:** None associated with this report

**Title and Location of any Background Papers used in the preparation of this report:**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment :**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**xx**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**x**

**No**

☐

## **Executive Summary**

This paper will consider the impact of reducing the cost, or providing a free service, for bulky waste collections.

The report concludes that, whilst any reduction in charge may be popular with residents, there would be significant negative environmental and financial outcomes.

The strategy of reducing the service charge would seek to reduce the level of fly-tipping endured within the District. However, there is little evidence this would be achieved and evidence is presented within the report which refers to a case study where free collections were reintroduced, but there was no reduction in fly-tipping.

Any reduction in the price of the service would also compromise the recent move towards a 'user-pays' principle.

The report identifies the following options:

- 1. Introduce a free service**
- 2. Reduce the charge**
- 3. Introduce a buy one collection, get one free schedule**
- 4. Continue with the current charge plus inflation**

## **1 Introduction**

- 1.1 The Council has a statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990, to make bulky waste collections from householders where requested. However, a charge can be levied to cover collection costs.
- 1.2 Members resolved to introduce a £10 charge for each bulky waste collection in 2011/12, this was subsequently doubled to £20 the following year. Since then, the price has risen each year with inflation and is currently set at a minimum charge of £33.
- 1.3 There is regular discussion about whether charging for some elements of waste collections results in increased levels of fly-tipping. This has become especially topical given the dramatic increase in levels of fly-tipping throughout the Covid pandemic.
- 1.4 There is also an ongoing discussion about whether reducing the cost of collections, offering a first collection free or providing a 'buy one, get one free' level of service may incentivise residents to dispose of items more responsibly. Residents and Members occasionally refer to the Saturday 'static' services which were in place a number of years ago.
- 1.5 These options will be discussed in the main body of the report.

## **2 Reasons for charging**

- 2.1 There were a number of reasons why a charge was introduced, these are summarised below:
  - Charging encourages bulky items to be disposed at Household Waste Recycling Centres, where material will be more effectively sorted for recycling and reuse.
  - Residents within West Lindsey who currently do not use the bulky waste collection service, but manage their waste in a more sustainable way, previously subsidised the service through their council tax. The charges have helped provide a more efficient and fairer service, where the user of the service pays.
  - Charges have a positive impact on Councils' recycling rate by reducing overall tonnage of household waste collected and encouraging reuse.
  - Charities and social enterprises are benefiting through more donations of furniture and other items and more cooperative working with West Lindsey.
  - Residents of West Lindsey benefit as the charges promote exchange and reuse of goods.

- Charging saw a reduction in levels of household waste produced.
- The charge is helping to heighten awareness of householder responsibility for their waste.

### 3. Local and National charges and trends

- 3.1 The latest national statistics available are from 2018/19, they highlighted that 307 out of 327 collection authorities charge for collections of bulky waste. Just 15 provide a free service, with 12 providing no service at all.
- 3.2 Table 1 below shows the current situation with charging across Lincolnshire. Whilst there are minor differences, most authorities charge roughly the same price for bulky waste collections.
- 3.3 The exception to this is in the City of Lincoln Council area, they provide a free service to pensioners, those on benefits and disabled residents, subject to a limit on the amount of collections. There is no service available to all other householders.

*Table 1 Charging for bulky waste in Lincolnshire authorities*

Authority	Price	Other Information
North Kesteven	£30	Up to three items
BBC	£26	Three items
East Lindsey	£35	Four items
South Kesteven	£30	Three items
South Holland	£30	Three items
CoLC	Free	For those on benefits, pensioners, etc, subject to conditions. Otherwise no collection available
West Lindsey	£33	Six points

### 4. Current performance

- 4.1 In the 2020/21 financial year there were 1,986 bulky waste collection requests, 146 of these were repeat customers.

- 4.2 The budgeted income for the 'Supplementary Services' cost centre in 2020/21 was £75.6k, this includes income for bulky collections, plus new and replacement wheeled bins.
- 4.3 The cost of providing the services in the cost centre totalled £161.3k last year. This includes the cost of bulky waste collections, delivering wheeled bins and making free collections of clinical waste.
- 4.4 The service is popular and almost always at capacity, in general residents wait around 2-3 weeks for a collection.

## **5. Saturday 'Static' service**

- 5.1 A number of years ago, the Council provided a Saturday morning 'static' service, this involved parking refuse collection vehicles on car parks in villages around the District and inviting residents to bring their waste to the lorries for disposal.
- 5.2 These services were funded by Lincolnshire County Council as the Waste Disposal Authority (WDA), in recognition that West Lindsey residents did not enjoy the recommended access to local Household Waste Recycling Centres (HWRC).
- 5.3 This changed in March 2011, when The Rasens HWRC opened in Middle Rasen and the Saturday static services were suspended.
- 5.4 It is highly unlikely that the WDA would agree to restarting these services as allowing free, unrestricted access to waste disposal services does not synergise with the objectives of either the Waste Hierarchy or the Joint Municipal Wastes Management Strategy for Lincolnshire.

## **6. Fly-tipping**

- 6.1 There is regular debate about whether providing a free or subsidised bulky waste collection service would reduce levels of fly-tipping.
- 6.2 Table 2 below portrays levels of fly-tipping in West Lindsey over a number of years. Rates are dynamic, however there was a dramatic increase in 2020/21. This phenomenon is in line with national trends, there are a number of reasons for the dramatic increase, including;
  - People spending more time at home throughout the Covid pandemic, taking the opportunity to clear waste or improve properties, possibly using unscrupulous waste disposal suppliers.
  - People spending more time walking or cycling around their local environment and reporting fly-tipping more readily.
  - HWRC's being closed or having restricted access.

Table 2 Rates of fly-tipping in West Lindsey

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total (fly tips per year)	674	1056	1475	991	803	1197	957	2925

- 6.3 Analysis of the fly-tipped material collected shows that less than 50% of fly-tips consist of items which could be collected by the bulky waste service. The rest is other material including building waste, tyres, asbestos, etc.

## OPTIONS

### 7. Option 1 Offer a free service

- 7.1 Offering a free service would be popular with residents.
- 7.2 As highlighted above, offering free, unlimited waste collections does not align with the objectives of either the Waste Hierarchy or the Joint Municipal Wastes Management Strategy for Lincolnshire.
- 7.3. There would likely be a high increase in demand. When a charge was introduced, service requests dropped by 50%. Presuming this trend was reversed and acknowledging the current vehicle is at capacity, there would be a need for a further vehicle and staff to ensure requests would be collected in a timely manner. The projected cost of this would be £57k on going costs for extra vehicle maintenance, driver and labourer, plus an initial capital outlay of approximately £70k for another vehicle.
- 7.4 There would be a loss of current income of £43.5k in 2022/23.
- 7.5 There would likely be an impact on charitable organisations as it would become easier for residents to dispose of items through the Council's free service, rather than seeking routes which encourage reuse or recycling.
- 7.6 There would be increased demand on the Customer Services team as a predicted circa 2,000 new service requests would be incoming.
- 7.7 When a charge was first introduced, there was not a dramatic rise in fly-tipping. Therefore, it is questionable whether introducing a free service would result in a decrease in fly-tipping. An in-depth BBC report from 2018 found no link between charging for services and fly-tipping. The report also cites an example at Croydon Council who re-introduced a free service, but did not benefit from any reduction in fly-tipping.

<https://www.bbc.co.uk/news/uk-46364689>

## **8. Option 2 Reduce the price of collections**

- 8.1 Reducing the cost of bulky waste collections would be popular with service users.
- 8.2 The impact of this strategy would be similar to making free collections. It would be likely demand would increase, more resources required and less material would be directed to the charitable sector.

## **9. Option 3 Buy one, get one free**

- 9.1 The Council values its regular and repeat customers. A buy one collection, get one free strategy would recognise and reward those customers.
- 9.2 However, this strategy would not be in line with the principles of the service. There is already an incentive in the pricing methodology for residents to dispose of more items at the time of the initial collection. Facilitating a second, free collection may encourage residents to dispose of items they may have otherwise have reused or donated to charity
- 9.3 Returning for repeat collections would not produce positive environmental outcomes, at a time when work is progressing with the Council's Carbon Plan.
- 9.4 Based on current usage, the Council would need to provide a minimum of 146 free collections and a maximum of 1,986 free collections. This would have a significant impact on the resource needed to service the function, in addition there would be a new financial burden.

## **10. Option 4 Continue with current charge plus inflation**

- 10.1 Continuing with the current charge may not be popular with residents seeking to dispose of bulky items.
- 10.2 It would however, provide a solution for residents when considering potential disposal routes for bulky items. Residents would continue to be referred to charitable organisations, or other more environmentally friendly disposal routes, thereby promoting reuse or recycling of items.
- 10.3 The charge would remain consistent with other Lincolnshire authorities.





<b>Section:</b>  Operational Services	<b>Names of those undertaking assessment:</b>  Ady Selby, Rob Gilliot, Steve Leary, Elaine Bilton	
<b>Name of Policy to be assessed:</b>  Bulky Waste charging policy	<b>Date of Assessment:</b> 8 October 2021	<b>Is this a new or existing policy?</b> Existing Policy. Review of charging options
<b>Policy aims</b>		
<b>What is the purpose of the policy or function? What outcomes are required?</b>		
<b>Purpose of bulky waste collection:</b>		
To provide a cost effective bulky waste collection service to West Lindsey residents in compliance with the Councils' statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990.		
<b>Purpose of charges review</b>		
Members wished to explore options. First principle is to ensure a consistent, non-discriminatory, cost effective service delivery and approach for collection of bulky household waste for all residents of West Lindsey. The review considers current charges and the possibility of offering free collections, free 2 <sup>nd</sup> bulky waste collections to all residents who have already paid in the calendar year, or reduced price collections. These options are considered against 'as is.'		
<b>Purpose of fees and charges policy</b>		
When reviewing any charges, Officers should refer to this. The Council has in place a corporate Fees, Charges and Concessions policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of corporate priorities and the setting of new and reviewing of existing charges, our approach to cost recovery and income generation from fees and charges and eligibility for concessions.		
The Council needs a framework for the setting of fees and charges for services provided by West Lindsey District Council.		
<b>Outcomes required from the corporate fees charges and concessions policy are to ensure:</b>		
<ul style="list-style-type: none"> <li>• That fees and charges are applied in a fair and consistent manner across all Council services;</li> <li>• The reasons for applying fees and charges are fully explored and understood;</li> <li>• Tariffs, rates and the scope of charges are regularly reviewed and updated to ensure they are fit for purpose.</li> </ul>		
<b>Outcomes required from review of bulky waste charges</b>		
<ul style="list-style-type: none"> <li>• To ensure continued provision of a unified, non-discriminatory, cost effective waste collection service across the whole of West Lindsey.</li> <li>• Heighten awareness of householder responsibility for their waste.</li> <li>• Positive impact on Councils' recycling rate by diversion of waste from disposal to recycling centres. Reduced tonnage of controlled waste collected by the Council ultimately leading to a reduction in the tonnage of controlled waste going to EFW</li> </ul>		

- To investigate the potential effects of charging policy changes on Council budgets
- To investigate the potential effects of charging policy on flytipping rates
- To investigate reputational impact of charging policy changes
- To benchmark charging policy against other local authorities

### **Who is intended to benefit from the policy?**

Under current policy:

- Residents within West Lindsey who don't use the bulky waste collection service, but manage their waste in a more sustainable way, currently don't subsidise the service through their council tax. The charges help provide a more efficient and cost effective and fairer service.
- West Lindsey District Council by reducing tonnage of controlled waste collected for disposal at landfill.
- Positive impact on Councils' recycling rate by reducing overall tonnage of household waste collected.
- Charities and social enterprises benefit through more donations of furniture and other items and more cooperative working with West Lindsey.
- Residents of West Lindsey benefit as the charges will promote the exchange and reuse of goods
- Customer Services through clear guidance, and knowledge empowerment.
- Businesses, as the charges are designed not to be anti-competitive or designed to keep genuine competitors out of the collection market.

The initial review has suggested that any move away from a controllable cost recovery model could have negative impacts in all of these areas, whilst a move to total cost recovery (all staff / vehicle costs etc) may bring negative externalities if it pushes prices to unaffordable levels.

### ***Who are the main stakeholders in relation to the policy?***

- Residents
- Businesses
- Councillors
- Waste Disposal Authority
- Charities and social enterprises
- Staff

### ***Does the policy contribute to the achievement of the Council's Equality and Diversity Policy? Can any aspects of the policy contribute to inequality?***

Yes, under current policy WLDC are providing a service to those who would prefer not to use other disposal methods or do not have easy access to a household recycling centre (HWRC). The policy contributes to equality objectives because some disabilities may reduce an

individual's ability to drive or lift items into a vehicle, so limiting the ability to use HWRC's. The current charging policy is towards the lower end of the scale when compared to those charged by other LA's.

Although full cost recovery is the customary approach when setting charges, this is not felt to be appropriate in this case and the keeping proposed amount charged static (against increasing collection costs) reflects the potential impact on vulnerable customers and seeks not to price the service out of their reach.

Bulky waste collections are available to all West Lindsey residents. Inequality might be considered to occur if reduced collection charges result in all residents subsidising collection of bulky waste through their Council Tax, whilst only a minority of residents take up the service each year. Under a 'free' or reduced charging policy, the direct cost to the Council in providing a bulky waste would increase and revenue decrease (see financial appraisal) It would likely increase the Councils' tonnage of un-recycled waste collected and associated disposal charges for LCC. There is also an inequality in that charities may find it hard to compete for some items against a Council that will collect and dispose of them for no direct charge.

Bulky waste is collected from an accessible place outside individual properties. Disabled residents arrange for waste to be placed in an accessible place and special circumstances and individual needs can be considered. It is not considered that price of collections disproportionately affect accessibility to the service for this group.

#### **Evidence**

##### ***What are the existing sources of evidence and mechanisms for gathering data?***

The Council have for many years operated a bulky waste collection service. The Council has a clear understanding over the issues that are facing residents. These have already been identified in earlier EIA's. Because impact assessments have previously been carried out, sources of evidence have been identified and data gathered in areas where it was felt specific attention was needed.

Examples include customers registered on the assisted collections list, Sharps collections list. Please see individual EIA's for detail. Other data include:

- Bulky waste requests logged on CRM and recorded on Flare
- Requests checked and 'closed off' to ensure completion
- Tonnages diverted from disposal recorded via 3<sup>rd</sup> party recycling credits
- General feedback and comments, compliments, complaints logged
- Customer Satisfaction with bulky waste previously recorded via surveys

##### ***Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?***

The policies apply equally to all users as the service is provided to all across the district. Households that are closer to HWRC's may be more likely to use them rather than the bulky waste collection service.

##### ***Is there any evidence that different groups have different needs, experiences,***

**issues and priorities in relation to the particular policy or function?**

No evidence. However, the elderly / infirm / disabled may well need assistance in moving their bulky waste items to the designated collection point. Therefore it is not unreasonable to assume that they have different needs and priorities in relation to using the service.

Those persons who do not have English as a first language may find difficulty in understanding the written information that is provided to residents.

**Is there any informal feedback from managers, staff or voluntary organisations?**

The bulky waste collection service has been running for many years throughout the District. A charge has been levied since 2011/12.

The bulky waste collection service is generally a popular one and there have been few complaints. A charge is felt necessary to maintain the level of service and control demand

Informal feedback also comes from the bulky waste collection crews who provide feedback on those that may be struggling to use the service correctly. Evidence is logged via collection sheets.

**What further evidence is needed to understand the impact upon equality?**

None at this stage. Further work may be needed to understand effects if a free or subsidised collection service is to be recommended.

**Impact****Does the data show different impact upon different groups? What existing evidence is there for this?**

<b>Race</b>	<b>No</b>	<b>Gender</b>	<b>No</b>	<b>Age</b>	<b>No</b>
<b>Religion</b>	<b>No</b>	<b>Disability</b>	<b>No</b>	<b>Sexual Orientation</b>	<b>No</b>

**Do these differences amount to an adverse impact?**

Not currently

**Future actions:**

Reuse charities / exchange forums and HWRCs to be publicised through WLDC comms channels following MT decision. Review of bulky waste website pages and booking procedures

**Signed: Adrian Selby**

**Date: 8 October 2021**

# Agenda Item 6i



**Prosperous Communities  
Committee**

**Tuesday, 2 November 2021**

**Subject: Garden Waste Subscription Service**

Report by:	Assistant Director of Commercial and Operational Services
Contact Officer:	Ady Selby Assistant Director of Commercial and Operational Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To present options for the subscription charge for the Garden Waste Service and for Members to approve a subscription rate for 2022/23 and 2023/24.

**RECOMMENDATION(S): For Members to recommend to Corporate Policy and Resources Committee an increase in the subscription for receipt of the Garden Waste collection service to £39 per bin per year, for the 2022/23 financial year and £39 per bin per year for the 2023/24 financial year.**

## IMPLICATIONS

**Legal:** None

### **Financial : FIN/100/22/SSc/MT**

This report is looking at the options for Green Garden Waste service charges for 2022/2023 and 2023/2024.

The options listed below are based on potential income generation against estimated costs.

The service charge options proposed are £35, £38, £39 and £40, fixed for both years. The pressure and surplus figures in the table below shows the forecast net position across the two years 2022/2023 and 2023/2024.

If there was no change to the current service charge the forecast pressure for the Council is £177k.

	Service Charge	Pressure / (Surplus)
*	£35	£177k
**	£38	£35k
***	£39	£11k
****	£40	(£13k)

\* Assumes increase in bin sales increases at 2% pa

\*\* Assumes increase in bin sales at 2% but loses 1% due to price increase

\*\*\* Assumes increase in bin sales at 2% but loss of 2% due to price increase

\*\*\*\* Assumes increase in bin sales at 2% but loss of 3% due to price increase

**Staffing :** There are no staffing implications involved with this report

### **Equality and Diversity including Human Rights :**

A full Equalities Impact Assessment was developed when a subscription based service was introduced.

**Data Protection Implications :** All data relating to the service is processed in line with the Council's Data Protection Policy

**Climate Related Risks and Opportunities :** Amending the price of the annual subscription may result in changing demand meaning a change to vehicle movements, however the impact of this is likely to be minimal.

**Section 17 Crime and Disorder Considerations :** None for this report

**Health Implications:** None for this report

**Title and Location of any Background Papers used in the preparation of this report:**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment :**

Failure to amend the cost of subscription to achieve cost recovery may result in reputational impact, as residents who don't subscribe claiming they part-subsidise it.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**x**

**No**

☐



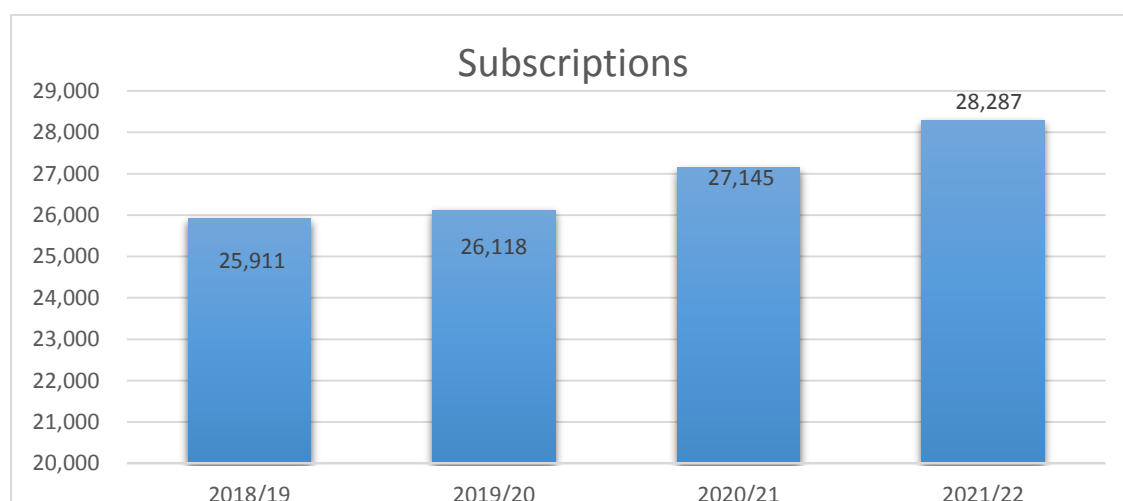
## 1. Introduction

- 1.1 In December 2017, Prosperous Communities Committee resolved to introduce a subscription-based garden waste service from 1 April 2018, the service had previously been free for residents who could receive it.
- 1.2 The decision to introduce a charge was taken in order that a user-pays ethos was implemented and that the function should seek to fully recover its costs. Failure to do this would mean that residents who didn't subscribe to the service would be indirectly funding it through their council tax payments.
- 1.3 The service has continued to grow year on year, with high levels of satisfaction.
- 1.4 The subscription cost has remained at £35 per annum, per bin since the charge was implemented.
- 1.5 The cost of delivering the service has continued to increase since the subscription was introduced, continuing with the current charge of £35 per annum would mean the service would not recover its costs in future years.
- 1.6 It is therefore timely that Members consider options for setting the subscription rate in coming years.

## 2. Performance

- 2.1 Table 1 below portrays the number of subscriptions achieved in the four years since a subscription charge was implemented. It can be seen that the rate increased by an average of 793 new subscriptions per year.

*Table 1 Number of subscriptions per year*



2.2 Table 3 below shows the current rate of subscription at other local authorities in Greater Lincolnshire, these are current year rates and each individual authority may have plans to increase charges for next year.

2.3 The average annual subscription in Greater Lincolnshire is £40 for 19.8 collections per annum.

*Table 3 Subscription rates across Greater Lincolnshire*

Authority	Subscription cost 1st Bin	Subscription cost for additional bins	Number of collections
WLDC	£35	£35	18
South Kesteven	£39 if paid online or Direct Debit £44 if paid off line	£19.50 if paid online or Direct Debit £22 if paid off line	26
North Lincs	140l free 240l £39	–	24
North Kesteven	£35	£17	24
East Lindsey	£40	£40	21
City of Lincoln	£39	£15	26
North East Lincs	£36	£36	22 (April - March no collections from 13 Dec - 4 Feb)
South Holland	£52	£30	24
Boston Borough	£45	£20	20 (April - March no collections end Nov - end Feb)

2.4 West Lindsey has the lowest number of collections per annum in Greater Lincolnshire. Winter collections were suspended a number of years ago following a report to Members identifying the low tonnages collected and the high carbon impact of winter collections. A consultation process undertaken before the subscription was first introduced identified that, given the choice; residents would rather have fewer collections for a lower annual subscription.

2.5 It is therefore proposed that the number of annual collections remains at eighteen.

### **3. Cost of Service**

3.1 The cost of providing the service has increased year on year, to the point where the function will fail to recover its costs unless the subscription is increased.

3.2 Most significantly, annual pay rises have impacted the cost of operating the service. More recently, an extra pay award and retention bonus has been introduced for HGV drivers, in an attempt to protect the services from the national driver shortage.

3.3 These issues, combined with increasing fleet costs, including vehicle supply and fuel, plus a contribution to the cost of the new Depot at Caenby Corner, mean the cost of service in 2022/23 will be £1,092k and in 2023/24 will be £1,125k.

- 3.4 Table 4 below portrays the options available to Members regarding the price of the annual subscription. It should be noted that it is very difficult to accurately foresee actual subscription levels, they are reliant on uncontrollable external factors including the weather, residents working from home and caring about their home environment more, also the availability of Household Waste Recycling Centres.
- 3.5 Given the information in Table 4, in order to achieve the closest possible cost recovery model, officers recommend raising the subscription to £39per bin, per annum, fixed for two years.

Table 4 Options for future subscription levels and projected impact on cost of service

Cost	Projected income 2022/23	Projected income 2023/24	Total income 2022/24	Projected cost of service 2022/24	(Surplus)/Pressure
£35*	£1,009,846	£1,030,043	£2,039,889	£2,217,100	£177,211
£38**	£1,085,549	£1,096,297	£2,181,845	£2,217,100	£35,255
£39***	£1,103,193	£1,103,193	£2,206,386	£2,217,100	£10,714
£40****	£1,120,495	£1,109,616	£2,230,111	£2,217,100	£(13,011)

\* Assumes increase in bin sales increases at c2%pa

\*\* Assumes increase in bin sales at 2% but loses 1% due to price increase

\*\*\* Assumes increase in bin sales at 2% but loss of 2% due to price increase

\*\*\*\* Assumes increase in bin sales at 2% but loss of 3% due to price increase

#### 4. Other issues

- 4.1 The Government is currently consulting on a future Environment Bill. Within the Bill are a number of proposals which, the Government considers, could harmonise waste collection methodologies, resulting in higher quantities and quality of material collected for recycling.
- 4.2 One proposal is to require collection authorities to provide free collections of garden waste for all households from 2024. Whilst most local authorities oppose this proposal on environmental and financial grounds, it remains possible that they could be required to deliver this free service.
- 4.3 Whilst the Government have stipulated they will compensate authorities for lost income, it is likely this will be at a maximum of 80% through New Burdens Funding.

- 4.4 The Council should therefore be prepared to lose significant income in coming years, should the proposal become enshrined in legislation.

## **5. Communications Plan**

- 5.1 Operational Services will work with the Communications Team in order to produce a Communications Plan to adequately inform residents of the reasons for any increase in subscription levels.



**Prosperous Communities**

**Tuesday, 2 November 2021**

**Subject: Proposed Fees and Charges 2022/2023**

Report by:	Assistant Director, Finance, Business and Property Services (Section 151 Officer)
Contact Officer:	Sue Leversedge Business Support Team Leader  sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Propose Fees and Charges to take effect from 1 April 2022.

## **RECOMMENDATION(S):**

1. That Members consider the proposed fees and charges for 2022/2023 as detailed, and make recommendation to Corporate Policy and Resources Committee for approval.

## **IMPLICATIONS**

### **Legal:**

Where fees and charges are set by legislation at national statutory rates, these will be applied as notified.

**Financial : FIN/98/22/PC/SL**

The 2022/2023 fees and charges are explained in the body of this report. The budgetary implications of any amendments to fees and the forecast level of demand for each service, together with introducing new charges will be built into the Council's revenue budget.

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is a minimal benefit for the Medium Term Financial Plan (MTFP) of £1,600 in 2022/2023, rising to £107,700 in 2026/2027, as a result of the amendments to fees proposed within this report, and the projected demand for services.

Where inflation has been applied to fees and charges at 3.9% in 2021/22 (June 2021 RPI), it is proposed that inflation is assumed to be 2% for future year budgets within the MTFP.

Details of the proposed amendments in each service area are contained within the report at Section 4.

The cumulative impact on the MTFP of the fees and charges review in relation to services within Prosperous Communities is:

Increase in Contribution pa £	Year	Cumulative Increase in Contribution £
(1,600)	2022/23	(1,600)
(8,900)	2023/24	(10,500)
(22,200)	2024/25	(32,700)
(12,700)	2025/26	(45,400)
(62,300)	2026/27	(107,700)

Fees and charges will be kept under review throughout the year. If necessary changes are identified during the financial year, these will be reported directly to the Corporate Policy and Resources Committee for approval as appropriate.

Please note that the schedules and appendices for Bulky Waste and Garden Waste are excluded from this report, and are the subject of separate reports to be presented to this Committee.

**Staffing none** arising because of this report.

**Equality and Diversity including Human Rights:** None arising as a result of this report.

**Data Protection Implications:** None arising as a result of this report.

**Climate Related Risks and Opportunities :**

None arising as a result of this report.

**Section 17 Crime and Disorder Considerations :**

Some fees and charges are set to discourage anti-social behaviour i.e. the bulky waste service and impact on fly tipping.

CCTV service charges are set to encourage take up of the service to increase public safety in the district and reduce anti-social behaviour.

Fixed Penalty Notices are fees set by the Government to enable Local Authorities to take action against anti-social behaviour.

**Health Implications:** None arising as a result of this report.

**Title and Location of any Background Papers used in the preparation of this report:**

None.

**Risk Assessment :**

**RISK:** There is a risk that an increase in fees and charges may impact on the usage of the service resulting in budget pressures.

**MITIGATION:** There is a minimum working balance of £2.5m available to cover any in year pressures.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**X**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**X**

**No**

☐

## **1 Introduction**

- 1.1 This report and appendices set out the proposed fees and charges for 2022/2023.
- 1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas, in particular this focuses on how fees and charges can assist in the achievement of Corporate Objectives, the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.
- 1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.
- 1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those fees set by statute.

## **2 Fees and Charges Policy and Process**

- 2.1 The review of fees for 2022/2023 has been undertaken through a robust exercise including determining total service cost, determining a pricing level to ensure full cost recovery, then considering benchmarking data and market conditions to inform an appropriate charge.
- 2.2 Consideration has been taken of the potential implications of Covid-19 recovery on chargeable services. The budgetary implications contained within this report relate to any proposed amendments to fees, and the expected demand for services over the period of the Medium Term Financial Plan.
- 2.3 Team Managers have worked with their Finance Business Partner in undertaking this review.
- 2.4 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers, through the benchmarking exercise, that the charge proposed is fair and reasonable for the service being provided.
- 2.5 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost



of providing the service, there is a sound basis for the decision based on the Managers' understanding of the commercial environment.

- 2.6 Where fees have been reviewed, having a greater regard to benchmarking data where such data is available, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities in the surrounding area.
- 2.7 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.8 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.
- 2.9 The fees and charges will be subject to continuous monitoring during the year through Corporate Policy and Resources Committee, who may implement changes during the year, or will inform the following years Medium Term Financial Plan.

### 3 Fees and Charges Review

- 3.1 Of the 616 fees and charges reviewed, 31% are statutory and 69% are non-statutory. In terms of 2021/2022 forecast outturn this equates to:

	2021/22 Forecast £	
Statutory	1,146,100	31%
Non-Statutory	2,522,300	69%
<b>Total</b>	<b>3,668,400</b>	<b>100%</b>

#### Statutory / Statutory Range Fees

- 3.2 Of the 253 statutory fees and charges set by Central Government;

80% have experienced no change in the level of fees  
 19% seeing an increase in fees chargeable  
 1% has decreased

- 3.3 The increases in fees and charges for statutory services sit within;
  - Revenues in relation to court costs applied
  - Licences issued under the Gambling Act
  - Fixed Penalty Notices – depositing litter
  - Planning for public path orders

- Environmental Services - Private water supply work (maximum hourly charge)
- 3.4 The decreased fees are two lines within the Planning Applications schedule for 'new dwelling houses'.

### **Non-Statutory**

- 3.5 Of the 363 non-statutory fees and charges;
- 41% have experienced no change  
57% have increased the fees chargeable  
2% are new fees for 2022/2023
- 3.6 Of those 206 (57%) non-statutory fees and charges which have increased, this equates to an average of £10.00 in monetary terms (net of VAT), or 4.7% in terms of percentage increase applied.
- 3.7 The following services are currently provided with prices on application;
- Trinity Arts Centre (except room/theatre hire)
  - Trade waste services
  - Private street cleansing work
  - CCTV services

This is due to the variety of requirements of customers. Pricing models have been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

- 3.8 The following fees and charges are to be submitted to Corporate Policy and Resources Committee for approval as part of the 'Budget and Treasury Monitoring – Quarter 2 2021/2022' report, to be applied in this financial year. They are included here for completeness and subject to approval;

#### **1. Crematorium**

- Extra Work (Pro Tribute), £21.00 including VAT, for both 2021/22 and 2022/23.

#### **2. Cemeteries**

- Child Grave up to 17 years, £172.00 for both 2021/22 and 2022/23.
- New rates for non-resident interments – see schedule contained in Appendix 5 for details.

#### **3. Strategic Housing**

- Financial Penalty – Electrical Safety Standards in the Private Rented Sector – up to £30,000 for both 2021/22 and 2022/23.

- 3.9 The proposed fees and charges will apply from 1<sup>st</sup> April 2022, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1<sup>st</sup> April.

The appendices provide the detail and analysis of pricing and demand and the proposed charges, and are summarised by service area below:

## **4. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA**

### **4.1 Appendix 1: Car Parks**

Fees were set in accordance with the Car Park Strategy, effective from 1<sup>st</sup> April 2018.

A revised Car Park Strategy is due to be presented to Committee later this financial year, and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

**There is no impact on the MTFP.**

### **4.2 Appendix 2: Cemeteries**

Recent benchmarking shows the fees set for this service are now more in alignment with neighbouring councils. The 2019/2200 approved increase was the final step towards the charges set by other councils. With effect from 2022/2023, the proposal is to increase fees by inflation at 3.9%, rounded to the nearest 50p.

**There is no impact on the MTFP in 2022/2023, due to the minimal budget for the service area.**

### **4.3 Appendix 3: Environment Services**

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2022/2023 are expected to be reviewed in February 2022 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case-by-case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Of those fees which are non-statutory, inflation at 3.9% increase has been proposed, to bring into line with benchmarking data.

**There is a minimal increase in income of £100 for this service in 2022/2023.**

### **4.4 Appendix 4: Fixed Penalty Notices**

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain

largely the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

There is one non-statutory fees which relates to High hedge complaints. Currently the fees is set at £325. A cost recovery exercise has taken place and a more appropriate fee would be £595. Current bench marking suggests this increase is in line with what other authorities charge.

**There is a minimal increase in income of £500 for this service in 2022/2023.**

#### **4.5 Appendix 5: Land Charges**

The service has proposed an increase of inflation at 3.9% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

In the previous year we had applied a 6% increase to all fees or 50 pence.

LLC1 fee of £24.00 per search will stop once Land Registry take over the declaration of registrations. This is anticipated to be before end March 2022. This is forecast to create a net pressure of £38,700 in 2022/2023, reducing to £16,800 in 2026/2027.

The service plan is to recover the loss of income by increasing market share, but this will take time.

**Due to the expected cessation of the LLC1 fee, there is a decrease in income of £38,700 for this service in 2022/2023.**

#### **4.6 Appendix 6: Licensing**

The majority of the charges are statutory, or a statutory-range where the maximum amount is charged.

Inflationary increase of 3.9% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

**There is a minimal increase in income of £2,300 for this service in 2022/2023.**

#### **4.7 Appendix 7: Markets**

It is proposed that charges are frozen at the current rate to support the trader and the town centre, pending the service review later in the year.

**There is no impact on the MTFP.**

#### **4.8 Appendix 8: Planning**

As the planning application fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by 3.9% equivalent to inflation and rounded to the nearest £, except for a couple of fees which are detailed in Appendix 11 (Section 6).

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

**There is a minimal increase in income of £2,600 for this service in 2022/2023, however in 2026/2027 the planning fee income increases by £45,000 to reflect expected demand.**

#### **4.9 Appendix 9: Strategic Housing**

It is proposed to apply inflation at 3.9% to the current years' fee. Except for Mandatory HMO Licences which have been rounded to whole pounds.

##### **New Fees**

There is now provision within legislation to issue a financial penalty to landlords for failing to meet the required electrical standards.

**There is a minimal increase in income of £400 for this service in 2022/2023.**

#### **4.10 Appendix 10: Waste Services**

Bulky Waste and Garden Waste collections are subject to separate reports for PC – PC recommendations from meeting on 2 November 2021 are to be added into the Fees and Charges report for CP&R committee.

#### **4.11 Appendix 11: Trinity Arts Centre**

Theatre rehearsal and duty manager charge to increase by inflation at 3.9%.

Room hire to increase by 6%.

Film charges have been benchmarked against Kinema in the Woods. We propose to increase the tickets prices by 50p per ticket. Adults £6.50 and Concessions £5.50.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

#### New fees

During the period of closure, the centre management went about improving the facilities. Included in this was the relocation of the cleaners' storeroom, which gave way for a new hireable space. This room has been redesigned to act as a small meeting/gallery space and is named after the building's architect: Thomas Johnson. This new room presents a new charge and will contribute to the variety of offerings at Trinity for those seeking to use spaces for different means.

**There is an increase in income of £6,800 for this service in 2022/2023.**

#### **4.12 Appendix 12: Crematorium**

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing to only increase this fee by £1.50 (0.3%) and round the charge to £465.

Cremation services have been increased by 2.5% rather than inflation at 3.9%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market.

Secondary spends, such as memorials, which can be considered a luxury item, have been increased by inflation at 3.9%.

Strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium has been frozen at the current rate of £55. As we have not been able to allow any scattering of remains we feel it would be wrong to increase this price as we begin to be able to offer this service. It is important to try and attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

**There is an increase in income of £27,600 for this service in 2022/2023.**

#### **4.13 Appendix 13: Communities**

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2022/2023.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2023/2024.

**There is no impact on the MTFP at this point, as income generated from the maintenance scheme will be utilised to purchase the required equipment.**

#### **4.14 Appendix 14: CCTV Service (Commercially Sensitive\*)**

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

#### **4.15 Appendix 15: Building Control (Commercially Sensitive\*)**

Charges are based on a cost recovery basis but are considered commercially sensitive.

#### **4.16 Appendix 16: Trade Waste (Commercially Sensitive\*)**

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

*\*The Proper Officer has determined in preparing Appendices 14, 15 & 16 that paragraph 3 should apply. The view of the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, disclosure of the information would give an unfair advantage to tenderers for commercial contracts.*

*This information is not affected by any other statutory provision which requires the information to be publicly registered.*

*On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.*

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Car Parks							
		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	£	
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	£1.10	S
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	£1.60	S
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	£2.00	S
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	£3.30	S
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	£3.90	S
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	£1.40	S
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	£2.00	S
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	£2.50	S
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	£6.50	S
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	£0.80	S
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	£1.00	S
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	£1.70	S
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	£2.00	S
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	£528.00	S
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	£264.00	S
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	£210.00	S
Penalty Charge Notice									
Higher Rate		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	£35.00	OS
Lower Rate		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	£25.00	OS
Penalty Charge Notices have replaced the Excess Charge Notice. The Traffic Management Act 2004 has introduced differential Penalty Charge Notices. Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement. Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.									
Electric Vehicle Charging	charge per kWh	£0.25	0.0%	£0.00	£0.25	£0.05	£0.30	£0.30	S



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

### Prosperous Communities Committee

### Cemeteries

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

#### Cost for interment of a person who had been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£637.00	3.9%	£25.00	£662.00	£0.00	£662.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£892.00	3.9%	£35.00	£927.00	£0.00	£927.00	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£319.00	3.9%	£12.50	£331.50	£0.00	£331.50	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£445.50	3.9%	£17.50	£463.00	£0.00	£463.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£382.00	3.9%	£15.00	£397.00	£0.00	£397.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child) For the interment of a West Lindsey resident	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Child grave up to 17 years	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

#### Cost for interment of a person who had not been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,274.00	3.9%	£49.50	£1,323.50	£0.00	£1,323.50	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,784.00	3.9%	£69.50	£1,853.50	£0.00	£1,853.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£638.00	3.9%	£25.00	£663.00	£0.00	£663.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£891.00	3.9%	£34.50	£925.50	£0.00	£925.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£764.00	3.9%	£30.00	£794.00	£0.00	£794.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Child grave up to 17 years	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

#### Exhumation:

Body *	£553.50	3.9%	£21.50	£575.00	£0.00	£575.00	OS
Cremated remains *	£277.00	3.9%	£11.00	£288.00	£0.00	£288.00	OS

\* There will be an additional cost - Public Health Exhumation of £1000

#### Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)

Headstone up to 18 inches (C)	£127.50	3.9%	£5.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)	£152.50	3.9%	£6.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)	£277.00	4.0%	£11.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£113.00	4.0%	£4.50	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£121.50	3.7%	£4.50	£126.00	£0.00	£126.00	OS
For each inscription after the first	£45.50	4.4%	£2.00	£47.50	£0.00	£47.50	OS

## APPENDIX A – Fees and Charges 2022/2023

### Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

<b>Registration Fees</b>								
Per certified copy of a certificate of grant of exclusive Right of		£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS
Per certified copy of entry in Register of Burials		£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS
<b>Copies of Certificates</b>								
Permission to plant memorial tree		£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS
Permission to install memorial seat		£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS
<b>NB. Burial grounds are at Market Rasen &amp; Springthorpe</b>								

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Environment Services Local Air Pollution						
		2021/22			2022/23			
		Proposed Increase / (Decrease)			VAT Amount			2022/23 Charge Inc. VAT
		£			£			VAT Rate
All charges are set by DEFRA		%			£			
Application Fee								
- Standard Process		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	0.0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	0.0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	0.0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	0.0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	0.0%	£0.00	£498.00	£0.00	£498.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.								
Late Application Fee Schedule B reduce fee activity		£71.00	0.0%	£0.00	£71.00	£0.00	£71.00	OS
Late Application for other Part B activity or any other solvent emission		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B		£279.00	0.0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	0.0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	0.0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	0.0%	£0.00	£1,747.00	£0.00	£1,747.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.								
- Reduced fee activities	Low	£79.00	0.0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	0.0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	0.0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	0.0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	0.0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	0.0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	0.0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	0.0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	0.0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	0.0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	0.0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	0.0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	0.0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	0.0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	0.0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	0.0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	0.0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	0.0%	£0.00	£473.00	£0.00	£473.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

### Prosperous Communities Committee

### Environment Services Local Air Pollution continued

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

#### Application Fee for Part A(2) Activity

For Each Part A(2)		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.

#### Transfer and Surrender

Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A(2) Surrender Permit		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS

#### Substantial Change

Reduce Fee Activity		£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								
Reduced Subsistence Charge		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Environment Services Local Air Pollution						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
<b>** Statutory charges are set by DEFRA</b>								
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£57.00	3.5%	£2.00	£59.00	£0.00	£59.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	0.0%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.18	3.9%	£0.24	£6.42	£1.28	£7.71	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£38.39	8.1%	£3.11	£41.49	£0.00	£41.49	OS
	Analysing a sample:-							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Public Health Exhumation	£0.00			£1,000.00	£0.00	£1,000.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£138.00	3.6%	£5.00	£143.00	£28.60	£171.60	S
	Charge for additional hours	£44.00	4.5%	£2.00	£46.00	£9.20	£55.20	S
Food Hygiene Rating Scheme	Re-inspections	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Additional inspections (outside routine plan)	£0.00			£177.00	£0.00	£177.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.								

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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### Prosperous Communities Committee

### Fixed Penalty Notices

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	33.3%	£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	50.0%	£25.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£325.00	83.1%	£270.00	£595.00	£0.00	£595.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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### Prosperous Communities Committee

### Land Charges

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Cancellation Fee	£6.50	3.9%	£0.25	£6.75	£0.00	£6.75	OS
LLC1:	Any one part of the register	£8.00	3.9%	£0.31	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£1.50	33.0%	£0.50	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£75.50	3.9%	£2.94	£78.44	£15.69	£94.13	S
	Each additional parcel	£17.00	3.9%	£0.66	£17.66	£3.53	£21.20	S
	Lincolnshire County Council Fee	£23.10	3.9%	£0.90	£24.00	£4.80	£28.80	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
submitted on its own	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
Administration Fee		£13.50	3.9%	£0.53	£14.03	£2.81	£16.83	S
Additional Enquiries *	Per additional enquiry	£32.00	3.9%	£1.25	£33.25	£6.65	£39.90	S/O
Filing a definitive certificate of the Lands Tribunal		£3.50	14.4%	£0.50	£4.00	£0.00	£4.00	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)								S

\* The VAT treatment of this supply will follow the treatment of the initial search (eg if CON29 it will be taxable, but if LLC1 it will be outside the scope)

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee				Licensing - Gambling Act				
	2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
	£	%	£	£	£	£		
<b>Bingo Premises Licence</b>								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
<b>Adult Gaming Centre</b>								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Variation of Licence	£978.80	3.9%	£38.20	£1,017.00	£0.00	£1,017.00	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
<b>Family Entertainment Centre</b>								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS	
Variation of Licence	£978.80	2.2%	£21.20	£1,000.00	£0.00	£1,000.00	OS	
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
<b>Betting Premises (Other)</b>								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£968.60	3.9%	£37.80	£1,006.40	£0.00	£1,006.40	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
<b>Betting Premises (Tracks)</b>								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£846.70	3.9%	£33.00	£879.70	£0.00	£879.70	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee			Licensing - Gambling Act (contd)					
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
<b>Miscellaneous</b>								
Change of Circumstances		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£401.80	3.9%	£15.70	£417.50	£0.00	£417.50	OS
<b>Unlicensed FEC's &amp; Prize gaming Permits (10 year duration)</b>								
New Gaming Machine Permit (no annual fee)		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
<b>Club Gaming Permit &amp; Club Machine Permit (10 year duration)</b>								
New grant Club Gaming Permit		£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
<b>Lotteries</b>								
Society Lottery - New		£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
<b>Machines in Alcohol Licensed premises - 3 or more machines</b>								
New		£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Licensing						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
<b>Taxi Licensing (Including Horse Drawn Omnibus)</b>								
Driver's License Application (3Yr)	New/Renewal	£181.00	3.9%	£7.00	£188.00	£0.00	£188.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	2.9%	£1.00	£36.00	£0.00	£36.00	OS
DBS Check	On New or Renewal	£44.00	0.0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
*This fee is controlled by City of Lincoln Council and subject to change								
Vehicle License	New	£256.00	3.9%	£10.00	£266.00	£0.00	£266.00	OS
Vehicle License	Renewal	£256.00	3.9%	£10.00	£266.00	£0.00	£266.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£30.00	3.3%	£1.00	£31.00	£0.00	£31.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£39.00	5.1%	£2.00	£41.00	£0.00	£41.00	OS
Private Hire Operators Licence (5Yr)		£223.00	4.0%	£9.00	£232.00	£0.00	£232.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle		£29.00	3.4%	£1.00	£30.00	£0.00	£30.00	OS
<b>Alcohol and Entertainment Licenses</b>								
<b>Charges set by Licensing Act 2003</b>								
<b>New Premise Licence</b>								
Category A		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
<b>Annual fee demand</b>								
Category A		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£191.00	3.7%	£7.00	£198.00	£0.00	£198.00	OS
	Personal registration	£53.00	3.8%	£2.00	£55.00	£0.00	£55.00	OS
Street Trading Consents		£198.00	4.0%	£8.00	£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£27.00	3.7%	£1.00	£28.00	£0.00	£28.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Licensing (contd)						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Sale of Animals	New (Part A)	£205.00	3.9%	£8.00	£213.00	£0.00	£213.00	OS
	New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Renewal (Part A)	£199.00	4.0%	£8.00	£207.00	£0.00	£207.00	OS
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	Cats or Dogs - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Cats or Dogs - Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	Cats and Dogs (Dual) - New (Part A)	£302.00	4.0%	£12.00	£314.00	£0.00	£314.00	OS
	Cats and Dogs (Dual) - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£294.00	3.7%	£11.00	£305.00	£0.00	£305.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	Home Boarding - New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Home Boarding - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Home Boarding - Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS
	Home Boarding - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	New or Renewal (Part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	New or Renewal (Part B) + vet fee	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Breeding	New (part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	New (part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
	Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS
	Renewal (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Day Care	New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	New (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Day Care	Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
Application to be re-rated	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS
Variation to the licence	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£169.00	4.1%	£7.00	£176.00	£0.00	£176.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£738.00	3.9%	£29.00	£767.00	£0.00	£767.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,803.00	3.9%	£70.00	£1,873.00	£0.00	£1,873.00	OS
<b>Scrap Metal</b>								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£113.00	3.5%	£4.00	£117.00	£0.00	£117.00	OS
	Document inspection - year 1 (part B)	£40.00	5.0%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 2 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
	Document inspection - year 3 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
Change of details, name / address		£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£432.00	3.9%	£17.00	£449.00	£0.00	£449.00	OS

## APPENDIX A – Fees and Charges 2022/2023

### Prosperous Communities Committee Schedules

**Note: VAT rates**

S	Standard Rate 20%
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X	Exempt

	Part B Follow up compliance inspection by 2 officers - year 1	£271.00	4.1%	£11.00	£282.00	£0.00	£282.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£281.00	3.9%	£11.00	£292.00	£0.00	£292.00	OS
Change of site manager		£41.00	4.9%	£2.00	£43.00	£0.00	£43.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	3.9%	£74.00	£1,961.00	£0.00	£1,961.00	OS
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS
	Renewal (part A)	£336.00	3.9%	£13.00	£349.00	£0.00	£349.00	OS
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS
	Transfer fee	£234.00	3.8%	£9.00	£243.00	£0.00	£243.00	OS

\* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
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Prosperous Communities Committee				Markets					
2021/22		Proposed Increase / (Decrease)		2022/23		VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£		%		£		£	£		
Gainsborough Market									
Tuesday Market									
Registered Trader									
1 stall		£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS	
2 stalls		£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS	
3 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
4 stalls		£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS	
5 stalls		£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS	
Casual Trader									
1 stall		£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS	
2 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
3 stalls		£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS	
4 stalls		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS	
5 stalls		£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS	
Saturday Market									
Registered Trader									
1 stall		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS	
2 stalls		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	
3 stalls		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
4 stalls		£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS	
5 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
Casual Trader									
1 stall		£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS	
2 stalls		£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS	
3 stalls		£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS	
4 stalls		£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS	
5 stalls		£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS	
All new traders offered £7.50 per stall on Saturday for a maximum of 6 months The 6 month period will be cumulative and will be calculated on a rolling basis for each trader Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading									
Other Units (Vending Vans, Trailers etc.)									
Tuesday Market									
Registered Trader		£23.50	0.0%	£0.00	£23.50	£0.00	£23.50	OS	
Casual Trader		£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS	
Saturday Market									
Registered Trader		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Casual Trader		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
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Prosperous Communities Committee		Pre Application Advice						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Development								
Householder development - do I need planning permission?		£25.00	33.4%	£8.34	£33.33	£6.67	£40.00	S
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£181.67	4.1%	£7.49	£189.16	£37.83	£227.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£318.33	3.9%	£12.50	£330.83	£66.17	£397.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£219.16	3.8%	£8.34	£227.50	£45.50	£273.00	S
	Additional dwellings	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,315.83	3.8%	£50.00	£1,365.83	£273.17	£1,639.00	S
	Additional dwellings	£65.00	3.8%	£2.50	£67.50	£13.50	£81.00	S
Development of 50 or more dwellings	minimum fee	£3,942.50	3.8%	£150.00	£4,092.50	£818.50	£4,911.00	S
	additional fee subject to complexity of proposal	negotiable						
Non-residential development where no floor space is created.		£116.67	4.3%	£5.00	£121.67	£24.33	£146.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£159.17	4.2%	£6.67	£165.83	£33.17	£199.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£240.84	3.8%	£9.16	£250.00	£50.00	£300.00	S
	Each additional 100 m2 or 0.1 ha	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£825.00	3.8%	£31.67	£856.67	£171.33	£1,028.00	S
	Each additional 100 m2 or 0.1 ha	£61.67	4.0%	£2.50	£64.16	£12.83	£77.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,355.00	3.8%	£127.50	£3,482.50	£696.50	£4,179.00	S
	additional fee subject to complexity of proposal	negotiable						
Variation or removal of condition.		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Advertisements		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-householder listed building consent		£165.84	4.0%	£6.67	£172.50	£34.50	£207.00	S
Additional site visit		£144.17	4.0%	£5.83	£150.00	£30.00	£180.00	S
Hazardous Substances		variable			£83.33	£16.67	£100.00	S

### N.B.

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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Prosperous Communities Committee

Planning

		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.00	£0.25	£0.00	£0.25	OS
	per side of A3	£0.55	0.0%	£0.00	£0.55	£0.00	£0.55	OS
	per side A2, A1, A0	£6.50	0.0%	£0.00	£6.50	£0.00	£6.50	OS
Requests for Planning Information		£61.67	4.1%	£2.50	£64.17	£12.83	£77.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£558.00	3.9%	£22.00	£580.00	£0.00	£580.00	OS
	Maximum charge	£1,671.00	3.8%	£64.00	£1,735.00	£0.00	£1,735.00	OS

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# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

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S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Planning Applications						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Outline Applications								
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	-27.7%	-£128.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	-27.5%	-£38.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m <sup>2</sup>	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m <sup>2</sup> but no more than 3,750m <sup>2</sup> . £462 for each 75m <sup>2</sup> or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m <sup>2</sup> , £22,859 and an additional £138 for each 75m <sup>2</sup> in excess of 3,750m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m <sup>2</sup> but no more than 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m <sup>2</sup> , £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup>	More than 540m <sup>2</sup> but not more than 4,215m <sup>2</sup> . £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup> (or part thereof) in excess of 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m <sup>2</sup> , £22,859 and an additional £138 for each 75 m <sup>2</sup> in excess of 4,215 m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m <sup>2</sup> gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Planning Applications Continued						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
<b>Applications other than Building Works</b>								
Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
<b>Lawful Development Certificate</b>								
	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS
<b>Prior Approval</b>								
Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use A3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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Reserved Matters								
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due						OS
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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### Prosperous Communities Committee

### Community Infrastructure Levy (CIL)

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

#### CIL Charging Schedule - residential charging zones (charge per m<sup>2</sup>)

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
£0 charge for apartments across all zones								

#### CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m<sup>2</sup>)

Convenience Retail *	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS

\* Convenience retail is defined as everyday items including food, drink and non-durable household goods

\*\* All other uses and the £0 rate include comparison retail and retail warehousing

\*\*\* CIL charges subject to indexation

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

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Prosperous Communities Committee

Strategic Housing

		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£		£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£849.75	0.1%	£0.25		£850.00	£0.00	£850.00	OS
	Per additional unit	£51.50	1.0%	£0.50		£52.00	£0.00	£52.00	OS
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	0.0%	£0.00		£721.00	£0.00	£721.00	OS
	Per additional unit	£51.50	1.0%	£0.50		£52.00	£0.00	£52.00	OS
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	0.0%	£0.00		£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£360.50	3.9%	£14.06		£374.56	£0.00	£374.56	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange				Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £39 per hour								
Prohibition Order		£360.50	0.0%	£0.00		£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£360.50	3.9%	£14.06		£374.56	£0.00	£374.56	OS
Demolition Order		£360.50	3.9%	£14.06		£374.56	£0.00	£350.00	OS
Immigration Procedure Inspection	Per inspection	£72.10	3.9%	£2.81		£74.91	£14.98	£89.89	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works								OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works								OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000								OS
Monetary penalty (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000								OS
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000								OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge								OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000								OS
Housing and Planning Act - Civil Penalties	up to £30,000								

\* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.



# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Mobile Homes					
2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£		£	£	£		
Mobile Homes Act 2013								
Caravan Site - Fit & Proper Person	Oneoff license	£243.00	0.0%	£0.00	£243.00	£0.00	£243.00 OS	
Issue of a New Licence		£309.00	3.9%	£12.05	£321.05	£0.00	£321.05 OS	
Deposit of Site Rules		£31.00	3.2%	£1.00	£32.00	£0.00	£32.00 OS	
Transfer and Alteration of a Licence		£103.00	3.9%	£4.02	£107.02	£0.00	£107.02 OS	

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Trinity Arts Centre

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

# APPENDIX A – Fees and Charges 2022/2023

## Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Crematorium							
		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	£	
Cremation		£829.00	2.5%	£21.00	£850.00	£0.00	£850.00	X	
Early start (09:00 & 09:45)		£669.50	2.5%	£16.50	£686.00	£0.00	£686.00	X	
Direct Cremation (no attendance 08:45)		£463.50	0.3%	£1.50	£465.00	£0.00	£465.00	X	
Body parts/slides and blocks		£77.50	2.6%	£2.00	£79.50	£0.00	£79.50	X	
Saturday service (with discussion with Manager)		£1,161.00	2.5%	£29.00	£1,190.00	£0.00	£1,190.00	X	
Late cancellation fee (cancellations within 72 hours of service)		£113.50	2.6%	£3.00	£116.50	£0.00	£116.50	X	
Chapel fee (extension 20 minutes)		£180.50	2.5%	£4.50	£185.00	£0.00	£185.00	X	
Chapel fee (extension 40 minutes)		£232.00	2.6%	£6.00	£238.00	£0.00	£238.00	X	
Memorial Service (45mins)		£232.00	2.5%	£5.80	£237.80	£1.00	£238.80	X	
Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X	
Witnessed scattering		£20.00	5.0%	£1.00	£21.00	£0.00	£21.00	X	
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£515.00	2.5%	£13.00	£528.00	£0.00	£528.00	X	
Webcast recording		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Webcast recording (available for 28 days and download)		£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S	
DVD recording (1st copy)		£50.00	4.0%	£2.00	£52.00	£10.40	£62.40	S	
DVD recording (each subsequent copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S	
Visual tribute (1 photograph)		£15.00	3.3%	£0.50	£15.50	£3.10	£18.60	S	
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	4.2%	£2.83	£69.50	£13.90	£83.40	S	
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	4.5%	£1.17	£27.00	£5.40	£32.40	S	
Video tribute (up to 5 minutes)		£35.00	4.3%	£1.50	£36.50	£7.30	£43.80	S	
DVD containing the tribute (1st copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S	
DVD containing the tribute (each subsequent copy)		£20.00	5.0%	£1.00	£21.00	£4.20	£25.20	S	
Extra work (Pro tribute)		£17.50	0.0%	£0.00	£17.50	£3.50	£21.00	S	
Downloadable copy of Visual Tribute		£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S	
Book of Remembrance (2 lines)		£75.00	4.0%	£3.00	£78.00	£15.60	£93.60	S	
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	2.0%	£0.17	£8.50	£1.70	£10.20	S	
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA			£0.00	POA	POA	S	
Miniature book (leather - 2 lines)		£90.00	3.9%	£3.50	£93.50	£18.70	£112.20	S	
Miniature book (leather - 5 lines)		£110.00	4.1%	£4.50	£114.50	£22.90	£137.40	S	
Miniature book (leather - 8 lines)		£120.00	3.8%	£4.50	£124.50	£24.90	£149.40	S	
Memorial card (2 lines)		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Memorial card (5 lines)		£60.00	4.2%	£2.50	£62.50	£12.50	£75.00	S	
Memorial card (8 lines)		£70.00	3.6%	£2.50	£72.50	£14.50	£87.00	S	
Additional inscription to existing books and cards		£18.33	3.7%	£0.67	£19.00	£3.80	£22.80	S	



## APPENDIX A – Fees and Charges 2022/2023

### Prosperous Communities Committee Schedules

#### Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

	Floral design (available for 5 and 8 lines only)	£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
	Caskets *	£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S
	Temporary deposit of Cremated remains per month after initial month	£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
***	Sanctum 2000 vault (leased for 10 years) including up to 80 letters **	£791.67	6.0%	£47.83	£839.50	£167.90	£1,007.40	S
***	Sanctum 2000 vault - per letter above 80	£1.75	14.3%	£0.25	£2.00	£0.40	£2.40	S
***	Barbican memorial (space lease for 5 years) **	£192.50	6.0%	£11.50	£204.00	£40.80	£244.80	S
***	Mulberry Tree - per leaf, space leased for 5 years **	£137.50	4.0%	£5.50	£143.00	£28.60	£171.60	S

\* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

\*\* Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

\*\*\* When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

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Prosperous Communities Committee				Communities			
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£	£	£	£		
Defibrillator maintenance service (annual charge)	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00 S	

# FEES AND CHARGES REPORT

## APPENDIX 1 – CAR PARKS

### 1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/2019 and 2019/2020, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27<sup>th</sup> July 2017. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the increased offer of the larger town.

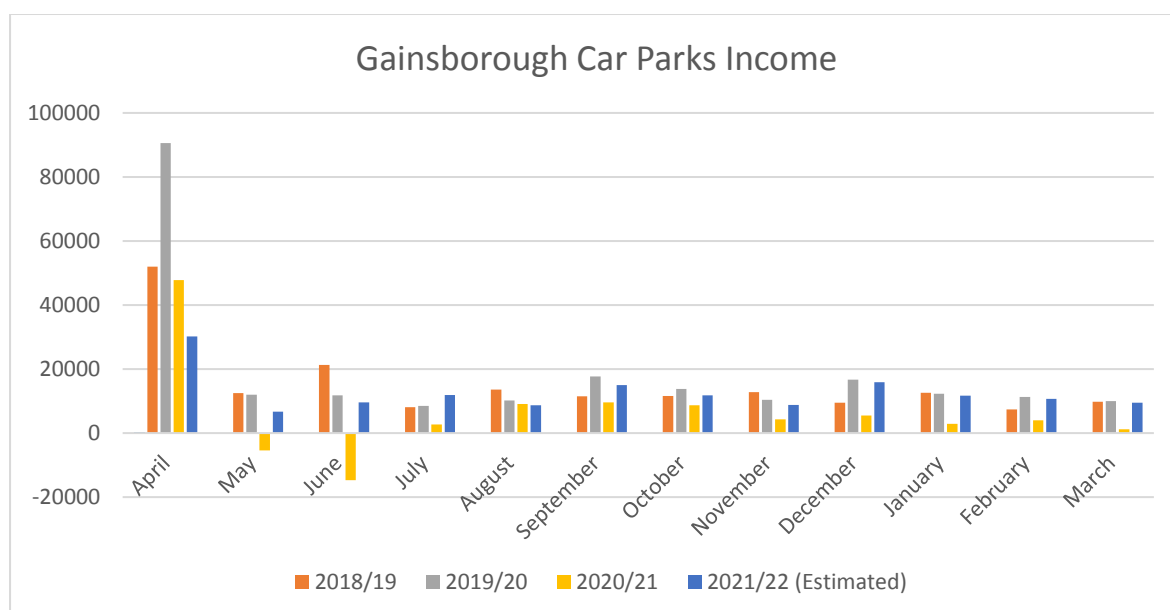
The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand, and is aligned to the regeneration programme of Gainsborough.

Prior to this, it had been decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

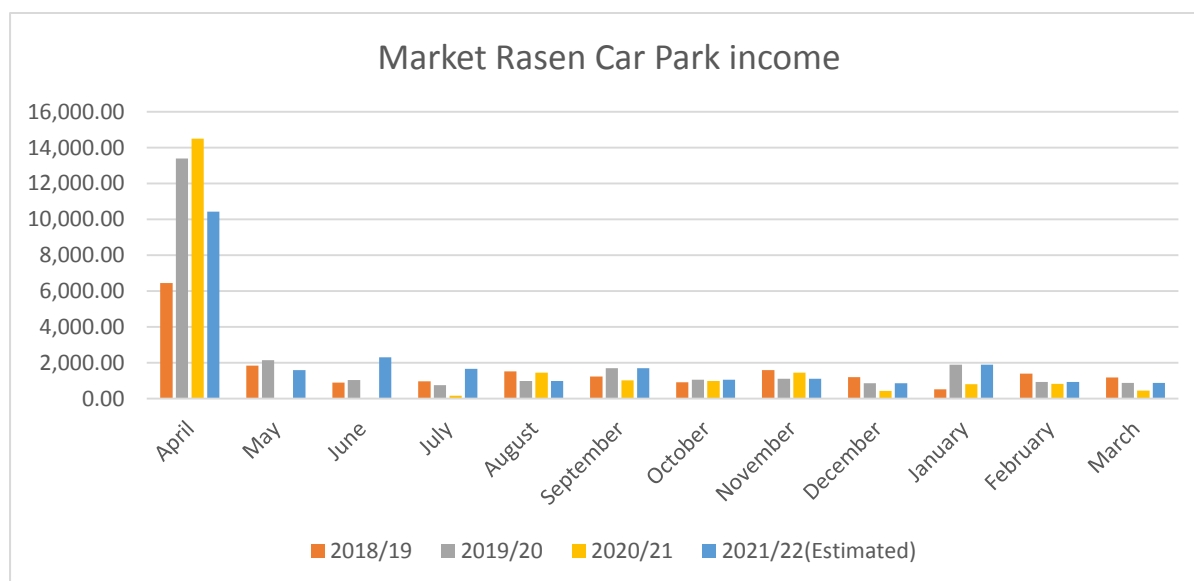
### 2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2018/2019, 2019/2020, 2020/2021 and 2021/2022 actuals to July with estimates to year-end.



Market Rasen combined income (carparks & permits) 2018/2019, 2019/2020, 2020/2021 and 2020/2021 actuals to July, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (estimated for 2020/2021).

	Total	Budget	Under/(over)
Income received 2018/2019	202,114	301,900	99,786
Income received 2019/2020	252,009	262,000	9,991
Income received 2020/2021	97,722	267,900	170,178
Income received 2021/2022 estimated	175,822	267,900	92,078

### 3. COVID Impact

We continue to recover from the COVID 19 pandemic, and the car parking charges which were suspended from 01/04/2020 until 01/07/2020. Income during July and August 2020 was 64% of those taken during the same period in 2019. In comparison the income levels currently for June 2021 when compared to June 2019 are 88% and July 2021 to July 2019 are 95%. The income received from the car parks will rely on the resilience of the High Street, however the latest statistics show that peoples shopping habits do not seem to be permanently altered –it is proposed that for 2022/2023 income will be back to the level received during 2019/2020.

Permit charges were also suspended for the same period resulting in lost income of £55k in 2020/2021. As of 27/07/2021 we are 77 Gainsborough permits below our baseline prior to reintroduction of charging and have increased our Market Rasen permits by 4, for 2021/2022 the estimated pressure is £51k. The budget for 2022/2023 is set to remain at £99,500 and to be reassessed as part of the carpark strategy.

The graph below illustrates that Market Rasen permit sales has increased by 6% and that Gainsborough has dropped by 40% since the re-introduction of charges.

#### Permit Reductions Insight

<b>As of 01/06/2020 (pre-charges being reinstated)</b>	Permits Sold
Market Rasen	69
Gainsborough	192
<b>As of 27/07/2021</b>	
Market Rasen	73
Gainsborough	115

#### 4. Pricing

The car parking function is dependent on market demand in addition to the economy and cost.

Below are tables that benchmark our parking tariffs and annual parking permit prices to neighbouring districts. This shows us to be within the mid-range for our long stay parking, short stay parking and annual permit prices (excludes Market Rasen where prices are lower due to the reduced offering). This shows that we are keeping up with current parking trends where at least one district has come under scrutiny recently due to not raising prices over a number of years and then having proposed increases of up to 650% to bring their car park charges in line with neighbouring areas. Marshall's Yard's charges are also attached to the bottom of the short stay car park comparison for analysis.

	Short Stay				Long Stay	
Location	1 Hour	2 Hour	3 Hour	4 Hour	All Day	Season ticket Price
Gainsborough	Free	£1.40	£2.00	£2.50	£3.90	£528.00
North Kesteven	£0.70	£1.00	£1.40	N/A	£5.20	£400 upwards
South Kesteven	£1.10	£1.80	£2.40	£4.00	£4.00	£510.00
East Lindsey (Louth)	£1.00	£1.50	N/A	£2.00	£3.00	£250.00
Bassetlaw	£0.50	£1.00	£2.00	N/A	£4.00	£643.50
Marshall's Yard	N/A	£0.50	N/A	£1.00		

## 5. 1 Hour Free Parking (2 hours Market Rasen) Analysis

Below is a chart which displays the loss of income due to the 1 hour free in Gainsborough at a price of £0.60 and 2 hours in Market Rasen at a price of £0.50.

Market Rasen 2 hours free		
	Dates	Amount
Before 2 hour free was introduced	01/01/2017 - 31/12/2017	£8,014.50
Once 2 hour free was introduced	01/09/2018 - 31/08/2019	£42,475.50
1 hour free Cost FY 2019	01/04/2019 - 31/03/2020	£44,072.00
1 hour free Cost FY 2020	01/04/2020 - 31/03/2021	£20,891.00

The difference in costings is due to increased footfall once 1 & 2 hour free parking was introduced

Gainsborough 1 hour free		
	Dates	Amount
Before 2 hour free was introduced	01/01/2017 - 31/12/2017	£23,433.00
Once 2 hour free was introduced	01/09/2018 - 31/08/2019	£103,182.00
1 hour free Cost FY 2019	01/04/2019 - 31/03/2020	£121,439.00
1 hour free Cost FY 2020	01/04/2020 - 31/03/2021	£64,962.00

## 6. RingGo Cost Charges

The graph below shows the cost that RingGo charge to the customer and the Council, The Convenience charge off sets the Service Charge, and the Text Message requested by RingGo users charge is off set by the Service Charge (per Text msg requested by RingGo users). RingGo pay the user (WLDC) the money received and take back £0.20 after VAT. The only charge we incur for RingGo is the card processing Fee which is 3.5% that works out a maximum cost of £0.14 per a full day ticket on the current tariff (Gainsborough). On balance of this, the cost is offset by the following factors: prices of the ticket cost, the wear and tear of the machine and the cash collections that will not be needed if RingGo is used.

	Amount	Retained by COBALT?	Retained by the USER?	Payable by	Indexed
Core Parking Fee	varies	N	Y	RingGo Users	N
Convenience Charge (initial booking)	£0.20 (incl VAT)	N	Y	RingGo Users	N
Convenience Charge (extension of a booking)	£0.20 (incl VAT)	N	Y	RingGo Users	N
Service Charge (initial booking)	£0.167 (excl VAT)	Y	N	The USER	N
Service Charge (extension of a booking)	£0.167 (excl VAT)	Y	N	The USER	N
Txt msgs requested by RingGo Users	£0.10 (incl VAT)	N	Y	RingGo Users	N
Service Charge (per txt msg requested by RingGo Users)	£0.083 (excl VAT)	Y	N	The USER	N
Initial setup of Zones	£0	Y	N	The USER	N
Changes to parking tariff, per Zone	£0	Y	N	The USER	Y
Card Processing Fee	3.5%	Y	N	The USER	N

## 7. Understanding Customers and Markets

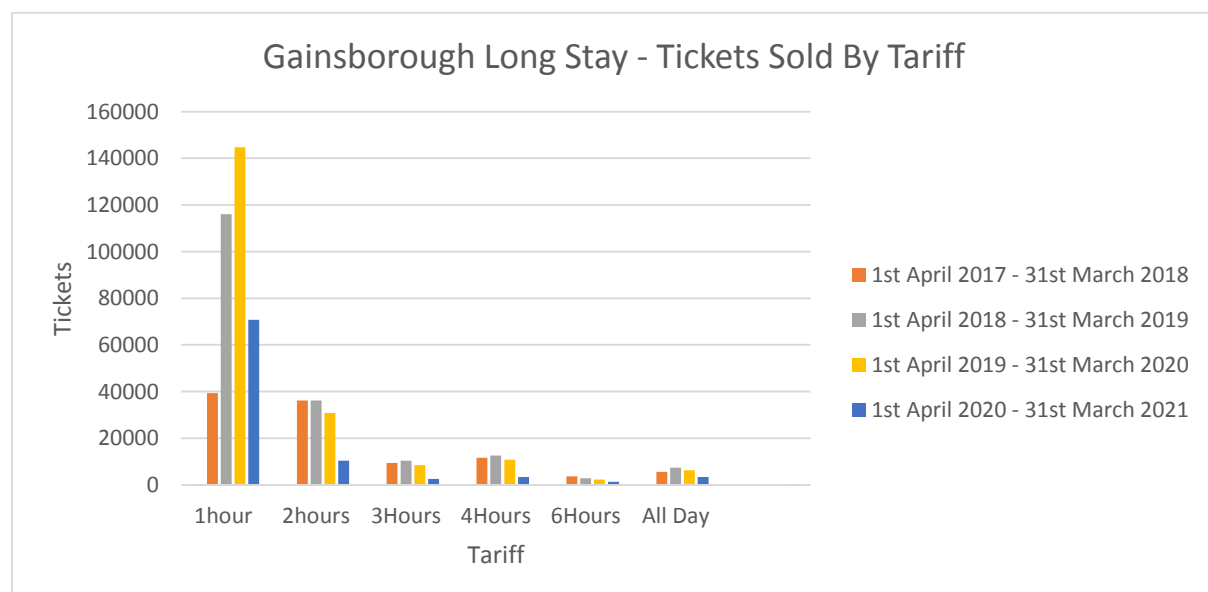
The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which provides information on usage and are a key tool in assessing future fees and charges.

A recommendation of the strategy was a change to the Pay & Display tariff, replacing the 'free parking after 3pm' tariff with a 'free first hour at any time'. This was introduced in Gainsborough with effect from 1 April 18 following a consultation exercise where it was overwhelmingly preferred. As regards to Market Rasen a free first 2 hours policy was adopted in December 17 following a campaign by local businesses.

Information from the ticket machines shows that income has increased as a result of the completion of work at Roseway car park. Over the period April 20 to April 21 of the total number of tickets sold 77% of those in Gainsborough were free tickets (i.e. for 1 hour only). For the period April 2019 to March 2020 this figure was 72% and Apr 18 to Mar 19 this figure was 63%.

In Market Rasen the figure was higher at 87% for the period April 20 to March 21 compared to 86% for the period April 19 to March 20.

This can be seen in the graph below which shows the number of tickets sold for all Gainsborough car parks with the exception of Roseway as this is the sole short stay car park with a different tariff. The number of 1 hour tickets has increased considerably over a 3 year period, year 4 has been affected by Covid-19 and reduced tickets sold at all levels and especially when the free first hour policy was introduced.



## 8. Proposed Charging

It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1<sup>st</sup> April 2022.

The Car Park Strategy Report is due to be presented to Committee later this year, and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

For information; if the council were to increase the car parking tariffs the costs to do so which include the following would cost circa £2,550; Legal fees, advertising, signage and a machine software update.

If a 3% or 10% rise in the pay and display tariffs for both Gainsborough and Market Rasen, as long as demand stayed the same the Council would see an increase of income of £4,600 or £13,000, both options would cover the costs involved in the implementation of the increase.

## 9. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(302,100)	(302,100)	(302,100)	(302,100)	(302,100)
Proposed Budget - Car Parks Season Tickets	(99,500)	(99,500)	(99,500)	(99,500)	(99,500)
Proposed Budget - Car Parks Parking Fees	(168,400)	(168,400)	(168,400)	(168,400)	(168,400)
Proposed Budget - Car Parks Other Income	(200)	(200)	(200)	(200)	(200)
Proposed Budget - Cival Parking Enforcement Fines	(34,000)	(34,000)	(34,000)	(34,000)	(34,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

## 10. Recommendation

Members are asked to approve charges for the 2022/2023 financial year as detailed in the schedule below, but with consideration that these may be amended as a result of the Car Park Strategy Report due to be presented to Committee later this year.



2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Car Parks**

Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
<b>Annual Season Tickets</b>								
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S

**Penalty Charge Notice**

Higher Rate	£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.

The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.

Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.

Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging	charge per kWh	£0.25	0.0%	£0.00	£0.25	£0.05	£0.30	S
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# FEES AND CHARGES REPORT

## APPENDIX 2 – CEMETERIES

### 1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

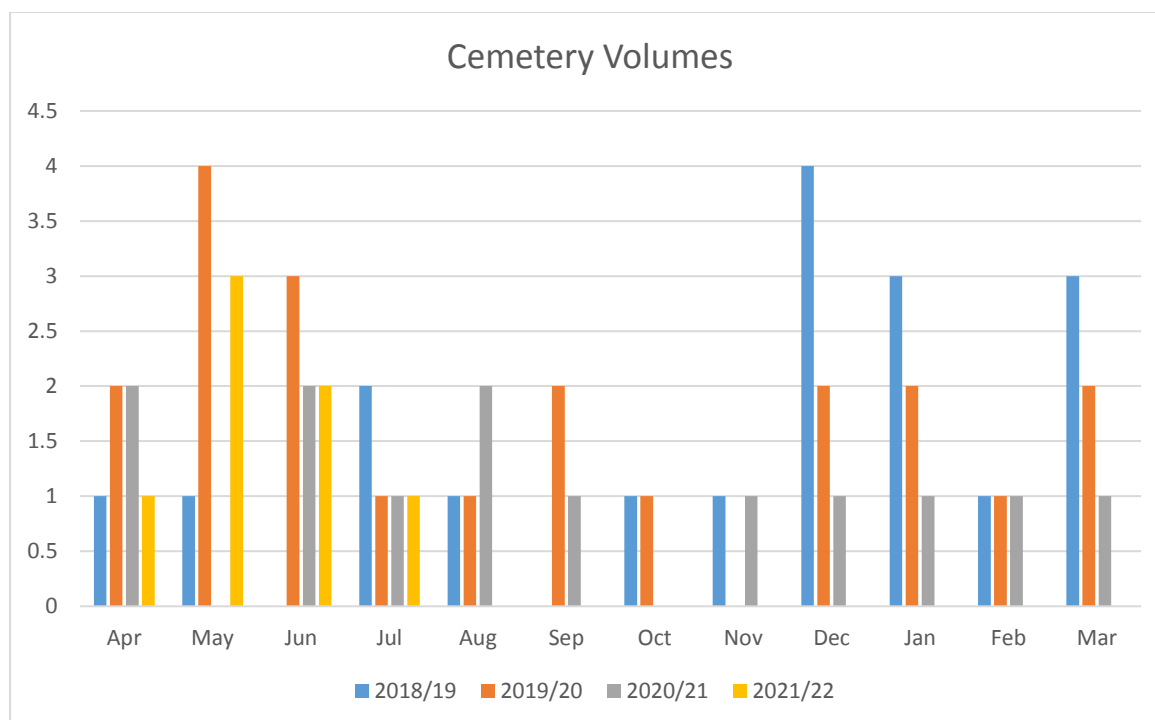
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidises the service. In 2020/2021 the net cost was £84,742.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

### 2. Prior years analysis, current financial year projections

The Cemetery service is demand driven and cannot be influenced. The table below illustrates volumes for 2018/2019, 2019/2020, 2020/2021 and actuals to Mid July 2021.



### 3. COVID Impact

There has been no impact on the service or income levels as a direct result of Covid-19.

### 4. Pricing

Recent benchmarking shows the fees set for this service are now more in alignment with neighbouring councils. The 2019/2020 approved increase was the final step towards the charges set by other councils. With effect from 2022-23 the proposal is to increase fees by inflation at 3.9%, rounded to the nearest 50p.

### 5. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes Mid July for the current year. There has been a small decline in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2018/19	1	1	0	2	1	0	1	1	4	3	1	3	18
2019/20	2	4	3	1	1	2	1	0	2	2	1	2	21
2020/21	2	0	2	1	2	1	0	1	1	1	1	1	13
2021/22	1	3	2	1									7

### 6. Proposed Charging

The proposed charges are outlined in the table below. The significant amendment to note is that a new fee schedule for non-West Lindsey residents has been introduced which doubles the standard charge in place for residents. This change has been introduced to bring the fee schedule in line with other areas and to ensure that space within these cemeteries remains focussed on local provision. This approach is common for other cemetery fees in similar areas.

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(6,400)	(6,500)	(6,600)	(6,700)	(6,700)
Proposed Budget - Cemeteries Burial Rights	(5,300)	(5,500)	(5,600)	(5,700)	(5,700)
Proposed Budget - Cemeteries Leased Memorials	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	(100)	(100)	(100)	(100)

## 8. Recommendation

Members are requested to recommend to Council the charges for the 2022/2023 as detailed in the schedule below.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Cost for interment of a person who had been a West Lindsey resident at the time of their death**

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£637.00	3.9%	£25.00	£662.00	£0.00	£662.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£892.00	3.9%	£35.00	£927.00	£0.00	£927.00	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£319.00	3.9%	£12.50	£331.50	£0.00	£331.50	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£445.50	3.9%	£17.50	£463.00	£0.00	£463.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£382.00	3.9%	£15.00	£397.00	£0.00	£397.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child) For the interment of a West Lindsey resident	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Child grave up to 17 years	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

**Cost for interment of a person who had not been a West Lindsey resident at the time of their death**

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,274.00	3.9%	£49.50	£1,323.50	£0.00	£1,323.50	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,784.00	3.9%	£69.50	£1,853.50	£0.00	£1,853.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£638.00	3.9%	£25.00	£663.00	£0.00	£663.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£891.00	3.9%	£34.50	£925.50	£0.00	£925.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£764.00	3.9%	£30.00	£794.00	£0.00	£794.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Child grave up to 17 years	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

**Exhumation:**

Body *	£553.50	3.9%	£21.50	£575.00	£0.00	£575.00	OS
Cremated remains *	£277.00	3.9%	£11.00	£288.00	£0.00	£288.00	OS

\* There will be an additional cost - Public Health Exhumation of £1000

**Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)**

Headstone up to 18 inches (C)	£127.50	3.9%	£5.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)	£152.50	3.9%	£6.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)	£277.00	4.0%	£11.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£113.00	4.0%	£4.50	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£121.50	3.7%	£4.50	£126.00	£0.00	£126.00	OS
For each inscription after the first	£45.50	4.4%	£2.00	£47.50	£0.00	£47.50	OS

**Registration Fees**

Per certified copy of a certificate of grant of exclusive Right of Burial	£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS
Per certified copy of entry in Register of Burials	£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS

**Copies of Certificates**

Permission to plant memorial tree	£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS
Permission to install memorial seat	£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS

NB. Burial grounds are at Market Rasen &amp; Springthorpe



# FEES AND CHARGES REPORT

## APPENDIX 3 - ENVIRONMENT SERVICES

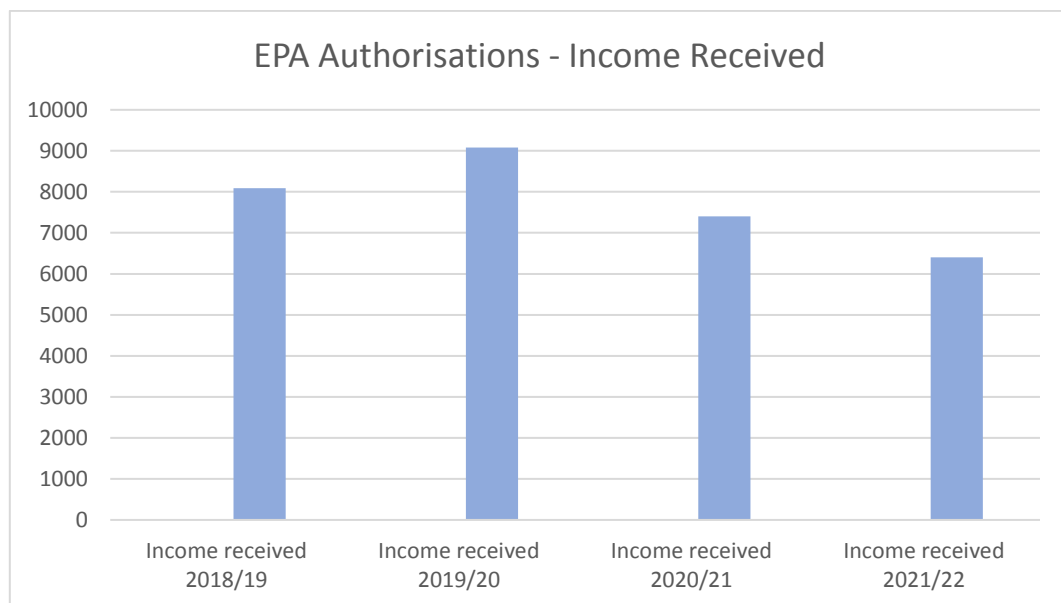
### 1. Service Description

The Environmental Regulatory Service has a number of Fees and Charges namely:

- **Statutory Fees**
  - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
  - Environmental Services – Part A (2) installations & small waste incineration plant.
  - Private water Supply Work – all fees are set as a maximum charge.
  - Request for Information
- **Non Statutory Fees**
  - Health Certificate
  - Food Advisory service
  - Food Hygiene Re-inspection

### 2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for Environmental Protection Act (EPA) Authorisations over the last 3 years and year to do as at mid July 2021.



**Statutory Fees** are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum cost that can be recovered. In the last 12 months, the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service.

#### **Non-Statutory:**

Non Statutory Income generated for 2020/2021 totalled £1,557 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 2018/2019 and are proposed to continue into future years.

### **3. COVID impact**

The Food and Health, and Safety work areas have been significantly impacted by the Covid situation. Food inspections have not taken place and as a result there has been no scope to offer re inspections that can be charged for. Alongside this the relevant officers have been focussed on Covid advice and enforcement, and not on specific food business work. Work is being undertaken to consider how this returns to normal, but is guided by the Government's position on Covid.

Other environmental type services have not stalled during this period and we continue to charge as usual for work relating to private water supplies and permitting.

### **4. Pricing**

#### **Statutory Fees**

These charges are all set by DEFRA. The charges for 2022/2023 will be reviewed in February 2022 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case-by-case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

#### **Non-statutory Fees**

An inflationary increase of 3.9% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

## 5. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows, there is scope for the customer base to increase. Proactive work in regards to the identification of premises where fees may be charged is ongoing.

## 6. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2022/2023 rates are not released until February 2022. The fees and charges schedule will be updated to reflect any changes at that time.

### Non-statutory amendments:

Non-statutory charges have been increased by between 3.9% where appropriate to reflect inflation, and to bring into line with benchmarking data.

### New Fees

Public Health Exhumation (£1,000) – where an exhumation is required within the District, it is a requirement for an Environmental Health Officer to be present and oversee and advise on arrangements. This fee recovers the cost for the Council to do this. West Lindsey District Council has been required to carry out this duty three times in the past two years, and usually occurs where a family wish for a body to be moved to a different area. There has never been a set fee agreed previously, and this regularises that.

Additional inspections (outside routine plan) (£170) - Based on the re inspection fee, this reflects the potential for food businesses not falling within the scope of the Food Hygiene Rating Scheme to request a food hygiene inspection where this is outside the routine planned inspection programme

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(13,400)	(13,500)	(13,600)	(13,700)	(13,700)
Proposed Budget - EPA Authorisations	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)
Proposed Budget - Food Safety Health Certificates	(700)	(700)	(700)	(700)	(700)
Proposed Budget - Food Safety Other Income	(6,300)	(6,400)	(6,500)	(6,600)	(6,600)
Impact on MTFP 2022/23 Pressure/ (Saving)	(100)	(100)	(100)	(100)	(100)

## 8. Recommendation



Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	
Application Fee						
- Standard Process	£1,650.00	0.0%	£0.00	£1,650.00	£0.00	OS
- Reduced fee activities	£155.00	0.0%	£0.00	£155.00	£0.00	OS
PVR I and PVR II activities	£257.00	0.0%	£0.00	£257.00	£0.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity	£362.00	0.0%	£0.00	£362.00	£0.00	OS
- Mobile Screening and crushing plant	£1,650.00	0.0%	£0.00	£1,650.00	£0.00	OS
- For the third to seventh applications	£985.00	0.0%	£0.00	£985.00	£0.00	OS
- For the eighth and subsequent applications	£498.00	0.0%	£0.00	£498.00	£0.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.						
Late Application Fee Schedule B reduce fee activity	£71.00	0.0%	£0.00	£71.00	£0.00	OS
Late Application for other Part B activity or any other solvent emission	£1,188.00	0.0%	£0.00	£1,188.00	£0.00	OS
Late Application for Mobile Plant	£1,188.00	0.0%	£0.00	£1,188.00	£0.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B	£279.00	0.0%	£0.00	£279.00	£0.00	OS
Annual Subsistence Fee -Standard Process						
Low	£772.00	0.0%	£0.00	£772.00	£0.00	OS
Medium	£1,161.00	0.0%	£0.00	£1,161.00	£0.00	OS
High	£1,747.00	0.0%	£0.00	£1,747.00	£0.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.						
- Reduced fee activities						
Low	£79.00	0.0%	£0.00	£79.00	£0.00	OS
Medium	£158.00	0.0%	£0.00	£158.00	£0.00	OS
High	£237.00	0.0%	£0.00	£237.00	£0.00	OS
- PVR I & II Combined						
Low	£113.00	0.0%	£0.00	£113.00	£0.00	OS
Medium	£226.00	0.0%	£0.00	£226.00	£0.00	OS
High	£341.00	0.0%	£0.00	£341.00	£0.00	OS
- Vehicle refinishers						
Low	£228.00	0.0%	£0.00	£228.00	£0.00	OS
Medium	£365.00	0.0%	£0.00	£365.00	£0.00	OS
High	£548.00	0.0%	£0.00	£548.00	£0.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits						
Low	£626.00	0.0%	£0.00	£626.00	£0.00	OS
Medium	£1,034.00	0.0%	£0.00	£1,034.00	£0.00	OS
High	£1,551.00	0.0%	£0.00	£1,551.00	£0.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits						
Low	£385.00	0.0%	£0.00	£385.00	£0.00	OS
Medium	£617.00	0.0%	£0.00	£617.00	£0.00	OS
High	£924.00	0.0%	£0.00	£924.00	£0.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits						
Low	£198.00	0.0%	£0.00	£198.00	£0.00	OS
Medium	£314.00	0.0%	£0.00	£314.00	£0.00	OS
High	£473.00	0.0%	£0.00	£473.00	£0.00	OS

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Application Fee for Part A(2) Activity**

For Each Part A(2)		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.

**Transfer and Surrender**

Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS

**Substantial Change**

Reduce Fee Activity		£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								
Reduced Subsistence Charge		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS

**\*\* Statutory charges are set by DEFRA**

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£57.00	3.5%	£2.00	£59.00	£0.00	£59.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	0.0%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.18	3.9%	£0.24	£6.42	£1.28	£7.71	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£38.39	8.1%	£3.11	£41.49	£0.00	£41.49	OS
	Analysing a sample -							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£0.00			£1,000.00	£0.00	£1,000.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£138.00	3.6%	£5.00	£143.00	£28.60	£171.60	S
	Charge for additional hours	£44.00	4.5%	£2.00	£46.00	£9.20	£55.20	S
Food Hygiene Rating Scheme	Re-inspections	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Additional inspections (outside routine plan)	£0.00			£177.00	£0.00	£177.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS

\* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.

# FEES AND CHARGES REPORT

## APPENDIX 4 – FIXED PENALTY NOTICES

### 1. Service Description

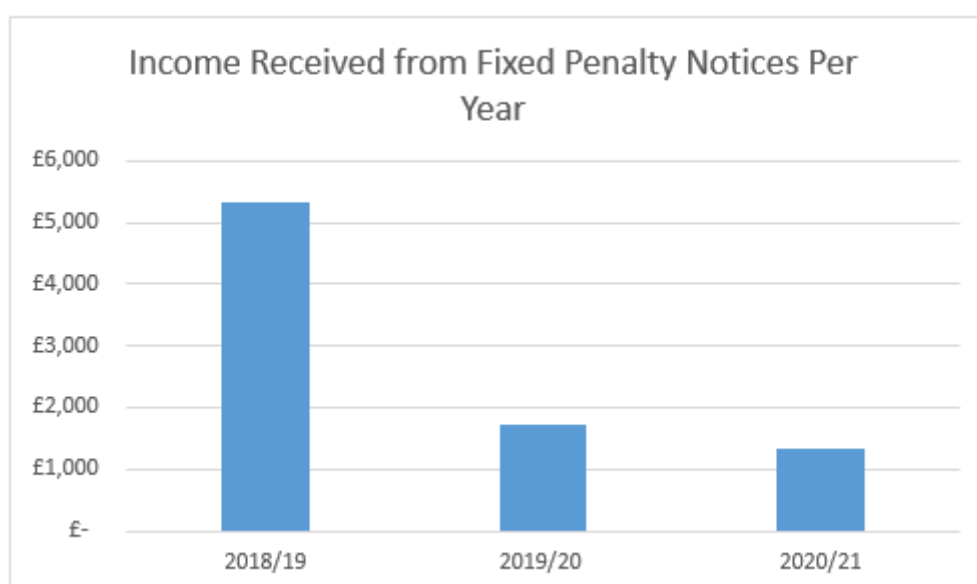
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

### 2. Prior years analysis, current financial year projections

The graph below illustrates the levels of income achieved in previous financial years. As you can see this is a low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/deficit within this area.



### 3. COVID Impact

A large proportion of the fixed penalty notices that would usually be issued ceased during the initial lockdown. This reduction continued even when restrictions were

eased as officers were redeployed to focus on Covid related matters. Progress has been made to issue a number of fly tipping related FPNs, however work in relation to early presentation of waste has been scaled back accordingly. As a result the overall income expected for this year is likely to be reduced.

The Council will continue to utilise the £400 fixed penalty for fly-tipping offences as it is deemed more cost effective than the issuing of court proceedings for low-level offences.

#### **4. Pricing**

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased to the maximum penalty of £100. The penalty for dropping litter has also been increased to £100.

#### **5. Understanding Customers and Markets**

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. During 2018/2019, the Council enhanced its use of fixed penalty notices mainly in relation to the early presentation of waste with the Councils bagged collection areas.

#### **6. Proposed Charging**

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain largely the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

One non-statutory fees increase relates to High Hedge complaints. Currently the fees is set at £325. A cost recovery exercise has taken place and a more appropriate fee would be £595. Current benchmarking suggests this increase is in line with what other Authorities charge.

#### **7. Impact on Medium Term Financial Plan (MTFP)**

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)
Proposed Budget - EPA Litter Fines	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Proposed Budget - Other Income	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
Impact on MTFP 2022/23 Pressure/ (Saving)	(500)	(500)	(500)	(500)	(500)

## **8. Recommendation**

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.



Prosperous Communities Committee

Fixed Penalty Notices

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	33.3%	£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	50.0%	£25.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£325.00	83.1%	£270.00	£595.00	£0.00	£595.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS



## FEES AND CHARGES REPORT

### APPENDIX 5 - LAND CHARGES SERVICES

#### 1. Service Description

The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Conveyancers request standard information. This is split into two parts, information that is held within the register (statutory element) and information that forms part of the CON29, which refers to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

#### 2. Prior years analysis, current financial year projections

The table below illustrates the volumes of searches over the last three financial years (please note 2021/2022 is an estimate) and the levels of income achieved month by month.

	2018/19	2019/20	2020/21	2021/22
Searches Received	2,681	2,489	3,095	3,053
Income Received	£103,000	£93,000	£108,000	£116,000

Total income received previous three financial years against budget (2021/2022 Estimated)

	Total	Budget	Under/(over)
Income received 2017/18	£115,905	£117,400	£1,495
Income received 2018/19	£103,441	£121,500	£18,059
Income received 2019/20	£92,974	£125,600	£32,626
Income received 2020/21	£108,803	£98,700	£(10,103)
Income received 2021/22 Forecast	£116,800	£116,800	£0

### 3. COVID Impact

Due to the pandemic, we were unable to provide a face-to-face service for personal search companies, therefore we have had to undertake the searches that these companies usually do themselves. This has put on immense pressure on the team of additional workload that cannot be charged for under these current circumstances. This along with an increase in searches generally led to our turnaround times increasing dramatically over the last few months as we were undertaking work we normally wouldn't do (this currently equates to 1 persons full time hours). Agency staff have been employed to help to clear the backlog.

### 4. Pricing

The service has proposed an increase of inflation at 3.9% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

In the previous year we had applied a 6% increase on all fees or 50 pence.

LLC1 fee of £24.00 per search will stop once Land Registry take over the declaration of registrations. This is anticipated to be before end March 2022. **This is forecast to create a pressure of £38,700 in 2022/2023, reducing to £16,800 in 2026/2027.**

### 5. Understanding Customers and Markets

Our average market share in the last 4 years is 38%, and today this year's share is also at 38%. We are looking to increase the market share by 10% over the next 3 years.

In order to forecast the income for the next 10 years we have taken the average searches for the last 4 years, which is 2,714 as the basis for our calculation. We have applied the increase in market share for the next 3 years only. The fees used to calculate the income is based on CON 29R one parcel rate. Next year we propose to increase this rate by 3.9% from £75.50 to £78.44 (excl. VAT). For the following years' a 2% increase has been applied.

The income forecast has been compared to the MTFP budget agreed in March 2021. From April 2022 it is assumed that we will no longer receive the LLC1 income as we will no longer perform these searches, the Land Registry will deal with the declaration of registrations from this date. **This is projected to be a loss of income in the region of £25,700 pa** which has been calculated as an average over the last 3 years for LLC1 element of searches.

The chart below shows the forecasted budget using the CON29 element only.

Year	Forecast Income	Budget as per MTFP agreed March 2021	Variance over/(under)	Market Share
2022/23	80,400	93,400	(13,000)	38%
2023/24	92,800	95,300	(2,500)	43%
2024/25	105,500	97,200	8,300	48%
2025/26	107,500	99,100	8,400	48%
2026/27	109,500	99,100	10,400	48%
2027/28	111,400	99,100	12,300	48%
2028/29	113,400	99,100	14,300	48%
2029/30	115,300	99,100	16,200	48%
2030/31	117,900	99,100	18,800	48%
2031/32	120,500	99,100	21,400	48%

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper-based systems. With the implementation of a new computer system this is something the team will work towards with emphasis on increasing income and market share.

## 6. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase of inflation current rate is 3.9%.

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(119,100)	(121,500)	(123,900)	(126,300)	(126,300)
Proposed Budget - Search Fee Income (Non VAT)	(80,400)	(92,800)	(105,500)	(107,500)	(109,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	38,700	28,700	18,400	18,800	16,800

## 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below.

## Prosperous Communities Committee

## Land Charges

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Cancellation Fee	£6.50	3.9%	£0.25	£6.75	£0.00	£6.75	OS
LLC1:	Any one part of the register	£8.00	3.9%	£0.31	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£1.50	33.0%	£0.50	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£75.50	3.9%	£2.94	£78.44	£15.69	£94.13	S
	Each additional parcel	£17.00	3.9%	£0.66	£17.66	£3.53	£21.20	S
	Lincolnshire County Council Fee	£23.10	3.9%	£0.90	£24.00	£4.80	£28.80	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
submitted on its own	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
Administration Fee		£13.50	3.9%	£0.53	£14.03	£2.81	£16.83	S
Additional Enquiries *	Per additional enquiry	£32.00	3.9%	£1.25	£33.25	£6.65	£39.90	S/O
Filing a definitive certificate of the Lands Tribunal		£3.50	14.4%	£0.50	£4.00	£0.00	£4.00	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)								S

\* The VAT treatment of this supply will follow the treatment of the initial search (eg if CON29 it will be taxable, but if LLC1 it will be outside the scope)

# FEES AND CHARGES REPORT

## APPENDIX 6 - LICENSING SERVICES

### 1. Service Description

The Licensing Service processes many different types of licences, the majority of which but not all, incur a fee for the service we provide and can be broken down into the following categories:

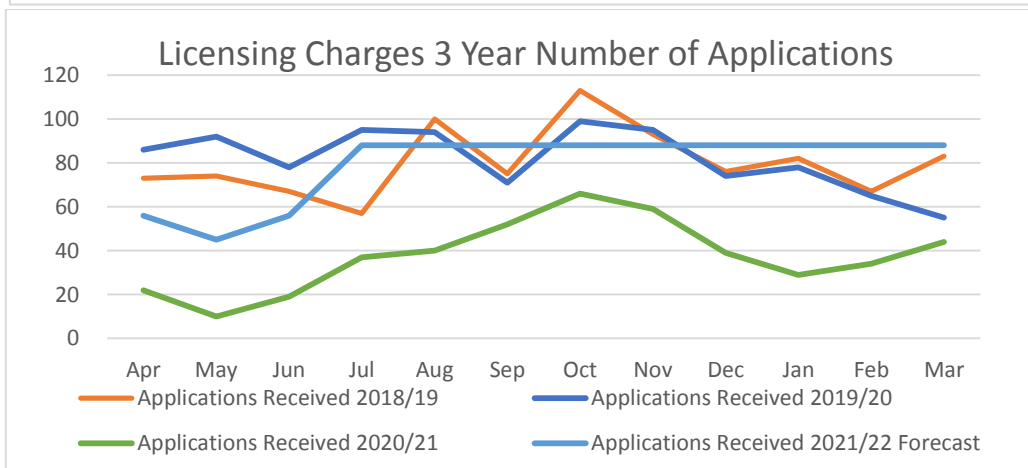
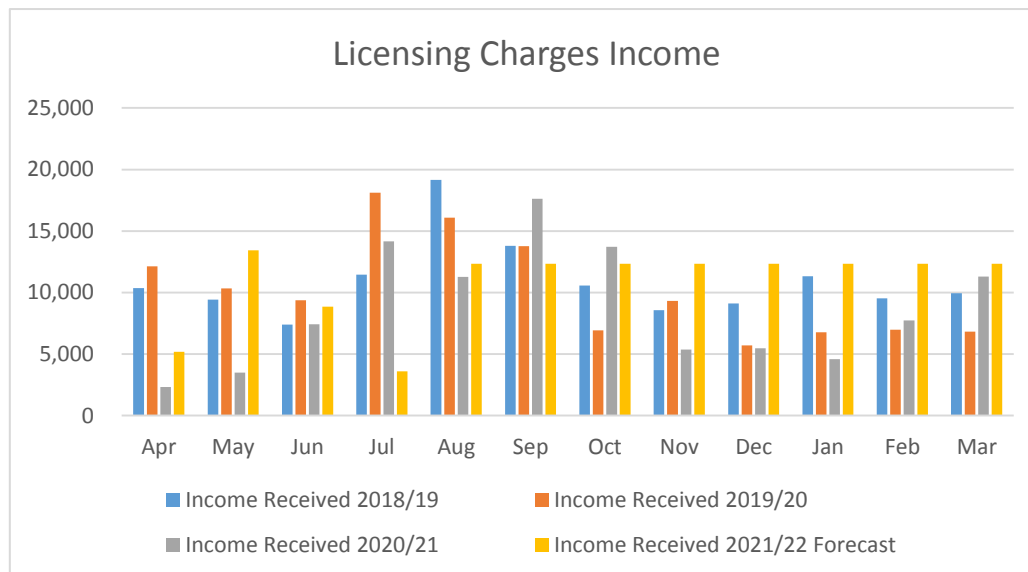
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.
- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels of fees which are approved. Licensing income cannot be used to subsidise other areas of work which the council undertakes and once any fees have been set there is always the potential risk that these can be challenged through the courts.

## 2. Prior years analysis, current financial year projections

The graph below illustrates income received compared to applications received over the last three years and a forecast for the current year. A full analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we cannot breach.

	2018/19	2019/20	2020/21	2021/22
Applications Received	960	982	451	949
Income Received	£131k	£122k	£105k	£130k



The table below highlights actual income achieved against budget for the last three financial years and a forecast for 2021/2022. Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

	Total	Budget	Under/ (Over)
Income Received 2018/19	130,629	118,700	(11,929)
Income Received 2019/20	122,316	118,700	(3,616)
Income Received 2020/21	104,475	104,000	(475)
Income Received 2021/22 Forecast	129,700	129,700	0

### 3. COVID Impact

Many of the businesses that pay fees and charges within this work area have been significantly affected by the pandemic. In the main the income has not decreased in a manner which was first feared as there have been no concessions made within the licensing fees by Government during this period. There may be a need to review this position for the following year, when the full impact of the pandemic is understood.

### 4. Pricing

Inflationary increase of 3.9% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

### 5. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

### 6. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply an inflationary increases of 3.9%. Total cost recovery has been achieved in most areas where others area. The rest have recovered controllable overheads as a minimum.

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(132,100)	(134,800)	(136,000)	(137,200)	(137,200)
Proposed Budget - Licences - Animal Welfare	(16,400)	(16,400)	(16,700)	(17,000)	(17,000)
Proposed Budget - Licences - Tattoos & Ear Piercing	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)
Proposed Budget - Licences - Riding Establishments	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
Proposed Budget - Licences - Gambling	(7,300)	(7,400)	(7,500)	(7,700)	(7,700)
Proposed Budget - Hackney Carriage Licences	(40,800)	(40,900)	(41,700)	(42,500)	(42,600)
Proposed Budget - Street Trading Licences	(700)	(700)	(700)	(700)	(700)
Proposed Budget - Small Lotteries Licences	(2,500)	(2,600)	(2,600)	(2,600)	(2,600)
Proposed Budget - Liquor Licences	(64,000)	(65,400)	(65,400)	(65,400)	(65,400)
Impact on MTFP 2022/23 Pressure/ (Saving)	(2,300)	(1,300)	(1,300)	(1,400)	(1,500)

## 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedules below:



2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Bingo Premises Licence**

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

**Adult Gaming Centre**

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Variation of Licence	£978.80	3.9%	£38.20	£1,017.00	£0.00	£1,017.00	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

**Family Entertainment Centre**

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£978.80	2.2%	£21.20	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS

**Betting Premises (Other)**

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£968.60	3.9%	£37.80	£1,006.40	£0.00	£1,006.40	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

**Betting Premises (Tracks)**

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£846.70	3.9%	£33.00	£879.70	£0.00	£879.70	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Miscellaneous**

Change of Circumstances	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License	£401.80	3.9%	£15.70	£417.50	£0.00	£417.50	OS

**Unlicensed FEC's & Prize gaming Permits (10 year duration)**

New Gaming Machine Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS

**Club Gaming Permit & Club Machine Permit (10 year duration)**

New grant Club Gaming Permit	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS

**Lotteries**

Society Lottery - New	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS

**Machines in Alcohol Licensed premises - 3 or more machines**

New	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

One-off fee

		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£		£	£	£	
<b>Taxi Licensing (Including Horse Drawn Omnibus)</b>									
Driver's License Application (3Yr)	New/Renewal	£181.00	3.9%	£7.00		£188.00	£0.00	£188.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£37.00	2.7%	£1.00		£38.00	£0.00	£38.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	2.9%	£1.00		£36.00	£0.00	£36.00	OS
DBS Check	On New or Renewal	£44.00	0.0%	£0.00		£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.0%	£0.00		£10.00	£0.00	£10.00	OS
	*This fee is controlled by City of Lincoln Council and subject to change								
Vehicle License	New	£256.00	3.9%	£10.00		£266.00	£0.00	£266.00	OS
Vehicle License	Renewal	£256.00	3.9%	£10.00		£266.00	£0.00	£266.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£30.00	3.3%	£1.00		£31.00	£0.00	£31.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£39.00	5.1%	£2.00		£41.00	£0.00	£41.00	OS
Private Hire Operators Licence (5Yr)		£223.00	4.0%	£9.00		£232.00	£0.00	£232.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle		£29.00	3.4%	£1.00		£30.00	£0.00	£30.00	OS
<b>Alcohol and Entertainment Licenses</b>									
<b>Charges set by Licensing Act 2003</b>									
<b>New Premise Licence</b>									
Category A		£100.00	0.0%	£0.00		£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00		£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00		£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00		£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00		£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00		£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00		£23.00	£0.00	£23.00	OS
<b>Annual fee demand</b>									
Category A		£70.00	0.0%	£0.00		£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00		£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00		£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00		£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00		£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00		£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00		£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00		£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00		£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00		£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00		£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00		£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00		£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£191.00	3.7%	£7.00		£198.00	£0.00	£198.00	OS
	Personal registration	£53.00	3.8%	£2.00		£55.00	£0.00	£55.00	OS
Street Trading Consents		£198.00	4.0%	£8.00		£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£27.00	3.7%	£1.00		£28.00	£0.00	£28.00	OS



		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	£	
Sale of Animals	New (Part A)	£205.00	3.9%	£8.00	£213.00	£0.00	£213.00	OS	
	New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS	
	Renewal (Part A)	£199.00	4.0%	£8.00	£207.00	£0.00	£207.00	OS	
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS	
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS	
	Cats or Dogs - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS	
	Cats or Dogs - Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS	
	Cats or Dogs - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS	
	Cats and Dogs (Dual) - New (Part A)	£302.00	4.0%	£12.00	£314.00	£0.00	£314.00	OS	
	Cats and Dogs (Dual) - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS	
	Cats and Dogs (Dual) - Renewal (Part A)	£294.00	3.7%	£11.00	£305.00	£0.00	£305.00	OS	
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS	
	Home Boarding - New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS	
	Home Boarding - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS	
	Home Boarding - Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS	
	Home Boarding - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS	
	New or Renewal (Part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS	
	New or Renewal (Part B) + vet fee	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS	
Dog Breeding	New (part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS	
	New (part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS	
	Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS	
Dog Day Care	Renewal (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS	
	New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS	
	New (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS	
Dog Day Care	Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS	
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS	
	New or Renewal (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS	
Exhibition Of Animals	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS	
Variation to the licence	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS	
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£169.00	4.1%	£7.00	£176.00	£0.00	£176.00	OS	
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£738.00	3.9%	£29.00	£767.00	£0.00	£767.00	OS	
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,803.00	3.9%	£70.00	£1,873.00	£0.00	£1,873.00	OS	
<b>Scrap Metal</b>									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£113.00	3.5%	£4.00	£117.00	£0.00	£117.00	OS	
	Document inspection - year 1 (part B)	£40.00	5.0%	£2.00	£42.00	£0.00	£42.00	OS	
	Document inspection - year 2 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS	
	Document inspection - year 3 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS	
Change of details, name / address		£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS	
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£432.00	3.9%	£17.00	£449.00	£0.00	£449.00	OS	
	Part B Follow up compliance inspection by 2 officers - year 1	£271.00	4.1%	£11.00	£282.00	£0.00	£282.00	OS	
	Part B Follow up compliance inspection - year 2 by 2 officers	£281.00	3.9%	£11.00	£292.00	£0.00	£292.00	OS	
Change of site manager		£41.00	4.9%	£2.00	£43.00	£0.00	£43.00	OS	
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	3.9%	£74.00	£1,961.00	£0.00	£1,961.00	OS	
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS	
	Renewal (part A)	£336.00	3.9%	£13.00	£349.00	£0.00	£349.00	OS	
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS	
	Transfer fee	£234.00	3.8%	£9.00	£243.00	£0.00	£243.00	OS	

\* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

# FEES AND CHARGES REPORT

## APPENDIX 7 – GAINSBOROUGH MARKET

### 1. Service description

Gainsborough General Market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

The market function is part of Operational Services and is managed on a day-to-day basis by the Street Cleansing Team Manager.

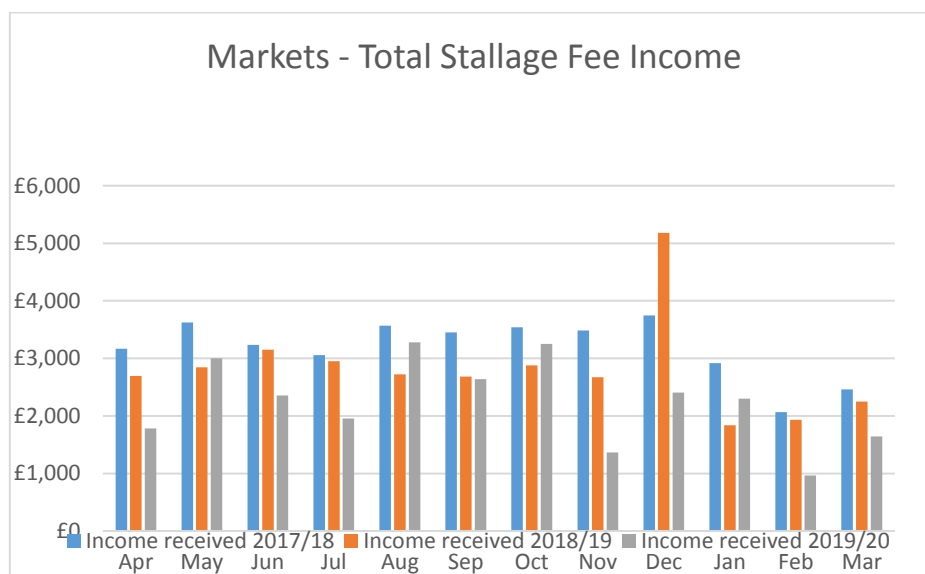
Traders pay their stall fees mostly by card payments; however we do still have a minority paying with cash/cheques.

Gainsborough Market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough Market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

The Market is now subject to review and future delivery options are to be considered by the Council's Prosperous Communities Committee later in the financial year.

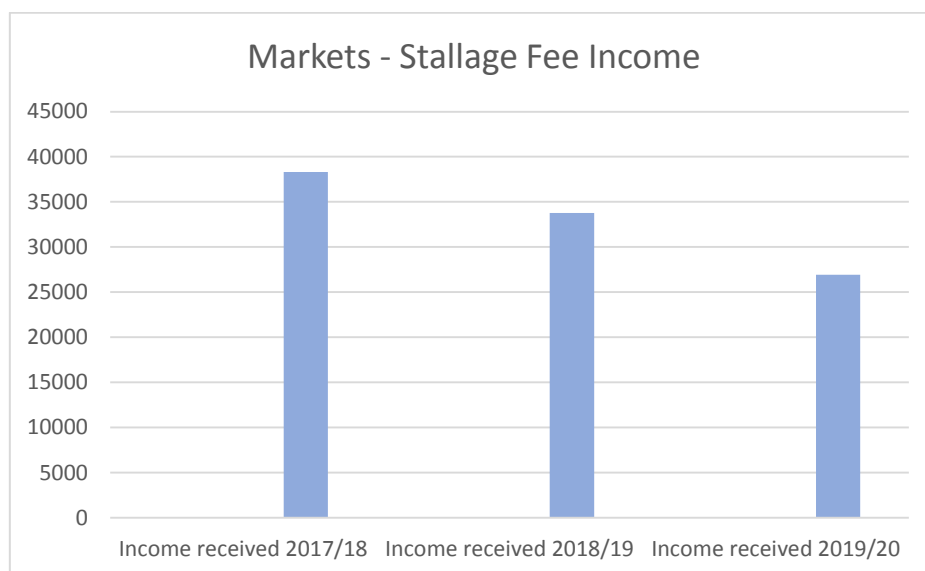
### 2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial years, split over months. There is no income for 2020/2021 as Members agreed free market rents until 31<sup>st</sup> May 2021 due to Covid-19.



Total income received year-on-year is illustrated below, there is no income for 2020/2021 as Members agreed free market rents until 31<sup>st</sup> May 2021 due to Covid-19.

As the table shows income has been gradually reducing since 2017/2018.



### 3. COVID Impact

Covid-19 has had a severe impact on the Market. From March 23<sup>rd</sup> 2020 to June 1<sup>st</sup> 2020 the Market was closed in-line with Government guidelines, with the exception of food / pet stalls. Markets were able to reopen in June 2020 in-line with Government guidelines, and amendments were made to the layout of the Market to make the Market Covid-19 safe.

To help support our traders and the town centre to aid recovery Members agreed no rents would be charged for 2020/2021.

### 4. Pricing

As the service is currently under review, we are not proposing any amendments to fees and charges at this point.

### 5. Understanding customers and Markets

The Market has capacity for 91 stalls. Current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years. A thorough review is currently underway and will be delivered to Members in the autumn.

## 6. Proposed Charging

It is proposed that charges are frozen at the current rate to support the trader and the town centre, pending the service review later in the year.

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Proposed Budget - Markets Stallage Fees	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

## 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below;

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Gainsborough Market****Tuesday Market****Registered Trader**

1 stall	£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS

**Casual Trader**

1 stall	£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS

**Saturday Market****Registered Trader**

1 stall	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS

**Casual Trader**

1 stall	£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months

The 6 month period will be cumulative and will be calculated on a rolling basis for each trader

Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

**Other Units (Vending Vans, Trailers etc.)****Tuesday Market**

Registered Trader	£23.50	0.0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS

**Saturday Market**

Registered Trader	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS



## FEES AND CHARGES REPORT

### APPENDIX 8 - PLANNING AND DEVELOPMENT SERVICES

#### 1. Service description

The Planning and Development service has a number of Fees and Charges namely:

- Planning application fees – statutory set fees by Central Government that are dependent upon type of application. The Government's Planning White Paper<sup>1</sup>, released in August 2020, proposed that *"Planning fees should continue to be set on a national basis and cover at least the full cost of processing the application type based on clear national benchmarking. This should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*
- Pre application advice – an optional, enhanced service to encourage early engagement, improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC. It may be noted that The Government White Paper does propose *"greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

WLDC adopted Community Infrastructure Levy (CIL) at Council on 13 November 2017. The implementation of CIL took place on 22 January 2018 which means that any qualifying planning decision made after this point is subject to a CIL charge. As a result, CIL is charged on the majority of all new buildings to ensure that development contributes towards the infrastructure needed to support growth in West Lindsey.

#### 2. Prior years analysis, current financial year projections

The tables below illustrate the levels of income received 2019/2020 and 2020/2021 and an estimate for 2021/2022.

Income achieved	2019/2020 (£)	2020/2021 (£)	2021/2022 forecast (£)
Pre-application fees	(73,701)	(58,777)	(67,700)
<b>Total Income</b>	<b>(73,701)</b>	<b>(58,777)</b>	<b>(67,700)</b>

<b>Budget</b>	<b>(59,100)</b>	<b>(62,100)</b>	<b>(67,700)</b>
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<sup>1</sup> Paragraph 5.18, Planning for the Future (MHCLG), August 2020.

Income achieved	2019/2020 (£)	2020/2021 (£)	2021/2022 forecast (£)
Planning fees	(948,519)	(1,029,421)	(900,000)
<b>Total Income</b>	<b>(948,519)</b>	<b>(1,029,421)</b>	<b>(900,000)</b>

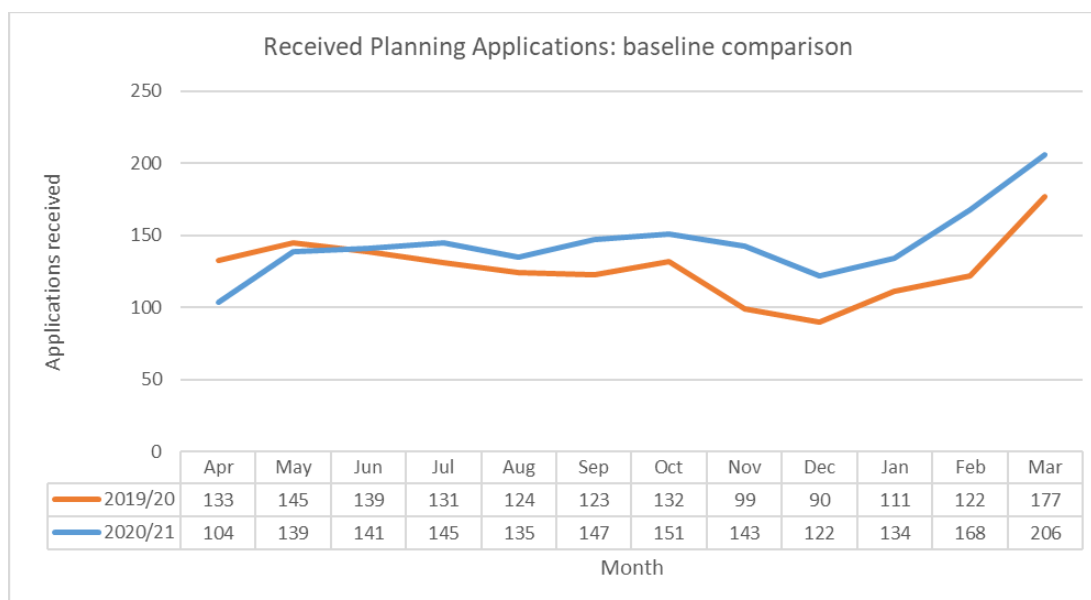
<b>Budget</b>	<b>(960,100)</b>	<b>(937,500)</b>	<b>(900,000)</b>
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CIL contributions are excluded from figures in the table. For a full CIL summary please refer to the infrastructure funding statement published on West Lindsey District Council's website at <https://www.west-lindsey.gov.uk/my-services/planning-and-building/community-infrastructure-levy-cil/>

### 3. COVID Impact

The Government's position has been that planning is important for the economic recovery, and that planning decisions must continue to be processed within the statutory time periods (8/13wks), with extensions of time to be encouraged where necessary.

After an initial reduction in application numbers when the pandemic commenced, from July 2020 afterwards we saw an increase in application numbers consistently above the previous year.



Whilst this includes an increase in householder and non-major developments, we received 53 major applications – an average of over 4 per month.

#### **4. Price**

As the planning applications fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by 3.9% equivalent to inflation and rounded to the nearest £, except for a couple of fees which are detailed in Appendix 11 (Section 6).

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

#### **5. Understanding Customers and Markets**

During the current financial year, the strategic growth agenda has continued to focus on developing key relationships with landowners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At the service level this requires an effective and engaged Development Management service working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs.

The focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. For instance, the service introduced a simplified “Do I need planning permission?” enquiry for the benefit of customers in 2019. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why a fee increase based on inflation only is proposed.

#### **6. Proposed Charges**

Statutory charges will be applied in accordance with legislation. Two statutory fees for ‘Householder applications’ and ‘Request for conformation that planning conditions have been complied with’ have been deleted as they are covered elsewhere within the statutory fee schedule. The Government has introduced some new statutory fees for developments undertaken via the Government’s Permitted Development Order.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to inflation at 3.9% and rounded to the nearest £ to move towards total cost recovery. This applies to all pre-application fees except for the following:

**‘Household developer – Do I need Planning Permission’** is proposed to increase by 33.35% in line with benchmarking data with comparable local authorities. This brings the fee (incl. VAT) up to £40, which is in line with North East Lincs who currently charge £42.

**‘Entry onto the Self-Build and Customer-Build Housing Register’** is set to only recover costs and is currently set at the correct fee so no change is proposed for 2022/2023.

**‘Paper copies of plans, drawings and documents’** is charged per page between £0.25 and £6.50 depending on paper size. This fee was increased last year and an increase for printing costs two years in a row would be deemed as excessive, so it is proposed to not increase these for 2022/2023.

**‘Decision Notices, Consents, Determinations’ Tree Preservation Orders’** have previously been charged per item, these are available digitally for free so there is little demand for them. We are proposing to delete this fee and any requests for printed documents to be covered within the ‘Paper copies of plans, drawings and documents’. Similarly the fee for ‘Information on planning records’ is proposed to be deleted and covered within the fee mentioned above.

Previously **‘Hazardous Substances’** pre-application advice was a variable fee, we have proposed a set fee of £100 for 2022/2023 to achieve total cost recovery and give the applicant certainty as to what they will be charged, as well as better align with the statutory fee for applying for Hazardous Substances Consent.

Some of wording and formatting throughout the schedules has been updated to make them easier to read and understand.

The proposed changes for pre-application fees are not anticipated to decrease demand and are forecast to achieve between an additional £1,200 and £3,500 p/a compared to the 2021/2022 MTFP.

CIL charges were proposed by WLDC prior to adoption and were subject to consultation. As part of this process, they were subject to a public examination by an independent person, namely a Government Inspector from The Planning Inspectorate. These were then formally adopted by Council. As such these rates cannot be subject to change without a full inspection by a similar independent person.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

## 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(1,014,100)	(1,060,500)	(1,046,900)	(1,033,300)	(1,033,300)
Proposed Budget - Pre Application Fees	(71,700)	(71,800)	(74,000)	(76,200)	(78,500)
Proposed Budget - Application Fees	(945,000)	(990,000)	(975,000)	(960,000)	(1,005,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	(2,600)	(1,300)	(2,100)	(2,900)	(50,200)

## 8. Recommendation

Members are asked to approve charges for 2022/2023 as illustrated in the schedule below.

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Development**

Householder development - do I need planning permission?		£25.00	33.4%	£8.34	£33.33	£6.67	£40.00	S
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£181.67	4.1%	£7.49	£189.16	£37.83	£227.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£318.33	3.9%	£12.50	£330.83	£66.17	£397.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£219.16	3.8%	£8.34	£227.50	£45.50	£273.00	S
	Additional dwellings	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,315.83	3.8%	£50.00	£1,365.83	£273.17	£1,639.00	S
	Additional dwellings	£65.00	3.8%	£2.50	£67.50	£13.50	£81.00	S
Development of 50 or more dwellings	minimum fee	£3,942.50	3.8%	£150.00	£4,092.50	£818.50	£4,911.00	S
	additional fee subject to complexity of proposal	negotiable						
Non-residential development where no floor space is created.		£116.67	4.3%	£5.00	£121.67	£24.33	£146.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£159.17	4.2%	£6.67	£165.83	£33.17	£199.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£240.84	3.8%	£9.16	£250.00	£50.00	£300.00	S
	Each additional 100 m2 or 0.1 ha	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£825.00	3.8%	£31.67	£856.67	£171.33	£1,028.00	S
	Each additional 100 m2 or 0.1 ha	£61.67	4.0%	£2.50	£64.16	£12.83	£77.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,355.00	3.8%	£127.50	£3,482.50	£696.50	£4,179.00	S
	additional fee subject to complexity of proposal	negotiable						
Variation or removal of condition.		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Advertisements		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-householder listed building consent		£165.84	4.0%	£6.67	£172.50	£34.50	£207.00	S
Additional site visit		£144.17	4.0%	£5.83	£150.00	£30.00	£180.00	S
Hazardous Substances		variable			£83.33	£16.67	£100.00	S

**N.B.**

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that

		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.00	£0.25	£0.00	£0.25	OS
	per side of A3	£0.55	0.0%	£0.00	£0.55	£0.00	£0.55	OS
	per side A2, A1, A0	£6.50	0.0%	£0.00	£6.50	£0.00	£6.50	OS
Requests for Planning Information		£61.67	4.1%	£2.50	£64.17	£12.83	£77.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£558.00	3.9%	£22.00	£580.00	£0.00	£580.00	OS
	Maximum charge	£1,671.00	3.8%	£64.00	£1,735.00	£0.00	£1,735.00	OS

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Outline Applications**

Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS

**Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)**

Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	-27.7%	-£128.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	-27.5%	-£38.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m <sup>2</sup>	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m <sup>2</sup> but no more than 3,750m <sup>2</sup> . £462 for each 75m <sup>2</sup> or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m <sup>2</sup> , £22,859 and an additional £138 for each 75m <sup>2</sup> in excess of 3,750m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m <sup>2</sup> but no more than 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m <sup>2</sup> , £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup>	More than 540m <sup>2</sup> but not more than 4,215m <sup>2</sup> . £462 for the first 540 m <sup>2</sup> then £462 per additional 75 m <sup>2</sup> (or part thereof) in excess of 540m <sup>2</sup>	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m <sup>2</sup> , £22,859 and an additional £138 for each 75 m <sup>2</sup> in excess of 4,215 m <sup>2</sup> up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m <sup>2</sup> gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m <sup>2</sup> gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS



2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**Applications other than Building Works**

Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS

**Lawful Development Certificate**

	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS

**Prior Approval**

Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use A3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

Reserved Matters								
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due					OS	
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

**CIL Charging Schedule - residential charging zones (charge per m<sup>2</sup>)**

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
£0 charge for apartments across all zones								

**CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m<sup>2</sup>)**

Convenience Retail *	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS

\* Convenience retail is defined as everyday items including food, drink and non-durable household goods

\*\* All other uses and the £0 rate include comparison retail and retail warehousing

\*\*\* CIL charges subject to indexation

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

# FEES AND CHARGES REPORT

## APPENDIX 9 – STRATEGIC HOUSING

### 1. Service Description

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Selective Licensing

#### Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

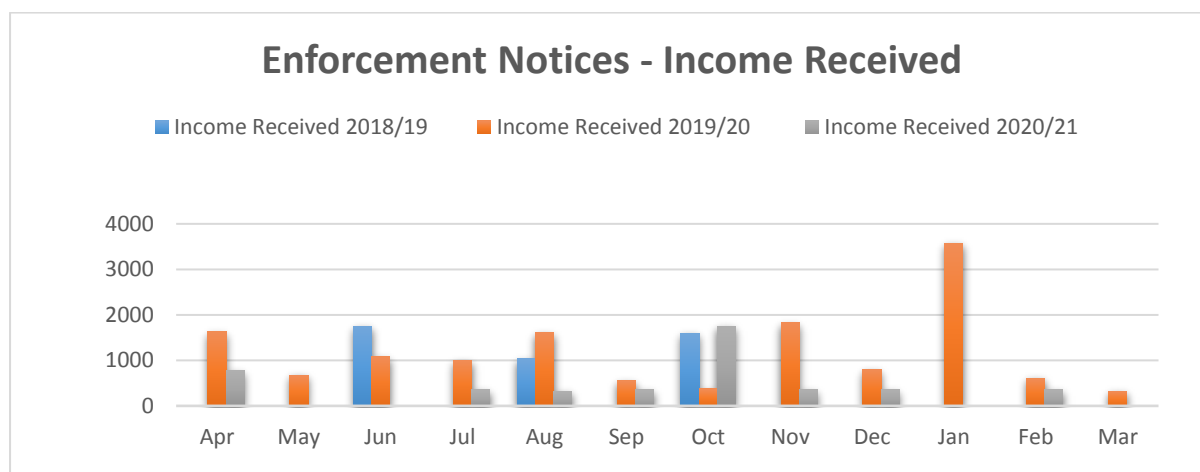
#### Selective Licensing

The Council's existing scheme ended on the 18<sup>th</sup> July 2021.

A feasibility exercise is underway in relation to whether a new scheme will be designated and any revised fee for this will be go through the necessary approvals.

### 2. Prior years analysis, current financial year projections

The table below illustrates income achieved 2018/19, 2019/20 and 2020/21.



	2018/19	2019/20	2020/21
Enforcement Actuals	4,376	14,044	4,600

### 3. COVID Impact

Covid has had a significant impact on the ability to serve notices in the housing enforcement work area. This is due to the reduction in the number of face to face inspections during the pandemic. Whilst these inspections are slowly returning to normal it is clear that it will take some time to return to the pre pandemic levels.

Alongside this the ability to serve a civil penalty for additional offences has been impacted.

### 4. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

### 5. Understanding Customers and Markets

#### Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

#### Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

### 6. Proposed Charging

#### Housing Enforcement Charges

It is proposed to apply inflation at 3.9% to the current years' fee. Except for Mandatory HMO Licences these have just been rounded to whole pounds.

## New Fees

There is now provision within legislation to issue a financial penalty to landlords for failing to meet the required electrical standards.

### 7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(44,800)	(45,600)	(46,600)	(47,600)	(47,600)
Proposed Budget - Housing Standards Fees & Charges	(7,500)	(7,700)	(7,900)	(8,100)	(8,100)
Proposed Budget - Housing Standards Other Income	(37,700)	(38,900)	(39,700)	(40,500)	(40,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	(400)	(1,000)	(1,000)	(1,000)	(1,000)

### 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.



2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£849.75	0.1%	£0.25	£850.00	£0.00	£850.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	0.0%	£0.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £39 per hour							
Prohibition Order		£360.50	0.0%	£0.00	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Demolition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£350.00	OS
Immigration Procedure Inspection	Per inspection	£72.10	3.9%	£2.81	£74.91	£14.98	£89.89	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Monetary penalty (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS
Housing and Planning Act - Civil Penalties	up to £30,000							

\* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.



Prosperous Communities Committee

Mobile Homes

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Mobile Homes Act 2013

Caravan Site - Fit & Proper Person	Oneoff license	£243.00	0.0%	£0.00	£243.00	£0.00	£243.00	OS
Issue of a New Licence		£309.00	3.9%	£12.05	£321.05	£0.00	£321.05	OS
Deposit of Site Rules		£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Transfer and Alteration of a Licence		£103.00	3.9%	£4.02	£107.02	£0.00	£107.02	OS

# FEES AND CHARGES REPORT

## APPENDIX 11 – TRINITY ARTS CENTRE (TAC)

### 1. Service Description

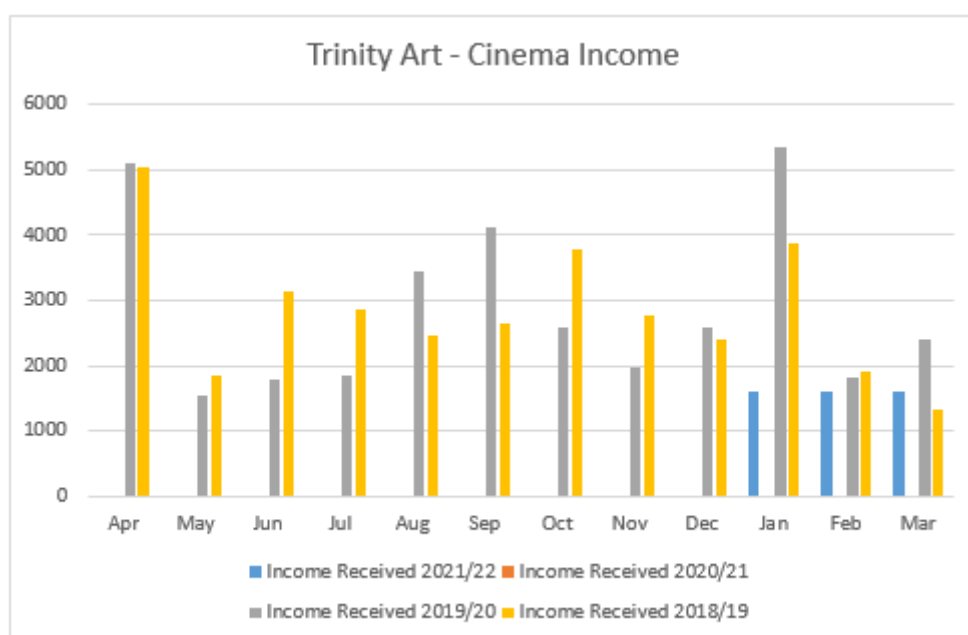
Trinity Arts Centre (TAC) is operated by West Lindsey District Council and is widely used by local and touring professional companies who stage shows at the centre. Alongside this, the venue maintains an active and full roster of community group activities across its secondary spaces and the main auditorium doubles up as a one screen cinema when not in use as a live entertainment space.

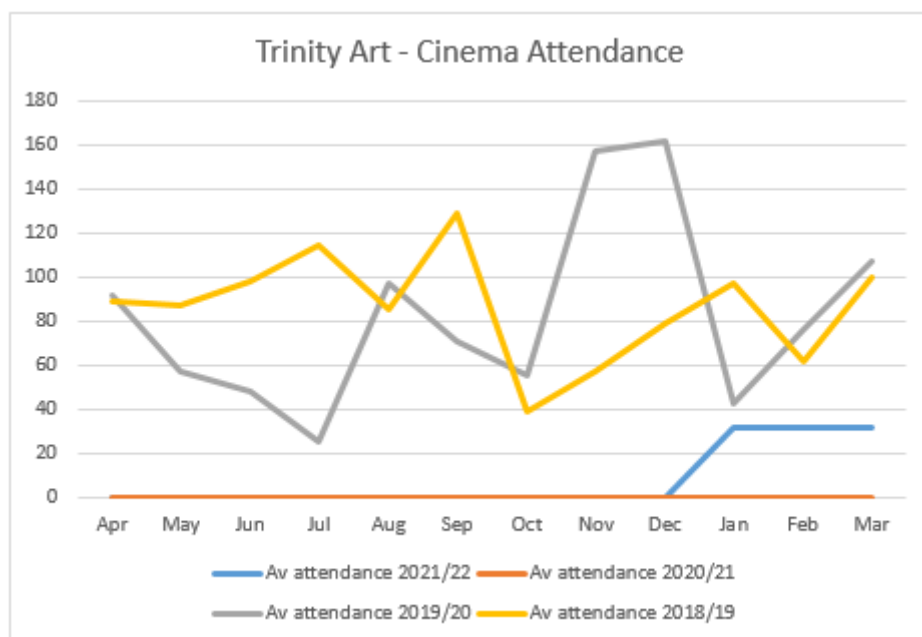
The venue is acutely managed and staffed by a small team of industry professionals who in recent years have increased the programme on offer, reduced annual subsidies and transitioned the venue to a more commercially viable operation whilst maintaining strong community links.

### 2. Prior years analysis, current financial year projections

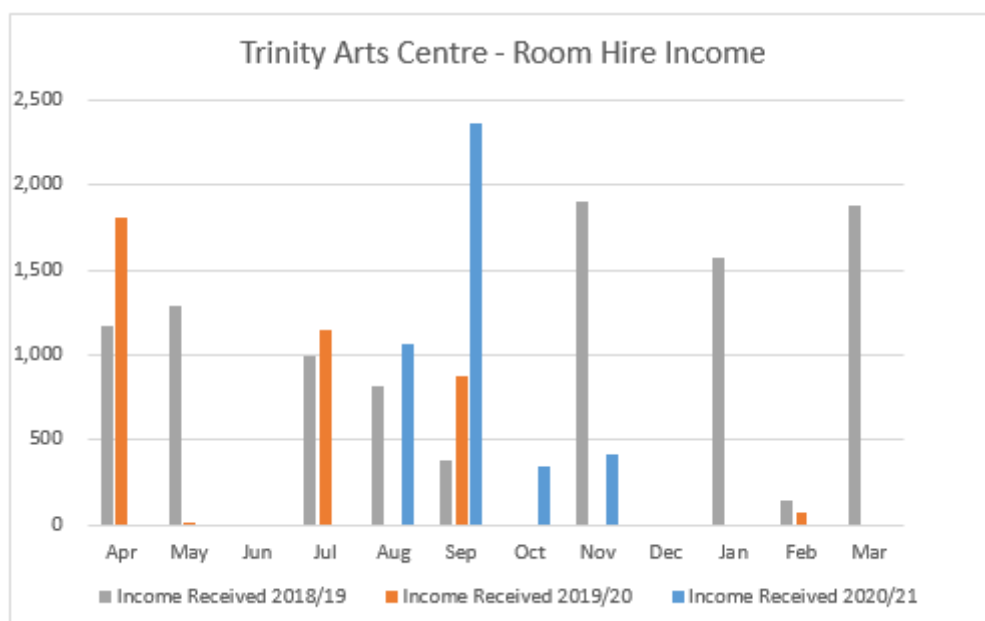
Historically cinema has offered TAC the most cost effective and simple of operations and is easily something the centre could have maximised on as an additional income as the centre already has the technology to support multiple screens. However, in light of a new cinema being established in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

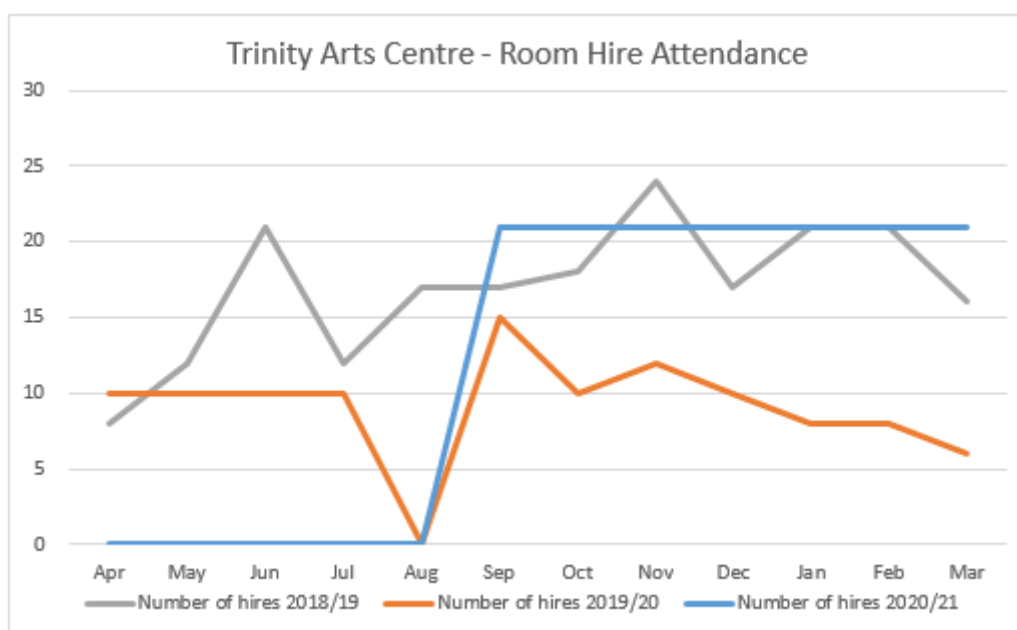
The graphs below shows cinema income and average attendance over the past 3 years. There was no film income in 2020/2021. Film showing will not start until January 2022.





Since the hire fee changes fully took place with effect from 1 April 2019, the centre has retained its original customers and gained extra. Space hire income for 2020/2021 was £4,175.





### 3. COVID Impact

A public event carries with it a significant cost. In normal times, we cover these costs adequately, however with consumer confidence at an all-time low right across the industry, this will prove a challenge in the short term.

Box Office sales have halted due to there being no clear indication as to when venues are allowed to reopen, and this will remain the case until the government provide clear guidance on the matter. Most patrons have requested refunds on their tickets. Scheduling to date has been based on assumptions, and whilst at the start of lockdown, the programme was rescheduled for the autumn, now we are closer to the autumn season, it's looking likely that it will get rescheduled again. This, for obvious reasons, can cause problems for our customers.

Reopening with performances/films is also heavily governed by what is available. When the government announced cinemas could reopen on 4th July, cinemas across the country filled their programme with old and in some cases nostalgic titles, however, their opening date was quickly pushed back when they realised that no new releases would be available and people were not booking tickets.

The centre has been limited by the government restrictions however it has benefited from a £35,000 emergency grant from Arts Council England.

In addition, an award of £196,690 has been secured from the treasury's Cultural Recovery Fund. The allocation comes from a fund of £500m put aside to assist culturally significant organisations who were financially viable pre-Covid to weather the storm of Covid-19 for the remainder of this financial year.

## 4. Pricing

A review of the hire fees took place when the new manager started, with a new fee structure implemented from October 2018. The increase in hire fees didn't fully come into operation until 1 April 2019 however as it was appropriate to honour advance bookings at the original price. Previous years fees did not cover the true cost of running an event meaning the centre was operating at a loss. Therefore, a more realistic charging structure was developed ensuring costs were adequately covered whilst maintaining a competitive edge with neighbouring theatres.

## Demand

As we recover from the pandemic we will introduce events gradually. April 2022 to July 2022 we will have 2 events a week. September 2023 onwards we are looking to achieve and average 4.5 events a week.

Below is a table comparing the forecast income for 2022/2023 to 2031/2032 against the budget agreed in the MTFP approved in March 2021. The assumption is that fees and charges will increase by 2.5% year on year.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Events forecast	205,600	265,200	271,800	278,600	285,600	292,700	300,000	307,500	315,200	323,100
Box office takings	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800
	69,800	129,400	136,000	142,800	149,800	156,900	164,200	171,700	179,400	187,300

We have 7 groups hiring our rooms on a regular basis for 31hrs a week. The number of weeks a year varies between the different groups, as some only use the room hire for school term. We are forecasting that we maintain this level of room hire.

Below is a table comparing the forecast income from 2022/2023 to 2031/2032 against the budget agreed in the MTFP approved in March 2021. The assumption is that fees and charges will increase by 2.5% year on year.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Hire of room forecast	20,500	21,000	21,500	22,000	22,600	23,200	23,800	24,400	25,000	25,600
MTFP Hire of rooms	13,700	14,000	14,300	14,600	14,600	14,600	14,600	14,600	14,600	14,600
	6,800	7,000	7,200	7,400	8,000	8,600	9,200	9,800	10,400	11,000

## 5. Understanding Customers and Markets

People associate TAC as being a cinema more often than a theatre for live performances. Over the years the promotion of Trinity has been more closely linked to its cinema operation than it has with its live performance programme. However, in light of a new cinema being built in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

In 2021, Trinity Arts Centre adopted a new a more intuitive box office system which improves customer communication and reporting. The system will give the team

unrivalled access to key data that can be used to inform future decision making. Improved flows also make the customer experience more enjoyable.

## 6. Proposed Charges

Theatre rehearsal and duty manager charge to increase by inflation at 3.9%.

Room hire to increase by 6%.

Film charges have been benchmarked against Kinema in the Woods. We propose to increase the tickets prices by 50p per ticket. Adults £6.50 and Concessions £5.50.

The proposed charges for the room/theatre hire and cinema are outlined in the table below.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

### New fees

During the period of closure, the centre management went about improving the facilities. Included in this was the relocation of the cleaners' storeroom, which gave way for a new hireable space. This room has been redesigned to act as a small meeting/gallery space and is named after the building's architect: Thomas Johnson. This new room presents a new charge and will contribute to the variety of offerings at Trinity for those seeking to use spaces for different means.

## 6. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(13,700)	(14,000)	(14,300)	(14,600)	(14,600)
Proposed Budget - Venue Hire	(20,500)	(21,000)	(21,500)	(22,000)	(22,600)
Impact on MTFP 2022/23 Pressure/ (Saving)	(6,800)	(7,000)	(7,200)	(7,400)	(8,000)

## 7. Recommendation

Members are asked to approve charges for the 2022/2023 financial year as detailed in the schedule below.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

*	Theatre (rehearsal) (Mon-Thurs)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
*	Theatre (rehearsal) (Mon-Thurs)	per half day	£185.50	3.8%	£7.00	£192.50	£38.50	£231.00	S/X
*	Theatre (rehearsal) (Mon-Thurs)	per full day	£288.50	4.0%	£11.50	£300.00	£60.00	£360.00	S/X
*	Theatre (rehearsal) (Fri-Sun)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
*	Theatre (rehearsal) (Fri-Sun)	per half day	£222.50	3.8%	£8.50	£231.00	£46.20	£277.20	S/X
*	Theatre (rehearsal) (Fri-Sun)	per full day	£350.00	3.9%	£13.50	£363.50	£72.70	£436.20	S/X
*	Theatre (performance) (Mon-Thurs)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
*	Theatre (performance) (Mon-Thurs)	per half day	£237.00	3.8%	£9.00	£246.00	£49.20	£295.20	S/X
*	Theatre (performance) (Mon-Thurs)	per full day	£388.50	3.9%	£15.00	£401.50	£80.30	£481.80	S/X
*	Theatre (performance) (Fri-Sun)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
*	Theatre (performance) (Fri-Sun)	per half day	£283.50	3.9%	£11.00	£294.50	£58.90	£353.40	S/X
*	Theatre (performance) (Fri-Sun)	per full day	£463.50	3.9%	£18.00	£481.50	£96.30	£577.80	S/X
	Room hire(Mon-Sat) (educational/charity)	per hour	£13.50	7.4%	£1.00	£14.50	£2.90	£17.40	X
	Room hire(Mon-Sat)	per hour	£20.50	4.9%	£1.00	£21.50	£4.30	£25.80	X
	Room hire(Mon-Sat)	per half day	£68.00	5.9%	£4.00	£72.00	£14.40	£86.40	X
	Room Hire (Mon-Sat)	per full day	£119.50	5.9%	£7.00	£126.50	£25.30	£151.80	X
	Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£0.00			£8.50	£0.00	£8.50	X
	Thomas Johnson Room(Mon-Sat)	per hour	£0.00			£12.50	£0.00	£12.50	X
	Thomas Johnson Room(Mon-Sat)	per half day	£0.00			£55.00	£0.00	£55.00	X
	Thomas Johnson Room(Mon-Sat)	per full day	£0.00			£65.00	£0.00	£65.00	X
	Duty Manager/Technician	per hour	£13.50	3.7%	£0.50	£14.00	£2.80	£16.80	S
	Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.20	£1.20	S
	Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	Film showings - adult		£5.00	8.4%	£0.42	£5.42	£1.08	£6.50	S
	Film showings - concessionary **		£4.17	10.2%	£0.43	£4.59	£0.92	£5.51	S
	Film showings - TAC member	10% discount on eligible tickets							

Box office commission for community production hire agreements is 10%

Box office commission for professional production hire agreements is 15%

\* VAT is chargeable at the standard rate on room hire with additional services such as sound engineers, box office etc. Room only with no additional services provided in Exempt for VAT.

\*\* concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

# FEES AND CHARGES REPORT

## APPENDIX 12 –LEA FIELDS CREMATORIUM

### 1. Service description

Lea Fields crematorium offers an excellent bereavement service and facility for West Lindsey residents, and the wider area in accordance with all relevant legislation, policies and procedures.

Lea Fields delivers cost effective operations, compassionate cremations and a supportive after care service.

There is also the opportunity for family and friends to lease memorials, for loved ones who have died as a way of coping with the overwhelming grief felt after a death.

### 2. Prior years analysis, current financial year projections

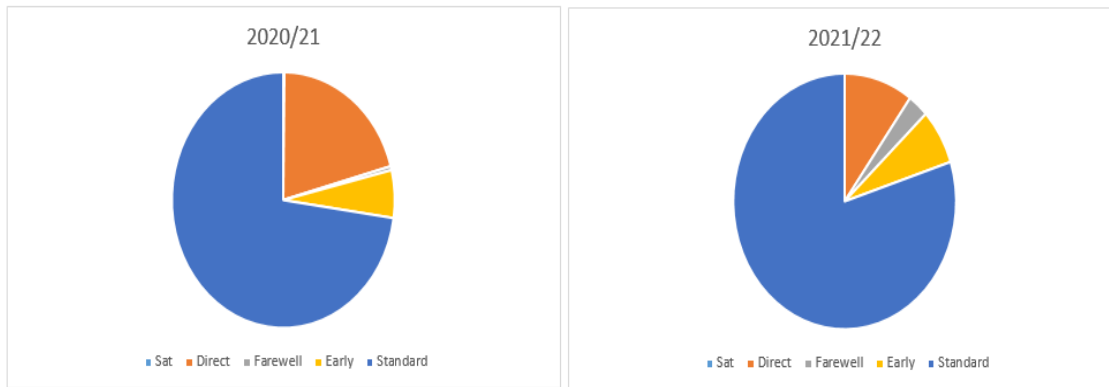
Since the first service on 3rd February 2020 to 23rd July 2021 the Crematorium has performed 823 services and have served 39 different Funeral Director companies. Lea Fields continue to receive positive feedback form both funeral directors and families.

The table below shows the actuals cremations figures for 2019/2020, 2020/2021 and the forecast 2021/2022 figures. In 2019/2020 the service was only operational for two months.

Year	2019/20 Actuals	2020/21 Actuals	2021/22 Forecast
Number of Cremations	73	598	530
Income from Cremation	£55,150	£431,552	£409,073

The pie chart below shows the actual percentage split of the cremation service types provided from 2020/2021 and 2021/2022. Direct services were in higher demand in 2021/2022 as restrictions were imposed on numbers being allowed to attend a funeral in line with the Covid-19 regulations and also as a result of a neighbouring Crematorium having technical issues resulting in Lea Fields providing Direct Services on their behalf for two weeks.





### 3. COVID Impact

The facility has been popular with Funeral Directors and families for cremations and funerals, but has not received the expected footfall essential for raising the profile of Lea Fields Crematorium and to what Lea Fields Crematorium has on offer.

Secondary spend purchases on memorialisation have not been as lucrative due to COVID-19 virus and the restrictions this has imposed. The strewing area landscaping is yet to be completed however once the strewing areas are usable, any remains scattered on site will generate memorial interest and encourage visitors.

### 4. Pricing

Lea Fields Crematorium pricing is benchmarked against competing facilities in Lincoln, North Lincolnshire (Scunthorpe), and Doncaster. We also included benchmarking for Babworth Crematorium (Westerleigh group) and Barnby Moor Crematorium (Memoria group), which are privately owned crematoria forming part of a larger network of crematoria.

In 2021 Lincoln Crematorium reduced their 'Direct Cremation' fee by £100 and North Lincolnshire introduced 'Layered service' approach. Lea Fields has remained competitive despite our competitors' reactions.

Whilst the pricing remains competitive, the fees and charges also protect the profit margin to ensure the facility remains viable. Secondary spend on items not directly related to the funeral are considered a luxury item.

Income generation through memorial sales is an important element of service provision. This is handled with sensitivity and tactfully to ensure that low-income families have affordable memorial options.

## Demand

A 5-year forecast has been carried out. Moving forward it is suggest that market demand will shift in the type of services preferred. Direct Cremations are predicted to increase as a preferred choice from 10% to 16%. Standard services will inevitably fall as a result of families choosing directs in favour of attending a service. This will have an impact of the forecast income as Direct services (£465) fees are 45% lower than a Standard Service (£850).

The forecast is lower than the budgets agreed in the 2021/2022 MTFP in March 2021. This is as a result of the change in market choice and remaining competitive with our local competitors.

Table below show the forecast based on the market against the current budgets agreed. This is bases on the fees proposed for 2022/23 and 2% increase for each following year.

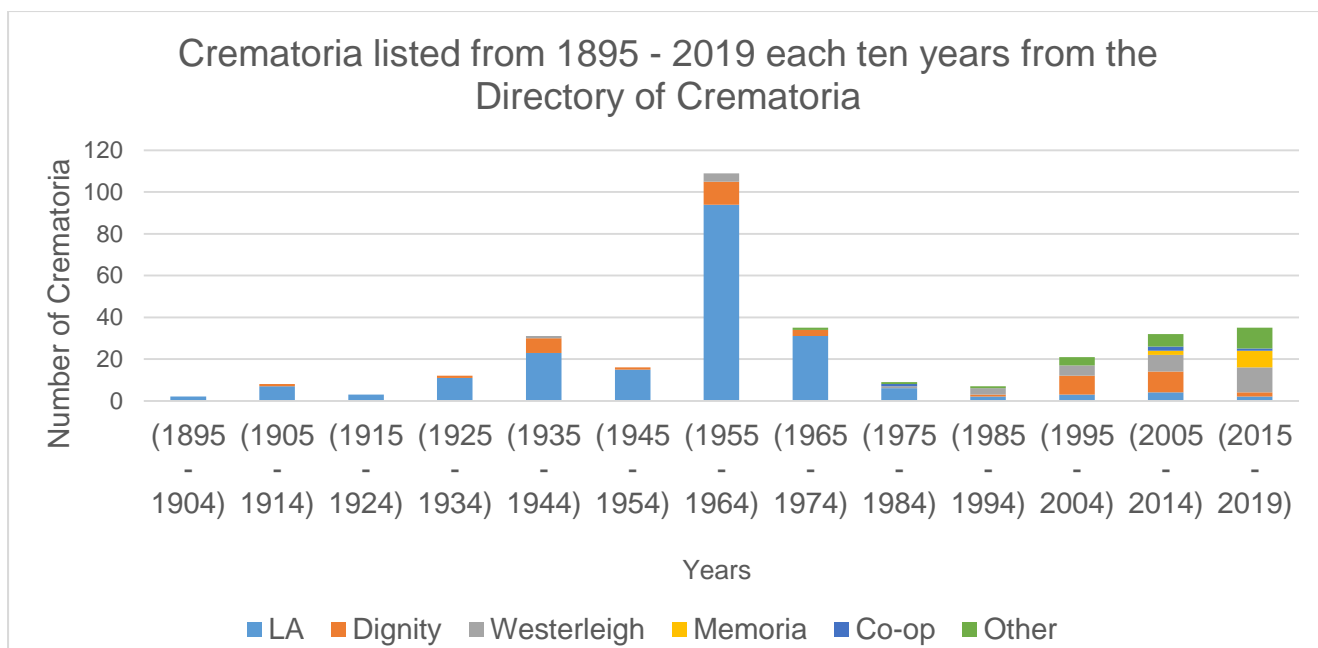
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Forecast	409,100	429,000	473,000	534,100	576,000	601,400
MTFP at agreed March 2021	471,500	517,800	561,400	562,300	562,300	562,300
Variance	(62,400)	(88,800)	(88,400)	(28,200)	13,700	39,100

Below show the changes in the percentage of the demand expected.

Income	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Saturday	0%	0%	0%	0%	0%	0%
Direct	10%	7%	16%	16%	16%	16%
Farewell	3%	3%	3%	3%	3%	3%
Early	7%	4%	6%	6%	6%	6%
Standard	80%	86%	75%	75%	75%	75%
TOTAL FORECAST	100%	100%	100%	100%	100%	100%

## 5. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Since the late 1970's private investors have invested in this area, marketed well, and becoming profitable. Lea Fields compete with the private investors in this highly competitive and fast-changing environment, seeking new information and inviting innovation to ensure a sustainable business model.



Customer expectations continue to rise in the bereavement industry and is constantly evolving, driven by greater choice. Whilst ensuring that Lea Fields remains true to the West Lindsey District Council ethos, we also understand and appreciate that change is essential for survival in this highly competitive and fast-changing environment.

## 6. Proposed Charges

The proposed charges are outlined in the table below.

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing to only increase this fee by £1.50 (0.3%) and round the charge to £465.

Cremation services have been increased by 2.5% rather than inflation at 3.9%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market.

Secondary spends, ie memorials, which can be considered a luxury item, have been increased by inflation at 3.9%.

Strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium has been frozen at the current rate of £55. As we have not

been able to allow any scattering of remains we feel it would be wrong to increase this price as we begin to be able to offer this service. It is important to try to attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

## 7. Impact on Medium Term Financial Plan (MTFP)

Not Final Table – needs updating

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(549,000)	(593,000)	(594,300)	(594,700)	(594,700)
Proposed Budget - Leased Memorials	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
Proposed Budget - Book of Remembrance	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Proposed Budget - Chapel Tributes	(15,600)	(15,600)	(15,600)	(15,600)	(15,600)
Proposed Budget - Chapel	(11,200)	(11,800)	(12,200)	(12,600)	(12,700)
Proposed Budget - Cremations	(544,600)	(572,300)	(573,700)	(573,800)	(573,800)
Impact on MTFP 2022/23 Pressure/ (Saving)	(27,600)	(11,900)	(12,400)	(12,500)	(12,600)

## 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below

Prosperous Communities Committee		Crematorium						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Cremation		£829.00	2.5%	£21.00	£850.00	£0.00	£850.00	X
Early start (09:00 & 09:45)		£669.50	2.5%	£16.50	£686.00	£0.00	£686.00	X
Direct Cremation (no attendance 08:45)		£463.50	0.3%	£1.50	£465.00	£0.00	£465.00	X
Body parts/slides and blocks		£77.50	2.6%	£2.00	£79.50	£0.00	£79.50	X
Saturday service (with discussion with Manager)		£1,161.00	2.5%	£29.00	£1,190.00	£0.00	£1,190.00	X
Late cancellation fee (cancellations within 72 hours of service)		£113.50	2.6%	£3.00	£116.50	£0.00	£116.50	X
Chapel fee (extension 20 minutes)		£180.50	2.5%	£4.50	£185.00	£0.00	£185.00	X
Chapel fee (extension 40 minutes)		£232.00	2.6%	£6.00	£238.00	£0.00	£238.00	X
Memorial Service (45mins)		£232.00	2.5%	£5.80	£237.80	£1.00	£238.80	X
Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
Witnessed scattering		£20.00	5.0%	£1.00	£21.00	£0.00	£21.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£515.00	2.5%	£13.00	£528.00	£0.00	£528.00	X
Webcast recording		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Webcast recording (available for 28 days and download)		£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S
DVD recording (1st copy)		£50.00	4.0%	£2.00	£52.00	£10.40	£62.40	S
DVD recording (each subsequent copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S
Visual tribute (1 photograph)		£15.00	3.3%	£0.50	£15.50	£3.10	£18.60	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	4.2%	£2.83	£69.50	£13.90	£83.40	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	4.5%	£1.17	£27.00	£5.40	£32.40	S
Video tribute (up to 5 minutes)		£35.00	4.3%	£1.50	£36.50	£7.30	£43.80	S
DVD containing the tribute (1st copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S
DVD containing the tribute (each subsequent copy)		£20.00	5.0%	£1.00	£21.00	£4.20	£25.20	S
Extra work (Pro tribute)		£17.50	0.0%	£0.00	£17.50	£3.50	£21.00	S
Downloadable copy of Visual Tribute		£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
Book of Remembrance (2 lines)		£75.00	4.0%	£3.00	£78.00	£15.60	£93.60	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	2.0%	£0.17	£8.50	£1.70	£10.20	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA			£0.00	POA	POA	S
Miniature book (leather - 2 lines)		£90.00	3.9%	£3.50	£93.50	£18.70	£112.20	S
Miniature book (leather - 5 lines)		£110.00	4.1%	£4.50	£114.50	£22.90	£137.40	S
Miniature book (leather - 8 lines)		£120.00	3.8%	£4.50	£124.50	£24.90	£149.40	S
Memorial card (2 lines)		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Memorial card (5 lines)		£60.00	4.2%	£2.50	£62.50	£12.50	£75.00	S
Memorial card (8 lines)		£70.00	3.6%	£2.50	£72.50	£14.50	£87.00	S
Additional inscription to existing books and cards		£18.33	3.7%	£0.67	£19.00	£3.80	£22.80	S

	Floral design (available for 5 and 8 lines only)		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
	Caskets *		£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S
	Temporary deposit of Cremated remains per month after initial month		£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
***	Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	6.0%	£47.83	£839.50	£167.90	£1,007.40	S
***	Sanctum 2000 vault - per letter above 80		£1.75	14.3%	£0.25	£2.00	£0.40	£2.40	S
***	Barbican memorial (space lease for 5 years) **		£192.50	6.0%	£11.50	£204.00	£40.80	£244.80	S
***	Mulberry Tree - per leaf, space leased for 5 years **		£137.50	4.0%	£5.50	£143.00	£28.60	£171.60	S

\* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

\*\* Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

\*\*\* When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

## **FEES AND CHARGES REPORT**

### **APPENDIX 13 – COMMUNITIES:DEFIBRILLATOR MEMBERSHIP SCHEME**

#### **1. Service description**

Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry. In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical.

Having access to a nearby AED can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

All AED's contain consumable parts that need replacing either when used or expired.

Council approved the introduction of the Membership Scheme and fee on the 9<sup>th</sup> September 2020, for immediate implementation. The scheme enables AED's to be deployable for longer and reduce the likelihood of an AED not being deployable.

For a set annual fee of £100 (incl. VAT) per device, each guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Annual check.
- Access for First Aid Roadshows around the District.

The need for new AED installations has decreased, but some locations in the district still justify a newly installed device due to reduced coverage. The criteria for a new installation remains the same as previously agreed at PCC (30.01.2018 Continuation of Community Grants).

Criteria:

- Constituted organisations, Parish/Town Councils, charities, social enterprises, schools and faith based organisations are eligible;
- Organisations must match fund £400 towards any new defibrillator awarded;
- The Communities Team will review all applications on an on-going basis.

## 2. Prior years analysis, current financial year projections

The introduction of the Defibrillator Membership Scheme was approved by Council 07.09.20 and there are currently 34 defibrillators (29 customers) signed up to the service, as at 4<sup>th</sup> October 2021.

Cost recovery will be monitored through monthly budget monitoring. There are currently 91 defibrillators in the community, if 68 (75%) were to sign up to the scheme this would result in a small surplus of approximately £350 pa. With the nature of deployments, this is difficult to predict. However, as the scheme develops, annual data will be available for deployments ensuring financial predictions can be more accurate.

It is now automatic for any new installation to be signed up to the Membership Scheme. Eight of the current Memberships are from older installations, and nine memberships are included as part of a new installation.

Marketing of the scheme is underway and all communities with AED's have been informed of the service. This was delayed due to COVID-19.

Membership Information as at 4th October 2021	
Max. Market Capacity	100-120
<b>No. of installed AED's</b>	<b>91</b>
Membership Required for Total Cost Recovery (TCR)	68
% Membership Required for TCR	75%
Current Membership -Number of Defibrillators	34
% of Installed AED's	37%
Income Achieved 2021/2022 *	£2,236.02
Annual Membership Fee (net of VAT)	£ 83.33

\* As at 4th October 2022 - 8 defibrillators full year, 26 defibrillators joined during the year.

## 3. Impact of Covid-19

Installations continued throughout restrictions in a COVID safe manner.

However, the Membership Scheme has been significantly impacted by the supply chain for consumable parts. Many parts are exported from USA/Canada, with lead times being over 3 months due to either COVID-19 or Brexit. This has meant advertising of the scheme has been restricted. AED's in the district that were not deployable were prioritised.

As we moved into July 2021, the supply chain improved, but is still restrictive. As restrictions ease and deliveries have further guarantees, advertising the scheme can



be wider as we have the capacity to deliver the service. The reputational damage would have been significant if we offered the service, whilst still having limited stock and being unable to ensure we met customer demands.

#### **4. Pricing**

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 68 out of the 91 communities who currently have a defibrillator) signed up to the scheme.

The scheme has only been running for less than a year, and the data we have is still a small sample size. A maintained price of £100 (incl. VAT) would provide continuity for our communities and align to all current literature.

Cost recovery analysis will be undertaken as the scheme develops over 2022/2023, and will inform the fees and charges review for this service for 2023/2024.

A match funding contribution of £400 towards any new installation will remain until the end of 2022/2023 where this be reviewed alongside the Community Grants Programme.

#### **5. Understanding Customers and Markets**

The market has capacity for approximately 100-120 defibrillators, of which 91 communities currently have defibrillators installed by West Lindsey District Council.

All new installations are automatically signed up to the annual maintenance scheme. However, new installations have reduced compared to previous years because of the difficulty in finding new, suitable locations.

To achieve total cost recovery a take up of 75% of the current 91 defibrillators installed is required (68). The projections for the scheme is to achieve this level by 2026/2027. This target is reflected in the budget implications detailed at section 7.

#### **6. Proposed Charges**

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2022/2023.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2023/2024.

## 7. Impact on Medium Term Financial Plan (MTFP)

There was a £10k pa budget allocated to the Defibrillator Scheme up to the end of 2022/2023 from the Community Grant Scheme earmarked reserve, which includes £2.5k for equipment maintenance.

There is also a base budget of £2k pa to cover the cost of maintaining defibrillators attached to West Lindsey District Council buildings i.e.

- Lea Fields Crematorium
- Trinity Arts Centre
- Guildhall
- Caenby Corner Depot

From 2023/2024 any income generated from the maintenance scheme will be utilised to purchase equipment to facilitate the maintenance of the defibrillators which are signed up to the scheme.

	22/23	23/24	24/25	25/26	26/27
Current Budget in MTFP	4,500	2,000	2,000	2,000	2,000
Proposed Budget - Equipment Maintenance	7,900	6,000	6,600	7,200	7,700
Proposed Budget - Defib Maintenance Scheme Income	(3,400)	(4,000)	(4,600)	(5,200)	(5,700)
<b>Impact on MTFP 2022/23 Pressure / (Saving)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Projected Scheme Subscription (68 to achieve TCR)	41	48	55	62	69
Projected Scheme Subscription (75% to achieve TCR)	60%	71%	81%	91%	101%

## 8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below.

Prosperous Communities Committee			Communities						
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate			
£	%	£	£	£	£				
Defibrillator maintenance service (annual charge)			£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S

## Prosperous Communities Committee Work Plan (as at 25 October 2021)

### Purpose:

The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

### Recommendation:

1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
<b>2 NOVEMBER 2021</b>		
Operational Services Separate Paper and Card Collections	Ady Selby, Assistant Director of Commercial and Operational Services	Proposal to provide residents with separate paper/card collections. This is part of a programme to improve the quality of dry recycle and has already been rolled out in Boston, with North Kesteven due to deliver in Autumn 2021
Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.
Selective Licensing - Future Options and Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the options available in relation to a future Selective Licensing Scheme and seek approval to consult upon these.
Membership of Keep Britain Tidy and implementation of DEFRA voluntary Code of Conduct	Ady Selby, Assistant Director of Commercial and Operational Services	Response for Committee following motion at full Council on the following points - (b) by way of report to Prosperous Communities Committee, examine the merits of becoming a local authority member of the Keep Britain Tidy Network, and identify which of the campaign's including Love Parks and Charity Bins, could be introduced in the District; (d) by way of report to Prosperous Communities Committee, investigate whether promoting take-up of the DEFRA voluntary code amongst our fast food businesses and local business partnerships is

appropriate and investigate the resource and capacity implications, of seeking their sponsorship for the introduction of a Charity Bin scheme and for a public education programme. Prosperous Communities Committee are charged with making a formal decision in respect of this aspect of the motion.

Review of Bulky Waste Charges	Ady Selby, Assistant Director of Commercial and Operational Services	A review of the current charge for bulky waste collections and potential impact on fly tipping
Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	Report on the proposed fees and charges 2022/2023 for services within this Committee, to be recommended to CP&R
Free Parking for Christmas Markets	David Kirkup	To consider the requests to waive charges in council car parks to support events
GW charges 2022/23	Ady Selby, Assistant Director of Commercial and Operational Services	GGW charges
Decision / delegation protocols Nationally significant infrastructure projects (NSIP)	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	To define delegations in relation to NSIP work flows and stage gates
West Lindsey Platinum Jubilee Community Fund	Grant White, Enterprising Communities Manager	To approve the creation of the West Lindsey Platinum Jubilee Community Fund.

## 7 DECEMBER 2021

Economic Recovery Plan	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	Consideration of the Greater Lincolnshire Economic Recovery Plan and the West Lindsey response
Transport and Connectivity Programme	Grant White, Enterprising Communities Manager	To approve a refreshed Transport

Voluntary & Community Sector Strategy	Grant White, Enterprising Communities Manager	To introduce a new strategy covering support services and community funding provided to community groups, charities, parish councils and social enterprises.
Future of West Lindsey Markets	Ady Selby, Assistant Director of Commercial and Operational Services	For decision following receipt of Phases 2 and 3 Quarterbridge reports
West Lindsey Tenancy Strategy	Sarah Elvin, Housing Communities Project Officer	The report will seek approval for the amended Tenancy Strategy to be adopted

## 25 JANUARY 2022

Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy
Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement Plan (Planning Enforcement) and Customer Charter
Prosperous Communities Committee Budget 2022/2023	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2022/2023, and estimates to 2026/2027.
Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract to manage a private estate at Hemswell Cliff is a 5 year contract 1 July 2018 to 31 March 2023. This report is ask members to consider a further 5 years from 1 April 2023.
The Lincolnshire Domestic Abuse Strategy 2021	Rachel Parkin, Home Choices Team Manager	Outline of The Lincolnshire Domestic Abuse Strategy and its implementation into West Lindsey District Council practices.

## PROPOSED ADDITIONAL MEETING - FEBRUARY 2022

Annual Update on Health related work	Diane Krochmal, Assistant Director Homes and	to provide Members with an update on Health related
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15 MARCH 2022

Strategic Visitor Economy Strategy	Wendy Osgodby, Senior Growth Strategy & Projects Officer	Support for the Visitor Economy is embedded within West Lindsey District Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows: Vision: 'Creating local wealth through the visitor economy' Objectives: -Increasing number of visitors / length of stay -Increasing expenditure by visitors -Developing leisure, culture and recreational offer -Increasing the quality and number of businesses / jobs in the sector Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.
West Lindsey Housing Strategy refresh	Sarah Elvin, Housing Communities Project Officer	The report will be looking to approve the refresh of the housing strategy
Public Health Funerals Policy	Andy Gray, Housing and Enforcement Manager	To seek approval for the Policy relating to Public Health Funerals, for which the Council is responsible for under S46 of the Public Health (Control of Disease) Act 1984.
Parking Strategy	David Kirkup	The parking management service is renewing its parking strategy. This report will submit the strategy to members for information and approval
Lindsey Centre update	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration, Elaine	An update on the leisure scheme following the concurrent committee meeting on 11 June 2019

Poon, Local Development  
Order and Major Projects  
Officer

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**3 MAY 2022**

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Selective Licensing - Future Proposals

Andy Gray, Housing and  
Enforcement Manager

To provide Councillors with final proposals for any future  
Selective Licensing Scheme

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# Agenda Item 8a

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

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# Agenda Item 8b

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

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of the Local Government Act 1972.

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