Public Document Pack

West Lindsey District Council

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, 4th November, 2025 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members: Councillor Emma Bailey (Chairman)
Councillor Tom Smith (Vice-Chairman)
Councillor Owen Bierley
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Christopher Darcel
Councillor Jacob Flear
Councillor Sabastian Hague
Councillor Mrs Angela Lawrence
Councillor Paul Lee
Councillor Mrs Lesley Rollings

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 3 - 9)
To confirm and sign as a correct record the Minutes of the Meeting of the Prosperous Communities Committee held on Tuesday, 15 July 2025

4. **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.

5. **Matters Arising Schedule** (PAGE 10)
Setting out current position of previously agreed actions as at 27 October 2025

6. **Public Reports**

i) Proposed Fees and Charges 2026/2027 (PAGES 11 - 119)

ii) Pride in Place (PAGES 120 - 131)

iii) Workplan (PAGES 132 - 133)

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**

i) Exempt Appendices: Proposed Fees and Charges 2026/2027 - relating to Prosperous Communities Committee Schedules, CCTV, Building Control and Trade Waste (PAGES 134 - 147)

Paul Burkinshaw
Head of Paid Service
The Guildhall
Gainsborough

Monday, 27 October 2025

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 15 July 2025 commencing at 6.30 pm.

Present:	Councillor Owen Bierley (Chairman)
	Councillor Frazer Brown Councillor Stephen Bunney Councillor Paul Lee Councillor Lynda Mullally Councillor Roger Patterson Councillor Mrs Lesley Rollings Councillor Trevor Young Councillor Paul Key
Also Present:	Councillor Emma Bailey
In Attendance:	
Bill Cullen	Interim Head of Paid Service
Alan Bowley	Interim Director of Operational and Commercial Services
Sally Grindrod-Smith	Director Planning, Regeneration & Communities
Sarah Elvin	Homes, Health & Wellbeing Team Manager
Russell Clarkson	Development Management Team Manager
Danielle Peck	Senior Development Management Officer
James Makinson-Sanders	Economic Growth Team Manager
Ele Snow	Senior Democratic and Civic Officer
Apologies:	Councillor Christopher Darcel Councillor Jeanette McGhee
Membership:	Councillor Paul Key was appointed substitute for Councillor Christopher Darcel

8 TO OPEN THE MEETING AND APPOINT A CHAIRMAN

The Democratic Services Officer opened the meeting and explained that the first item of business was to appoint a Chairman for the meeting. Proposals were duly sought.

A Member of the Committee proposed Councillor Owen Bierley, this was duly seconded.

A recorded vote was proposed and seconded. On being put to the vote, votes were cast in the following manner:

For: Councillors O. Bierley, F. Brown, S. Bunney, P. Key, P. Lee, L. Mullally, R. Patterson.

Against: Nil

Abstain: Councillors L. Rollings, T. Young

With a total of seven votes cast in favour, no votes against and two abstentions, it was

> **RESOLVED** that Councillor Owen Bierley be appointed Chairman of the Committee for the purpose of this meeting only.

Councillor Bierley took the chair and proceeded with the agenda'd business.

9 PUBLIC PARTICIPATION

There was no public participation.

10 MINUTES OF PREVIOUS MEETING

> **RESOLVED** that the Minutes of the Meeting of the Prosperous Communities Committee held on 3 June 2025 be confirmed and signed as a correct record.

11 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

12 MATTERS ARISING SCHEDULE

With no comments, questions or requirement for a vote, the Matters Arising Schedule, setting out the current position of previously agreed actions as at 7 July 2025, was **DULY NOTED**.

13 ASYLUM DISPERSAL IN WEST LINDSEY

The Committee gave consideration to a report presented by the Homes & Health Team Manager which provided Members with an update on the Asylum position in West Lindsey and sought approval for the spend of the Asylum Dispersal Grant funding. It was explained that the Home Office introduced a new system for Asylum Dispersal implemented in 2023 which saw the interim housing of asylum seekers across England and Wales dispersed across the Country as appose to certain areas taking all the burden. When this new system was implemented, alongside these new arrangements, funding was provided to Local Authorities to ensure front line services were not impacted and Local Authorities could implement new services where required to assist with wellbeing, mental health and community cohesion.

The Home Office had partnered with different agencies across the country to deliver the dispersed accommodation, with Serco being the provider in the East Midlands. In West Lindsey, there were 41 bedspaces procured by Serco for Asylum seeker accommodation.

Funding was provided to Local Authorities for every bedspace that is procured and brought online in the area, and West Lindey had received £185,350 of funding for this to date. The funding had a set of criteria for spend on asylum and refugee related activities based on the outcomes as detailed in the Asylum Dispersal Grant funding criteria.

Members heard that the paper set out how the funding was proposed to be utilised through spending on front line services and offering grants to community organisations who were delivering services which met the funding criteria. It was highlighted that the paper would also proceed to the Corporate Policy and Resources Committee for approval of the allocation of funds.

Members thanked the Officer for her presentation and context around the report. Following an enquiry regarding the housing of families from Afghanistan, it was explained that there were multiple resettlement schemes and those families were placed under a different scheme which was separate to that being presented at this time.

In response to a question regarding tenants being evicted under a Section 21, and whether those evictions were relevant to the asylum dispersal scheme, it was explained that whilst the information was not available immediately, Officers would undertake to liaise with the relevant team and share the response with members of both policy committees ahead of the paper being presented to the Corporate Policy and Resources Committee.

A Member of the Committee shared her attendance at an event where there had also been in attendance a team from Lincoln who worked with asylum seekers, and it was enquired as to whether West Lindsey District Council worked with other areas in regards to providing support services and suchlike, It was explained that best practice was to link in with other areas and other services, and the Member was invited to share the details of the Lincoln team in order for Officers to work together where possible.

Members acknowledged there as a broad spectrum for the funding and enquired whether there was a way of assessing the use of funds to ensure the system was not abused. It was confirmed that use of the monies would be monitored, additionally, it had been identified that the council was experiencing an increase in requests for translation services, and it may be feasible for funding to be used to explore alternative options for these services. Members were also encouraged to direct residents straight to the council if they were under threat of becoming homeless through eviction or other circumstances.

With no other comments or questions, and having been proposed, seconded, and voted upon, it was

> **RESOLVED** that the use of the community grants process to allocate funding to community groups delivering services which meet the requirements of the Asylum Dispersal Grant funding criteria be approved.

14 TEMPORARY EXCESS WASTE UPDATE (BIG BIN CLEAR OUT BBCO)

Members head from the Interim Director of Operations & Commercial Services regarding the results of the trial of Big Bin Clear Out service and the need for a decision on whether to continue. It was highlighted that over the first year, 437 1100ltr bins and 27 660ltr bins had been hired to residents. Deliveries were spread across the district with the majority falling within the Gainsborough area, however this was due to several factors, the largest being that Thursday drop off/collections were limited to 6 due to the size of the area covered (everything east of the A15). Customer satisfaction was high with the service averaging 95% four- or five-star reviews, with a full list of comments provided within the appendices. Members also heard that since report had been published, numbers had continued to increase. It was highlighted that the service provided a small return to the council, with the options for the committee being to cease offering the service, or to adopt it as business as usual.

Members expressed their thanks to the team providing the service and praised the obvious success. It was noted that the idea had been introduced after speaking with Hinckley and Bosworth Borough Council where it had been highly successful. It was recognised that, as a trial initiative, it had been managed through existing service provision and advertised with low-level communications campaigns. Should the service continue to grow, there was the chance it might put additional pressure on the team providing it. Members were assured that growth in the service could be mitigated through, for example, extending the waiting times for deliveries of the bins, however it would require monitoring and management to ensure it remained sustainable.

Further to an enquiry regarding what was acceptable to go in the bins, it was agreed this would be circulated to Members after the meeting. Additionally, it was noted that on hiring a skip, customers were required to adhere to restrictions, so this was not considered unusual for this type of service. A Member of the Committee enquired as to what work was being undertaken regarding minimising the amount of waste produced in general, expressing the request to understand what was being done to encourage people to use other routes alongside the usual waste options.

The Head of Paid Service noted his connection with Hinckley and Bosworth Borough Council and congratulated the team at West Lindsey District Council for the success of the pilot project. He referenced the indirect benefits of such a scheme, for example helping to reduce fly-tipping and the use of rogue unlicensed waste collectors.

The Chairman reiterated the positive comments of the Committee, stating that the service provided a much-needed alternative between general waste collections and the use of skips. With all Members supportive of the continuation of the service, the Chairman read aloud the options contained within the report, and, having been proposed, seconded, and voted upon, it was unanimously

> **RESOLVED** that the Big Bin service be continued and become a business-as-usual offering.

15 ONE EARTH SOLAR FARM - WLDC SUBMISSIONS

The Committee heard from the Development Management Team Manager, who also provided a presentation to Members detailing the One Earth Solar Farm development plans. It was explained that the One Earth Solar Farm (OESF) was an energy project comprising ground mounted solar photovoltaic arrays and on-site energy storage, along with associated development. It was stated to have an installed capacity of 740MW and would have its grid connection point at the decommissioned High Marnham power station site (Nottinghamshire). The development was being undertaken by Ørsted and PS Renewables.

Members heard that the 1,409Ha site straddled the County boundary between Lincolnshire and Nottinghamshire. Approximately 206Ha would fall within Lincolnshire and the district of West Lindsey. The site currently comprised arable fields to the south / south-east of Newton-on-Trent. The site's northern-most boundary was approximately 200 metres from the village. Due to its scale (>50MW), the development qualified as a 'nationally significant infrastructure project', or NSIP, with the officer highlighting that NSIPs were subject to a separate consenting regime, overseen by the Planning Inspectorate (PINS) on the behalf of the Secretary of State.

The application was submitted to PINS in February 2025 and formally accepted on 27th March 2025. It would now be subject to a public examination, overseen by an Examining Authority (ExA), scheduled to run 8 July 2025 to 8 January 2026. Following closure of the examination, the ExA would make its recommendations to the Secretary of State for Energy Security and Net Zero, who would make the final decision as to whether to grant a Development Consent Order (DCO).

It was noted that as part of the examination project, West Lindsey District Council, a Host Authority, was invited to submit both a Local Impact Report (LIR) and any further Written Representations (WR). The draft examination timetable set out that this should be submitted by Tuesday 29 July 2025. It was recommended to the Committee that it agreed to the submission of both a LIR and WR to be made to the OESF Public Examination, by the required deadline.

Members heard that, due to the flood risk on the site, it had been suggested that panels were raised in order to accommodate that risk. It was recommended to the Committee that submission documents were amended to incorporate more details regarding the flood risk and the impact of panels being raised.

The Chairman thanked the officer for the detailed presentation and time taken on the draft documents. Members of the Committee expressed their continued concerns regarding the level of proposed solar farm development across the district, recognising that the One Earth proposal fell mostly outside of West Lindsey, however acknowledging the cumulative impact when considered alongside the other proposals.

In response to a query regarding the grid connection, it was confirmed that the developer had been tasked with confirming those details, however this would be further commented on in the submitted documents. Additionally, it was requested that the maintenance and removal of the panels be questioned as there was no mechanism currently for the disposal of spent panels. It was noted that Lincolnshire County Council, as waste authority, had also raised the issue of disposal. The submissions from West Lindsey District Council would also highlight archaeological concerns, which, although again within the remit of the County Council, were highlighted by Members of the Committee.

In reiterating the cumulative impact of such plans, a Member of the Committee highlighted the quality of agricultural land which would be lost through the proposed development. It was recognised that other proposals had used low to lowest quality arable land, however this proposal was to be sited on top quality land. The impact of losing that land, both for

Lincolnshire famers and food production nationally, was stated as a major concern. In addition to the loss of farming land, the negative visual impact of that land being used for solar panels was considered to be immeasurable, particularly if the panels were to be raised to mitigate the flood risks on the site.

Further discussion highlighted concerns regarding the element of battery storage, with Members noting the motion to Council which had been passed previously regarding the fire and environmental risks of what was considered to be an unknown entity, as well as the proposed lifespan of the site. At 60 years, Members enquired as to what level of future planning was involved with such a long-term proposal.

The Chairman invited comments from Visiting Members, with further concerns raised regarding the community benefits of the scheme, and whether it could be conditioned for West Lindsey to receive reparation as well as the communities over the border, as well as seeking confirmation that the site would be required to adhere to 'of the time' legislation, for example in relation to battery storage, as it was recognised there was work at a national level to introduce tighter regulations. The Member suggested a number of planning policies which could be used to further support the Council's representations, with the officer confirming all aspects could be incorporated into the final representations.

In response to a question as to how impactful the Council's submissions could be, the officer explained that, whilst the government had been clear on their focus on the solar agenda, there were examples of other proposals being amended to take into consideration concerns which had been raised. All were in agreement that the Council had to submit representations, however, it was recognised that there were wider issues outside of the influence of West Lindsey District Council.

The Chairman concluded the debate and reiterated, on behalf of all Members, his thanks to the officer and team responsible for responding to the NSIP proposals. The officer confirmed the points raised through the debate would be incorporated into the final submissions. Having been proposed and seconded, and on taking the vote, it was unanimously

RESOLVED that

a) the submission of a Local Impact Report (LIR) to the One Earth Solar Farm DCO Examination be agreed, and authority be delegated to the Director of Planning, Regeneration and Communities to complete, finalise and submit the LIR to the Examination by the required deadline, having taken into consideration the committee's comments; and

b) the submission of accompanying Written Representations (WR) to the One Earth Solar Farm DCO Examination be agreed, and authority be delegated to the Director of Planning, Regeneration and Communities to complete, finalise and submit the WR to the Examination by the required deadline, having taken into consideration the committee's comments.

16 WLDC ECONOMIC GROWTH STRATEGY 2025-2030

The Committee heard from the Economic Growth Team Manager, who presented the West Lindsey Economic Growth Strategy 2025-2030 and draft Action Plan for approval. It was highlighted that the aim of the strategy was to build on the successes of the Economic Recovery Plan 2021 to 2024 and foster a dynamic, vibrant, resilient and inclusive economy that supported sustainable growth, met the challenges of climate change and fulfilled the economic potential of the district, benefiting all communities and confirming West Lindsey's role in the wider regional economy.

As part of the development of the new strategy an Economic Growth Strategy Task and Finish Group was established, with cross-party membership and representation from across the district. The purpose of the group was to provide an informal steering and collaboration forum for the development of the emerging strategy, exploring and identifying direction at each identified 'collaboration point' to inform the composition of the next element of the strategy. The final meeting of the group had taken place in June, and Members had reflected on the work of the group to date and made observations linked to final working draft strategy and Action Plan. In accordance with the group's terms of reference, the Economic Growth Strategy Task and Finish Group would now be disbanded.

The Committee received details as to how the strategy would be delivered, as well as the tracking and monitoring of delivery and measurable outcomes. Progress would be reported annually via summary information and case studies where relevant.

Members of the Committee expressed their thanks to the officers involved, as well as the Members of the task and finish group, recognising their input to what was a wide ranging and ambitious strategy. There was widespread praise for the strategy itself and the implications of what it would bring to the district. in response to a question regarding maintaining momentum and encouraging further education and skills provision to return to the area, Members were assured that conversations were underway, with partners understanding the importance of retaining young people and their skills within West Lindsey.

With Members again reiterating their thanks to all involved, as well as highlighting the successes achieved so far, and excitement for the future, the recommendations contained within the report were duly proposed and seconded. On taking the vote, it was unanimously

RESOLVED that

a) the Economic Growth Strategy 2025-2030 and draft Action Plan be approved; and

b) an annual infographic update on progress against the strategy be circulated via the Members Newsletter; and

c) the Economic Growth Strategy Task and Finish Group be disbanded.

17 WORKPLAN

With no questions or comments, the work plan was **DULY NOTED.**

The meeting concluded at 8.14 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	**Parking Strategy - Future Considerations** **AND**	Following discussions at PC Cttee meeting 19 July 2022, considerations for the refresh of the Parking Strategy should include details on opportunities to "green" the strategy as well as reconsidering options for motorhome and caravan parking, in relation to the visitor economy. Further details in minutes of meeting.	**Consultation has been undertaken regarding the refresh of the Parking Strategy with the updated strategy due to be presented to Committee in due course (before the end of 2025/26 civic year)**	31/07/25	Sally Grindrod-Smith
	Value for Money Review of Car Park Enforcement	PC Cttee 26/10/23: resolved that Officers carry out a value for money review of the existing car park enforcement contract and report the findings to the Prosperous Communities Committee by 31 May 2024. Review to be undertaken & item to be added to the forward plan please.			

Prosperous Communities Committee	
Tuesday, 4 November 2025	

Subject: Proposed Fees and Charges 2026/2027

Report by:	Director of Finance and Assets (Section 151 Officer)
Contact Officer:	Sue Leversedge Financial Services Manager sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Proposed Fees and Charges to take effect from 1 April 2026.

RECOMMENDATION(S):

1. That Members consider 3 options for Garden Waste Subscription fee for 2026/2027 and recommend a preferred option to Corporate Policy and Resources Committee:
   Option 1 – price to remain at £46 per bin for 18 collections
   Option 2 – price to increase to £47 per bin for 18 collections
   Option 3 – price to increase to £48 per bin for 18 collections (preferred option - cost recovery)

2. That Members consider the remaining proposed fees and charges for 2026/2027 as detailed and make recommendation to Corporate Policy and Resources Committee for approval.

3. That Members consider the requests for free car parking on Friday 14th of November 2025 (Gainsborough) and Saturday 6th of December 2025 (Market Rasen) when Christmas Events are to be held and make recommendation to Corporate Policy and Resources Committee for approval (Section 4.1).

4. That Members consider the request for 1 day of free parking in Gainsborough and Market Rasen when Christmas Events are to be held, for the years 2026, 2027 and 2028 and make recommendation to

Corporate Policy and Resources Committee for approval. Delegated Authority be granted to the Chief Executive to determine and vary the date on which free parking is held each year up until 2028, in consultation with Event Organisers and the Chairman of the Policy and Resources Committee (Section 4.1).

IMPLICATIONS

Legal:

Where fees and charges are set by legislation at national statutory rates, these will be applied as notified.

Financial : FIN/97/26/PC/SL

The 2026/2027 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 will be built into the Council's revenue budget.

Most of these charges have been previously approved and/or remain static, and the impact of proposed fee amendments alongside forecast demand mean a benefit to the Medium Term Financial Plan (MTFP) of £63.6k in 2026/2027, rising to £83.8k in 2030/2031.

Proposed levels of fees and charges for 2026/2027 are based on the Council recovering costs.

Where inflationary increases have been applied to fees and charges 3.2% is proposed for 2026/2027. This is the lowest level possible which will enable the Council to cover significant increases in cost driven by the pay award for 2025/2026.

Inflation (August 25) currently stands at RPI 4.6%, and CPI 3.8%. It is proposed to apply the rate of 3.2% as this reflects the impact of the pay award on service provision (employee costs and officer time being the main cost driver for most of the proposed fees) whilst ensuring services remain accessible to all our residents.

Details of the proposed amendments in each service area are contained within the report at Section 4.

There is a potential increase in fees and charges income budget which is to be considered outside of this report. The service affected is:

- **Planning Applications** – statutory fees are due to be increased by September CPI or 10%, whichever is the lower. We are waiting for confirmation of the fees from Government and will report the amended schedule to committee once confirmed.

  An inflationary increase of 2.5% has already been applied to the 2026/2027 budget. Based on the August CPI rate of 3.8% the income budget would increase by £17.9k for 2026/2027.

The cumulative impact on the MTFP of the fees and charges review in relation to services within Prosperous Communities is:

Year	(Increase) / Decrease in Contribution pa £	Cumulative (Increase) / Decrease in Contribution £
2026/27	(63,600)	(63,600)
2027/28	(3,200)	(66,800)
2028/29	(3,300)	(70,100)
2029/30	(3,300)	(73,400)
2030/31	(10,400)	(83,800)

Where inflation was applied to the 2025/2026 fees an ongoing inflationary increase of 2.5% pa was applied from 2026/2027. If the decision were taken not to increase non-statutory fees as proposed within this report, there would be a pressure on the MTFP of around £54.6k pa from 2026/2027, and cost recovery for those services would not be achieved.

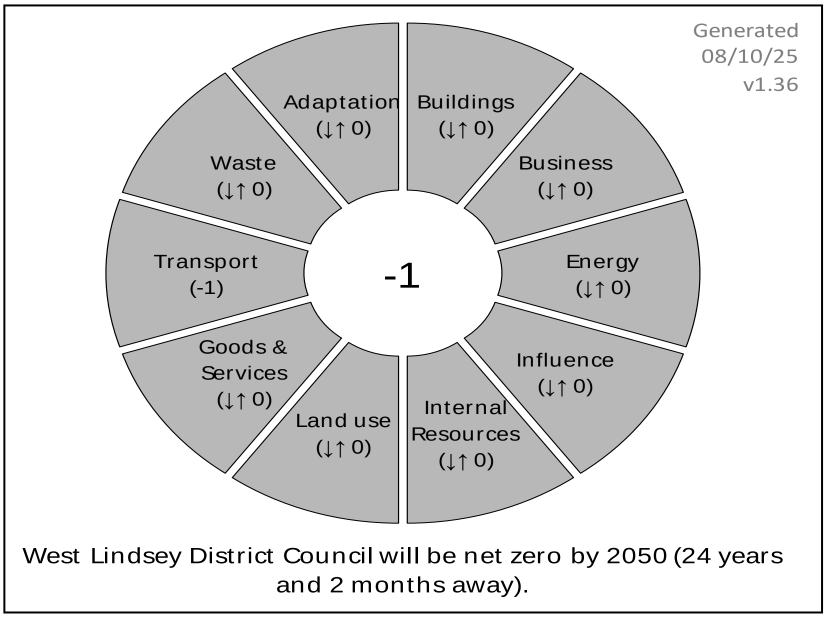
Fees and charges will be kept under review throughout the year. If necessary changes are identified during the financial year, these will be reported directly to the Corporate Policy and Resources Committee for approval as appropriate.

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 :



Fees and charges assessments are departmental decisions governed by total cost recovery principals.

The proposal to approve free car parking at Christmas has the potential to encourage the use of fossil-fuelled vehicles. The effect is limited as it is for only 2 days at Christmas. It is also suggested that residents are reminded of other more sustainable options, such as the improved walking routes in any accompanying publicity.

Section 17 Crime and Disorder Considerations :

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 act against anti-social behaviour.

Health Implications:

Communities Service: Defibrillator Maintenance Scheme is in place to ensure the Automated External Defibrillators (AED's) are deployable and able to administer lifesaving support as and when needed across the district and is available to eligible organisations subject to scheme membership criteria.

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

None.
Risk Assessment :
There is a risk that an increase in fees and charges may impact on the usage of the service resulting in budget 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 chairperson)	**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 2026/2027.

1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on several areas, in particular this focuses on how fees and charges can assist in the achievement of Corporate Objectives, the setting of new charges 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 reflect 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 except for those fees set by statute. Where no increase is proposed this is to ensure that we maintain or increase market share whilst remaining comparable with benchmarking data.

2 Fees and Charges Policy and Process

2.1 The review of fees for 2026/2027 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 determine an appropriate charge.

2.2 Team Managers have worked with their Finance Business Partner in undertaking this review and consulted with the Director for each service area prior to submitting the final proposals for approval.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

2.7 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.

2.8 The fees and charges will be subject to continuous monitoring during the year either to implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

3 Fees and Charges Review

3.1 Of the 657 fees and charges reviewed, 30% are statutory, 11% are a statutory range and 59% are non-statutory. In terms of 2025/2026 forecast outturn for income this equates to:

	2025/26 Forecast £	
Statutory / Statutory Range	1,576,700	35%
Non-Statutory	2,910,110	65%
Total	**4,486,810**	**100%**

Statutory / Statutory Range Fees

3.2 Of the 270 statutory fees and charges set by Central Government:

90% have experienced no change in the level of fees, and
10% seeing an increase in fees chargeable.

3.3 The increase in fees and charges for statutory services sit within:

- Revenue Services - Court costs added to Council Tax accounts.

- Planning - Public path orders
- Licensing - Various licences to increase to no greater than the maximum fee.

Non-Statutory

3.4 Of the 387 non-statutory fees and charges:
- 39% have experienced no change in the level of fees,
- 60% have increased the fees chargeable, and
- 1% are proposing a decrease in fees.

3.5 Of those 235 (60%) non-statutory fees and charges which have increased, this equates to an average of £17.64 in monetary terms (net of VAT), or 5.8% in terms of percentage increase applied.

3.6 The proposed decrease for non-statutory services sits within:

- **Markets**
    - Trader fees for vending vans, trailers etc at the Tuesday market

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 There are no new fees proposed for 2026/2027.

3.9 The proposed fees and charges will apply from 1st April 2026, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st 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

The fees and charges schedules for Prosperous Communities committee are listed at **Appendix A and B*** (commercially sensitive*)

4.1 <u>Appendix 1: Garden Waste</u>

This report proposes three options to be considered for 2026/2027 Garden Waste Subscription fee.

The preferred option is £48 subscription fee per bin for 18 collections per year.

This fee level is forecast to deliver total cost recovery for the service, whilst increasing the fee by £2 per annum from the current fee of £46 (an increase of 4.3%).

For information: inflation rates as of August 2025 were – RPI 4.6%, CPI 3.8%. Pay award assumption for 2026/2027 is 3%.

Garden Waste Subscription Fee	% increase	18 Collections Deficit/ (Surplus)
£46	0%	26,310
£47	2%	24,710
£48	4%	(2,090)

The table below provides a breakdown of the costs and income for the three options for Garden Waste bin subscription fee.

Please note that the forecast budget figures for 2026/2027 included in the table below are estimates, with the final budgets for the service being subject to Council approval of the MTFS in March 2026.

Summary Garden Waste Total Cost Recovery	2024/25 Actuals	2025/26 Revised Budget	2025/26 Forecast outturn	2026/27 Current Budget 18 Collections £46 Fee	2026/27 Current budget 18 collections £47 Fee	2026/27 Current budget 18 collections £48 Fee
Direct costs						
Operational Costs	693,539.05	700,800.00	729,200.00	731,100.00	731,100.00	731,100.00
Vehicles	236,179.34	240,900.00	227,200.00	229,100.00	229,100.00	229,100.00
Total Direct Costs	**929,718.39**	**941,700.00**	**956,400.00**	**960,200.00**	**960,200.00**	**960,200.00**
Indirect Costs						
Depots	1,389.25	2,700.00	2,700.00	2,800.00	2,800.00	2,800.00
Support Services	66,698.03	178,600.00	182,400.00	193,800.00	193,800.00	193,800.00
Depreciation	121,632.37	105,100.00	105,100.00	105,100.00	105,100.00	105,100.00
Notional Interest share New Depot	23,210.00	23,210.00	23,210.00	23,210.00	23,210.00	23,210.00
Total In Direct Costs	**212,929.65**	**309,610.00**	**313,410.00**	**324,910.00**	**324,910.00**	**324,910.00**
Total Costs	**1,142,648.04**	**1,251,310.00**	**1,269,810.00**	**1,285,110.00**	**1,285,110.00**	**1,285,110.00**
Service Charge	**(1,230,890.40)**	**(1,262,500.00)**	**(1,258,800.00)**	**(1,258,800.00)**	**(1,260,400.00)**	**(1,287,200.00)**
(Surplus) / Deficit	**(88,242)**	**(11,190)**	**11,010**	**26,310**	**24,710**	**(2,090)**
Current subscriptions **	**27,975**	**27,446**	**27,365**	**27,365**	**27,365**	**27,365**
Cost Recovery current levels	**£44.00**	**£45.59**	**£46.40**	**£46.96**	**£46.96**	**£46.96**
Risk adj. Subscriptions @ 2%					**26,818**	**26,818**
ESTIMATED CHARGE					**47.92**	**47.92**
PROPOSAL	**44.00**	**46.00**	**46.00**	**46.00**	**47.00**	**48.00**
% increase				**0%**	**2%**	**4%**

There is a risk adjustment included for a drop in customer base if the price is increased. We have seen a 2% reduction in 2025/2026 compared to 2024/2025 after applying a £2 increase for 2025/2026. The forecast service charge income where there is a proposed price increase is based on the proposed fee and the risk adjusted subscription number.

If the preferred option were approved, there is an increase in income of £24.7k for this service in 2026/2027, which will contribute towards the increased cost of service delivery.

4.2 Appendix 2: Car Parks

- 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 27th 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.

  A revised car parking strategy is due to be completed imminently and therefore no amendments are proposed to P&D tariffs at this time.

- It is proposed that the Electric Vehicle Charging point fees are left unchanged with effect from 1st April 2026 at £0.55 per KWh, as this is in line with other operator charges (between £0.49 and £0.59).

- The bus stands are allocated/let as Primary and Secondary Stands with the Operators first stand being their Primary. The charge is reviewed annually using the Retail Price Index (RPI) figure produced by the Office of National Statistics during August, rounded to the nearest pound.

Free Parking for Christmas Events

It has become a regular practice in recent years for requests to be received from both towns for a day's free parking to support Christmas lights switch-on events, and these requests are usually supported by members.

2025 is no exception with both towns having events that they wish to promote with the benefit of free parking.

During 2022 It was suggested by members that due to the recurring nature of these requests, it would be sensible to put approval in place for a fixed period of years and approval was granted for a day's free parking to support Christmas events at both Gainsborough and Market Rasen for 2023, 2024 and 2025. It is therefore proposed:

1. **2025** Approval be granted for 1 days free Christmas parking in Gainsborough on Friday 14th of November 2025 and in Market Rasen on Saturday 6th of December 2025.

2. **2026, 2027 and 2028** That approval be granted for 1 day's free Christmas parking in Gainsborough and in Market Rasen on dates to be provided. Delegated Authority be granted to the Chief Executive to determine and vary the date on which free parking is held each year up until 2028, in consultation with Event Organisers and the Chairman of the Policy and Resources Committee.

By approving the request, the forecast loss of income is c£1k across both sites, which is already built into the base budgets.

There is no impact on the MTFP.

4.3 Appendix 3: Cemeteries

All fees are non-statutory and are proposed to increase by inflation at 3.2% rounded to the nearest pound.

Proposed income budgets have been increased to reflect the average of the previous 3 years' income plus inflation at 3.2% for 2026/2027, and 2.5% pa from 2027/2028.

There is an increase in income of £2.2k for this service in 2026/2027.

4.4 Appendix 4: Environment Services

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2026/2027 are due to be reviewed by Defra in February 2026.

The schedule of charges will be updated to reflect any changes once known and reported to Committee.

- **Non-statutory fees include:**

    - Health Certificates
    - Requests for information/document disclosure
    - Public Health Exhumation
    - Food Advisory / Food Hygiene visits

- inflation at 3.2%, rounded to the nearest pound, has been proposed, rounded to the nearest pound, to reflect inflation and to bring into line with benchmarking data.

There is no impact on the MTFP.

4.5 Appendix 5: Fixed Penalty Notices

This schedule consists mainly of statutory fees set at the maximum level. The schedule of charges will be updated to reflect any changes once known and reported to Committee.

- **Non-statutory fees include:**

- High Hedge Fee – an increase of inflation at 3.2%, rounded to the nearest pound has been proposed to reflect staff time and to bring into line with benchmarking data.

- Fee for abandoned shopping trolleys – there is no change proposed from the £100 fee currently charged to supermarkets.

There is no impact on the MTFP.

4.6 Appendix 6: Land Charges

All fees are non-statutory and are proposed to increase by inflation at 3.2%. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

- CON29R Lincolnshire County Council fee – we await notification of the fee for 2026/2027 (expected November) and the schedules will be updated once this information has been received.

There is no impact on the MTFP.

4.7 Appendix 7: Licensing

Statutory: Many of the charges are statutory, or a statutory range where there is discretion to charge up to a prescribed maximum amount.

There are 36 fees with a statutory maximum charge. WLDC have applied the maximum fee to 17 of those during 2026/2027. The remaining 19 have been increased by inflation at 3.2%, rounded to the nearest pound.

Non-Statutory fees include –

- Taxi Licensing – knowledge test fee, DBS check, vehicle license, replacement plates
- Sale of animals licences
- Animal boarding establishment licences
- Hiring of horses' licences
- Dog breeding licences
- Dog day care licences
- Zoo licences
- Scrap metal licences

Inflationary increase of 3.2% has been applied to non-statutory fees, rounded to the nearest pound. 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.

The inflationary increase applied to ongoing budgets through the 2025/2026 fees and charges review is reflective of forecast demand at the proposed rates.

There is no impact on the MTFP.

4.8 Appendix 8: Markets

We are proposing to freeze the fees for market stalls. We are maintaining numbers of traders and have recently seen some growth e.g. antiques traders. We do not want to jeopardize these fragile green shoots of growth with a price increase.

We are proposing to reduce the Tuesday fees for vans and trailers to encourage more traders. No stall erection is required for these traders so it seems appropriate to reduce the fee so they are more in line with the market stalls. This is not expected to have an adverse impact on income as we hope to encourage an increase in traders which will offset the reduction in fee.

Once the public realm work is complete and the shops are full again, we will review the fees with a view to possibly increasing them, in consultation with officers and members.

As there is no increase in charges proposed for 2026/2027 the income budgets will be maintained at the current level.

There is no impact on the MTFP.

4.9 Appendix 9: Planning

- **Pre Application Advice**

The proposal is for the pre-application advice fees to be increased by inflation at 3.2% rounded to the nearest pound.

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.

- **Statutory Planning Fees**

Planning fees in England are set nationally by the Government. The fees were last substantially amended in December 2023, where fees were increased by 35% (major developments) or 25% (all other developments).

The new Government increased further changes in April 2025, increasing the fee for householder applications and some other types in order to secure full cost recovery.

Since 1st April 2025, planning fees are now increased annually, in line with the rate of inflation (based on the CPI rate from the preceding September). On 1st April 2025, fees increased by 1.7%.

We are now awaiting confirmation from the Government for the fee increase from 1st April 2026, which will be derived from the September 2025 CPI rate of inflation.

The fees schedule for Planning Applications included within this report are as at the current rates pending the approval of the new rates by Parliament.

An inflationary increase of 2.5% has already been applied to the 2026/2027 budget. Based on the August CPI rate of 3.8% the income budget would increase by £17.9k for 2026/2027.

There is no impact on the MTFP – pending confirmation of the statutory fees from Government.

4.10 Appendix 10: Strategic Housing

It is proposed to apply inflation at 3.2% to the current years' fee, rounded to the nearest pound.

There is an increase in income of £0.2k for this service in 2026/2027.

4.11 Appendix 11: Operational Services (excluding Garden Waste)

All fees are non-statutory.

- It is proposed to increase the price of new and replacement bins by inflation at 3.2% rounded to the nearest pound. This reflects the increase in the cost of bin stock in the past financial year.

- It is proposed to freeze the current price for Bulky Waste services to ensure the service is accessible to all our residents, and this remains comparable with benchmarking data.

- Collection and disposal of fridges and freezers from commercial properties has been increased by inflation at 3.2%.

- The Big Bin Hire fee is to remain unchanged as this was a new initiative for 2024/2025 initially as a one year pilot and now a business as usual service. This service has been added into the proposed base budgets of the MTFP from 2026/2027. Activity to be monitored and fees reviewed for 2027/2028.

There is an increase in income of £19.9k for this service in 2026/2027.

4.12 Appendix 12: Trinity Arts Centre

All fees are non-statutory.

- Space hire, services and packages have been reviewed and increased to ensure we remain competitive with the current surrounding area. Increase average 6%. Prices have been benchmarked.

- Cinema prices are being frozen. A full review will be done as part of the next business plan when the impact of the new Savoy cinema is known.

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.

The budgets within the MTFP are aligned to the latest business case for Trinity Arts Centre, which was presented to Corporate Policy and Resources committee on the 19th September 2024.

There is no impact on the MTFP.

4.13 Appendix 13: Communities: Defibrillator Maintenance Scheme

This is a non-statutory fee.

This service was introduced in September 2020, and membership has increased to a level where costs are forecast to be recovered by membership subscription fees.

Membership is currently at 114 customers, with a forecast membership of 122 by the end of the financial year.

This is a service which is of significant benefit to the community. It is proposed that the net fee is increased by inflation at 3.2% for 2026/2027, rounded up to the nearest pound. This increases the gross fee payable by £4, from £110 to £114 pa (increase including rounding of 3.6%).

To assist our customers in their future budget planning, as many have limited resources to allocate, **it is proposed to fix the fee for 2-years – 2026/2027 and 2027/2028.**

There is no impact on the MTFP, as income generated from the maintenance scheme will be used to purchase the required equipment.

4.14 Appendix 14: Crematorium

All fees are non-statutory.

- 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, we are proposing to freeze the fee at £500, which keeps our charge at a level that is consistent with benchmarking data and is reflected in the latest approved Business Plan.

- Early start cremation services have been increased by 3% bringing the service charge up to £850. This remains £120 cheaper than the Standard service which is proposed to rise by 3.2% to £970.

- Farewell services have been increased by 2.6% and Saturday services by 2.9%.

- These decisions have been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still a relatively new provider in the market. However, Chapel extensions and Memorial services have been increased above inflation as these are considered a luxury add on to a service. The 20min chapel extensions have been increased by 4.5%. The 40min chapel extensions and Memorials services have been 6.7%.

- Leased memorials have been increased by an average of 3.2% rounded to the nearest pound.

- Chapel Tributes have either been increased by an average of 3.2% or frozen to encourage take up to widen our reach. If our media supplier increases their charges we will do an additional request to Committee in year to reflect the increase.

- To encourage strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium and potential memorial sales our fee has been frozen at the current rate of £55. 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.

The budgets within the MTFP are aligned to the latest business case for the Crematorium, which was presented to Corporate Policy and Resources committee on the 17th of October 2024.

There is no impact on the MTFP.

4.15 Appendix 15: CCTV Service (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

4.16 Appendix 16: Building Control (Commercially Sensitive*)

Charges are based on a cost recovery basis but are considered commercially sensitive.

4.17 Appendix 17: 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 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Car Parks**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Car Parks								
Gainsborough not including Roseway	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	Mon-Sat 2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	Mon-Sat 3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	Mon-Sat 4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	Mon-Sat 6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	Mon-Sat 2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	Mon-Sat 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	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	Mon-Sat 3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	Mon-Sat 4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	Mon-Sat 6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets								
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

Sunday - parking is free all day (except Travelodge permit which applies 7 days per week)

		2025/26	% Type	or £	2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
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.

		2025/26	% Type	or £	2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
Electric Vehicle Charging	charge per kWh	£0.46	0.0%	£0.00	£0.46	£0.09	£0.55	S
Bus Station								
Allocated stand	Per quarter for first stand	£283.00	4.6%	£13.00	£296.00	£0.00	£296.00	OS
	Per quarter for second stand	£174.00	4.6%	£8.00	£182.00	£0.00	£182.00	OS
Registered Casual Users Per Quarter		£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS

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Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Markets**

	2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
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
Young Market Traders (16 - 30 years)							
50% discount when trading for 12 continuous weeks.							
New Traders							
50% discount when trading for 12 continuous weeks.							
Larger Stall Discount							
Discount for market traders bringing between 8 and 25 stalls on a specialist market	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
Discount for market traders bringing more than 20 stalls to Gainsborough market on either a Tuesday or Saturday	£7.50	0.0%	£0.00	£7.50	£0.00	£7.50	OS
Other Units (Vending Vans, Trailers etc.)							
Tuesday Market							
Registered Trader	£23.50	-14.9%	-£3.50	£20.00	£0.00	£20.00	OS
Casual Trader	£25.50	-9.8%	-£2.50	£23.00	£0.00	£23.00	OS
Event Pitch/Stall Fee (for event traders only)	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	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

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Prosperous Communities Committee Schedules

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Prosperous Communities Committee

Pre Application Advice

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Development								
Householder development - do I need planning permission?		£41.67	3.2%	£1.33	£43.00	£8.60	£51.60	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)		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£225.00	3.2%	£7.29	£232.29	£46.46	£278.75	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)		£394.17	3.2%	£12.50	£406.67	£81.33	£488.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£270.00	3.2%	£8.67	£278.67	£55.73	£334.40	S
	Additional dwellings	£147.50	3.2%	£4.79	£152.29	£30.46	£182.75	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,587.50	3.2%	£50.83	£1,638.33	£327.67	£1,966.00	S
	Additional dwellings	£78.33	3.2%	£2.51	£80.84	£16.17	£97.00	S
Development of 50 or more dwellings	minimum fee	£4,759.17	3.2%	£152.33	£4,911.50	£982.30	£5,893.80	S
Non-residential development where no floor space is created.		£145.00	3.2%	£4.67	£149.67	£29.93	£179.60	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£197.50	3.2%	£6.33	£203.83	£40.77	£244.60	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	£297.50	3.2%	£9.58	£307.08	£61.42	£368.50	S
	Each additional 100 m2 or 0.1 ha	£147.50	3.2%	£4.75	£152.25	£30.45	£182.70	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	£1,020.00	3.2%	£32.71	£1,052.71	£210.54	£1,263.25	S
	Each additional 100 m2 or 0.1 ha	£75.00	3.3%	£2.50	£77.50	£15.50	£93.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£4,050.00	3.2%	£129.58	£4,179.58	£835.92	£5,015.50	S
	additional fee subject to complexity of proposal							
Variation or removal of condition.		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Advertisements		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Non-householder listed building consent		£205.00	3.3%	£6.67	£211.67	£42.33	£254.00	S
Additional site visit		£174.17	3.2%	£5.62	£179.79	£35.96	£215.75	S
Hazardous Substances		£99.17	3.4%	£3.33	£102.50	£20.50	£123.00	S
Application Check for Validation								
Householder/Adverts	Householders	£50.00	0.0%	£0.00	£50.00	£10.00	£60.00	S
Minor Developments (Up to 9 dwellings; commercial floorspace <1000sqm; site < 1Ha)		£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
Major Developments (10 or more dwellings; commercial floorspace of 1000sqm or more; site is 1Ha or more)	Majors	£150.00	0.0%	£0.00	£150.00	£30.00	£180.00	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 dwelling).

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Planning**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.30	0.0%	£0.00	£0.30	£0.00	£0.30	OS
	per side of A3	£0.64	9.4%	£0.06	£0.70	£0.00	£0.70	OS
	per side A2, A1, A0	£7.68	4.2%	£0.32	£8.00	£0.00	£8.00	OS
Requests for Planning Information		£75.00	3.3%	£2.50	£77.50	£15.50	£93.00	S
Entry onto Self-Build and Custom-Build Housing Register		£58.00	3.2%	£1.86	£59.86	£0.00	£60.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£675.00	3.2%	£21.60	£696.60	£0.00	£697.00	OS
	Maximum charge	£2,017.00	3.2%	£64.54	£2,081.54	£0.00	£2,082.00	OS

Prosperous Communities Committee — **Planning Policy - S106 Monitoring**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Section 106 Monitoring Fee Charging Schedule								
Development size 1 - 9 dwellings	Fee charged per obligation contained within the section 106 agreement	£365.00	0.0%	£0.00	£365.00	£0.00	£365.00	OS
Development size 10 - 99 dwellings		£438.00	0.0%	£0.00	£438.00	£0.00	£438.00	OS
Development size 100 - 499 dwellings		£511.00	0.0%	£0.00	£511.00	£0.00	£511.00	OS
Development size 500+ dwellings		£584.00	0.0%	£0.00	£584.00	£0.00	£584.00	OS

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Prosperous Communities Committee Schedules

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non statutory

Note: VAT rates	
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Community Infrastructure Levy (CIL)

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
CIL Charging Schedule - residential charging zones (charge per m^2)								
Zone 1 Lincoln Strategy Area (LSA)	Flat rate subject to indexation annually, 01st January using published RICS CIL Indexation Rate	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension		£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)		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
£0 charge for apartments across all zones								
CIL Charging Schedule - commercial charging zones (appliable to whole district) (charge per m^2)								
Convenience Retail *	Flat rate subject to indexation annually, 01st January using published RICS CIL Indexation Rate	£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 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates
S Standard Rate 20%
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OS Outside Scope
X Exempt

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Prosperous Communities Committee

Fixed Penalty Notices

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Depositing Litter (Single Item)	Fee set by Government	£250.00	0.0%	£0.00	£250.00	£0.00	£250.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Depositing Litter (Larger Item)	Fee set by Government	£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
	Fee set by Government - discounted if paid within 10 days	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Graffiti Offence	Fee set by Government	£250.00	0.0%	£0.00	£250.00	£0.00	£250.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Household Waste Duty of Care Offence	Fee set by Government	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	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	£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
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	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
Fly tipping	Fee set by Government (max charge, charge determined by local matrix)	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
High Hedge Fee	Fee set locally	£692.00	3.2%	£22.00	£714.00	£0.00	£714.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee | **Strategic Housing**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£988.00	3.2%	£32.00	£1,020.00	£0.00	£1,020.00	OS
	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£838.00	3.2%	£27.00	£865.00	£0.00	£865.00	OS
	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	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						OS
	Officer time charged at £39 per hour							
Prohibition Order		£419.00	3.1%	£13.00	£432.00	£0.00	£432.00	OS
Emergency Prohibition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
Demolition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
Immigration Procedure Inspection	Per inspection	£86.67	2.7%	£2.33	£89.00	£17.80	£106.80	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

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Homes, Health and Wellbeing**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Standard First Home Checks		£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS

Prosperous Communities Committee — **Communities**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)		£91.67	3.6%	£3.33	£95.00	£19.00	£114.00	S

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		**2025/26**	**Proposed Increase / (Decrease)**		**2026/27**	**VAT Amount**	**2026/27 Charge Inc. VAT**	**VAT Rate**
		£	**% Type**	**or £**	**£**	**£**	**£**	
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

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OS	Outside Scope
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Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2025/26 £	Proposed Increase / (Decrease) % Type	or £	2026/27 £	VAT Amount £	2026/27 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		0			£0.00			
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

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Prosperous Communities Committee

Environment Services Local Air Pollution continued

Statutory charges are set by DEFRA		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£86.00	3.5%	£3.00	£89.00	£0.00	£89.00	OS
	Thereafter per hour	£51.00	3.9%	£2.00	£53.00	£0.00	£53.00	OS
Health Certificates		£69.00	2.9%	£2.00	£71.00	£0.00	£71.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£13.33	6.3%	£0.84	£14.17	£2.83	£17.00	S
Diary Refill		£7.50	3.3%	£0.25	£7.75	£1.55	£9.30	S
Private Water Supply Work	Investigatory and Ad hoc Private Water Supply work. Hourly Charge	£57.91	0.0%	£0.00	£57.91	£0.00	£57.91	OS
	Risk Assessments for Regulations 8,9 or 10. Max. Charge	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	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		£1,163.00	3.2%	£37.00	£1,200.00	£0.00	£1,200.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£199.17	2.9%	£5.83	£205.00	£41.00	£246.00	S
	Charge for additional hours	£64.17	2.9%	£1.83	£66.00	£13.20	£79.20	S
Food Hygiene Rating Scheme	Re-inspections	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	Additional inspections (outside routine plan)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
** Health Act 2006	Smoking in a smoke free place	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Failure to display no smoking sign	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Environment Act 2021	Penalty for emission of some in smoke control areas	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Licensing - Gambling Act

	2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Bingo Premises Licence							
Application Fee for Provisional Statement	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises	£1,172.00	3.2%	£38.00	£1,210.00	£0.00	£1,210.00	OS
Application Fee New Premises	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Annual Fee	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Transfer Fee	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Adult Gaming Centre							
Application Fee for Provisional Statement	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises	£1,172.00	3.2%	£38.00	£1,210.00	£0.00	£1,210.00	OS
Application Fee New Premises	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Family Entertainment Centre							
Application Fee for Provisional Statement	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Betting Premises (Other)							
Application Fee for Provisional Statement	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises	£1,171.00	2.5%	£29.00	£1,200.00	£0.00	£1,200.00	OS
Application Fee New Premises	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Transfer Fee	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement	£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Betting Premises (Tracks)							
Application Fee for Provisional Statement	£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,250.00	0.0%	£0.00	£1,250.00	£0.00	£1,250.00	OS
Annual Fee	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence	£1,250.00	0.0%	£0.00	£1,250.00	£0.00	£1,250.00	OS
Transfer Fee	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS

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Prosperous Communities Committee

Licensing - Gambling Act (contd)

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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		£486.00	2.9%	£14.00	£500.00	£0.00	£500.00	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	One-off fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

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Prosperous Communities Committee — **Licensing**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£224.00	3.1%	£7.00	£231.00	£0.00	£231.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£43.00	3.5%	£1.50	£44.50	£0.00	£44.50	OS
Knowledge Test Fee - Resit	New Driver Licenses	£41.00	3.7%	£1.50	£42.50	£0.00	£42.50	OS
DBS Check	On New or Renewal	£38.00	0.0%	£0.00	£38.00	£0.00	£38.00	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	£282.00	3.2%	£9.00	£291.00	£0.00	£291.00	OS
Vehicle License	Renewal	£282.00	3.2%	£9.00	£291.00	£0.00	£291.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£36.00	0.0%	£0.00	£36.00	£0.00	£36.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£48.00	0.0%	£0.00	£48.00	£0.00	£48.00	OS
Private Hire Operators Licence (5Yr)		£246.00	3.3%	£8.00	£254.00	£0.00	£254.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£35.00	2.9%	£1.00	£36.00	£0.00	£36.00	OS
Alcohol and Entertainment Licenses	**Charges set by Licensing Act 2003**							
New Premise Licence								
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
Annual fee demand								
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

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Prosperous Communities Committee — **Licensing (contd)**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£248.00	3.2%	£8.00	£256.00	£0.00	£256.00	OS
	New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Renewal (Part A)	£240.00	3.3%	£8.00	£248.00	£0.00	£248.00	OS
	Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	Cats or Dogs - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Cats or Dogs - Renewal (Part A)	£302.00	3.3%	£10.00	£312.00	£0.00	£312.00	OS
	Cats or Dogs - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
	Cats and Dogs (Dual) - New (Part A)	£365.00	3.3%	£12.00	£377.00	£0.00	£377.00	OS
	Cats and Dogs (Dual) - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£354.00	3.1%	£11.00	£365.00	£0.00	£365.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
	Home Boarding - New (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	Home Boarding - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Home Boarding - Renewal (Part A)	£199.00	3.0%	£6.00	£205.00	£0.00	£205.00	OS
	Home Boarding - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	New or Renewal (Part B) + vet fee	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
Dog Breeding	New (part A) + vet fee	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	New (part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
	Renewal (Part A)	£302.00	3.3%	£10.00	£312.00	£0.00	£312.00	OS
	Renewal (Part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
Dog Day Care	New (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	New (Part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
	Renewal (Part A)	£199.00	3.0%	£6.00	£205.00	£0.00	£205.00	OS
	Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
Application to be re-rated	per hour or part of	£79.00	3.8%	£3.00	£82.00	£0.00	£82.00	OS
Variation to the licence	per hour or part of	£79.00	3.8%	£3.00	£82.00	£0.00	£82.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£205.00	3.4%	£7.00	£212.00	£0.00	£212.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£892.00	3.3%	£29.00	£921.00	£0.00	£921.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£2,178.00	3.2%	£70.00	£2,248.00	£0.00	£2,248.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£136.00	2.9%	£4.00	£140.00	£0.00	£140.00	OS
	Document inspection - year 1 (part B)	£50.00	4.0%	£2.00	£52.00	£0.00	£52.00	OS
	Document inspection - year 2 (part B)	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
	Document inspection - year 3 (part B)	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Change of details, name / address		£16.00	6.3%	£1.00	£17.00	£0.00	£17.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£523.00	3.3%	£17.00	£540.00	£0.00	£540.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£328.00	3.0%	£10.00	£338.00	£0.00	£338.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£341.00	3.2%	£11.00	£352.00	£0.00	£352.00	OS
Change of site manager		£51.00	3.9%	£2.00	£53.00	£0.00	£53.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£2,281.00	3.2%	£73.00	£2,354.00	£0.00	£2,354.00	OS
	compliance check (part B)	£170.00	2.9%	£5.00	£175.00	£0.00	£175.00	OS
	Renewal (part A)	£406.00	3.2%	£13.00	£419.00	£0.00	£419.00	OS
	compliance check (part B)	£170.00	2.9%	£5.00	£175.00	£0.00	£175.00	OS
	Transfer fee	£283.00	3.2%	£9.00	£292.00	£0.00	£292.00	OS
Skin Piercing	Premises registration	£217.00	3.2%	£7.00	£224.00	£0.00	£224.00	OS
	Personal registration	£65.00	3.1%	£2.00	£67.00	£0.00	£67.00	OS
	Personal Registration for conventions	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Street Trading Consents		£240.00	3.3%	£8.00	£248.00	£0.00	£248.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£13.00	7.7%	£1.00	£14.00	£0.00	£14.00	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.

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OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Mobile Homes**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Caravan Site - Fit & Proper Person	One-off license	£283.00	3.2%	£9.00	£292.00	£0.00	£292.00	OS
Issue of a New Licence		£373.00	3.2%	£12.00	£385.00	£0.00	£385.00	OS
Deposit of Site Rules		£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Transfer and Alteration of a Licence		£124.00	3.2%	£4.00	£128.00	£0.00	£128.00	OS

Prosperous Communities Committee — **Land Charges**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£29.00	3.4%	£1.00	£30.00	£0.00	£30.00	OS
	Cancellation Fee	£7.75	3.2%	£0.25	£8.00	£0.00	£8.00	OS
CON 29R	One parcel	£86.08	3.2%	£2.75	£88.83	£17.77	£106.60	S
	Each additional parcel	£20.00	3.2%	£0.64	£20.64	£4.13	£24.77	S
	Lincolnshire County Council Fee**	£65.00	0.0%	£0.00	£65.00	£13.00	£78.00	S
CON 29O								
submitted with CON29R	Each printed enquiry	£24.17	3.4%	£0.83	£25.00	£5.00	£30.00	S
submitted on its own	Each printed enquiry	£24.17	3.4%	£0.83	£25.00	£5.00	£30.00	S
Administration Fee		£15.83	3.2%	£0.50	£16.33	£3.27	£19.60	S
Additional Enquiries *	Per additional enquiry	£39.00	3.2%	£1.25	£40.25	£8.05	£48.30	S/O
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 (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)
** Set by Lincolnshire County Council

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Cemeteries**

	2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
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) For the interment of a West Lindsey resident	£744.00	3.2%	£24.00	£768.00	£0.00	£768.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident	£1,042.00	3.2%	£33.00	£1,075.00	£0.00	£1,075.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident	£372.00	3.2%	£12.00	£384.00	£0.00	£384.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident	£520.00	3.3%	£17.00	£537.00	£0.00	£537.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£446.00	3.1%	£14.00	£460.00	£0.00	£460.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child) For the interment of a West Lindsey resident	£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Child grave up to 17 years	£193.00	3.1%	£6.00	£199.00	£0.00	£199.00	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) For the interment of a Non West Lindsey resident	£1,545.00	3.2%	£49.00	£1,594.00	£0.00	£1,594.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident	£2,165.00	3.2%	£69.00	£2,234.00	£0.00	£2,234.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident	£775.00	3.2%	£25.00	£800.00	£0.00	£800.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident	£1,081.00	3.1%	£34.00	£1,115.00	£0.00	£1,115.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£928.00	3.2%	£30.00	£958.00	£0.00	£958.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child up to 12 years) For the interment of a West Lindsey Non resident	£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Child grave up to 17 years	£193.00	3.1%	£6.00	£199.00	£0.00	£199.00	OS
Exhumation:							
Body *	£670.00	3.1%	£21.00	£691.00	£0.00	£691.00	OS
Cremated remains *	£334.00	3.3%	£11.00	£345.00	£0.00	£345.00	OS

* There will be an additional cost - Public Health Exhumation of £1000

	2025/26	% Type	or £	2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)							
Headstone up to 18 inches (C)	£145.00	3.4%	£5.00	£150.00	£0.00	£150.00	OS
Headstone 18 inches to 3ft (B)	£174.00	3.4%	£6.00	£180.00	£0.00	£180.00	OS
Headstone over 3ft but under 4ft (B)	£316.00	3.2%	£10.00	£326.00	£0.00	£326.00	OS
Small vase (up to 6 inches) (B) (C)	£62.00	3.2%	£2.00	£64.00	£0.00	£64.00	OS
Vase (6 inches to 1ft) (B) (C)	£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£62.00	3.2%	£2.00	£64.00	£0.00	£64.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)	£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£129.00	3.1%	£4.00	£133.00	£0.00	£133.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£139.00	3.6%	£5.00	£144.00	£0.00	£144.00	OS
For each inscription after the first	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Registration Fees							
Per certified copy of a certificate of grant of exclusive Right of Burial	£85.00	3.5%	£3.00	£88.00	£0.00	£88.00	OS
Per certified copy of entry in Register of Burials	£85.00	3.5%	£3.00	£88.00	£0.00	£88.00	OS
Copies of Certificates							
Permission to plant memorial tree	£96.00	3.1%	£3.00	£99.00	£0.00	£99.00	OS
Permission to install memorial seat	£96.00	3.1%	£3.00	£99.00	£0.00	£99.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Operational Services

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Additional Blue Sacks *	Per 5 sacks	£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
*Postage & packaging will be the applicable charge at the time of posting								
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£46.00	4.3%	£2.00	£48.00	£0.00	£48.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£46.00	4.3%	£2.00	£48.00	£0.00	£48.00	OS
Wheeled Bin Replacement (supply & delivery)	Green/Black /Blue/Purple	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Wheeled Bins for New Properties (supply & delivery)	Green/Black /Blue/Purple	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£35.50	0.0%	£0.00	£35.50	£0.00	£35.50	OS
	Additional articles worth 1 point collected at the same time	£4.65	0.0%	£0.00	£4.65	£0.00	£4.65	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£110.75	3.2%	£3.50	£114.25	£0.00	£114.25	OS
Big Bin Hire for a week - 1,100 litre bin		£60.00	0.0%	£0.00	£60.00	£0.00	£60.00	OS
Big Bin Hire for a week - 660 litre bin		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Crematorium**

			2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	
	Cremation		£940.00	3.2%	£30.00	£970.00	£0.00	£970.00	X
	Early start (09:00 & 09:45)		£825.00	3.0%	£25.00	£850.00	£0.00	£850.00	X
	Direct Cremation (no attendance 08:45)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	X
	The Farewell Service	A 15 minute service, for up to 15 mourners, 1 piece of music played on repeat. No minister.	£575.00	2.6%	£15.00	£590.00	£0.00	£590.00	X
	Body parts/slides and blocks		£95.00	3.2%	£3.00	£98.00	£0.00	£98.00	X
	Saturday service (with discussion with Manager)		£1,365.00	2.9%	£40.00	£1,405.00	£0.00	£1,405.00	X
	Late cancellation fee (cancellations within 72 hours of service)		£135.00	3.7%	£5.00	£140.00	£0.00	£140.00	X
	Chapel fee (extension 20 minutes)		£220.00	4.5%	£10.00	£230.00	£0.00	£230.00	X
	Chapel fee (extension 40 minutes)		£300.00	6.7%	£20.00	£320.00	£0.00	£320.00	X
	Memorial Service (45mins)		£300.00	6.7%	£20.00	£320.00	£0.00	£320.00	X
	Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
	Digital download of the service when ordered with webcast		£20.00	8.4%	£1.67	£21.67	£4.33	£26.00	S
	Digital download of the service - stand alone product		£36.00	4.2%	£1.50	£37.50	£7.50	£45.00	S
Bundle	Webcast recording - Live & On Demand	Stream a service live and watch on demand for a further 28 days, with the option to download	£54.17	3.1%	£1.66	£55.83	£11.17	£67.00	S
Bundle	DVD, USB, Blue-Ray, Audio CD	A keepsake copy of the service, Tribute, or both. If purchased as part of the Bundle choose from USB or DVD.	£54.17	3.1%	£1.66	£55.83	£11.17	£67.00	S
Bundle	Halo Photo	First photo is free, second is chargeable. One photo is included if purchased as part of the Bundle.	£16.67	10.0%	£1.66	£18.33	£3.67	£22.00	S
Bundle	Music Slideshow	A beautifully simple photo tribute of up to 25 photos, timed to their chosen piece of music with fade transitions.	£72.50	3.4%	£2.50	£75.00	£15.00	£90.00	S
Bundle	Obitus Bundle	10% saving vs individual sale price (total £209 incl. VAT)	£177.75	3.8%	£6.75	£184.50	£36.90	£221.40	S
	DVD recording (each subsequent copy)		£29.17	5.7%	£1.66	£30.83	£6.17	£37.00	S
	Visual tribute (1 photograph)	First photo is free, second is chargeable.	£16.67	10.0%	£1.66	£18.33	£3.67	£22.00	S
	Basic Slideshow	Photo slide show of up to 25 photos with simple transitions that can be either played in loop throughout the service at a specific point in the service, not timed to music.	£45.83	3.6%	£1.67	£47.50	£9.50	£57.00	S
	Themed Tribute	A photo montage with a difference; users can choose from a range of themes and have up to 25 photos professionally edited and timed to their chosen piece of music.	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S
	Bespoke Tribute	A professionally crafted bespoke tribute for the service by our in-house media team. Families and arrangers will have access to a “bespoke concierge" to create something unique and personal.	£333.33	0.0%	£0.00	£333.33	£66.67	£400.00	S
	Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£27.50	3.0%	£0.83	£28.33	£5.67	£34.00	S
	Video tribute (up to 5 minutes)	A family supplies video tribute	£36.67	2.3%	£0.83	£37.50	£7.50	£45.00	S
	Video Book	A keepsake Video Book displaying the service, Tribute, or both.	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S
	Memory Box	A premium quality Memory Box with 25 printed photos, a keepsake USB and a keepsake DVD displaying the Live Stream/ Tribute, or both if both products were chosen	£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
	A download link of the pro-tribute		£20.00	4.1%	£0.83	£20.83	£4.17	£25.00	S
	Extra work (Pro tribute)		£20.83	0.0%	£0.00	£20.83	£4.17	£25.00	S

Appendix A – Fees and Charges 2026/2027
Prosperous Communities Committee Schedules

statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Crematorium (contd)

			2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	
	Book of Remembrance (3 lines)	3 lines from 2024/2025 (2 lines no longer available)	£95.00	0.0%	£0.00	£95.00	£19.00	£114.00	S
	Book of Remembrance (each additional line) (to a maximum of 8 lines)		£10.42	0.0%	£0.00	£10.42	£2.08	£12.50	S
	Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA	0.0%	£0.00	POA	POA	POA	S
	Miniature book (leather - 2 lines)		£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
	Miniature book (leather - 5 lines)		£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
	Miniature book (leather - 8 lines)		£133.33	0.0%	£0.00	£133.33	£26.67	£160.00	S
	Memorial card (2 lines)		£45.83	0.0%	£0.00	£45.83	£9.17	£55.00	S
	Memorial card (5 lines)		£66.67	0.0%	£0.00	£66.67	£13.33	£80.00	S
	Memorial card (8 lines)		£79.17	0.0%	£0.00	£79.17	£15.83	£95.00	S
	Additional inscription to existing books and cards		£23.33	0.0%	£0.00	£23.33	£4.67	£28.00	S
	Floral design (available for 5 and 8 lines only)		£45.83	0.0%	£0.00	£45.83	£9.17	£55.00	S
	Caskets *		£54.17	0.0%	£0.00	£54.17	£10.83	£65.00	S
	Temporary deposit of Cremated remains per month after initial month		£16.67	25.0%	£4.16	£20.83	£4.17	£25.00	S
	Virtual Memorial Service		£62.50	0.0%	£0.00	£62.50	£12.50	£75.00	S
	Virtual Memorial Service including music tribute		£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
***	Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£976.67	2.4%	£23.33	£1,000.00	£200.00	£1,200.00	S
***	Sanctum 2000 vault - per letter above 80		£3.08	8.1%	£0.25	£3.33	£0.67	£4.00	S
***	Desk Memorial **		£595.83	1.4%	£8.34	£604.17	£120.83	£725.00	S
***	Barbican memorial (space lease for 5 years) **		£254.17	3.3%	£8.33	£262.50	£52.50	£315.00	S
***	Mulberry Tree - per leaf, space leased for 5 years		£172.50	3.9%	£6.67	£179.17	£35.83	£215.00	S
***	Mulberry Tree - per leaf with motif, space leased for 5 years		£202.50	2.9%	£5.83	£208.33	£41.67	£250.00	S
	Memorial Glass Offering - Robin Ornament	Individual handmade ashes into glass ornaments containing a small amount of loved ones ashes and comes with a certificate of authenticity.	£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
	Memorial Glass Offering - Memorial Bauble with Stand		£125.00	0.0%	£0.00	£125.00	£25.00	£150.00	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/Desk 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, Desk memorial or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

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statutory/statutory range
non statutory

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Trinity Arts Centre**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Space Hire								
Community - Theatre Hire - Performance	Up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£425.00	5.3%	£22.50	£447.50	£89.50	£537.00	S
Community - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£55.00	6.4%	£3.50	£58.50	£11.70	£70.20	S
Community - Theatre Hire - Room only	Per hour	£44.50	4.5%	£2.00	£46.50	£0.00	£46.50	X
Commercial - Theatre Hire - Performance	up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£552.50	4.1%	£22.50	£575.00	£115.00	£690.00	S
Commercial - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£71.50	4.9%	£3.50	£75.00	£15.00	£90.00	S
Commercial - Theatre Hire - Room only	Per hour	£58.00	3.4%	£2.00	£60.00	£0.00	£60.00	X
Community - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£192.50	3.9%	£7.50	£200.00	£40.00	£240.00	S
Commercial - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£250.00	20.0%	£50.00	£300.00	£60.00	£360.00	S
Community - Ancillary Room Hire only	Per hour	£15.00	6.7%	£1.00	£16.00	£0.00	£16.00	X
Commercial - Ancillary Room Hire only	Per hour	£23.00	8.7%	£2.00	£25.00	£0.00	£25.00	X
Services								
Community - Ticketing Service Charge	Per ticket	£1.00	25.0%	£0.25	£1.25	£0.25	£1.50	S
Commercial - Ticketing Service Charge	Per ticket	£1.46	14.4%	£0.21	£1.67	£0.33	£2.00	S
Additional Staffing Charge	Per person /per hour	£20.00	4.1%	£0.83	£20.83	£4.17	£25.00	S
Technical Programming Session	up to 5hrs time with Technician	£125.00	3.3%	£4.17	£129.17	£25.83	£155.00	S
Packages								
Community - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£575.00	5.2%	£30.00	£605.00	£121.00	£726.00	S
Community - Full Venue Hire - Rehearsal/Get-in	Per Hour	£85.00	4.9%	£4.17	£89.17	£17.83	£107.00	S
Community - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£342.50	4.6%	£15.83	£358.33	£71.67	£430.00	S
Commercial - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£828.50	5.0%	£41.50	£870.00	£174.00	£1,044.00	S
Commercial - Full Venue Hire - Rehearsal/Get-in	Per Hour	£126.70	5.2%	£6.63	£133.33	£26.67	£160.00	S
Commercial - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£526.00	9.3%	£49.00	£575.00	£115.00	£690.00	S
Catering Essentials Package	Per delegate/Per day (includes Selection of tea, coffee, water and cordial provided during hire)	£1.25	33.6%	£0.42	£1.67	£0.33	£2.00	S
Community - Full Production Week	up to 15hrs for Rehearsal/get in/get out/dress and 4days up to 5hrs per day for Performance	£2,525.00	5.0%	£125.00	£2,650.00	£530.00	£3,180.00	S
Cinema								
Films cost *there will also be an additional cost of £1 booking fee per ticket		£3.33	0.0%	£0.00	£3.33	£0.67	£4.00	S
Quad Film Ticket (4 people) there will be also be an additional charge of £4 booking fee		£9.16	0.0%	£0.00	£9.16	£1.83	£10.99	S
Booking Fee (face to face / phone)		£1.00	25.0%	£0.25	£1.25	£0.00	£1.25	X
Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S

* 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 1 – GARDEN WASTE

1. Background

1.1 In December 2017, Prosperous Communities Committee resolved to introduce a subscription-based garden waste service from 1 April 2018, prior to this happening the service had been free for residents who could receive it.

1.2 The decision to introduce a charge was taken on the basis that a “user-pays” ethos would be implemented and that the function should seek to fully recover its costs. Failure to do this would mean that residents who did not subscribe to the service would be indirectly funding it through their council tax payments.

1.3 Since its introduction, the service has been very popular and outperformed original business case predictions. The price increased from £44 to £46 per bin for collections in 2025 as agreed at Prosperous Communities Committee on Tuesday 29 October 2024, to ensure that a cost recovery model could continue to be delivered.

2. Prior years analysis, current financial year projections

The graph below shows the actual income achieved for the previous three financial years plus a forecast for 2025/2026.

The current fee for 2025/2026 is £46 per subscription, for 18 collections.

The subscription fee and number of service subscribers for the previous 3 years, forecast for current year and the estimate for 2026/2027 is provided below:

	Fee	Number of Subscribers	
2022/2023	£39	28,059	
2023/2024	£39	27,979	
2024/2025	£44	27,975	
2025/2026	£46	27,365	as at Sept 25
2026/2027	£48	26,818	proposed

3. Pricing

The proposed fee for 2026/2027 is £48 and continuing with 18 collections. This is an increase of £2 pa (4.3%) on the 2025/2026 fee. An assumption has been made that a fee increase of £2 pa (4.3%) may reduce subscription levels by 2% from 27,365 to 26,818, however even if subscription numbers do reduce cost recovery is achieved.

4. Proposed Charging

The Garden Waste subscription fee is proposed at £48 pa – an increase of £2 pa (4.3%) from the 2025/2026 fee.

5. Impact on Medium Term Financial Plan (MTFP)

Garden waste subscription income is forecast to increase by £24.4k from 2025/2026, which will contribute towards the increased costs of service delivery.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(1,262,800)	(1,262,800)	(1,262,800)	(1,262,800)	(1,262,800)
Proposed Budget - Garden Waste Subscription Fee	(1,287,200)	(1,287,200)	(1,287,200)	(1,287,200)	(1,287,200)
Impact on MTFP 2026/27 Pressure/ (Saving)	(24,400)	(24,400)	(24,400)	(24,400)	(24,400)

6. Recommendation

Members are requested to approve the charges for the 2026/2027 financial year as detailed in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee								Operational Services
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£46.00	4.3%	£2.00	£48.00	£0.00	£48.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£46.00	4.3%	£2.00	£48.00	£0.00	£48.00	OS

FEES AND CHARGES REPORT

APPENDIX 2 – 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 27th 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.

Subsequently following this, a more recent parking strategy was approved by Corporate Policy & Resources committee in 2022 which reaffirmed our approach and current pricing structure with the view it would be revisited when the next parking strategy is carried out.

A revised car parking strategy is due to be completed imminently.

Most recently a pilot scheme for 2-hour free parking in Gainsborough has been approved by Corporate Policy & Resources & implemented as of 1st August 2025.The estimated reduction in income for 8 months during 2025/2026 is £21,300. This shortfall will be covered by the UK Shared Prosperity Fund (UKSPF) grant, which provides funding of £32,000 to offset the reduced income over a 12-month period.

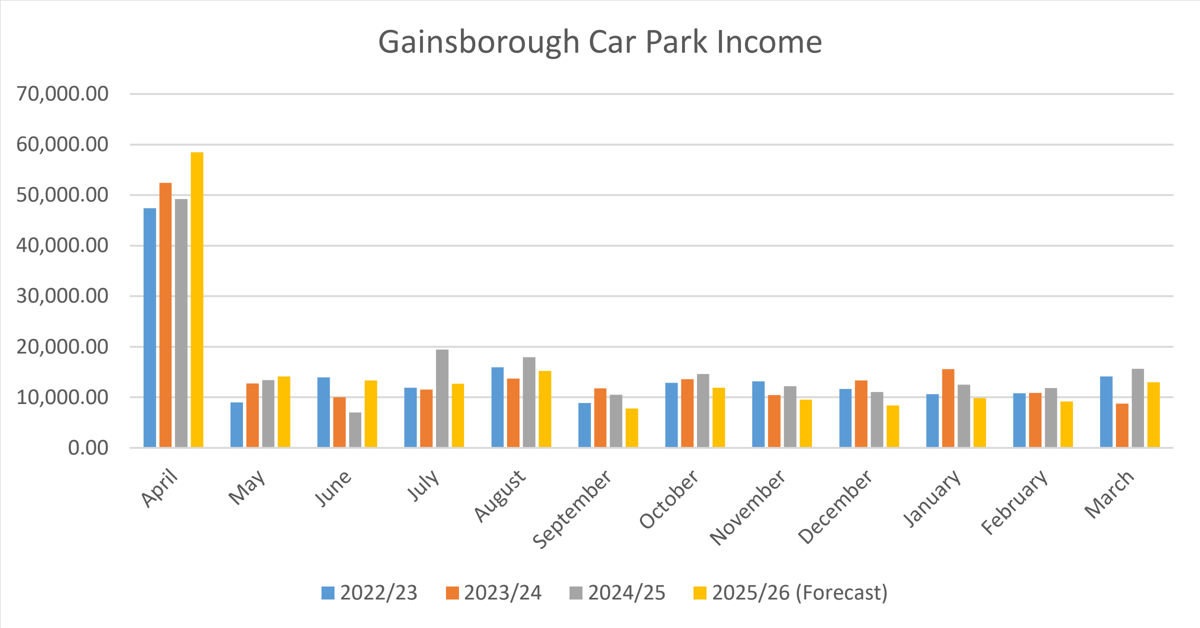
Gainsborough's bus station is located on Hickman Street Gainsborough. The site is owned and maintained by West Lindsey District Council and consists of a through road with four bus stands adjacent to Market Arcade and a layby area opposite.

The payment of a licence fee allows a respective licensee (Bus/Coach Operator) to operate their services by utilising the public stands for the setting down and collection of passengers.

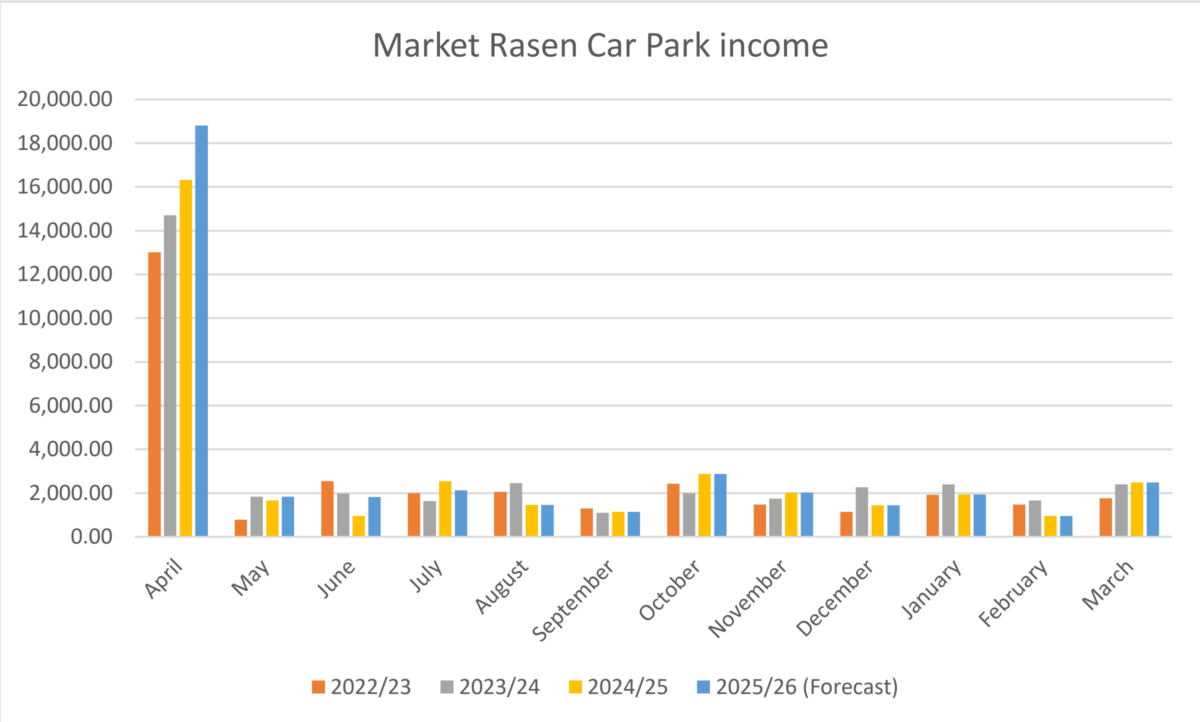
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) for 2022/2023, 2023/2024, 2024/2025 and a forecast for 2025/2026.



Market Rasen combined income (carparks & permits) for 2022/2023, 2023/2024, 2024/2025 and a forecast for 2025/2026.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (forecast for 2025/2026).

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Car Parks Income	(212,002)	(220,878)	(231,006)	(222,301)
Budget	(267,900)	(218,400)	(225,400)	(222,600)
Income Achieved (Above)/Below Budget	55,898	(2,478)	(5,606)	299

3. 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 several 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	Free	£2.00	£2.50	£3.90	£528.00
North Lincolnshire	Free	Free	N/A	£2.00	£3	£367.70
North Kesteven	£0.70	£1.00	£1.40	£2.80	£5.20	£400 upwards
South Kesteven	Free	£2.00	N/A	£2.50	£7.00	£680
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	£669.50
Savoy cinema parking	£1.00	£2.00	N/A	£3.00	£4.00	Please note this car park has limited operational hours & days for general users
Marshalls Yard	N/A	N/A	£1.00 (for 2.5 hours)	£2.00		

4. RingGo Cost Charges

Ringo charges users of the app a 20p convenience charge to pay by phone. There are optional extra charges of 10p for a reminder text and 10p for a confirmation text.

Under the new contract with Ringo there are no charges to the council. All income received from pay by phone users is passed on to the council, with Ringo retaining the convenience charge and any optional charges detailed above. Pay by phone increases the offer of payment options to parking customers and has the added benefit of reducing wear and tear on ticket machines, saving on ticket roll and cash collection costs. Its take-up and use increases month on month with pay by phone income now representing around 50%-60% of the councils' car park pay and display income vs using physical cash at the machines.

5. Understanding Customers and Markets

In more recent years the switch to more home-based working initially saw a drastic reduction in permit levels, see table below, however we also saw an increase in pay by phone, probably due to the convenience this option creates. The table below illustrates that despite the initial decrease in permits we managed to get back to original levels this year. Pay & Display income had largely recovered in the previous years. The overall effect following more home-based working is one of reduced car park usage however dwell time has increased helping to maintain income levels.

Permit Reductions Insight	
As of March 2020	Permits Sold
Market Rasen	69
Gainsborough	176
As of September 2023	
Market Rasen	73
Gainsborough	124
As of June 2024	
Market Rasen	75
Gainsborough	118
As of August 2025	
Market Rasen	85
Gainsborough	154

6. Proposed Charging

- It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1st April 2026.

- It is proposed that the Electric Vehicle Charging point fees are left unchanged with effect from 1st April 2026 at £0.55 per KWh, as this is in line with other operator charges (between £0.49 and £0.59).

- The bus stands are allocated/let as Primary and Secondary Stands with the Operators first stand being their Primary. The proposed fee for the stands are set at two price levels £296pa for the Primary stand and £182pa for each additional secondary stand taken.

Bus stand fees are reviewed annually utilising the UK Retail Price Index (RPI) annual inflation rate produced by the Office of National Statistics (for August 2025 rate is 4.6%).

For information, if the council were to increase the car parking tariffs the cost to do so would total circa £3,000 including legal fees, advertising, signage and a machine software update.

If there were a 3% or 10% rise in the pay and display tariffs for both Gainsborough and Market Rasen, based on demand staying the same, the Council would see an increase in income of £5,000 or £16,800 respectively. Both options would cover the costs involved in the implementation of the increase.

7. Impact on Medium Term Financial Plan (MTFP)

The income base budget has increased to reflect previous year’s actuals and forecast demand.

Bus station licence income increases by the forecast RPI for each year.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(222,700)	(222,800)	(222,900)	(223,000)	(223,000)
Proposed Budget - Car Parks Season Tickets	(57,000)	(57,000)	(57,000)	(57,000)	(57,000)
Proposed Budget - Car Parks Parking Fees	(168,400)	(168,400)	(168,400)	(168,400)	(168,400)
Proposed Budget - Car Parks Electric Vehicle Charging	(3,600)	(3,600)	(3,600)	(3,600)	(3,600)
Proposed Budget - Civil Parking Enforcement Fines	(55,300)	(55,300)	(55,300)	(55,300)	(55,300)
Proposed Budget - Civil Parking Enforcement Service Provision Contract	64,900	64,900	64,900	64,900	64,900
Proposed Budget - Bus Station Licence	(3,300)	(3,400)	(3,500)	(3,600)	(3,700)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	(100)

8. Recommendation

Members are asked to approve charges for the 2026/2027 financial year as detailed in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee | **Car Parks**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Car Parks								
Gainsborough not including Roseway	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	Mon-Sat 2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	Mon-Sat 3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	Mon-Sat 4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	Mon-Sat 6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	Mon-Sat 2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	Mon-Sat 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	Mon-Sat 0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	Mon-Sat 2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	Mon-Sat 3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	Mon-Sat 4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	Mon-Sat 6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets								
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

Sunday - parking is free all day (except Travelodge permit which applies 7 days per week)

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	£0.46	0.0%	£0.00	£0.46	£0.09	£0.55	S

Bus Station								
Allocated stand	Per quarter for first stand	£283.00	4.6%	£13.00	£296.00	£0.00	£296.00	OS
	Per quarter for second stand	£174.00	4.6%	£8.00	£182.00	£0.00	£182.00	OS
Registered Casual Users Per Quarter		£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS

FEES AND CHARGES REPORT

APPENDIX 3 – CEMETERIES

1. Service Description

West Lindsey District Council currently maintains two open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

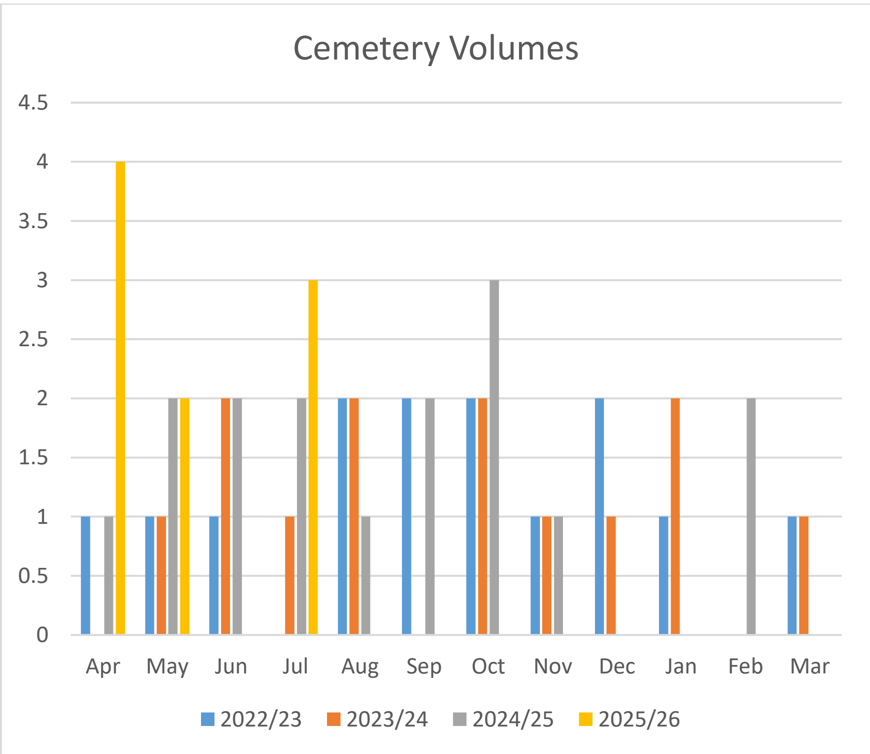
Costs for maintaining the grounds at these sites have been steadily increasing and the income received from the sites is small and therefore the council heavily subsidises the service. In 2024/2025 the cost of the service was £70,587.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for a 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 tables below illustrate the volumes for 2022/2023, 2023/2024, 2024/2025 and forecast for 2025/2026; figures as of 27/08/25.



Income Achieved	2022/23 Actuals £	2023/24 Actuals £	2024/25 Actuals £	2025/26 forecast £
Cemeteries	(4,743)	(10,735)	(12,307)	(7,300)
Budget	(6,400)	(6,700)	(6,900)	(7,300)
Income Achieved (Above)/ Below Budget	**1,657**	**(4,035)**	**(5,407)**	**0**

3. Pricing

Last year the fee for interment was frozen based on feedback from local businesses and considering public perceptions. This year (2026/2027) all fees have been increased by inflation at 3.2% rounded to the nearest pound.

The fees for memorials are to be increased by inflation at 3.2%, rounded to nearest pound, due to the rising costs from suppliers.

Exhumation fees to be increased by inflation at 3.2%, rounded to nearest pound.

4. Understanding Customers and Markets

The table below shows the last three financial year volumes data for burials for West Lindsey District Council and volumes up to 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
2022/23	1	1	1	0	2	2	2	1	2	1	0	1	**14**
2023/24	0	1	2	1	2	0	2	1	1	2	0	1	**13**
2024/25	1	2	2	2	1	2	3	1	0	0	2	0	**16**
2025/26	4	2	0	3									**9**

5. Proposed Charging

Interment Fees have been increased by 3.2% inflation for 2026/2027, rounded to the nearest pound.

Memorial fees have been increased by 3.2% inflation for 2026/2027, rounded to the nearest pound.

Exhumation fees have been increased by 3.2% inflation for 2026/2027, rounded to the nearest pound.

6. Impact on Medium Term Financial Plan (MTFP)

Proposed budgets have been increased to reflect the average of the previous 3 years income, plus inflation at 3.2% for 2026/2027, and 2.5% pa from 2027/2028.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(7,300)	(7,300)	(7,300)	(7,300)	(7,300)
Proposed Budget - Cemeteries Burial Rights	(7,900)	(8,100)	(8,300)	(8,500)	(8,700)
Proposed Budget - Cemeteries Leased Memorials	(1,600)	(1,600)	(1,600)	(1,600)	(1,600)
Impact on MTFP 2026/27 Pressure/ (Saving)	(2,200)	(2,400)	(2,600)	(2,800)	(3,000)

7. Recommendation

Members are requested to recommend to Council the charges for the 2026/2027 as detailed in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee | **Cemeteries**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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) For the interment of a West Lindsey resident		£744.00	3.2%	£24.00	£768.00	£0.00	£768.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident		£1,042.00	3.2%	£33.00	£1,075.00	£0.00	£1,075.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident		£372.00	3.2%	£12.00	£384.00	£0.00	£384.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident		£520.00	3.3%	£17.00	£537.00	£0.00	£537.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident		£446.00	3.1%	£14.00	£460.00	£0.00	£460.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child) For the interment of a West Lindsey resident		£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Child grave up to 17 years		£193.00	3.1%	£6.00	£199.00	£0.00	£199.00	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) For the interment of a Non West Lindsey resident		£1,545.00	3.2%	£49.00	£1,594.00	£0.00	£1,594.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident		£2,165.00	3.2%	£69.00	£2,234.00	£0.00	£2,234.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident		£775.00	3.2%	£25.00	£800.00	£0.00	£800.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident		£1,081.00	3.1%	£34.00	£1,115.00	£0.00	£1,115.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident		£928.00	3.2%	£30.00	£958.00	£0.00	£958.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child up to 12 years) For the interment of a West Lindsey Non resident		£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Child grave up to 17 years		£193.00	3.1%	£6.00	£199.00	£0.00	£199.00	OS
Exhumation:								
Body *		£670.00	3.1%	£21.00	£691.00	£0.00	£691.00	OS
Cremated remains *		£334.00	3.3%	£11.00	£345.00	£0.00	£345.00	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)		£145.00	3.4%	£5.00	£150.00	£0.00	£150.00	OS
Headstone 18 inches to 3ft (B)		£174.00	3.4%	£6.00	£180.00	£0.00	£180.00	OS
Headstone over 3ft but under 4ft (B)		£316.00	3.2%	£10.00	£326.00	£0.00	£326.00	OS
Small vase (up to 6 inches) (B) (C)		£62.00	3.2%	£2.00	£64.00	£0.00	£64.00	OS
Vase (6 inches to 1ft) (B) (C)		£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)		£62.00	3.2%	£2.00	£64.00	£0.00	£64.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)		£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)		£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)		£129.00	3.1%	£4.00	£133.00	£0.00	£133.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)		£116.00	3.4%	£4.00	£120.00	£0.00	£120.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)		£139.00	3.6%	£5.00	£144.00	£0.00	£144.00	OS
For each inscription after the first		£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS

Registration Fees								
Per certified copy of a certificate of grant of exclusive Right of Burial		£85.00	3.5%	£3.00	£88.00	£0.00	£88.00	OS
Per certified copy of entry in Register of Burials		£85.00	3.5%	£3.00	£88.00	£0.00	£88.00	OS
Copies of Certificates								
Permission to plant memorial tree		£96.00	3.1%	£3.00	£99.00	£0.00	£99.00	OS
Permission to install memorial seat		£96.00	3.1%	£3.00	£99.00	£0.00	£99.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

FEES AND CHARGES REPORT

APPENDIX 4 - ENVIRONMENT SERVICES

1. Service Description

The Environmental Regulatory Service has several 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 table below demonstrates the Environmental Protection Act income received by the service over the last 3 years and the forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Environmental Protection Act Income	(6,475)	(6,631)	(6,160)	(7,500)
Budget	(7,500)	(7,500)	(7,500)	(7,500)
Income Achieved (Above)/Below Budget	1,025	869	1,340	-

Statutory Fees are set at a maximum and cannot be increased.

All works are charged based on the actual officer 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 2024/2025 totalled £1,747 (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. Pricing

Statutory Fees

These charges are all set by the Department for Environment, Food and Rural Affairs (DEFRA). The charges for 2026/2027 are due to be reviewed in February 2026 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 3.2%, rounded to the nearest pound, has been applied to all non-statutory fees as appropriate, to bring into line with available benchmarking data.

4. Understanding Customers and Markets

Most 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 regarding the identification of premises where fees may be charged is ongoing.

5. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2026/2027 rates are not released until February 2026. 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 3.2%, rounded to the nearest pound, to reflect inflation and to bring into line with benchmarking data.

6. Impact on Medium Term Financial Plan (MTFP)

There is no forecast impact on the MTFP, based on the previous 3 years actual income received and forecast demand for 2026/2027.

Income Achieved	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
Current Budget in MTFP	(14,900)	(14,900)	(14,900)	(14,900)	(14,900)
Proposed Budget - Environment Services	(14,900)	(14,900)	(14,900)	(14,900)	(14,900)
Impact on MTFP 2026/27 Pressures/ (savings)	**0**	**0**	**0**	**0**	**0**

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as set out in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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		0			£0.00			
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

Prosperous Communities Committee									Environment Services Local Air Pollution continued
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
**Statutory charges are set by DEFRA		£	% Type	or £	£	£	£	
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£86.00	3.5%	£3.00	£89.00	£0.00	£89.00	OS
	Thereafter per hour	£51.00	3.9%	£2.00	£53.00	£0.00	£53.00	OS
Health Certificates		£69.00	2.9%	£2.00	£71.00	£0.00	£71.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£13.33	6.3%	£0.84	£14.17	£2.83	£17.00	S
Diary Refill		£7.50	3.3%	£0.25	£7.75	£1.55	£9.30	S
Private Water Supply Work	Investigatory and Ad hoc Private Water Supply work. Hourly Charge	£57.91	0.0%	£0.00	£57.91	£0.00	£57.91	OS
	Risk Assessments for Regulations 8,9 or 10. Max. Charge	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	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		£1,163.00	3.2%	£37.00	£1,200.00	£0.00	£1,200.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£199.17	2.9%	£5.83	£205.00	£41.00	£246.00	S
	Charge for additional hours	£64.17	2.9%	£1.83	£66.00	£13.20	£79.20	S
Food Hygiene Rating Scheme	Re-inspections	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	Additional inspections (outside routine plan)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
** Health Act 2006	Smoking in a smoke free place	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Failure to display no smoking sign	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Environment Act 2021	Penalty for emission of some in smoke control areas	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS

FEES AND CHARGES REPORT

APPENDIX 5 – 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.

Most of the fees are statutory and set by central government with a range between minimum and maximum penalties.

1a. High Hedge Fee

The high hedge fee is in place to ensure that the Council covers it costs for the provision of this service under the High Hedge legislation (part 8 of the Anti-social Behaviour Act 2003). The Council are responsible for receiving and reviewing complaints relating to high hedges to determine whether further investigation is required or whether it is a valid complaint under the act. Where the Council cannot investigate the fee is returned to the complainant. If an investigation is required, the Council must undertake various duties to complete this, including liaison with the parties involved, measuring and assessing the hedges and completing a determination as to whether any action is required. The Council also must respond to any appeals made on their decisions. It is very clear in the legislation and guidance the persons involved in high hedge disputes should seek to resolve this between themselves prior to engaging with the Council.

2. Prior years analysis, current financial year projections

The table below illustrates the level of income achieved in previous financial years. As you can see this is a low volume/income service with most charges being statutory. Any variations in fees within our control would not generate a material surplus/deficit within this area.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Fixed Penalty Notices Income	(2,920)	(2,685)	(2,377)	(4,700)
Budget	(2,700)	(2,700)	(2,700)	(4,700)
Income Achieved (Above)/Below Budget	(220)	15	323	-

3. Pricing

Most fees are set as per statutory guidelines.

The non-statutory High Hedge Fee is proposed to increase by inflation at 3.2%, rounded to the nearest pound as the primary cost driver for this service is staff time. Please see section 1a for background information.

4. Understanding Customers and Markets

The Council's Environmental Crime Commitment sets out how it will tackle issues that can be dealt with via a fixed penalty notice. The level of FPN that can be issued is set by the Government and a matrix for fly-tipping FPNs is in place that has been approved by the Council.

5. Proposed Charging

The charging schedule sets out where fees are set by statute and where fees are set by the Council.

Statutory charges will be applied in accordance with legislation.

One non-statutory fee increase relates to High Hedge complaints which has been increased by inflation at 3.2%, rounded to the nearest pound.

6. Impact on Medium Term Financial Plan (MTFP)

There is no forecast impact on the MTFP, based on the previous 3 years actual income received and forecast demand for 2025/2026.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(23,400)	(23,400)	(23,400)	(23,400)	(23,400)
Proposed Budget - Abandoned Shopping Trolleys	(18,700)	(18,700)	(18,700)	(18,700)	(18,700)
Proposed Budget - Fixed Penalty Notice fines	(4,700)	(4,700)	(4,700)	(4,700)	(4,700)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as set out in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee

Fixed Penalty Notices

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Depositing Litter (Single Item)	Fee set by Government	£250.00	0.0%	£0.00	£250.00	£0.00	£250.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Depositing Litter (Larger Item)	Fee set by Government	£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
	Fee set by Government - discounted if paid within 10 days	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Graffiti Offence	Fee set by Government	£250.00	0.0%	£0.00	£250.00	£0.00	£250.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Household Waste Duty of Care Offence	Fee set by Government	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	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	£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
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	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
Fly tipping	Fee set by Government (max charge, charge determined by local matrix)	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
High Hedge Fee	Fee set locally	£692.00	3.2%	£22.00	£714.00	£0.00	£714.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

FEES AND CHARGES REPORT

APPENDIX 6 - LAND CHARGES SERVICES

1. Service Description

A Local Land Charge is required whenever a property is sold, purchased, leased or re-mortgaged. The charge reviews whether there are any restrictions or prohibitions on the property and whether it is subject to charge (if that charge has been registered). There are four main search types that show different types of information.

- **Local Land Charge Register Search (LLC1).** Provides information held in the Local Land Charges Register and covers any charges or attendant restrictions relating to the land or property in question. This information can include whether the property is a listed building or whether it is subject to a Tree Protection Order. These searches have now migrated to HM Land Registry.

- **CON29**. Provides answers to the property/land that only the Council hold information regarding. This can include recent statutory noise complaints or any road proposals and traffic schemes that affect the property.

- **Environment Information Regulations (EIR).** Provides environmental information held on Council records, for example information on Building Regulations.

- **Access to Raw Data.** Provides the same information as the EIR but is a charged search and the customer can request the information to be presented in a particular format.

As part of the new Infrastructure Act, the responsibility of administrating LLC1 searches has migrated to HM Land Registry. West Lindsey District Council have retained liability and responsibility for information provided from the register. The migration was implemented during 2023/2024.

2. Prior years analysis, current financial year projections

The table below illustrates the volumes of searches over the last three financial years, with a forecast for 2025/2026, and the income received.

	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Searches Received	2,719	2,115	2,716	2,716
Income Received	(104,022)	(82,238)	(103,575)	(118,500)

The following table shows income received over the previous three financial years against budget, with a forecast for 2025/2026.

The migration of the LLC1 searches to HM Land Registry was due to take place before March 2022 and the income budget was reduced to reflect this through the 2022/2023 MTFP. The migration was delayed until April 2023, resulting in overachieved income during 2022/2023.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Land Charges Income	(104,022)	(82,238)	(103,575)	(118,500)
Budget	(87,200)	(92,800)	(106,400)	(118,500)
Income Achieved (Above)/Below Budget	(16,822)	10,562	2,825	-

3. Pricing

The service has proposed an increase of inflation at 3.2% across most of the fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

4. Understanding Customers and Markets

Our average market share has previously been 21%. However, this included LLC1 searches that we no longer process. These searches are now dealt with by HM Land Registry. The market share in 2022/2023 which includes a small amount of LLC1 searches was 28%. The market share for 2024/2025 was 20.58%. We hope to achieve 29% share by the end of the year.

The income forecast included the Lincolnshire County Council (LCC) fee of £65 (net of VAT). This income offsets the pay overs made to LCC and accounts for 42% of the total income received.

5. Proposed Charges

The service has proposed an increase of inflation at 3.2% across most of the fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

6. Impact on Medium Term Financial Plan (MTFP)

There is no impact on the MTFP from the proposed increase in fees as the current income targets reflect expected demand at the new rates.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(124,300)	(132,600)	(146,900)	(148,300)	(148,300)
Proposed Budget - Search Fee Income	(124,300)	(132,600)	(146,900)	(148,300)	(148,300)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as illustrated in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee

Land Charges

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£29.00	3.4%	£1.00	£30.00	£0.00	£30.00	OS
	Cancellation Fee	£7.75	3.2%	£0.25	£8.00	£0.00	£8.00	OS
CON 29R	One parcel	£86.08	3.2%	£2.75	£88.83	£17.77	£106.60	S
	Each additional parcel	£20.00	3.2%	£0.64	£20.64	£4.13	£24.77	S
	Lincolnshire County Council Fee**	£65.00	0.0%	£0.00	£65.00	£13.00	£78.00	S
CON 29O								
submitted with CON29R	Each printed enquiry	£24.17	3.4%	£0.83	£25.00	£5.00	£30.00	S
submitted on its own	Each printed enquiry	£24.17	3.4%	£0.83	£25.00	£5.00	£30.00	S
Administration Fee		£15.83	3.2%	£0.50	£16.33	£3.27	£19.60	S
Additional Enquiries *	Per additional enquiry	£39.00	3.2%	£1.25	£40.25	£8.05	£48.30	S/O
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 (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)

** Set by Lincolnshire County Council

FEES AND CHARGES REPORT

APPENDIX 7 - 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 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 are not recovering 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 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.

- 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 all of which are governed by the Gambling Act 2005.

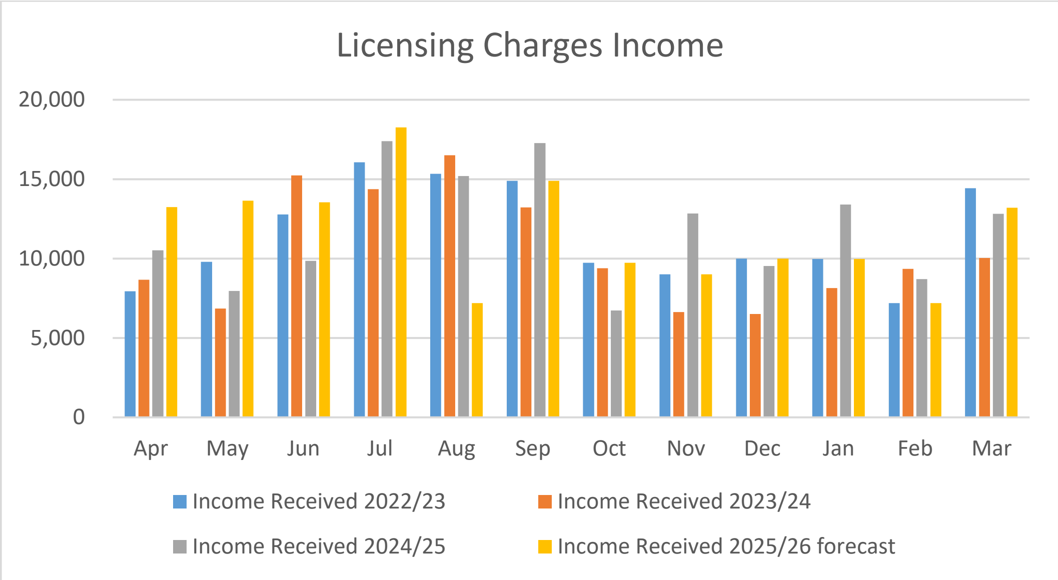
- There are also applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

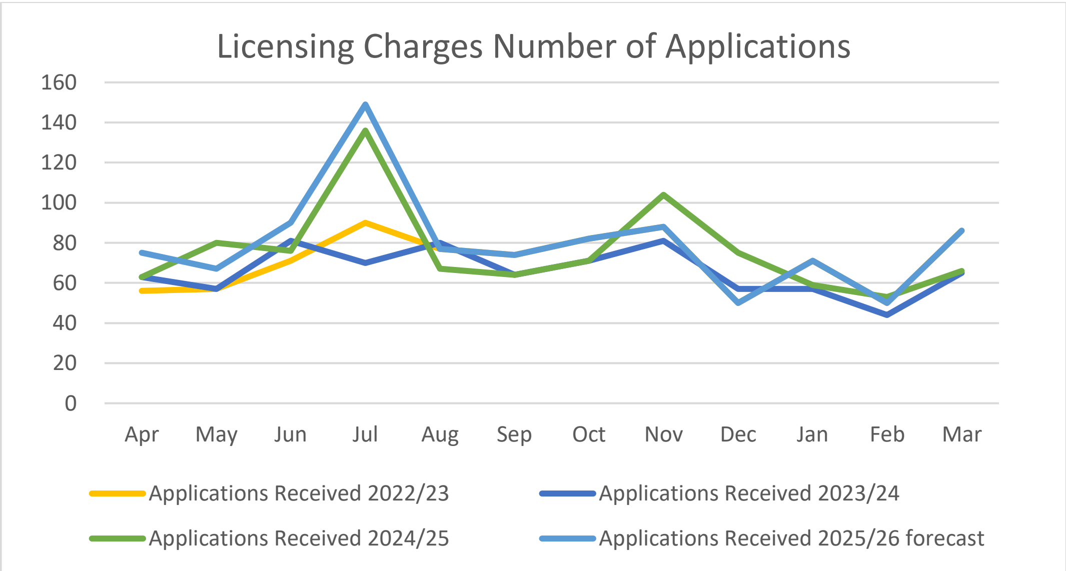
Whilst some fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum amount. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels of fees which are approved. Licensing 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. There is a broader conversation being undertaken with the Local Government Association regarding the setting of fees, which in some instances have been set at a statutory rate for nearly 20 years.

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 total cost recovery. Some fees are limited as they have a price ceiling that we cannot breach.

Income achieved	2022/23	2023/24	2024/25	2025/26 Forecast
Applications Received	852	790	914	959
Income Received	(125,726)	(137,164)	(142,202)	(139,900)





The table below highlights actual income achieved against budget for the last three financial years and a forecast for 2025/2026. Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Licensing Income	(137,164)	(124,973)	(139,732)	(139,900)
Budget	(135,500)	(134,100)	(135,500)	(139,900)
Income Achieved (Above)/Below Budget	(1,664)	9,127	(4,232)	-

3. Pricing

An inflationary increase of 3.2% has been applied for all non-statutory fees that WLDC have the powers to set locally, and to those fees with a statutory range 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 are 36 fees with a statutory maximum charge. WLDC have applied the maximum fee to 17 of those during 2026/2027. The remaining 19 have been increased by inflation at 3.2%, rounded to the nearest pound.

4. Understanding Customers and Markets

The service has not conducted any customer satisfaction surveys relative to fee setting. 100% 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 are required to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

5. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges, the Licensing Service proposes to apply an inflationary increase of 3.2%, rounded to the nearest pound. Total cost recovery has been achieved in most areas; the remainder have recovered controllable overheads as a minimum.

6. Impact on Medium Term Financial Plan (MTFP)

Last year inflationary increases were applied to the Licences Fees income budget up to 2029/2030. As a result, there is expected to be no further impact on the MTFP other than an inflationary increase to the Licence Fee budget from 2030/2031 at 2.5%.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(146,600)	(150,200)	(153,900)	(157,700)	(157,700)
Proposed Budget - Licence Fees	(143,400)	(147,000)	(150,700)	(154,500)	(158,400)
Proposed Budget - DBS Fees Recharged	(3,200)	(3,200)	(3,200)	(3,200)	(3,200)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	(3,900)

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as illustrated in the schedules below:

statutory/statutory range
non statutory

Prosperous Communities Committee								Licensing - Gambling Act
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Bingo Premises Licence								
Application Fee for Provisional Statement		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises		£1,172.00	3.2%	£38.00	£1,210.00	£0.00	£1,210.00	OS
Application Fee New Premises		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Annual Fee		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Transfer Fee		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Adult Gaming Centre								
Application Fee for Provisional Statement		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises		£1,172.00	3.2%	£38.00	£1,210.00	£0.00	£1,210.00	OS
Application Fee New Premises		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Family Entertainment Centre								
Application Fee for Provisional Statement		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Annual Fee		£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Betting Premises (Other)								
Application Fee for Provisional Statement		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises		£1,171.00	2.5%	£29.00	£1,200.00	£0.00	£1,200.00	OS
Application Fee New Premises		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Annual Fee		£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Transfer Fee		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Application for Reinstatement		£1,127.00	3.2%	£36.00	£1,163.00	£0.00	£1,163.00	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement		£1,301.00	3.2%	£42.00	£1,343.00	£0.00	£1,343.00	OS
Licence for Provisional Statement Premises		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises		£1,250.00	0.0%	£0.00	£1,250.00	£0.00	£1,250.00	OS
Annual Fee		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence		£1,250.00	0.0%	£0.00	£1,250.00	£0.00	£1,250.00	OS
Transfer Fee		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application for Reinstatement		£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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		£486.00	2.9%	£14.00	£500.00	£0.00	£500.00	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	One-off fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£224.00	3.1%	£7.00	£231.00	£0.00	£231.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£43.00	3.5%	£1.50	£44.50	£0.00	£44.50	OS
Knowledge Test Fee - Resit	New Driver Licenses	£41.00	3.7%	£1.50	£42.50	£0.00	£42.50	OS
DBS Check	On New or Renewal	£38.00	0.0%	£0.00	£38.00	£0.00	£38.00	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	£282.00	3.2%	£9.00	£291.00	£0.00	£291.00	OS
Vehicle License	Renewal	£282.00	3.2%	£9.00	£291.00	£0.00	£291.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£36.00	0.0%	£0.00	£36.00	£0.00	£36.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£48.00	0.0%	£0.00	£48.00	£0.00	£48.00	OS
Private Hire Operators Licence (5Yr)		£246.00	3.3%	£8.00	£254.00	£0.00	£254.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£35.00	2.9%	£1.00	£36.00	£0.00	£36.00	OS
Alcohol and Entertainment Licenses	**Charges set by Licensing Act 2003**							
New Premise Licence								
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
Annual fee demand								
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

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£248.00	3.2%	£8.00	£256.00	£0.00	£256.00	OS
	New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Renewal (Part A)	£240.00	3.3%	£8.00	£248.00	£0.00	£248.00	OS
	Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	Cats or Dogs - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Cats or Dogs - Renewal (Part A)	£302.00	3.3%	£10.00	£312.00	£0.00	£312.00	OS
	Cats or Dogs - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
	Cats and Dogs (Dual) - New (Part A)	£365.00	3.3%	£12.00	£377.00	£0.00	£377.00	OS
	Cats and Dogs (Dual) - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£354.00	3.1%	£11.00	£365.00	£0.00	£365.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
	Home Boarding - New (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	Home Boarding - New (Part B)	£134.00	3.0%	£4.00	£138.00	£0.00	£138.00	OS
	Home Boarding - Renewal (Part A)	£199.00	3.0%	£6.00	£205.00	£0.00	£205.00	OS
	Home Boarding - Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	New or Renewal (Part B) + vet fee	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
Dog Breeding	New (part A) + vet fee	£311.00	3.2%	£10.00	£321.00	£0.00	£321.00	OS
	New (part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
	Renewal (Part A)	£302.00	3.3%	£10.00	£312.00	£0.00	£312.00	OS
	Renewal (Part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
Dog Day Care	New (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
	New (Part B)	£138.00	2.9%	£4.00	£142.00	£0.00	£142.00	OS
	Renewal (Part A)	£199.00	3.0%	£6.00	£205.00	£0.00	£205.00	OS
	Renewal (Part B)	£130.00	3.1%	£4.00	£134.00	£0.00	£134.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£206.00	3.4%	£7.00	£213.00	£0.00	£213.00	OS
Application to be re-rated	per hour or part of	£79.00	3.8%	£3.00	£82.00	£0.00	£82.00	OS
Variation to the licence	per hour or part of	£79.00	3.8%	£3.00	£82.00	£0.00	£82.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£205.00	3.4%	£7.00	£212.00	£0.00	£212.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£892.00	3.3%	£29.00	£921.00	£0.00	£921.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs Inc. initial inspection and informal visits	£2,178.00	3.2%	£70.00	£2,248.00	£0.00	£2,248.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£136.00	2.9%	£4.00	£140.00	£0.00	£140.00	OS
	Document inspection - year 1 (part B)	£50.00	4.0%	£2.00	£52.00	£0.00	£52.00	OS
	Document inspection - year 2 (part B)	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
	Document inspection - year 3 (part B)	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Change of details, name / address		£16.00	6.3%	£1.00	£17.00	£0.00	£17.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£523.00	3.3%	£17.00	£540.00	£0.00	£540.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£328.00	3.0%	£10.00	£338.00	£0.00	£338.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£341.00	3.2%	£11.00	£352.00	£0.00	£352.00	OS
Change of site manager		£51.00	3.9%	£2.00	£53.00	£0.00	£53.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£2,281.00	3.2%	£73.00	£2,354.00	£0.00	£2,354.00	OS
	compliance check (part B)	£170.00	2.9%	£5.00	£175.00	£0.00	£175.00	OS
	Renewal (part A)	£406.00	3.2%	£13.00	£419.00	£0.00	£419.00	OS
	compliance check (part B)	£170.00	2.9%	£5.00	£175.00	£0.00	£175.00	OS
	Transfer fee	£283.00	3.2%	£9.00	£292.00	£0.00	£292.00	OS
Skin Piercing	Premises registration	£217.00	3.2%	£7.00	£224.00	£0.00	£224.00	OS
	Personal registration	£65.00	3.1%	£2.00	£67.00	£0.00	£67.00	OS
	Personal Registration for conventions	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Street Trading Consents		£240.00	3.3%	£8.00	£248.00	£0.00	£248.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£13.00	7.7%	£1.00	£14.00	£0.00	£14.00	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.

Prosperous Communities Committee									Mobile Homes
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Caravan Site - Fit & Proper Person	One-off license	£283.00	3.2%	£9.00	£292.00	£0.00	£292.00	OS
Issue of a New Licence		£373.00	3.2%	£12.00	£385.00	£0.00	£385.00	OS
Deposit of Site Rules		£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Transfer and Alteration of a Licence		£124.00	3.2%	£4.00	£128.00	£0.00	£128.00	OS

FEES AND CHARGES REPORT

APPENDIX 8 – 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 with stall erection organised by the Street Cleansing Team Leader.

Day to day operations, planning and promotions are managed by the Markets Development Officer within the Commercial Services team.

Traders pay their stall fees mostly by invoice and card payments; however, we do still have a minority paying with cash/cheques.

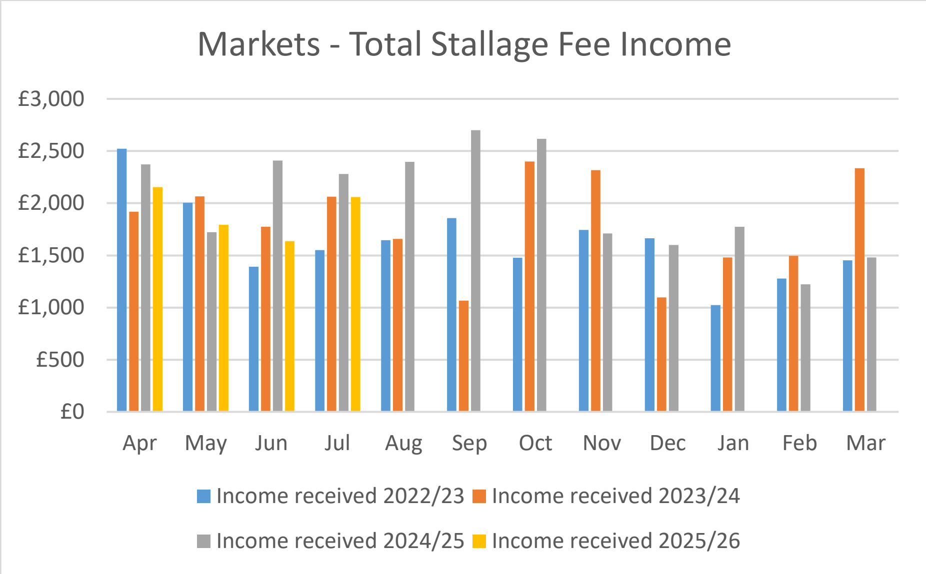
Traders that attend the legacy events, such as Christmas Lights Festival also contribute to the Markets annual income.

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.

However, the Market has seen vast improvement through the Levelling Up Fund and UK Shared Prosperity Fund interventions, with an improved environment making the markets offer more attractive. The Commercial, Cultural and Leisure Development Manager is working alongside the Growth Team to develop a long term strategy to attract more businesses, traders, and visitors to the market place.

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. For 2025/2026 the income for the first 4 months only.



The table below highlights actual income achieved against budget for the last three financial years, and a forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Market Stallage Fee Income	(20,426)	(21,670)	(24,284)	(22,400)
Budget	(35,000)	(28,400)	(20,900)	(22,400)
Income Achieved (Above)/Below Budget	14,574	6,730	(3,384)	-

3. Pricing

We are proposing to freeze the fees for market stalls. We are maintaining numbers of traders and have recently seen some growth e.g. antiques traders. We do not want to jeopardize these fragile green shoots of growth with a price increase.

We are proposing to reduce the Tuesday fees for vans and trailers to encourage more traders. No stall erection is required for these traders so it seems more appropriate to reduce the fee so they are more in line with the market stalls.

Once the public realm work is complete and the shops are full again, we will review the fees with a view to possibly increasing them, in consultation with officers and members.

4. 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.

5. Proposed Charging

No increase to the existing fees and charges for the registered and casual traders.

Small reduction for vans and trailers to bring them in line with market stalls and to encourage an increase in traders.

6. Impact on Medium Term Financial Plan (MTFP)

There is no impact on the medium-term financial plan.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(23,900)	(23,900)	(23,900)	(23,900)	(23,900)
Proposed Budget - Markets Stallage Fees	(22,800)	(22,800)	(22,800)	(22,800)	(22,800)
Proposed Budget - Farmers Markets Stallage Fees	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as illustrated in the schedule below:

statutory/statutory range
non statutory

Prosperous Communities Committee								Markets
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
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
Young Market Traders (16 - 30 years)								
50% discount when trading for 12 continuous weeks.								
New Traders								
50% discount when trading for 12 continuous weeks.								
Larger Stall Discount								
Discount for market traders bringing between 8 and 25 stalls on a specialist market		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
Discount for market traders bringing more than 20 stalls to Gainsborough market on either a Tuesday or Saturday		£7.50	0.0%	£0.00	£7.50	£0.00	£7.50	OS
Other Units (Vending Vans, Trailers etc.)								
Tuesday Market								
Registered Trader		£23.50	-14.9%	-£3.50	£20.00	£0.00	£20.00	OS
Casual Trader		£25.50	-9.8%	-£2.50	£23.00	£0.00	£23.00	OS
Event Pitch/Stall Fee (for event traders only)		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	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 9 - PLANNING AND DEVELOPMENT SERVICES

1. Service description

The Planning and Development service has several Fees and Charges namely:

- **Planning application fees** – statutory set fees by Central Government that are dependent upon the type of application and development. Since 1 April 2025, planning fees are subject to annual indexation and are increased annually in line with the Consumer Prices Index (CPI) from the preceding September. The increase is capped at 10%, even if the inflation rate is higher. The fees will not be changed if there is negative inflation (deflation).On 1 April 2025, fees increased by 1,7%. The Government will publish new fees in advance of 1 April each year on its website[1]

- **Pre application advice** – a non-statutory 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, encouraged by National Planning Practice Guidance and policy. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC.

- 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 most new residential dwellings and (convenience) retail buildings over 100m^2 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 for 2022/2023, 2023/2024, 2024/2025 and the latest forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Pre-application Fee Income	(49,865)	(84,557)	(74,122)	(80,000)
Budget	(71,700)	(72,500)	(65,000)	(66,600)
Income Achieved (Above)/Below Budget	21,835	(12,057)	(9,122)	(13,400)

[1] https://www.gov.uk/government/publications/planning-fees-annual-indexation-from-1-april

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Planning Fees Income	(1,060,513)	(771,363)	(1,036,086)	(1,250,000)
Budget	(945,000)	(987,200)	(1,174,500)	(1,194,500)
Income Achieved (Above)/Below Budget	(115,513)	215,837	138,414	(55,500)

CIL contributions are excluded from the figures in the table above. 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/planning-building-control/planning/community-infrastructure-levy-cil

3. Price

Planning Application Fees – Planning application fees are now increased annually from 1 April each year by the rate of inflation, measured by the Consumer Prices Index (CPI) from the preceding September. On 1 April 2025, fees increased by 1.7%. We are awaiting confirmation from the Government of the figure to be applied from 1 April 2026.

Pre Application Fees - The proposal is for the pre-application advice fees to be increased by inflation at 3.2% rounded to the nearest pound.

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and the Service introduced a new digital operating system in 2024/25 to streamline its processes and improve service.

4. 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. Collaborating with partners such at 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 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, and a new in-person application check in 2025. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high fee 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.

5. Proposed Charges

Planning fees in England are set nationally by the Government[2]. The fees were last substantially amended in December 2023, where fees were increased by 35% (major developments) or 25% (all other developments).

The new Government increased further changes in April 2025, increasing the fee for householder applications and some other types in order to secure full cost recovery.

Since 1 April 2025, planning fees are now increased annually, in line with the rate of inflation (based on the CPI rate) from the preceding September. On 1 April 2025, fees increased by 1.7%.

We are now awaiting confirmation from the Government for the fee increase from 1 April 2026, which will be derived from the September 2025 CPI rate of inflation.

For non-statutory charges, the Planning Service proposes to apply an increase equivalent to inflation at 3.2% rounded to the nearest pound.

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 the Planning Inspectorate, following the development of viability evidence and extensive consultation. Council then formally adopted these. As such these rates cannot be subject to change without new viability evidence being collated, public consultation and another full examination by the Planning Inspectorate.

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.

6. Impact on Medium Term Financial Plan (MTFP)

This table includes the impact on the MTFP. The fee schedule will be updated with the revised statutory fees and reported to Committee once the Government have released them.

The CPI rate as of August 25 is 3.8**%**.

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[2] Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(1,290,300)	(1,317,700)	(1,345,600)	(1,374,200)	(1,374,200)
Proposed Budget - Pre Application Fees	(68,300)	(70,000)	(71,700)	(73,500)	(75,300)
Proposed Budget - Application Fees	(1,222,000)	(1,247,700)	(1,273,900)	(1,300,700)	(1,300,700)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	(1,800)

7. Recommendation

Members are asked to approve the charges for 2026/2027 as illustrated in the schedule below – **the statutory planning fees are omitted pending release by Government:**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Development								
Householder development - do I need planning permission?		£41.67	3.2%	£1.33	£43.00	£8.60	£51.60	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)		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£225.00	3.2%	£7.29	£232.29	£46.46	£278.75	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)		£394.17	3.2%	£12.50	£406.67	£81.33	£488.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£270.00	3.2%	£8.67	£278.67	£55.73	£334.40	S
	Additional dwellings	£147.50	3.2%	£4.79	£152.29	£30.46	£182.75	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,587.50	3.2%	£50.83	£1,638.33	£327.67	£1,966.00	S
	Additional dwellings	£78.33	3.2%	£2.51	£80.84	£16.17	£97.00	S
Development of 50 or more dwellings	minimum fee	£4,759.17	3.2%	£152.33	£4,911.50	£982.30	£5,893.80	S
Non-residential development where no floor space is created.		£145.00	3.2%	£4.67	£149.67	£29.93	£179.60	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£197.50	3.2%	£6.33	£203.83	£40.77	£244.60	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	£297.50	3.2%	£9.58	£307.08	£61.42	£368.50	S
	Each additional 100 m2 or 0.1 ha	£147.50	3.2%	£4.75	£152.25	£30.45	£182.70	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	£1,020.00	3.2%	£32.71	£1,052.71	£210.54	£1,263.25	S
	Each additional 100 m2 or 0.1 ha	£75.00	3.3%	£2.50	£77.50	£15.50	£93.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£4,050.00	3.2%	£129.58	£4,179.58	£835.92	£5,015.50	S
	additional fee subject to complexity of proposal							
Variation or removal of condition.		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Advertisements		£105.00	3.2%	£3.33	£108.33	£21.67	£130.00	S
Non-householder listed building consent		£205.00	3.3%	£6.67	£211.67	£42.33	£254.00	S
Additional site visit		£174.17	3.2%	£5.62	£179.79	£35.96	£215.75	S
Hazardous Substances		£99.17	3.4%	£3.33	£102.50	£20.50	£123.00	S
Application Check for Validation								
Householder/Adverts	Householders	£50.00	0.0%	£0.00	£50.00	£10.00	£60.00	S
Minor Developments (Up to 9 dwellings; commercial floorspace <1000sqm; site < 1Ha)		£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
Major Developments (10 or more dwellings; commercial floorspace of 1000sqm or more; site is 1Ha or more)	Majors	£150.00	0.0%	£0.00	£150.00	£30.00	£180.00	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 dwelling).

Prosperous Communities Committee | **Planning**

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.30	0.0%	£0.00	£0.30	£0.00	£0.30	OS
	per side of A3	£0.64	9.4%	£0.06	£0.70	£0.00	£0.70	OS
	per side A2, A1, A0	£7.68	4.2%	£0.32	£8.00	£0.00	£8.00	OS
Requests for Planning Information		£75.00	3.3%	£2.50	£77.50	£15.50	£93.00	S
Entry onto Self-Build and Custom-Build Housing Register		£58.00	3.2%	£1.86	£59.86	£0.00	£60.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£675.00	3.2%	£21.60	£696.60	£0.00	£697.00	OS
	Maximum charge	£2,017.00	3.2%	£64.54	£2,081.54	£0.00	£2,082.00	OS

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
CIL Charging Schedule - residential charging zones (charge per m^2)								
Zone 1 Lincoln Strategy Area (LSA)	Flat rate subject to indexation annually, 01st January using published RICS CIL Indexation Rate	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension		£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)		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
£0 charge for apartments across all zones								

CIL Charging Schedule - commercial charging zones (appliable to whole district) (charge per m^2)								
Convenience Retail *	Flat rate subject to indexation annually, 01st January using published RICS CIL Indexation	£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 10 – STRATEGIC HOUSING

1. Service Description

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.

2. Prior years analysis, current financial year projections

The table below illustrates income achieved for 2022/2023, 2023/2024, 2024/2025 and a forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Enforcement Notices Income	(74,412)	(80,287)	(20,967)	(77,900)
Budget	(82,200)	(74,900)	(75,900)	(77,900)
Income Achieved (Above)/Below Budget	7,788	(5,387)	54,933	-

3. 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.

4. Understanding Customers and Markets

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.

5. Proposed Charging

It is proposed to apply inflation at 3.2% to the current years fee, rounded to the nearest pound.

6. Impact on Medium Term Financial Plan (MTFP)

The fees and charges income budgets have been increased by inflation at 3.2% for 2026/2027, and 2.5% pa from 2027/2028.

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(53,800)	(55,200)	(56,600)	(58,000)	(58,000)
Proposed Budget - Housing Standards Fees & Charges	(54,000)	(55,400)	(56,800)	(58,200)	(59,600)
Impact on MTFP 2026/27 Pressure/ (Saving)	(200)	(200)	(200)	(200)	(1,600)

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as set out in the schedule below:

statutory/statutory range
non statutory

Prosperous Communities Committee

Strategic Housing

		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£988.00	3.2%	£32.00	£1,020.00	£0.00	£1,020.00	OS
	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£838.00	3.2%	£27.00	£865.00	£0.00	£865.00	OS
	Per additional unit	£61.00	3.3%	£2.00	£63.00	£0.00	£63.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	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						OS
	Officer time charged at £39 per hour							
Prohibition Order		£419.00	3.1%	£13.00	£432.00	£0.00	£432.00	OS
Emergency Prohibition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
Demolition Order		£436.00	3.2%	£14.00	£450.00	£0.00	£450.00	OS
Immigration Procedure Inspection	Per inspection	£86.67	2.7%	£2.33	£89.00	£17.80	£106.80	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.

FEES AND CHARGES REPORT

APPENDIX 11 – OPERATIONAL SERVICES

1. Service Description

Operational Services offer a range of much needed services to the local community, including the collection of standard household waste, co-mingled recycling, paper/ card collections and clinical waste (sharps) along with chargeable services such as bulky waste, garden waste collections and our new service “Big Bin Clear-out.” They also undertake street cleansing and mechanical road sweeping.

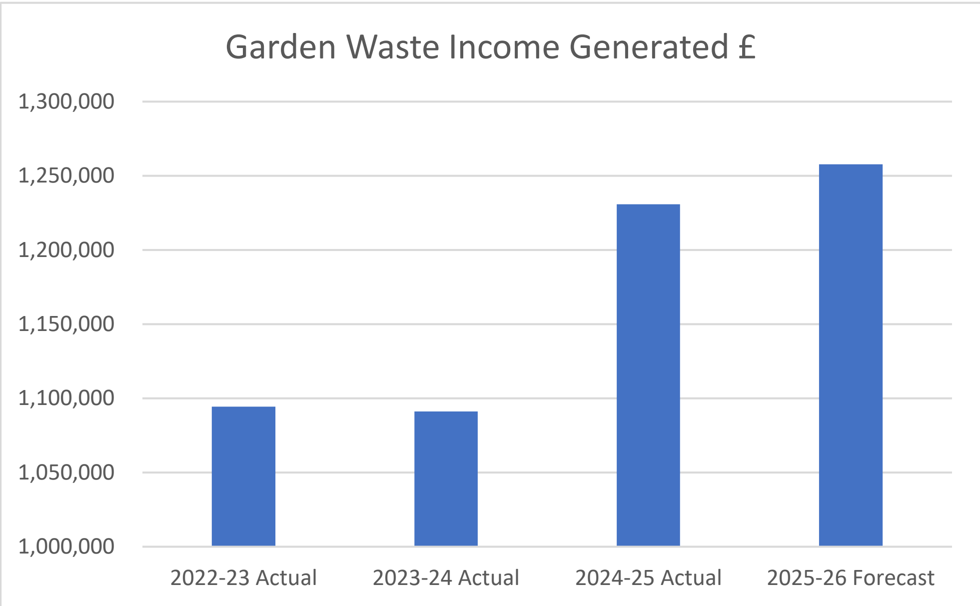
In addition to these services, private road sweeping and collection of bulky items such as fridges and freezers from commercial premises are undertaken.

1a) Price on Application

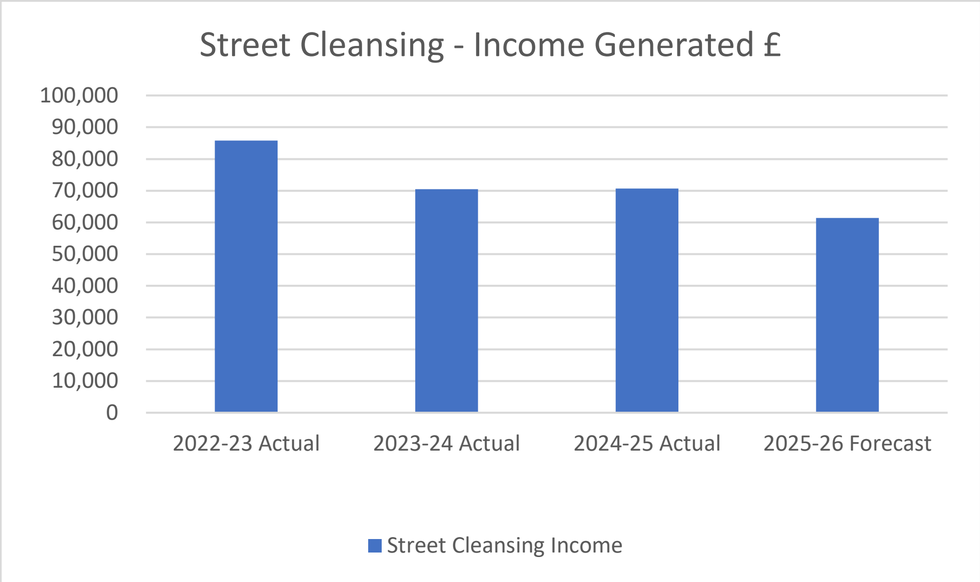
Commercial Waste and Private Road Sweeping – all fees and charges with prices on application, this is due to the variety of requirements of customers. A pricing model has been developed for both service areas to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

2. Prior years analysis, current financial year projections

The graphs below show the actual income achieved for the previous 3 financial years plus a forecast for 2025/2026.



Income for Bulky waste collections has remained between £60-£70k. The price in 2021/2022 was £33.00. This increased to £34.30 in 2022/2023 and was held at that level until 2025/2026 when the fee was increased to £35.50.



Street Cleansing income continues to fall as private work for sweeping and house clearances decline.

As anticipated, fines for the collection of shopping trolleys has also seen a decline in the past three years as supermarkets have taken action to prevent the number of abandoned trolleys. Fines totalled £42.6k in 2022/2023, £28.8k in 2023/2024 and £30.2k in 2024/2025. There is a budget of £18.7k pa within the MTFP for this income. This scheme is not viewed as an income generating service, but one where we anticipate a reduction in income as supermarkets take preventative action.

3. Pricing

3a) Bulky Waste

The demand for this service is expected to remain static. No increase is proposed for this service in 2026/2027 to ensure the service is accessible.

4. Understanding Customers and Markets

Operational services, as mentioned above, offer much needed services within the local community.

5. Proposed Charging

The proposed charges for 2026/2027 are illustrated below.

5a) It is proposed to increase the price of new and replacement bins by inflation at 3.2% rounded to the nearest pound. This reflects the increase in the cost of bin stock in the past financial year.

5b) It is proposed to freeze the current price for Bulky Waste services to ensure the service is accessible to all our residents.

5c) Collection and disposal of fridges and freezers from commercial properties has been increased by inflation at 3.2%.

5d) The Big Bin Hire fee is to remain unchanged, as it was a new initiative for 2024/2025, initially as a one year pilot, and now a business as usual service. Activity to be monitored and fees reviewed for 2027/2028.

6. Impact on Medium Term Financial Plan (MTFP)

The proposed increase of 3.2% for replacement bins has been reflected in the budget for 2026/2027, with 2.5% applied from 2027/2028.

The forecast income from the Big Bin Hire service has been built into the MTFP from 2026/2027 onwards.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(110,400)	(110,400)	(110,400)	(110,400)	(110,400)
Proposed Budget - Sales Of Garden Sacks	(300)	(300)	(300)	(300)	(300)
Proposed Budget - Special & Bulky Collections	(62,100)	(62,100)	(62,100)	(62,100)	(62,100)
Proposed Budget - Sale Of New/Replacement Bins	(49,800)	(50,800)	(51,800)	(52,800)	(53,900)
Proposed Budget - Big Bin Hire	(18,400)	(19,700)	(21,000)	(22,200)	(22,200)
Impact on MTFP 2025/26 Pressure/ (Saving)	(19,900)	(22,200)	(24,500)	(26,700)	(27,800)

7. Recommendation

Members are requested to approve the charges for the 2026/2027 financial year as detailed in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee								Operational Services
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Additional Blue Sacks *	Per 5 sacks	£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
*Postage & packaging will be the applicable charge at the time of posting								
Wheeled Bin Replacement (supply & delivery)	Green/Black /Blue/Purple	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Wheeled Bins for New Properties (supply & delivery)	Green/Black /Blue/Purple	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£35.50	0.0%	£0.00	£35.50	£0.00	£35.50	OS
	Additional articles worth 1 point collected at the same time	£4.65	0.0%	£0.00	£4.65	£0.00	£4.65	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£110.75	3.2%	£3.50	£114.25	£0.00	£114.25	OS
Big Bin Hire for a week - 1,100 litre bin		£60.00	0.0%	£0.00	£60.00	£0.00	£60.00	OS
Big Bin Hire for a week - 660 litre bin		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

FEES AND CHARGES REPORT

APPENDIX 15 – 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 transitioned the venue to a more commercially viable operation whilst maintaining strong community links.

2. Prior years analysis, current financial year projections

Trinity hosted over 200 events in the year 2024/2025 with attendances at live events exceeding 80% occupancy. The cinema struggled to reach over 20% occupancy, but the programme financially broke even. Cinema attendances were in line with the national trends.

Looking at the year ahead, a shift in programming will see more live events scheduled with less reliance on cinema. This is to balance the town's offer with the new Savoy Cinema open in the town centre.

Cinema income

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Cinema Income	(13,500)	(11,500)	(23,200)	(11,000)

Room Hire

The addition of an extra staff member has enabled the venue to push forward its ancillary venue hire. As a result, an increase in revenue has been forecasted for 2025/2026. This is representative of 32% growth. Ancillary space hire ranges from workshops, classes, meetings, events and conferencing.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Room Hire Income	(22,661)	(24,191)	(22,950)	(30,200)

3. Pricing

Pricing is based on market demand, local and regional competition and sensitive to the conditions of our regular users. Trinity maintains a consistent and fair pricing policy at all times.

4. Understanding Customers and Markets

Savoy have opened a new cinema in the town centre, and Trinity Arts Centre aims to compliment the town's offer with its live events programme, whilst continuing to provide a film offer for its loyal audience. Trinity remains competitive in its pricing which provides residents with choice, especially when on a tight budget.

The market is variable and unpredictable and for TAC to be successful, the centre will require a degree of flexibility to meet the demands of the market and compete with its competitors.

5. Proposed Charges

Space hire, services and packages have been reviewed and prices increased to ensure we remain competitive with the current surrounding area; the increase averages 6%. Prices have been benchmarked.

Cinema prices are being frozen. A full review will be done as part of the next business plan when the impact of the new Savoy cinema is known.

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.

6. Impact on Medium Term Financial Plan (MTFP)

The budgets within the MTFP are aligned to the latest business case for Trinity Arts Centre, which was presented to Corporate Policy and Resources committee on the 19th of September 2024.

There is no impact on the MTFP for the new Savoy Cinema. A full review will be carried out next year after the new Savoy Cinema has been open over six months.

There is no further impact on the MTFP for Venue Hire, as growth that included price increases was already built in the latest business plan.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(32,900)	(34,700)	(35,500)	(35,500)	(35,500)
Proposed Budget - TAC Cinema	(4,300)	(4,300)	(4,300)	(4,300)	(4,300)
Proposed Budget - TAC Venue Hire	(28,600)	(30,400)	(31,200)	(31,200)	(31,200)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are asked to approve charges for the 2026/2027 financial year as detailed in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee									Trinity Arts Centre
		2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Space Hire								
Community - Theatre Hire - Performance	Up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£425.00	5.3%	£22.50	£447.50	£89.50	£537.00	S
Community - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£55.00	6.4%	£3.50	£58.50	£11.70	£70.20	S
Community - Theatre Hire - Room only	Per hour	£44.50	4.5%	£2.00	£46.50	£0.00	£46.50	X
Commercial - Theatre Hire - Performance	up to 5hrs access (includes: 1 x Technician, 1 x Duty Manager, FOH Staff, Marketing)	£552.50	4.1%	£22.50	£575.00	£115.00	£690.00	S
Commercial - Theatre Hire - Rehearsal/Get - in	Per hour (includes Technician)	£71.50	4.9%	£3.50	£75.00	£15.00	£90.00	S
Commercial - Theatre Hire - Room only	Per hour	£58.00	3.4%	£2.00	£60.00	£0.00	£60.00	X
Community - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£192.50	3.9%	£7.50	£200.00	£40.00	£240.00	S
Commercial - Cinema Hire - Presentation/Lecture	up to 5hrs Access (include Duty Manager)	£250.00	20.0%	£50.00	£300.00	£60.00	£360.00	S
Community - Ancillary Room Hire only	Per hour	£15.00	6.7%	£1.00	£16.00	£0.00	£16.00	X
Commercial - Ancillary Room Hire only	Per hour	£23.00	8.7%	£2.00	£25.00	£0.00	£25.00	X
Services								
Community - Ticketing Service Charge	Per ticket	£1.00	25.0%	£0.25	£1.25	£0.25	£1.50	S
Commercial - Ticketing Service Charge	Per ticket	£1.46	14.4%	£0.21	£1.67	£0.33	£2.00	S
Additional Staffing Charge	Per person /per hour	£20.00	4.1%	£0.83	£20.83	£4.17	£25.00	S
Technical Programming Session	up to 5hrs time with Technician	£125.00	3.3%	£4.17	£129.17	£25.83	£155.00	S
Packages								
Community - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£575.00	5.2%	£30.00	£605.00	£121.00	£726.00	S
Community - Full Venue Hire - Rehearsal/Get-in	Per Hour	£85.00	4.9%	£4.17	£89.17	£17.83	£107.00	S
Community - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£342.50	4.6%	£15.83	£358.33	£71.67	£430.00	S
Commercial - Full Venue Hire - Performance	up to 5hrs access to full venue (including Technician)	£828.50	5.0%	£41.50	£870.00	£174.00	£1,044.00	S
Commercial - Full Venue Hire - Rehearsal/Get-in	Per Hour	£126.70	5.2%	£6.63	£133.33	£26.67	£160.00	S
Commercial - Theatre Hire - Presentation/Lecture	up to 5hrs access to full venue (including Duty Manager)	£526.00	9.3%	£49.00	£575.00	£115.00	£690.00	S
Catering Essentials Package	Per delegate/Per day (includes Selection of tea, coffee, water and cordial provided during hire)	£1.25	33.6%	£0.42	£1.67	£0.33	£2.00	S
Community - Full Production Week	up to 15hrs for Rehearsal/get in/get out/dress and 4days up to 5hrs per day for Performance	£2,525.00	5.0%	£125.00	£2,650.00	£530.00	£3,180.00	S
Cinema								
Films cost *there will also be an additional cost of £1 booking fee per ticket		£3.33	0.0%	£0.00	£3.33	£0.67	£4.00	S
Quad Film Ticket (4 people) there will be also be an additional charge of £4 booking fee		£9.16	0.0%	£0.00	£9.16	£1.83	£10.99	S
Booking Fee (face to face / phone)		£1.00	25.0%	£0.25	£1.25	£0.00	£1.25	X
Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S

* 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 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 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 9th of 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 per device, each guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Out of hours contact.
- Quarterly maintenance checks to compliment local checks by defibrillator champions.

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 criterion for a new installation remains the same as previously agreed at Prosperous Communities Committee (30 Jan 2018 Continuation of Community Grants).

A budget allocation of £45k from the UK shared Prosperity Fund (UKSPF) Flagship Community Grants Programme was used to support new defibrillator installations across the three years 2022/2023 to 2024/2025.

Across the two years 2025/2026 and 2026/2027 £20k has been allocated from the Community Grant Programme.

Criteria:

- Constituted organisations, Parish/Town Councils, charities, social enterprises, schools and faith-based organisations are eligible.

- From 2024/2025 organisations must match fund £600 towards any new defibrillator awarded (previously £400).
- The Communities Team will review all applications on an on-going basis.

2. Prior years analysis, current financial year projections

Council approved the introduction of the Defibrillator Membership Scheme on 9 Sept 2020 and there are currently 114 customers signed up to the service, as of 15th August 2025, with a forecast of 122 by year-end 2025/2026.

It is now automatic for any new installation to be signed up to the Membership Scheme.

Marketing of the scheme is underway and all communities with AED's have been informed of the service.

3. Pricing

With consideration to the rising cost of parts and officer time, it is proposed to increase the net fee by inflation at 3.2% (rounded up to the nearest pound) from 2026/2027, increasing the gross fee by £4 from £110 to £114 pa.

The fee to be fixed for 2-years (2026/2027 and 2027/2028).

A match funding contribution of £600 towards any new installation is in place.

4. Understanding Customers and Markets

The market has capacity for 125 defibrillators, of which 114 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.

5. Proposed Charges

It is proposed that the net fee is increased by inflation at 3.2% for 2026/2027, rounded up to the nearest pound. This increases the gross fee payable by £4, from £110 to £114 pa (increase including rounding of 3.6%).

To assist our customers in their future budget planning, as many have limited resources to allocate, it is proposed to fix the fee for 2-years (2026/2027 and 2027/2028).

6. Impact on Medium Term Financial Plan (MTFP)

There is 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

Any income generated from the maintenance scheme will be used to purchase equipment to facilitate the maintenance of the defibrillators which are signed up to the scheme.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**
Proposed Budget - Equipment Maintenance	13,900	13,900	13,900	13,900	13,900
Proposed Budget - Defib Maintenance Scheme Income	(11,900)	(11,900)	(11,900)	(11,900)	(11,900)
Impact on MTFP 2025/26 Pressure/ (Saving)	**0**	**0**	**0**	**0**	**0**
Projected Scheme Subscription (125 Max. Market Capacity)	125	125	125	125	125

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as illustrated in the schedule below.

statutory/statutory range
non statutory

Prosperous Communities Committee — **Communities**

	2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)	£91.67	3.6%	£3.33	£95.00	£19.00	£114.00	S

FEES AND CHARGES REPORT

APPENDIX 14 – 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 line with the Bereavement Strategy and 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 passed as a way of coping with the overwhelming grief felt after a death.

Lea Fields has developed its offer as a result of market insight, offering four types of services to meet the differing needs of individuals:

Cremation services - Lea Fields Crematorium offer a 45-minute service hourly at 10:30: 11:30: 12:30: 13:30: 14:30 and 15:30.

Early Start Services- The 09:00 and 09:45 early start services are at 45-minute intervals and provide 35 minutes maximum service time and 10 minutes to fully vacate the chapel ready for the next service to begin.

Farewell Service -The Farewell Service is available at 09:00. This service is an attended direct funeral that gives up to 15 family members an opportunity to say their private farewell. Although an Officiant will not be leading, and no eulogy will be said, the family can choose one piece of music to be played throughout this short 15 -minute farewell.

Direct Funerals - Organised through Funeral Directors, family or friends do not attend these services, coffins are still received in chapel before cremation.

Additional offerings for enhanced services include Memorial service for burial elsewhere, extended chapel time, Saturday service, webcasting, slideshow, video tributes and DVD production.

2. Prior years analysis, current financial year projections

Since the first service on 3 February 2020 to 31 August 2025 the Crematorium has performed 3,112 services and has served over fifty different Funeral Director companies. Lea Fields continues to receive positive feedback form both funeral directors and families.

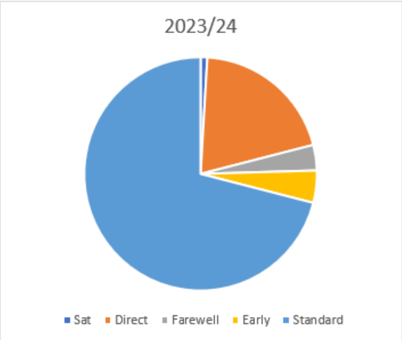
The table below shows the actuals cremations figures for 2022/2023, 2023/2024, 2024/2025 and the forecast 2025/2026 figures as at 31/08/2025.

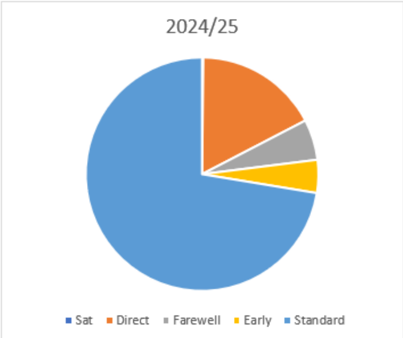
	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Number of Cremations	538	538	569	622
Income from Cremations	(427,596)	(414,760)	(462,271)	(519,410)

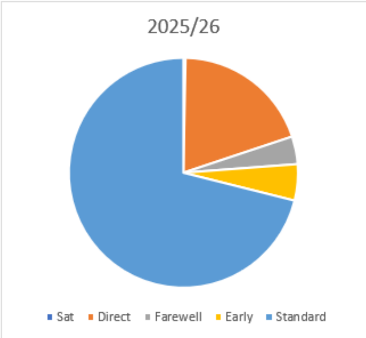
The pie charts below show the actual percentage split of the cremation service types provided from 2023/2024 to 2025/2026. During the pandemic ‘Direct Services’ increased in demand from a national average of 3% to 20% in 2023. These saw an increase during the pandemic because restrictions were imposed on numbers being allowed to attend a funeral, however the number of Direct Funerals has remained consistently high even after restrictions ended, possibly because of the impact of the cost of living crisis or increased awareness.

There appears to be a continuing rise in the number of Direct Services in comparison to Standard Cremation Services.

Direct services as a percentage of all services:
2021/2022 8%
2022/2023 11%
2023/2024 20%
2024/2025 17%
The forecast for 2025/2026 is based on a 20% share.







3. 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 their larger network.

In 2021 Lincoln Crematorium reduced their 'Direct Cremation' fee by £100 and North Lincolnshire introduced a '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.

The following table provides benchmarking data of charges levied at other Crematoria:

Cremation - Adults 18 years (Inc Med Ref & Environment Fee)	North Lincolnshire 25/26 Fees £	Lincoln Crematorium 25/26 Fees £	Babworth 25/26 Fees £	Barnby Moor 25/26 £	WLDC 25/26 £
Mon-Fri - Adult (inc Med Ref fee & Environmental Fee)	815	990	725-1,125	1,015	940
Saturday Service - with discussion with Manager	NA	NA	1,125	1,690	1,365
Direct Cremation (no attendance)	615	551	545	525	500
Direct Cremation (With attendance)	700	NA	NA	NA	575
Early Start Cremation	NA	670	725	895	825

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

The demand for Direct Services increased from 11% of services in 2022/2023 to 20% in 2023/2024. The trend has continued and as a result the Direct Service percentage split going forward is estimated to be 20% of services. We are keeping these trends under review as this will have an impact on the forecast income as Direct Services fees (£500*) are 51.5% of the Standard Service (£970*).
Being the proposed fees for 2026/2027.

The table below shows the forecast demand based on the market against the current budgets agreed. This is based on the fees proposed for 2026/2027 and a 3% increase for each following year.

Type of Service	2026/27	2027/28	2028/29	2029/30	2030/31
Saturday Service	2	2	2	3	3
Direct Cremation	128	134	140	145	152
Farewell Service	25	27	28	29	30
Early Service	33	35	36	38	39
Standard Service	463	486	507	528	551
Totals Cremation	**651**	**684**	**713**	**743**	**775**

The table below shows the changes in the percentage of the demand expected.

Type of Service	2026/27	2027/28	2028/29	2029/30	2030/31
Saturday Service	0%	0%	0%	0%	0%
Direct Cremation	20%	20%	20%	20%	20%
Farewell Service	4%	4%	4%	4%	4%
Early Service	5%	5%	5%	5%	5%
Standard Service	71%	71%	71%	71%	71%
Total	**100%**	**100%**	**100%**	**100%**	**100%**

4. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Private investors control a large portfolio of crematoria locations around the UK and have also invested in this area. They have developed a multiple marketing strategy, using TV advertising as an effective tool to promote their offer and pursue a greater market share, brand awareness and sales revenue.

Holding numerous facilities gives providers power within the industry, leaving Local Authorities disadvantaged in resources, buying power and resilience.

Lea Fields compete with both neighbouring Local Authorities and private investors in this highly competitive and fast-changing environment. We seek new information and invite innovation to ensure a sustainable business model that rivals both our private and local authority competitors.

Customer expectations continue to rise in the bereavement industry and it is constantly evolving, driven by greater choice and easily accessible information. Whilst ensuring that Lea Fields remains true to the West Lindsey District Council ethos, we also understand and appreciate that change and innovation is essential for survival in this highly competitive and fast-changing environment.

Maximising our cremator at off peak times is essential to running efficiently. One cremator can successfully achieve five cremations in a 7.5 hour day; however, this is on the assumption we have a cremation at the start of the day and cremate continuously throughout the day. Our cremating hours are our most valuable asset. Early services are often less favourable to our customers despite any financial incentives to increase take up, this makes Direct Service cremations invaluable for maximising usage of our assets.

In addition to our offer of Direct Services, usually at 08:45, and early start shorter services at 09:00 and 09:45 we have a further six possible hourly services available.

We conduct horizon scanning, best practice and professional judgement as to what additional capacity we can provide each day based on risk and opportunities.

5. Proposed Charges

Direct Service 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, we are proposing to freeze the fee at £500, which keeps our charge at a level that is consistent with benchmarking data and is reflected in the latest approved Business Plan.

Early start cremation services have been increased by 3% bringing the service charge up to £850. This remains £120 cheaper than the Standard service which is proposed to rise by 3.2% to £970.

Farewell services have been increased by 2.6% and Saturday services by 2.9%.

These decisions have been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still a relatively new provider in the market. However, Chapel extensions and Memorial services have been increased above inflation as these are considered a luxury add on to a service. The 20min chapel extensions have been increased by 4.5%. The 40min chapel extensions and Memorials services have been 6.7%.

Leased memorials have been increased by an average of 3.2% rounded to the nearest pound.

Chapel Tributes have either been increased by an average of 3.2% or frozen to encourage take up to widen our reach. If our media supplier increases their charges we will do an additional request to Committee in year to reflect the increase.

To encourage strewing/scattering of cremated remains into our Garden of Remembrance from another crematorium and potential memorial sales our fee has been frozen at the current rate of £55. 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.

6. Impact on Medium Term Financial Plan (MTFP)

The budgets within the MTFP are aligned to the latest business case for the Crematorium, which was presented to Corporate Policy and Resources committee on the 17th of October 2024.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(598,200)	(647,600)	(694,200)	(745,200)	(745,200)
Proposed Budget - Chapel income - 20 minute extension	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)
Proposed Budget - Barbican Memorial	(1,500)	(1,600)	(1,600)	(1,600)	(1,600)
Proposed Budget - Book of Remembrance	(1,300)	(1,500)	(1,700)	(1,900)	(1,900)
Proposed Budget - Direct Cremations	(65,900)	(71,000)	(76,400)	(81,500)	(81,500)
Proposed Budget - Early Start Cremation	(28,000)	(30,600)	(32,400)	(35,200)	(35,200)
Proposed Budget - Farewell Cremation	(14,700)	(16,400)	(17,500)	(18,700)	(18,700)
Proposed Budget - Memorial Service (45 mins)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Proposed Budget - Mulberry Tree	(1,200)	(1,400)	(1,400)	(1,500)	(1,500)
Proposed Budget - Standard Cremation	(446,800)	(483,100)	(519,200)	(557,000)	(557,000)
Proposed Budget - Saturday Service Cremation	(2,800)	(2,900)	(3,000)	(4,600)	(4,600)
Proposed Budget - Sanctum 2000 Vault	(2,000)	(3,000)	(3,100)	(3,100)	(3,100)
Proposed Budget - Chapel Fee Extension	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Proposed Budget - Chapel Tributes income	(25,100)	(27,100)	(28,900)	(31,000)	(31,000)
Proposed Budget - Splay Desk Memorial	(2,400)	(2,500)	(2,500)	(2,600)	(2,600)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are requested to recommend to Council the charges for 2026/2027 as illustrated in the schedule below:

statutory/statutory range
non statutory

Prosperous Communities Committee

Crematorium

			2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	
	Cremation		£940.00	3.2%	£30.00	£970.00	£0.00	£970.00	X
	Early start (09:00 & 09:45)		£825.00	3.0%	£25.00	£850.00	£0.00	£850.00	X
	Direct Cremation (no attendance 08:45)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	X
	The Farewell Service	A 15 minute service, for up to 15 mourners, 1 piece of music played on repeat. No minister.	£575.00	2.6%	£15.00	£590.00	£0.00	£590.00	X
	Body parts/slides and blocks		£95.00	3.2%	£3.00	£98.00	£0.00	£98.00	X
	Saturday service (with discussion with Manager)		£1,365.00	2.9%	£40.00	£1,405.00	£0.00	£1,405.00	X
	Late cancellation fee (cancellations within 72 hours of service)		£135.00	3.7%	£5.00	£140.00	£0.00	£140.00	X
	Chapel fee (extension 20 minutes)		£220.00	4.5%	£10.00	£230.00	£0.00	£230.00	X
	Chapel fee (extension 40 minutes)		£300.00	6.7%	£20.00	£320.00	£0.00	£320.00	X
	Memorial Service (45mins)		£300.00	6.7%	£20.00	£320.00	£0.00	£320.00	X
	Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
	Digital download of the service when ordered with webcast		£20.00	8.4%	£1.67	£21.67	£4.33	£26.00	S
	Digital download of the service - stand alone product		£36.00	4.2%	£1.50	£37.50	£7.50	£45.00	S
Bundle	Webcast recording - Live & On Demand	Stream a service live and watch on demand for a further 28 days, with the option to download	£54.17	3.1%	£1.66	£55.83	£11.17	£67.00	S
Bundle	DVD, USB, Blue-Ray, Audio CD	A keepsake copy of the service, Tribute, or both. If purchased as part of the Bundle choose from USB or DVD.	£54.17	3.1%	£1.66	£55.83	£11.17	£67.00	S
Bundle	Halo Photo	First photo is free, second is chargeable. One photo is included if purchased as part of the Bundle.	£16.67	10.0%	£1.66	£18.33	£3.67	£22.00	S
Bundle	Music Slideshow	A beautifully simple photo tribute of up to 25 photos, timed to their chosen piece of music with fade transitions.	£72.50	3.4%	£2.50	£75.00	£15.00	£90.00	S
Bundle	Obitus Bundle	10% saving vs individual sale price (total £209 incl. VAT)	£177.75	3.8%	£6.75	£184.50	£36.90	£221.40	S
	DVD recording (each subsequent copy)		£29.17	5.7%	£1.66	£30.83	£6.17	£37.00	S
	Visual tribute (1 photograph)	First photo is free, second is chargeable.	£16.67	10.0%	£1.66	£18.33	£3.67	£22.00	S
	Basic Slideshow	Photo slide show of up to 25 photos with simple transitions that can be either played in loop throughout the service at a specific point in the service, not timed to music.	£45.83	3.6%	£1.67	£47.50	£9.50	£57.00	S
	Themed Tribute	A photo montage with a difference; users can choose from a range of themes and have up to 25 photos professionally edited and timed to their chosen piece of music.	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S
	Bespoke Tribute	A professionally crafted bespoke tribute for the service by our in-house media team. Families and arrangers will have access to a “bespoke concierge" to create something unique and personal.	£333.33	0.0%	£0.00	£333.33	£66.67	£400.00	S
	Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£27.50	3.0%	£0.83	£28.33	£5.67	£34.00	S
	Video tribute (up to 5 minutes)	A family supplies video tribute	£36.67	2.3%	£0.83	£37.50	£7.50	£45.00	S
	Video Book	A keepsake Video Book displaying the service, Tribute, or both.	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S
	Memory Box	A premium quality Memory Box with 25 printed photos, a keepsake USB and a keepsake DVD displaying the Live Stream/ Tribute, or both if both products were chosen	£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
	A download link of the pro-tribute		£20.00	4.1%	£0.83	£20.83	£4.17	£25.00	S
	Extra work (Pro tribute)		£20.83	0.0%	£0.00	£20.83	£4.17	£25.00	S

Prosperous Communities Committee

Crematorium (contd)

			2025/26	Proposed Increase / (Decrease)		2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	
	Book of Remembrance (3 lines)	3 lines from 2024/2025 (2 lines no longer available)	£95.00	0.0%	£0.00	£95.00	£19.00	£114.00	S
	Book of Remembrance (each additional line) (to a maximum of 8 lines)		£10.42	0.0%	£0.00	£10.42	£2.08	£12.50	S
	Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA	0.0%	£0.00	POA	POA	POA	S
	Miniature book (leather - 2 lines)		£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
	Miniature book (leather - 5 lines)		£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
	Miniature book (leather - 8 lines)		£133.33	0.0%	£0.00	£133.33	£26.67	£160.00	S
	Memorial card (2 lines)		£45.83	0.0%	£0.00	£45.83	£9.17	£55.00	S
	Memorial card (5 lines)		£66.67	0.0%	£0.00	£66.67	£13.33	£80.00	S
	Memorial card (8 lines)		£79.17	0.0%	£0.00	£79.17	£15.83	£95.00	S
	Additional inscription to existing books and cards		£23.33	0.0%	£0.00	£23.33	£4.67	£28.00	S
	Floral design (available for 5 and 8 lines only)		£45.83	0.0%	£0.00	£45.83	£9.17	£55.00	S
	Caskets *		£54.17	0.0%	£0.00	£54.17	£10.83	£65.00	S
	Temporary deposit of Cremated remains per month after initial month		£16.67	25.0%	£4.16	£20.83	£4.17	£25.00	S
	Virtual Memorial Service		£62.50	0.0%	£0.00	£62.50	£12.50	£75.00	S
	Virtual Memorial Service including music tribute		£120.83	0.0%	£0.00	£120.83	£24.17	£145.00	S
***	Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£976.67	2.4%	£23.33	£1,000.00	£200.00	£1,200.00	S
***	Sanctum 2000 vault - per letter above 80		£3.08	8.1%	£0.25	£3.33	£0.67	£4.00	S
***	Desk Memorial **		£595.83	1.4%	£8.34	£604.17	£120.83	£725.00	S
***	Barbican memorial (space lease for 5 years) **		£254.17	3.3%	£8.33	£262.50	£52.50	£315.00	S
***	Mulberry Tree - per leaf, space leased for 5 years		£172.50	3.9%	£6.67	£179.17	£35.83	£215.00	S
***	Mulberry Tree - per leaf with motif, space leased for 5 years		£202.50	2.9%	£5.83	£208.33	£41.67	£250.00	S
	Memorial Glass Offering - Robin Ornament	Individual handmade ashes into glass ornaments containing a small amount of loved ones ashes and comes with a certificate of authenticity.	£100.00	0.0%	£0.00	£100.00	£20.00	£120.00	S
	Memorial Glass Offering - Memorial Bauble with Stand		£125.00	0.0%	£0.00	£125.00	£25.00	£150.00	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/Desk 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, Desk memorial or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

Agenda Item 6b

Prosperous Communities Committee
Tuesday, 4 November 2025

Subject: Pride in Place

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Sally Grindrod-Smith Director Planning, Regeneration & Communities sally.grindrod-smith@west-lindsey.gov.uk
Purpose / Summary:	To provide members with information relating to the Pride in Place allocation recently announced and set out an early communications plan.

RECOMMENDATION(S):

1. That the committee notes the Pride in Place announcement, associated timescales and governance.

2. That the committee approves the initial communications plan (appendix 1) to support the development of the programme.

IMPLICATIONS

Legal:

There are no legal implications arising from this report. Once the programme is up and running WLDC will be the accountable body for all expenditure. It will be necessary to seek appropriate legal guidance, particularly in relation to matters such as subsidy control, procurement, and governance. These will be set out in more detail in future reports to this committee.

Financial : FIN/109/26/PC/SST

There are no direct financial implications arising from this report.

WLDC will be the accountable body for the fund to a maximum of £20 million pounds over a ten-year period. The Neighbourhood Board will be responsible for agreeing the investment plan which determines how the funding will be invested.

37% of the fund will be revenue to support managing and delivering investment projects.

The Ministry for Housing, Communities and Local Government have confirmed that a full prospectus will be released shortly which will include full details of the funding profile, including available in year one from Apil 2026. This will be reported to committee as part of future reports.

Staffing :

There are no direct staffing implications arising from this report. WLDC will need to develop a resourcing plan with the Neighbourhood Board. Any implications for WLDC staffing will be set out in future reports.

Equality and Diversity including Human Rights :

There are no direct equality, diversity, and human right implications as a result of this report. The Invest Plan will require an equalities impact assessment. The Pride in Place is designed to provide support for those neighbourhoods which experience the highest levels of deprivation and the weakest social infrastructure.

Data Protection Implications :

There are no direct data protection implications arising from this report. Any activity will be considered and reviewed by the Councils Data Protection and Freedom of Information Officer to ensure conformity with policy requirements.

Climate Related Risks and Opportunities:

There are no direct implications arising from this report. The Investment Plan will consider the opportunities and risks relating to climate change.

Section 17 Crime and Disorder Considerations:

There are no direct implications arising from this report. The Pride in Place programme does provide an opportunity to deliver 'hyper local' interventions which may tackle the causes of crime and disorder. These will be developed as part of the investment plan of this is considered a priority by the Neighbourhood Board.

Health Implications:

There are no direct implications arising from this report. The Pride in Place programme does provide an opportunity to deliver 'hyper local' interventions which may tackle the health and wellbeing issues. These will be developed as part of the investment plan if this is considered a priority by the Neighbourhood Board.

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

Pride in Place Strategy Pride in Place Strategy - GOV.UK

Pride in Place Programme: FAQ Pride in Place Programme: FAQ - GOV.UK

Pride in place Programme phase 2: methodology selection note Pride in Place Programme: place selection methodology note - GOV.UK

Plan for Neighbourhoods: Regeneration Plan Guidance Plan for Neighbourhoods: Regeneration Plan guidance - GOV.UK

Plan for Neighbourhoods: Neighbourhood Boards and place boundaries Plan for Neighbourhoods: Neighbourhood Boards and place boundaries - GOV.UK

Plan for Neighbourhoods: pre-approved interventions Plan for Neighbourhoods: pre-approved interventions - GOV.UK

Plan for Neighbourhoods: Data Packs Plan for Neighbourhoods: Data packs - GOV.UK

Risk Assessment :

This paper aims to set out the key matters associated with the Pride in Place announcement. Agreeing an early communication plan will help to mitigate the risk of misunderstandings around the funding from being communicated.

The communications plan will also provide an early opportunity for members of our local community to understand about the fund and how the are able to get involved.

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**

1 Background

1.1 On 25th September 2025 the Government announced the 'Pride in Place Programme'. As a rebrand and extension of the Plan for Neighbourhoods, this 'hyper-local' programme has been designed to deliver up to £20 million of funding over the next decade into areas that are 'doubly disadvantaged' by both the highest deprivation levels and weakest social infrastructure. The fund is focussed on neighbourhoods of circa 10,000 population and alongside the newly launched Pride in Place Strategy, represents a significant announcement in the Government's regeneration agenda.

1.2 The programme aims to build on learnings from previous regeneration funding and bring local people into the decisions that shape their neighbourhoods. The focus of the programme is on smaller geographies, targeting hyper-local pockets of deprivation which often fall through the cracks of national interventions.

1.3 Places have been selected using a metrics-based methodology, using Indices of Multiple Deprivation and the Community Needs Index.

1.4 In West Lindsey, the Middle Layer Super Out Area (MLSOA) 'Gainsborough West' has been allocated as the geographic boundary for intervention.

1.5 The area consists of 5,060 households and 10,500 people and the boundary of the area is set out on the map below. This is being plotted into the council's mapping system for further detailed interrogation.

1.6 Each area will receive a named representative from the newly established Communities Delivery Unit, and we are currently awaiting further details.

1.7 The Ministry for Housing, Communities and Local Government plan to hold a series of briefing sessions. The first took place on 20/10/2025 and was attended by the Director of Planning Regeneration and Communities. These webinars will help to develop our approach to the fund.

2 Fund objectives and interventions

2.1 Neighbourhoods will decide how to prioritise funding, based on extensive community engagement, across three core objectives:

- To build stronger communities – all places should have strong relationships and a collective sense of belonging to their community. This helps bring people together to build community cohesion and resilience, helping people to feel proud of their area and safe in their neighbourhood.

- To create thriving places – every part of the Uk deserves to have vibrant neighbourhoods and communities with busy high streets, a good range of local amenities and high-quality physical infrastructure.

- To empower people to take back control – talent is spread equally, but opportunity is not. Everybody should be empowered and in control of their lives and have a say over the future of their community.

2.2 Government have issued a set of ‘pre-approved’ interventions to streamline the approval process. Pre-approved interventions are set out in detail in the guidance and cover the following themes:

- Regeneration, high streets, and heritage
- Housing
- Work, productivity and skills
- Cohesion
- Health and wellbeing
- Transport
- Safety and security
- Education and opportunity

2.3 Where places want to invest outside of this list a full business is required to be considered by Government.

3 Governance

3.1 Funding will be managed through a partnership between:

- A Neighbourhood Board, responsible for co-producing a Regeneration Plan, which constitutes a 10 year vision and 4 year investment plan, and delivering in the interests of local people to improve the physical and social infrastructure of their community
- Local Authority, who will support the Neighbourhood Board to develop and deliver the plan
- The local community, to engage on the places priorities and hold the Neighbourhood Board and local authority to account

3.2 Each Neighbourhood Board will be led by an independent chair, appointed by the local authority acting as the accountable body, following consultation with the local MP. The chair of the Neighbourhood Board cannot be an elected representative.

3.3 Chairs should work with the local authority to consider the wider membership of the Neighbourhood Board, ensuring an inclusive and representative selection of people from the local community.

3.4 Neighbourhood Boards must include the following members:

- Parliamentary representative
- Local Councillor – one from each tier
- Senior representative from the police

3.5 Other representatives' dependent upon local context comprising reps from a cross section of the local community including:

- Community partners
- Local businesses and social enterprises
- Cultural, arts, heritage, and sporting organisations
- Public agencies and anchor institutions

3.6 Officers are engaging with colleagues across other council areas that are part of the trailblazer pilot as well as those with established Town Boards to ensure any lessons learnt can be fed into the development of our local governance arrangements.

3.7 The council's Overview and Scrutiny Committee will also receive a presentation on the programme at its meeting in November, with a focus on the published guidance and developing thinking around the Neighbourhood Board.

4 Timescales

4.1 Further details are awaited but initial published timelines are set out in the table below. The yellow highlighted text are key dates for noting.

	Phase 1- First 75 areas	Phase 2 Further 169 areas
November 2025	Neighbourhood Boards submit their Regeneration Plan to MHCLG for assessment and approval by midday 28th November	
Winter 2025/26		Neighbourhood Boards and local authorities receive a tailored data pack detailing metrics across the 3 strategic objectives, and polling on local sentiment around investment priorities for their area
Spring 26	MHCLG issues 2026 to 2027 capacity and capital funding payment to all places	MHCLG issues 2026 to 2027 capacity and capital funding payment to all places
Summer 26 (17th July)		Neighbourhood Boards to confirm finalised membership and any proposals to alter the 'default' area boundary to MHCLG by 17 July 2026
Autumn 2026		MHCLG to review membership and boundary proposals and confirm to places whether acceptable
Winter 2026/27		Neighbourhood Boards submit their regeneration Plan to MHCLG for assessment and approval
Spring 27		MHCLG approve regeneration plans First substantive delivery funding payment to be made to local authorities, commencement of delivery phase

5 Communications Plan

5.1 Whilst the council wait for further guidance on the programme, an initial communications plan has been developed and is set out at appendix 1. The purpose of the engagement plan is to engage, inform and involve local residents, stakeholders, and partners in shaping and delivering the regeneration plan, ensuring transparency, trust, and long-term community ownership.

5.2 The communications plan will assist the council to ensure all messaging about the programme is clear and prevents any inaccurate information being published. There have already been a number of contacts made to the council from residents, stakeholders, and businesses since the announcement of funding, and a clear communications plan will ensure we maximise all engagement for the benefit of establishing a successful programme.

5.3 The early phase of engagement will include stakeholder mapping, development of key message, design of visual identity, creation of early web presence, plan for first wave of engagement activities and the inclusion of 'future thinking' as part of the Levelling Up end of programme survey.

6 Recommendations

1. That the committee notes the recent Pride in Place announcement, associated timescales and governance.

2. That the committee approves the initial communications plan (appendix 1) to support the development of the programme.

Programme: Pride in Place – Gainsborough West

Funding: £20m over 10 years

Purpose: To engage, inform, and involve local residents, stakeholders, and partners in shaping and delivering the Regeneration Plan, ensuring transparency, trust, and long-term community ownership.

Background:

- Gainsborough West selected to receive funding through the new Pride in Place Programme (based on Indices of Multiple Deprivation and Community Needs Index)
- £20 million of funding and support over the next decade
- Endowment style funding, including circa 37% revenue to support managing and delivering investment projects
- List of pre-approved interventions and autonomy to deliver
- Required to establish a Neighbourhood Board, with responsibility for developing 'Regeneration Plan' including a 10-year vision for the place
- Board will bring together residents, local business, grassroots campaigners, workplace reps, faith, local MP and community leaders
- Board will be led by an independent chair, appointed by the local authority following consultation with MP.
- Communities Delivery Unit established in MHCLG to provide support

Objectives

- **Awareness:** Build understanding of the Pride in Place programme — scale, purpose, and opportunities.
- **Trust**: Communicate transparently about decision-making, funding, and timelines to manage expectations.
- **Engagement:** Enable inclusive and meaningful participation from residents, businesses, and community groups.
- **Ownership:** Support the Neighbourhood Board to co-design a long-term vision, with strong community representation.
- **Legacy**: Upskill communities, nurture leaders, and build sustainable networks beyond the 10-year funding horizon.

Audiences and Stakeholder Groups

- Residents (10,000+ households in Gainsborough West) – diverse demographics including families, older residents, young people.

- Community groups and grassroots networks – cultural, faith, sports, leisure, volunteer organisations.
- Visitors – key town centre location, service centre for wider district
- Businesses and employers – local high street, SMEs, larger employers, workplace reps.
- Education and skills – schools, colleges, training providers.
- Health and wellbeing providers – NHS, public health, charities.
- Safety and cohesion partners – police, fire, youth groups.
- Local politicians and leaders – MP, councillors, town councils.
- Regional/national partners – MHCLG Communities Delivery Unit, funders, Local Enterprise Partnership.

Key Messages

- Pride in Place £20m for Gainsborough West to shape a 10-year regeneration plan.
- The community will lead the vision, funding priorities will be based on residents' voices and needs.
- Investment is broad and flexible, projects can cover regeneration, housing, health, skills, cohesion, safety, and more.
- This is long-term change, not quick fixes, creating lasting improvements and building local capacity.
- We are listening and learning, early engagement will shape the Regeneration Plan, lessons from other programmes will inform our approach.

Channels and Tactics

Digital:

- ➢ Dedicated Pride in Place Gainsborough webpage (For info, updates, FAQs, surveys). Links to Discover / Invest Gainsborough as trusted brands
- ➢ Social media updates (council channels + community groups).
- ➢ Email newsletter / mailing list.

Print and offline:

- ➢ Leaflets / posters in community libraries, schools, GP surgeries, shops).
- ➢ Local press and radio briefings.
- ➢ Information packs for partners.

Face-to-face engagement:

- ➢ Community drop-ins / pop-up stalls in busy locations. (TAC/ X Church/ Market Place/ schools)
- ➢ Stakeholder roundtables (business, schools, health, faith).

- ➢ Workshops, focus groups, and listening sessions.
- ➢ Schools and youth engagement programme. (Aspiring Gainsborough Programme and Amanda networks)
- ➢ Presence at events

Formal engagement:

- ➢ Establishment of Neighbourhood Board (inclusive representation).
- ➢ Surveys (online + paper) including LUF ‘what next question’.
- ➢ Public / business meetings / forums at key milestones.

Engagement Phases

Phase 1: Awareness and Listening

- Launch comms campaign: “Your Voice, Your Future, Your Gainsborough.”
- Develop key messages and ‘lines to take’
- Stakeholder mapping and early engagement.
- Hold listening events and community conversations.
- Publish FAQs and holding statement for enquiries.

Phase 2: Vision and Co-Design

- Neighbourhood Board established and promoted publicly
- WLDC to select ‘Independent Chairperson’
- Community workshops to co-develop 10-year Regeneration Plan.
- Thematic engagement on priorities (housing, skills, cohesion, health).
- Use participatory tools (mapping, visioning, online idea boards).

Phase 3: Delivery and Transparency

- Regular updates on projects funded and progress made.
- Case studies of community impact.
- Annual ‘Pride in Place’ community showcase event.
- Independent chair and Board provide regular open briefings.

Phase 4: Legacy and Capacity Building

- Upskill local leaders and groups in project delivery, governance, and fundraising. (especially with view of Local Government Reorganisation on the horizon).
- Support long-term partnerships
- Celebrate achievements, embed ‘pride in place’ culture, and prepare for future funding opportunities.

Risks and Mitigations

- **High expectations / early funding requests**: Use consistent holding message and clear criteria for investment.
- **Community disengagement / apathy**: Use grassroots engagement, trusted voices, schools, and peer networks.
- **Fragmentation across funding streams**: Align Pride in Place with Levelling Up Fund, Townscape Heritage, Local Access, and others.
- **Managing Members expectations**: The investment of this funding will be led by the regeneration board not members, but the council are the accountable body. Be clear on roles and responsibilities and expectations of the council and the regeneration board.
- **Mistakes on boundary and amount of funding/ revenue support available:** Correct mistakes early on through regular updates and repeat them to maintain trust and transparency in the process.

Measurement & Success Indicators

- **Awareness:** % of residents reached through comms (survey and digital analytics).
- **Engagement:** diversity and volume of residents/businesses/voluntary sector participating in events, surveys, and workshops.
- **Representation:** Board composition reflects community demographics.
- **Delivery:** number of funded projects, alignment with objectives.
- **Legacy**: increase in local skills, community-led initiatives, and sustainable partnerships.

Next steps October 25

1. **Stakeholder mapping exercise** (who, influence, current engagement level).
2. **Develop holding message and key lines for enquiries** (to manage expectations now).
3. **Design visual identity** / branding for the programme to aid recognition.
4. **Create early web presence** with links to existing trusted brands
5. **Develop plan first wave of engagement activities**
6. **Include 'future thinking' in Levelling Up end of programme survey**

Prosperous Communities Committee Work Plan (as at 27 October 2025)

Purpose:
This report provides a summary of items of business due at upcoming meetings.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
4 NOVEMBER 2025				
4 Nov 2025	Proposed Fees and Charges 2026/2027	Sue Leversedge, Business Support Team Leader	Proposed fees and charges to take effect from 1 April 202.	07 July 2025
4 Nov 2025	Pride in Place	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	Report to provide overview of the Pride in Place funding allocation and set out initial communications plan	
2 DECEMBER 2025				
11 Dec 2025	Progress and Delivery Quarter Two (2025/26)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two (2025/26)	07 July 2025
2 Dec 2025	Fixed Term Enforcement Resources	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval from Management Team to amend the arrangements in relation to the fixed term enforcement officer resource.	
2 Dec 2025	Environment and Sustainability Action Plan Annual Progress Report	Rachael Hughes, Head of Policy and Strategy, Steve Leary, Policy and Strategy Officer - Climate and	An annual update of activity relating to the implementation of the Council's Environment & Sustainability Strategy.	

		Sustainable Environment		
27 JANUARY 2026				
27 Jan 2026	Prosperous Communities Committee Draft Budget 2026/2027 and estimates to 2030/2031	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee’s draft revenue budget for the period of 2026/2027 and estimates to 2030/2031	07 July 2025
17 MARCH 2026				
28 APRIL 2026				
28 Apr 2026	Car Parking Strategy 2026-2031	Luke Matthews, Building Maintenance Technician	To present the draft Parking Strategy and Action Plan for approval.	

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