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Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive

Date: 20 January 2015

Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: Members of the Executive

Mr SL Bray (Chairman)
Mr DC Bill MBE (Vice-Chairman)
Mr DS Cope
Mr WJ Crooks

Mr DM Gould
Mr KWP Lynch
Mr MT Mullaney
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **EXECUTIVE** in the De Montfort Suite - Hub on **WEDNESDAY, 28 JANUARY 2015 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

EXECUTIVE - 28 JANUARY 2015

A G E N D A

1. APOLOGIES

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 17 December 2014.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS

To hear any questions in accordance with Council Procedure Rule 10.

6. ISSUES ARISING FROM OVERVIEW & SCRUTINY

(If any)

7. THORNTON NEIGHBOURHOOD ACTION HUB & COMMUNITY LED SOLUTIONS MODEL (Pages 5 - 14)

Report of the Deputy Chief Executive (Community Direction).

8. FUTURE DELIVERY OF HOUSING RELATED SUPPORT / SHELTERED HOUSING AND CONTROL CENTRE SERVICES (Pages 15 - 24)

Report of the Deputy Chief Executive (Community Direction).

9. LDS REVIEW (Pages 25 - 64)

Report of the Deputy Chief Executive (Community Direction).

10. DISTRICT, LOCAL & NEIGHBOURHOOD CENTRE REVIEW (Pages 65 - 70)

Report of the Deputy Chief Executive (Community Direction).

11. STATION ROAD PUBLIC REALM - SUPPLEMENTARY BUDGET (To Follow)

Report of the Deputy Chief Executive (Community Direction) to follow.

12. FEES & CHARGES (Pages 71 - 102)

Report of the Deputy Chief Executive (Corporate Direction).

13. RENT SETTING (Pages 103 - 108)

Report of the Deputy Chief Executive (Corporate Direction).

14. BUSINESS RATES POOLING 2015/16 (Pages 109 - 114)

Report of the Deputy Chief Executive (Corporate Direction).

15. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

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Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

EXECUTIVE

17 DECEMBER 2014 AT 6.30 PM

PRESENT: Mr SL Bray - Chairman
Mr DC Bill MBE – Vice-Chairman
Mr DS Cope, Mr WJ Crooks, Mr MT Mullaney and Ms BM Witherford

Officers in attendance: Steve Atkinson, Storme Coop, Bill Cullen, Julie Kenny, Sanjiv Kohli, Rebecca Owen, Rob Parkinson, Sally Smith and Sharon Stacey

303 APOLOGIES

Apologies for absence were submitted on behalf of Councillors Gould and Lynch.

304 MINUTES

On the motion of Councillor Bray, seconded by Councillor Bill, it was

RESOLVED – the minutes of the meeting held on 29 October 2014 be confirmed and signed by the Chairman.

305 DECLARATIONS OF INTEREST

No interests were declared at this stage.

306 COLLECTIVE SWITCHING

Members were advised of the Collective Switching Scheme which could assist residents of the borough to switch energy suppliers. It was moved by Councillor Mullaney, seconded by Councillor Cope and

RESOLVED –

- (i) The principles of Collective Switching be noted and the development of a scheme using the support of the LGA preferred provider, iChoosr, be agreed;
- (ii) The appetite of neighbouring authorities to join a Collective Switching Scheme be explored;
- (iii) Recent announcements of councils providing energy be explored with a view to bringing a report to a future meeting if appropriate.

307 TENANCY AGREEMENT, SUCCESSIONS POLICY AND RECHARGE POLICY

The Executive was informed of the outcome of the consultation with council tenants on the Tenancy Agreement, the Succession of Council Tenancies policy and the Recharge Policy and wished to acknowledge the positive contribution of tenants. It was moved by Councillor Mullaney, seconded by Councillor Cope and

RESOLVED –

- (i) The outcome of the consultation be noted;

- (ii) The adoption of the Tenancy Agreement, following the statutory notice to tenants, be approved;
- (iii) The adoption of the Successions policy with immediate effect be approved;
- (iv) The adoption of the Recharge policy from 1 April 2015 be approved.

308 INSTALLATION OF PV PANELS

Members were updated on the sustainability strand of the Housing Investment Strategy and the intention to install PV panels on identified properties. It was moved by Councillor Bray, seconded by Councillor Mullaney and

RESOLVED – the principle of installing PV panels on housing properties be supported.

309 STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

A report on the Strategic Housing Land Availability Assessment Review 2014 was presented to the Executive. It was moved by Councillor Bray, seconded by Councillor Mullaney and

RESOLVED – the findings of the review be noted and the Strategic Housing Land Availability Assessment be approved for use as part of the evidence base for the submission version of the Site Allocations and Development Management Policies DPD.

310 COUNCIL TAX, NON DOMESTIC RATES AND OVERPAID HOUSING BENEFIT WRITE-OFFS

Members gave consideration to a report which recommended writing off of debts over £10,000 in respect of outstanding business rates and also detailed sums written off under delegated powers. On the motion of Councillor Bray, seconded by Councillor Cope, it was

RESOLVED – the business rate write offs detailed in part 3.5 of the report be approved.

311 SUPPLEMENTARY BUDGET REQUEST - NNDR REVIEW

The Executive was requested to consider a supplementary budget to fund the cost of a Business Rates Maximisation Review. It was moved by Councillor Bray, seconded by Councillor Cope and

RESOLVED –

- (i) A supplementary budget of £31,423 be approved;
- (ii) The projected income generation be noted.

312 SUPPLEMENTARY BUDGET REQUEST - DRY RECYCLING IMPROVEMENTS

Members were requested to consider a supplementary budget to fund the dry recycling charges. It was moved by Councillor Bray, seconded by Councillor Cope and

RESOLVED –

- (i) The supplementary budget expenditure of £43,000 to fund the cost of increased dry recycling charges be approved;
- (ii) A supplementary income budget of -£43,000 to reflect the higher than expected recycling credit income be approved;
- (iii) The cost neutral financial impact be noted.

313 WHEELED BIN AND CONTAINER POLICY

Members gave consideration to implementing a charge for the provision of waste management containers and to revising the current practice of returning to collect wheeled bins or containers not presented by residents for collection at the scheduled time. It was noted that charges would not be made for lost containers, only for those where self-damage is evident. It was moved by Councillor Bray, seconded by Councillor Witherford and

RESOLVED –

- (i) The implementation of charges for the provision and delivery of waste management containers be approved;
- (ii) The revision to the current practice of returning for non-presented wheeled bins or containers be approved;
- (iii) The Wheeled Bin and Container Policy be updated to reflect the changes.

314 WASTE FRAMEWORK DIRECTIVE

The Executive received a report which informed members of the assessment made in relation to articles 10 and 11 of the revised Waste Framework Directive. It was moved by Councillor Bray, seconded by Councillor Cope and

RESOLVED –

- (i) The assessment made to continue existing arrangements for the collection of dry recyclables be endorsed;
- (ii) The position be reviewed in conjunction with the expiry of the external contract for dry recycling services with Palm Recycling in 2018 against current and any subsequent guidance issued.

Councillor Crooks arrived at 6.38pm.

315 ON-FARM COMPOSTING CONTRACT EXTENSION

Members received a report which recommended an extension to the on-farm composting contract with J & F Powner Ltd to March 2017 to enable future provision of the service to be determined. It was reported that this arrangement saved time and transport costs. Some members expressed concern about future decisions that would have to be made with regard to recycling. It was moved by Councillor Crooks, seconded by Councillor Witherford and

RESOLVED – the extension to the on-farm composting contract with J & F Powner Ltd to March 2017 be approved.

316 PARKING ENFORCEMENT

The Executive gave consideration to bringing the Car Parks Enforcement service in house from April 2015. It was noted that this would be car parks only, and not on-street parking enforcement. It was moved by Councillor Bray, seconded by Councillor Crooks and

RESOLVED –

- (i) The termination of the parking enforcement arrangements with Harborough District Council be approved;
- (ii) The establishment of in house civil enforcement provision be approved;
- (iii) The budget changes as agreed in the financial implications section of the report be agreed;
- (iv) Authority be delegated to the Head of Street Scene Services and the Executive Member for car parks to implement these changes.

(The Meeting closed at 6.46 pm)

CHAIRMAN



EXECUTIVE – 28TH JANUARY 2015

PROGRESS REPORT – THORNTON NEIGHBOURHOOD ACTION HUB AND COMMUNITY LED SOLUTIONS MODEL

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION) *A Borough to be proud of*

WARDS AFFECTED: RATBY, BAGWORTH & THORNTON

1. PURPOSE OF REPORT

- 1.1 To update members on the progress and impact, arising from the establishment of the temporary Neighbourhood Action Hub in Thornton, and the development of a sustainable community led solutions model.

2. RECOMMENDATION

- 2.1 To note the work undertaken to date, including the challenges presented, and key achievements.
- 2.2. To note and support the proposed actions for the next development phase, detailed at Appendix 1.
- 2.3. To support the proposals, including the financial arrangements for the implementation of an effective exit strategy

3. BACKGROUND TO THE REPORT

- 3.1 Following the presentation of a report to Executive Committee in March 2014, members gave their approval to support a community led solutions model, and the establishment of a temporary Neighbourhood Action Hub, in St Peters Drive, Thornton, for a 12 month period from April 2014.
- 3.2. The overall aim of the project is to improve community cohesion, reduce isolation and increase satisfaction with the local area, and ensure community capacity and confidence is developed to enable work to continue beyond the 12 month period.
- 3.3. **Progress and achievements**
- 3.4. The following reports on progress to date:
- 3.5. Immediately following Executive approval, work began in establishing 19 St Peters Drive as a fit for purpose Community Hub, in order that we could be operational and active within the community as early as possible.
- 3.6. During this early stage, it is important to note that progress was not without incident. We received damage to the property, and a great deal of negativity and hostility from the local residents. It became very clear that the building of trust with the community would take some considerable time, and was unlikely to be straightforward.
- 3.7. Starting from this position, two of our most experienced Community Development workers have led on community engagement, drawing on their

experience built up over 10 years of work, in supporting our very successful community house model. It is important to acknowledge their considerable commitment and expertise in the achievements and progress made to date, given the challenges presented.

- 3.8. The approach to building community trust and confidence, has been through establishing a measured but visible presence within the community, achieved by having a regular presence at the community hub, and ongoing door to door consultation, at least once a week since April 2014.
- 3.9. This enabled the establishment of, and engagement with, a programme of activities, which was delivered from the Community Hub over the Summer holiday period on a weekly basis, and included: craft sessions for young people, adult craft sessions, and family cooking sessions. This enabled further work to expand the reach into the community, and build on levels of trust and engagement.
- 3.10. Alongside this, linkage and relationships have been build with other key stakeholders including: Adult Education (who have supported the delivery of the summer programme), Thornton Primary and Nursery School, the Parish Council, the Supporting Leicestershire Families Team (who are already working with some Thornton families), the Police, Neighbourhood Wardens, LCC Safer Sex Programme, the Childrens Centre, Age UK, and the landlord of the local pub who is keen to offer this as a venue as a meeting place for older residents.
- 3.11. The involvement of these key partners is essential in ensuring the pooling of support, expertise and resources within the locality, and importantly in building the type of community infrastructure needed, to make this a sustainable model. A regular stakeholder briefing has been circulated to a broad range of stakeholders, to keep them up to speed, share the ambition and encourage their involvement.
- 3.12. From August 2014 regular opening times were established for the Community Hub:

Tuesday	9.00am – 2.30pm
Wednesday	9.00am – 2.00pm or 1.30pm – 5.00pm (alternate weeks)
Thursday	9.00am – 2.30pm

Introducing this regularity has helped in embedding a focus for community involvement and action.

- 3.13. Appendix 1 details the planned programme of action for the next quarter, based on community feedback and involvement. This will include specific action to address some of the physical improvements for the neighbourhood. In addition a consultation exercise with the broader community will commence, culminating in a 'Planning for Real' exercise, to begin the process of gaining community ownership for identified longer term priorities.
- 3.14. However, given the initial challenges referred to in paragraph 3.6., whilst progress has accelerated considerably from quarter 2 in 2014/15, it has taken longer than anticipated to reach the current position. It is therefore proposed

that any underspend in budget for 2014/15, is carried forward to 2015/16, to enable the implementation of a fully developed exit strategy during quarter 1 of 2015/16. Given that the work in Thornton is our pilot for testing and establishing a sustainable community led solutions model, and specifically in a rural locality, this is a very important phase of the project. (Please note a full end of project report will be presented to Executive members, detailing specific outcomes, and financial expenditure).

- 3.15. It is further proposed that any resulting underspend arising from the Thornton pilot, could be ring fenced to support the development of a community solutions model in a further locality during 2015/16. However, should this be the case, a separate report will be presented.

4. FINANCIAL IMPLICATIONS (SJE)

- 4.1 The delivery of the proposed action plan and the exit strategy will be met within existing budgets, as set out in the report presented to Executive on 23rd March 2014. Indeed, year end savings are expected in both capital & revenue budgets, as demonstrated in the table below:

Item	Budget for 2014/15 (£)	Budget to Nov (£)	Actual to Nov (£)	Variance to Nov (£)	Forecast Year – End Variance (£)
Salary	6,730	4,488	1,349	3,139	2,000
Premises	2,961	1,976	281	1,695	1,000
Supplies & Services	6,140	4,101	0	4,101	2,000
Recharges	7,480	0	0	0	0
Total Revenue	23,311	10,565	1,630	8,935	5,000
Capital	15,500	10,340	2,394	7,946	5,000

- 4.2 Any underspend at end of March 2015, will be requested to be carried forward to enable the delivery of the exit strategy for this project during quarter 1 of 2015/16, and if resources allow, the remaining underspends be requested to fund other initiatives. A full end of project report will be therefore subsequently presented to Executive, detailing full capital and revenue expenditure and underspend proposals. It should be noted that no budget provision has been built in 2015/16 at this stage.

5. LEGAL IMPLICATIONS (EH)

- 5.1 None arising directly from this report but appropriate agreements should be put in place for funding and delivery.

6. CORPORATE PLAN IMPLICATIONS

- 6.1. The contents of this report relate to and support the following strategic aims:

- Safer and Healthier Borough
- Strong and distinctive communities
- Cleaner and Greener neighbourhoods

7. CONSULTATION

7.1. The developing arrangements, and action plan have been informed through ongoing engagement and consultation with the local community. The next phase, as outlined at Appendix 1, will include a comprehensive community consultation exercise with the broader community.

8. RISK IMPLICATIONS

8.1 It is the Council’s policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer’s opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Community expectation that the temporary Community Action Hub and supporting arrangements will become permanent	Develop long term sustainability options through the establishment of a community led solutions model	Sharon Stacey

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 These arrangements are supporting a rural community which is currently feeling isolated from existing services. The ongoing community consultation has helped to inform the developing action plan, with the planned broader community consultation exercise in Quarter 3, informing a community led and owned longer term plan.

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications

- Voluntary Sector

Background papers:None

Contact Officer: Edwina Grant
Executive Member: Cllr M Mullaney

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Thornton Neighbourhood Action Hub

Appendix 1

Action Plan 2014-15

Action	Action owner	Timescale	Update/outcomes	Resource
Deliver young person's craft sessions (fortnightly on Wednesdays)	R Duncan/ S Cobby	September 2014 ongoing	started on 22 nd September 3 attended first session	In place
Deliver adult craft sessions (weekly on Tuesdays)	R Duncan/ S Cobby	September 2014 ongoing	started on 22 nd September 4 attended first session	In place
Back To Basics Cooking (Wednesday)	Adult education	6 week programme starting September 2014	22 nd September 3 attended first session <ul style="list-style-type: none"> • aim accredited programme 	In place
Story Sacks (Wednesdays)	Adult education	Start end of October 2014 until December 2014 (six week programme)	<ul style="list-style-type: none"> • Accredited programme • Encourage parents read with children • Improve Parenting skills 	Starting in January 2015

Fun & Fit Families	R Duncan/ S Cobby	October/November 2014	Programme to improve health and wellbeing	Funding received through VCS Social Isolation & Loneliness within our Communities
Senior Citizens friendship club/reducing social isolation	R Duncan/ S Cobby	October/November 2014	Meeting fortnightly at The Reservoir 5 people attending currently (The Reservoir)	In place
Garden Project (linked in neighbourhood warden)	R Duncan/ S Cobby in partnership with Green Spaces	October 2014 ongoing	<ul style="list-style-type: none"> • Tidier gardens • Ownership • Refuse/recycling education • Bulbs planted 	Look to use resources of partners and look for external funding opportunities February 2015 – Master Gardener, Love Food Hate Waste Project
Bank at back of houses (improve appearance in sustainable way)	R Duncan/ S Cobby	October 2014 ongoing	<ul style="list-style-type: none"> • Clear initially • Look for support from local businesses • Probation- potential use of 	Look to use resources of partners and look for external funding opportunities

Safer Sex Project (teenagers)	R Duncan/ S Cobby Partnership with Leicestershire Safer Sex Programme – Katie Philips	October 2014 ongoing	<ul style="list-style-type: none"> • Boundaries in Relationships • Condom distribution • Pregnancy and Chlamydia testing • Register as a Safer Sex Centre 	In place
Housing Repairs Surgery (monthly)	R Duncan/ S Cobby In partnership Housing/Community Safety/Housing Repairs	October 2014 ongoing bi monthly surgeries	<ul style="list-style-type: none"> • Good community turnout for first surgery • Incident reporting and monitoring 	In place
Youth outreach intervention project	R Burgess/ R Duncan/ S Cobby	October 2014 ongoing	Looking at funding opportunities	External funding to be applied for
Committee of Volunteers	R Duncan/ S Cobby	March 2015	Ongoing support and resourcing	In place

Deliver Planning for Real exercise to gain a wider evidence base for Thornton	Edwina Grant with RCC support	January 2015 Thornton Primary School engagement Patch Walk 15 th January 2015 Model Making Event 22 nd January 2015	Understand wider issues	In place RCC to undertake a patch walk and consultation within school in Jan 2015. Rachel & Shirley supporting
Community Improvement project	E Grant/ R Duncan/ S Cobby/ r Burgess	By March 2015	<ul style="list-style-type: none"> • Aim project to visually improve the area in sustainable way • Meeting being arranged to get commitment from other service areas and partners 	Look to use resources of partners and look for external funding opportunities



EXECUTIVE – 28 JANUARY 2015

FUTURE DELIVERY OF HOUSING RELATED SUPPORT / SHELTERED HOUSING AND CONTROL CENTRE SERVICES REPORT OF THE DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To advise the Executive of the outcome of consultation with tenants and officers on the proposed service model for delivery of sheltered and control centre services and to seek approval for the implementation of the service model. To outline the proposed timetable for implementation of the service model.

2. RECOMMENDATION

The Executive:

- 2.1 Approves the implementation of the proposed service model and introduction of service charges from 1st April 2015 to enable the continued delivery of Sheltered Housing and Control Centre services as detailed in appendix 2.
- 2.2 Approves the early termination of the existing funding and contract arrangements with Leicestershire County Council (LCC) from the 31st March 2015, subject to the service charges going live on the 1st April 2015.
- 2.3 Notes the positive and supportive comments expressed by staff and tenants during the recent consultation on the proposed service model and introduction of service.

3. BACKGROUND TO THE REPORT

- 3.1 A report was considered by the Executive on 16th October 2014 which outlined the current funding and contract arrangements between HBBC and LCC and the impact on current services when the proposed reductions in funding from LCC to provide Housing Related Support services (HRS) come into effect at the end of our contract in September 2015.
- 3.2 To mitigate the impact of the loss of this funding and to protect the future delivery of HRS services the Executive was asked to consider proposals to introduce a new service model, detailed in appendix 2, and the introduction of service charges.
- 3.3 The Executive approved the proposed service model in principle and agreed to officers carrying out consultation with service users and staff.

4. SUMMARY OF TENANT & STAFF CONSULTATION

- 4.1 During November and December the Older Persons Services Manager, accompanied by the Portfolio Holder for Housing, Councillor Mullaney, visited sheltered housing schemes to set out the issues the council faced with the loss of grant funding and the proposals that had been developed to support the continued delivery of these services.
- 4.2 Informal meetings with staff and Unison were also held to ensure that they fully understood the proposals and that their comments and suggestions could also be considered during the consultation period. Initial meetings have been positive, with

staff and Unison welcoming the opportunity to comment on the proposals at this early stage. Formal staff consultation will follow the approval of the recommendations contained within this report.

- 4.3 Attendance at tenants meetings has been high, with over 70% of tenants living in sheltered housing and receiving services participating in the consultation. As well as meetings, handouts were also provided detailing the proposals and staff were available to support those who needed further clarification or for those tenants, families and carers, who were unable to attend the meetings.
- 4.4 It was clear from the meetings that tenants were frustrated and often confused by the relationship between HBBC and LCC, in particular the charging arrangements. This has become more apparent during the recent changes introduced by LCC resulting in most tenants now having to pay for services that were previously eligible for Housing Benefit, causing in many cases financial hardship. Dealing with one organisation for service and billing enquires was seen as a huge benefit and very much supported by tenants.
- 4.5 During the discussions, tenants clearly understood the funding issues and overwhelmingly welcomed the proposal to opt out of the current contract and funding arrangements and introduce service charges. Time was spent on each scheme explaining the service charges, how the charges had been set and what that meant for tenants on each scheme. The application of a £15.00 cap was also explained and views were sought on the level of cap. Tenants again were in agreement with the service charges and the suggested cap. Some tenants at two schemes, Royal Court and Barlestone, whose charges would be below the £15.00 cap suggested increasing their charge to meet the cap to provide additional income. However, whilst this would provide additional income, it would not reflect the cost of providing the services and would be difficult to justify for audit purposes.
- 4.6 As outlined in the previous report and in 4.4, since the changes to the charging assessment by LCC, some tenants have found it difficult to pay the HRS charges. The work to ensure that service charges introduced by HBBC are eligible for Housing Benefit protects the most vulnerable on low incomes and was supported by tenants.
- 4.7 In addition to the feedback on the proposals, tenants were extremely positive and full of praise for the services they receive from their onsite staff and Control Centre. It was evident from the feedback that they valued local services provided by the council, available 24 hours a day, 365 days a year, and welcomed the prospect of these services continuing into the future.

5. **PROPOSED MODEL**

- 5.1 Following the consultation and positive feedback there are no proposed changes to the model outlined in the previous report and detailed in appendix 2. In summary the revised model will be more flexible and reflect the two different types of sheltered housing: that of sheltered scheme buildings and scheme groups consisting of bungalows. The service will be funded through service charging for eligible services.
- 5.2 Service charges will be applied based on the services tenants receive, ensuring that charges will be more transparent and more fair.
- 5.3 The model includes the proposal to create a new post of Assistive Technology Officer, to ensure that we are protecting our existing private lifeline income and promoting the service as widely as possible, offering a wide range of products such as, lifelines, flood detectors, door sensors, bogus caller alarms etc. This service helps more people remain safe and independent in their own homes, promoting

independence, reducing hospital admissions and supporting early intervention initiatives.

- 5.4 The current sharing of OPS Manager and the Sheltered Housing Supervisor with North West Leicestershire will be terminated when the new service model, if approved, is implemented.
- 5.5 To reflect the changing role of the warden and to bring it up to date with other modern services we will propose that the title warden is replaced with 'Scheme Manager'.

6 **NEXT STEPS**

- 6.1 The table outlines the next steps, subject to the recommendations being approved by the Executive on 28th January 2015

Action	Date
Letters to affected tenants giving 4 weeks formal notice re: introduction of service charges	Beginning March 2015
Formal staff consultation	w/c 2 nd Feb 2015
Recruitment process of vacant posts	w/c 2 nd Feb2015
Formal notice to terminate LCC contract	2 Mar 2015
New model and service charges implemented	1 Apr 2015

7. **FINANCIAL IMPLICATIONS (SJE)**

Budget Setting Scenarios

- 7.1 At the time of writing this report, the budget position for Sheltered Housing and Control Centre services for 2015/16 have been produced on a rolled forward basis from 2014/15 budgets, ie with no significant changes. The reason for this approach was to establish an unchanged starting point ahead of a decision being made concerning charging.
- 7.2 However, external Supporting People grant funding for 2015/16 will not be received as in previous years and, therefore, the budgets will need to be updated once a decision has been made regarding charging. Appendix 3, demonstrates the financial impact of the 3 scenarios available going forward. This detail has been included to demonstrate the net impact on HRA budgets to provide assurance that net impact of the Executive decision on charging will be negligible.
Scenario 1 – Do nothing. Expenditure would be incurred without subsidisation from grant funding. This would generate an increased pressure on the HRA budget of £397,503 which is clearly not feasible.

Scenario 2 – Cease providing the service completely. On this basis no budgets would be required and the Council would effectively make a £589,270 saving (original budget) / £641,480 saving (latest budget) compared to 2014-2015.

Scenario 3 - Implement a charging mechanism. The financial implications of this approach are detailed in the remaining part of this section.

- 7.3 Once a decision is made, next year's budgets will be updated and approved as part of the budget setting process for 2015/16.

Financial Implications of charging

- 7.4 The financial implications for the proposed method of charging are detailed in Appendix 3. For the purposes of this report, it is assumed that the charging method would be implemented from April 2015. This enables comparisons to be made on a year-year basis. However, in reality, implementation may take slightly longer. An option to take grant funding for a final 6 months up to September 2015 would help cushion implementation delays. Appendix 3 also shows the actual costs for 2013-14 and the budget positions (approved & latest) for 2014-15, all three operating using Supporting People Grant funding.
- 7.5 The estimated position for 2015-16 under a charging regime is shown in Scenario 3. These budgets have been based using the principles outlined in the 2015-2016 Budget Strategy and the agreed NJC pay increase. On this basis the net cost (total expenditure less non-grant based income) to the Housing Revenue Account (HRA) is £953,238. For demonstration purposes, the difference between the net cost of £953,238 and the 2014-15 budget of £589,270 is £363,968 shortfall (basically the Supporting People grant funding loss).
- 7.6 The current service provision has been costed by scheme to identify what method of charging will be required to achieve full cost absorption for each unit. In this approach, costs included are lift & fire alarm maintenance, cleaning costs, grounds maintenance, and staff safety & security time. What is evident from this work is the varying cost of providing current services to individual units across the scheme (The cost varied from £36.20 to £7.50 per unit, see table in section 7.9).
- 7.7 Taking into account this disparity and the need to generate income, three methods of costing were considered:
- 1) To charge based on the total average cost of providing the service
 - 2) To charge based on the average cost of flat and bungalow categories
 - 3) To introduce a 'capped' charge (charge cannot exceed a certain value).
- After discussions with the Housing Benefits team to understand the implications of these proposals, options 1) and 2) were rejected. This is because any amount recovered must be clearly auditable and reflective of charges for a particular unit in order to reclaim housing benefit. Hence, option 3, the capped charge, is recommended for approval.
- 7.8 The implications of a capped charge of £15 for tenants can be demonstrated in the following example:
- The cost of providing the service to units in Sheltered scheme A is £14.50 per unit per week. All units will be charged £14.50 under the proposed charging regime.
 - The cost of providing the service to units in Sheltered scheme B is £20.00 per unit per week. All units will be charged £15.00 (i.e. the capped amount) under the proposed charging regime.
- 7.9 The implications of a capped charge mean that, where the unit cost of providing the service in a scheme is less than £15, the unit cost will be charged as indicated in section 7.8. Where the unit cost of providing the service is over £15, the charge will

be capped at £15. Using these principles an indicative list of charges by scheme is provided below:

Scheme	Cost without cap (£)	Indicative Charge (£)
Ambion Court	19.52	15.00
Herford Way	9.50	9.50
Clarendon House	36.20	15.00
Queensway	10.34	10.34
Castle Court	19.17	15.00
Mayflower Court	18.01	15.00
Royal Court	8.23	8.23
Centurion Court	22.54	15.00
St Giles Close	7.50	7.50
Armada Court	10.23	10.23
Tom Eatough Court	22.41	15.00

- 7.10 The charges in the table above are based on 2014/15 costs. 2015/16 costs are likely to have inflationary related increases that need to be included in the budget setting process. Therefore, the amounts quoted above that are less than £15 may change. Going forward, any charge less than £15 will need to be adjusted for in line with RPI.
- 7.11 The introduction of this charging mechanism is expected to generate gross income of £227,949 in 2015/16 based on 360 units. After taking into account a prudent provision for voids and non payment of 7.5% (i.e. for those tenants not in receipt of housing benefit), the charge will generate net receipts of £204,527
- 7.12 The implications of this method means that different charges will be made on different schemes within the Borough. This may appear inequitable to tenants and will create additional administration burden. That said, the majority of tenants impacted are in receipt of Housing Benefit and it is expected, therefore, that the reputational impact created by those noticing the differences will be marginal.
- 7.13 It should be noted, however, that there may be an additional cost of administrating the charge that would need to be met through recharges. Also, if the charging scheme is not agreed, certain central recharges would need to be allocated to other services areas, which would generate pressures in other Council services.
- 7.14 In addition to the charge for the “core” elements of the service, it is proposed that an amount of £3.50 per week will be charged to those units (847 in total) utilising Community Alarms. This is less then the current charge of £3.86 administered by the County Council. After allowing for voids and non payment at 2%, this charge will generate net income of £150,840 in 2015/16. This will need to be adjusted for inflation in future years, in line with RPI.
- 7.15 Using the model of a capped charge of £15 per week for service charges and community alarm income at £3.50 per week, it is expected that the Housing Related Support services would be operating close to a break-even position in 2015-16, if existing 2014-15 budgets were carried forward.
- 7.16 If approved by Executive, the agreed charges would require publication in the Council’s fees and charges book.

8 LEGAL IMPLICATIONS (EH)

- 8.1 In order to make a service charge it must be allowed within the terms of the tenancy agreement. The current conditions of tenancy allow for a service charge to be made and S102(1)(b) of the Housing Act 1985 allows the level of Service Charge to be varied by the Council.

- 8.2 Under our conditions of tenancy the Council is obliged to consult tenants before making any changes in the conditions of tenancy, either by writing to all tenants or those affected. The proposed consultation will commence this process and ensure the council is complying with its obligations.
- 8.3 The Council must fully consider any comments received through the consultation and then, following any decision to implement changes, give at least four weeks notice of any changes before bringing them into effect. This is reinforced by a specific reference to increasing rent or rental charges for services provided.
- 8.4 It should be noted that though the current agreement has been extended with LCC until 30 September 2015, it is understood that there are provisions within the agreement which allow for early termination. Termination should be done in accordance with the terms of the agreement in order that it is effective.
- 8.5 There are other implications which arise from the content of the report but do not relate directly to the recommendations, such as the proposed Assistive Technology Officer Post. These will need to be considered fully as the project progresses and individual decisions are taken.

9. **CORPORATE PLAN IMPLICATIONS**

- 9.1 The proposal aims to protect sheltered housing and Control Centre services which support older and vulnerable people living in their own homes this supports the following corporate aims:

Aim 3 - Supporting individuals

- Identify and support the most vulnerable people
- Identify and plan to meet the needs of the aging population

Aim 4 - Providing value for money and pro-active services

- Efficient, effective and pro-active services
- Move towards early intervention and prevention

10. **CONSULTATION**

- 10.1. Discussions have been ongoing with LCC colleagues, who have been kept up to date with the work we have undertaken to review services and identify ways of protecting services. These discussions have included the option to terminate the contract before the end date in September 2015. LCC are aware of the proposed implementation date of the 1 April 2015 and have confirmed that they are happy to proceed on this basis.
- 10.2 As highlighted in 4.2 formal consultation with staff will commence once formal approval is given to the recommendations, this consultation will involve Human Resources and unions.
- 10..3 Letters advising tenants affected by the implementation of service charges will be notified formal by letter allowing 4 weeks notice before the charges are introduced.

11. **RISK IMPLICATIONS**

Management of Significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Loss of Leicestershire County Council grant funding to support Housing Related Support Services, loss of service to older and vulnerable tenants and residents.	Re-modelling of the current services to identify savings and introduction of service charges to tenants to recover the loss of grant funding, details of which are contained within this report..	<i>Clive Taylor</i>

12. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

12.1 Sheltered housing schemes are located across the borough including rural parishes such as Ratby, Markfield, Barlestone and Market Bosworth, Control Centre and community alarms are also available in rural areas. This report aims to protect and enhance these services, ensuring that older and vulnerable people have access to services 24 hours a day 365 days a year.

13. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety Implications
- Environmental Implications
- ICT Implications
- Asset Management Implications
- Human Resources Implications
- Planning Implications
- Voluntary Sector

Background Papers: Appendix 1
Appendix 2

Contact Officer: Clive Taylor – Older Persons Services Manager. Ext. 5890

Executive member: Councillor Michael Mullaney

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Appendix 2

Housing Related Support - Budget Proposal

	2013/14	2014/15	2014/15	2015/16	Scenario 1	Scenario 2	Scenario 3
	Actuals	Approved	Latest	Budget	2015/16	2015/16	2015/16
	£	Budget	Budget	currently	when no grant	Budget	Budget
		£	£	set	awarded	if service	if charges
				£	£	stopped	implemented
						£	£
<u>Expenditure</u>							
Employees	529,944	539,040	531,113	549,940	549,940	0	448,850
Premises Related Expenditure	391,037	363,498	363,498	371,514	371,514	0	391,037
Transport Related Expenditure	10,868	11,030	11,030	9,890	9,890	0	11,361
Supplies & Services	74,522	124,200	184,337	131,960	131,960	0	148,042
Central & Administrative Exp	154,045	146,620	146,620	108,590	108,590	0	151,019
Repairs and Contract Maintenance	52,353	77,070	77,070	77,070	77,070	0	79,382
Total Expenditure	1,212,770	1,261,458	1,313,668	1,248,964	1,248,964	0	1,229,691
<u>Income</u>							
Lifeline Income	(99,748)	(92,790)	(92,790)	(95,750)	(95,750)	0	(98,814)
Utilities Recharge	(118,519)	(113,020)	(113,020)	(119,200)	(119,200)	0	(120,372)
Supporting People Funding	(436,768)	(411,630)	(411,630)	(397,503)	0	0	0
Other Income	(54,890)	(54,748)	(54,748)	(54,720)	(54,720)	0	(57,266)
Total Income	(709,925)	(672,188)	(672,188)	(667,173)	(269,670)	0	(276,452)
Net Cost to HRA	502,845	589,270	641,480	581,791	979,294	0	953,238
Proposed Income (see below details)	0	0	0	0	0	0	(355,367)
Total Service Cost	502,845	589,270	641,480	581,791	979,294	0	597,871
<u>Proposed Income</u>							
Service Charge Income (Capped at £15 per week)	0	0	0	0	0	0	(227,949)
Service Charge Income - Provision for Voids at 7.5%	0	0	0	0	0	0	17,096
Service Charge Income - Provision for Uncollected Service Charge at 3%	0	0	0	0	0	0	6,326
	0	0	0	0	0	0	(204,527)
Community Alarm Income - General Properties 847 @ £3.50 per week	0	0	0	0	0	0	(158,779)
Community Alarm Income - Provision for Voids at 2%	0	0	0	0	0	0	3,176
Community Alarm Income - Provision for Uncollected Community Alarm Income at 3%	0	0	0	0	0	0	4,763
	0	0	0	0	0	0	(150,840)
Net Service Charge and Community Alarm Income	0	0	0	0	0	0	(355,367)

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EXECUTIVE – 28 JANUARY 2015

HINCKLEY AND BOSWORTH LOCAL PLAN – LOCAL DEVELOPMENT SCHEME 2015 - 2018 REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to set out the requirements for and to seek endorsement to a revised Local Development Scheme (LDS).

2. RECOMMENDATION

- 2.1 To request that Executive:

- Note the requirements for a review of the existing Local Development Scheme;
- Endorse the revised LDS programme and that the programme and supporting Local Development Scheme be considered for approval at Council on 19 February 2015.

3. BACKGROUND TO THE REPORT

- 3.1 A Local Development Scheme (LDS) is essentially each Local Planning Authority's (LPA) project plan for the preparation of Local Development Documents (LDDs) in accordance with the requirements of the Planning and Compulsory Purchase Act 2004.
- 3.2 LDDs can be either Development Plan Documents (DPDs) or Supplementary Planning Documents (SPDs) The Core Strategy, Area Action Plans, and any document which includes a site allocations policy, are prescribed as DPDs
- 3.3 These documents make up the Local Development Framework which is, effectively, a folder of the LDDs which provide the framework for delivering spatial planning strategy in the Borough.
- 3.4 At present, the Local Plan (2006 – 2026) for the Borough comprises the following local development documents (LDDs):
- i. the 'saved' policies of the Hinckley & Bosworth Local Plan (adopted 2001);
 - ii. the Core Strategy (adopted 2009);
 - iii. the Hinckley Town Centre Area Action Plan (adopted 2011);
 - iv. the Earl Shilton and Barwell Area Action Plan (Adopted September 2014).
 - v. a number of supplementary planning documents, and
 - vi. will include the emerging Site Allocations and Development Management Policies DPD and the Gypsy and Traveller Allocations DPD
- 3.5 The Planning and Compulsory Purchase Act (PCPA) 2004 requires the Council, as the Local Planning Authority (LPA), to prepare and maintain its LDS and to revise it at such time as it considers appropriate.
- 3.6 The Localism Act 2011 and the NPPF have introduced changes which need to be reflected in the Council's LDS.
- 3.7 The existing Local Development Scheme was published in December 2013 (approved at Council 3 December 2013). The 2013 LDS programme sets out the key dates for the preparation and adoption of the remaining LDDs:

Table 1: Key dates for emerging LDDs (LDS 2013)

Local Development Document	Programmed date for Submission	Programmed date for Adoption
Site Allocations and Development Management Policies DPD	August 2014	June 2015
Earl Shilton and Barwell Area Action Plan	December 2013	July 2014
Gypsy and Traveller Allocations DPD	February 2016	October 2016

4 REVIEWING THE 2013 LDS PROGRAMME

4.1 Against the existing key dates set out in Table 1, a summary of the progress for each of the documents is set out below.

- i. **The Site Allocations DPD** was due for submission in August 2014. In light of the representations received it was necessary to make modifications to the DPD in order to reduce the possibility of the Planning Inspector finding the document unsound when it is considered at examination. Due to the nature of those changes it was necessary to consult upon the modifications proposed prior to submission, the consultation period was from 8 December 2014 to 30 January 2015.
- ii. **The Earl Shilton and Barwell AAP** was programmed for submission in December 2013, the Council met this deadline. The AAP was then heard by a Planning Inspector at an Examination in Public in March / April 2014 and was subsequently adopted in September 2014. The adoption date was later than programmed due to the requirement to consult on main modifications which was required by the Planning Inspector.
- iii. **The Gypsy and Traveller Allocations DPD** was programmed to begin in October 2013. The Borough Council approved an update Gypsies and Travellers Accommodation Needs Assessment (GTAA) at Executive (11 September 2013). The Council have made significant progress towards meeting this need within the borough by permitted suitable sites. An update to the GTAA is programmed for early 2015, the results will be used to inform the Gypsy and Traveller Allocations DPD.
- iv. The **Hinckley and Bosworth Local Plan Review** was programmed to commence in December 2014, work on the evidence to inform the plan has started in the form of a Strategic Housing Market Assessment which was completed in June 2014. Significant work was not started on the Local Plan in December 2014 as it was decided to focus resources on the completion of the Site Allocations and Development Management Policies DPD as a further round of consultation was required on the document prior to submission, which was not foreseen when the timetable was compiled.

5 REVISED LOCAL DEVELOPMENT SCHEME PROGRAMME

5.1 Appendix 1 sets out the draft Local Development Scheme, including the programme for the completion of the documents which will form the 'Local Plan 2006-2026' and for the initial preparation of an updated Local Plan. It is considered that a review of the Local Plan could be adopted by the end of the summer 2018. The NPPF states that a Local Plan should be drawn up over an appropriate time scale, preferably over a 15-year period. This would be consistent with other periods of review to adapt to changing legislation such as the Hinckley and Bosworth Local Plan adopted in 2001 and the Core Strategy adopted in 2009.

- 5.2 The Site Allocations and Development Management Policies DPD is in the final stages of preparation, an additional round of consultation was required before submission which is explained above.
- 5.3 The LDS Programme retains the inclusion of a separate Gypsy and Traveller Allocations DPD (G&TADPD). It is a statutory requirement for Local Authorities to plan for the provision of pitches for gypsy and travellers and pitch targets for travelling showpeople. It is considered that the Gypsy and Traveller Allocations DPD is informed by the emerging GTAA.
- 5.4 The inclusion of Neighbourhood Development Plans within the Local Development Scheme is not necessary as they are prepared by the community who dictate the timetable for preparation.
- 5.5 Whilst the Council has not entirely ruled out preparing a Community Infrastructure Levy Charging Schedule, a revised timetable for CIL has not been included within the LDS programme. However, this does not preclude a CIL charging schedule being prepared alongside a review of the Local Plan.
6. FINANCIAL IMPLICATIONS [KP]
- 6.1 The Council has in place an earmarked reserve to fund the costs associated with the production of all Local Plan documents. The balance of this reserve as at 1st April 2014 was £361,070. In accordance with the Medium Term Financial Strategy (MTFS), a transfer is made from General Fund balances annually based on the profile of expenditure for the following three financial years. A reforecast of the balance and transfers to/from reserves will be performed as part of the next iteration of the MTFS in March 2015
7. LEGAL IMPLICATIONS [MR]
- 7.1 None arising directly from this report.
8. CORPORATE PLAN IMPLICATIONS
- 8.1 The LDS sets out the programme for the preparation of the Borough Council's Local Plan. The documents comprising the Local Plan will contain policies and objectives contributing to the following aims of the Corporate Plan, which will be specified through individual reporting on each document.
- Creating a vibrant place to work and live.
 - Empowering communities.
 - Supporting individuals
9. CONSULTATION
- 9.1 The Local Plan would be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
10. RISK IMPLICATIONS
- 10.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 10.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project

have been identified, assessed and that controls are in place to manage them effectively.

- 10.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
The Site Allocations DPD and Gypsy and Traveller Allocations DPD are not considered legally compliant.	Ensure the publication and submission dates conform to the LDS.	Chief Planning and Development Officer
	Undertake legal compliance self-assessment prior to Submission.	Chief Planning and Development Officer

11. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 11.1 To set out a programme for the preparation of Local Plan for the Borough, identifying key stages for future consultation on the emerging and future planning framework.

12. CORPORATE IMPLICATIONS

- 12.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications – None arising from this report
- Environmental implications – None arising from this report
- ICT implications – None arising from this report
- Asset Management implications – None arising from this report
- Human Resources implications – None arising from this report
- Planning Implications – Contained within the body of the report
- Voluntary Sector – None arising from this report

Background papers: Local Development Scheme 2015 – 2018
Local Development Scheme Programme 2015 - 2018

Contact Officer: Sally Smith, Ext.5792
Executive Member: Councillor Bray



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Local Plan (2006 – 2026)

**Local Development Scheme
2015 - 2018**

February 2015

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1 INTRODUCTION

What is this document?

- 1.1 The Local Development Scheme (LDS) sets out the programme for preparing all of the documents (Local Development Documents) which form the Borough Council's Local Plan. This Local Development Scheme includes details of important opportunities where all those that live, work, visit or have an interest in the borough can be involved in this process to help shape the future of Hinckley and Bosworth.
- 1.2 This LDS is an update to the LDS published in December 2013. The LDS has been prepared in accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Localism Act 2011 and the Town and Country Planning (Local Planning) England Regulations 2012.
- 1.3 There is a Glossary of Terms in Appendix 2 to help readers with the range of new terms that have been introduced.

The Strategic Planning Context

- 1.4 Following on from the Planning and Compulsory Purchase Act 2004, further changes to the development plan system have been introduced through the Localism Act 2011 (see S180 of the 2008 Planning Act) and the publication of the National Planning Policy Framework, which provides the framework for making planning decisions. The phrase Local Plan is still with us, however since the 2012 regulations it can now, where justified, be made up of a number of Development Plan Documents.
- 1.5 The National Planning Policy Framework (NPPF) superseded a majority of the Planning Policy Guidance/Statements. The NPPF sets out the policy framework for preparing Local Plans and states that:

“Each LPA should produce a Local Plan for its area which can be reviewed in whole or in part to respond flexibly to changing circumstances. Any additional development plan documents should only be used where clearly justified. Supplementary planning documents should only be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development”.

Local Development Documents

- 1.6 All documents which comprise or support the delivery of the Local Plan are Local Development Documents.

Development Plan Documents

- 1.7 Development Plan Documents (DPDs) outline the Borough Council's policies for development within the borough. The DPDs carry the most weight for making decisions on planning applications. Development Plan Documents form part of the Statutory Local Plan, which will form the legal basis for all future planning decisions in the borough. DPDs form the 'Development Plan' for the borough in conjunction with any Neighbourhood Development Plans once made.
- 1.8 Whilst the NPPF encourages the delivery of a single 'Local Plan', a number of documents can comprise the Local Plan where any development plan documents (DPDs) are justified, where existing DPDs or 'saved' policies remain in force.

Supplementary Planning Documents

- 1.9 Supplementary Planning Documents (SPDs) are documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but do not form part of the development plan.

Statement of Community Involvement

- 1.10 This Statement of Community Involvement (SCI) document sets out the standards to which the Local Planning Authority (LPA) will engage and consult the public and other stakeholders during the production of the Local Plan and when dealing with planning applications.

Authority Monitoring Report

- 1.11 The council is required to monitor annually how effective its policies and proposals are. An Authority Monitoring Report (AMR) will be published by the council each year to inform Local Development Scheme reviews and will be made available for public inspection.
- 1.12 As part of the monitoring process, the council will assess:
- Whether it is meeting, or is on target to meet, the milestones set out in the Local Development Scheme and, if not, the reasons why
 - What impact Local Development Documents are having on other national and locally set targets

- Whether any policies need to be reviewed or replaced to meet sustainable development objectives
 - What action needs to be taken if policies need to be replaced
- 1.13 As a result of monitoring, the council will consider what changes, if any, need to be made. If changes are appropriate, these will be brought forward through the review of the Local Development Scheme.

Neighbourhood Development Plans

- 1.14 A **Neighbourhood Development Plan** (NDP) is a plan prepared by a Parish, Town Council or Neighbourhood Forum for a particular area. An NDP can be used to set a shared vision for an area, shape and direct sustainable development and set policies to determine planning applications. NDPs will form part of the planning policy framework for the respective Neighbourhood Area where they are brought forward and must be in general conformity with the strategic policies of the Local Plan. As local planning authorities are not responsible for the preparation or timetabling of any NDPs that are proposed, they are not considered in this LDS.

Regulatory and Consultation Requirements

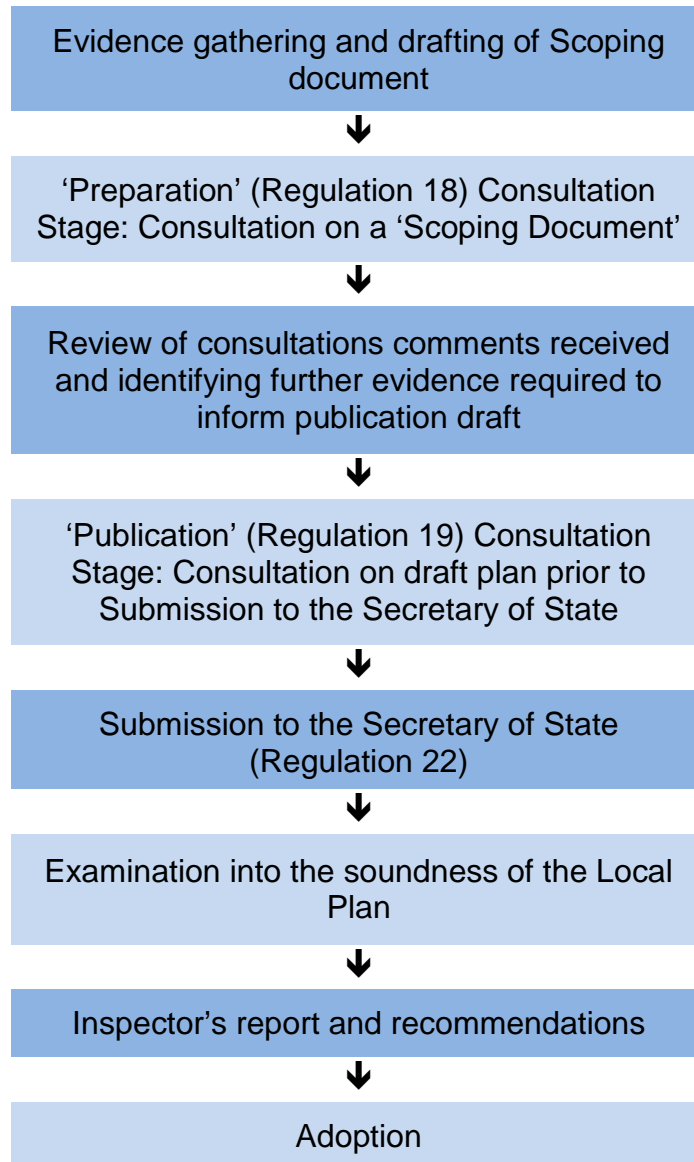
- 1.15 The Local Plan is to be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations now require the following formal consultation and notification stages prior to adoption (summarised in Figure 1):

Key Stages of Local Plan Preparation

- i **Preparation (Regulation 18) stage** – requires the LPA to notify and invite responses on the subject and contents of a local plan which the LPA proposes to prepare. The document takes the form of a scoping document and sets out the proposed matters and issues to be covered by the plan and seeks views on the contents of the plan including policy coverage and approach. The responses to the consultation will be used to inform the publication draft (Regulation 19) of the plan and identify any further evidence required. It is envisaged that this document would seek to draw upon the existing DPDs as basis for the consultation.
 - ii **Publication (Regulation 19) stage** – requires consulting on a draft of the plan prior to it being submitted to the Secretary of State for independent examination.
 - iii **Submission (Regulation 22)** – Submission of the Plan to the Secretary of State for independent examination.
- 1.16 The process of producing DPDs is summarised in Figure 1 below. The involvement and consultation of stakeholders and local communities

will be an important part of each stage, particularly in the early stages of considering the issues and alternative options available. Supplementary Planning Documents are not subject to examination.

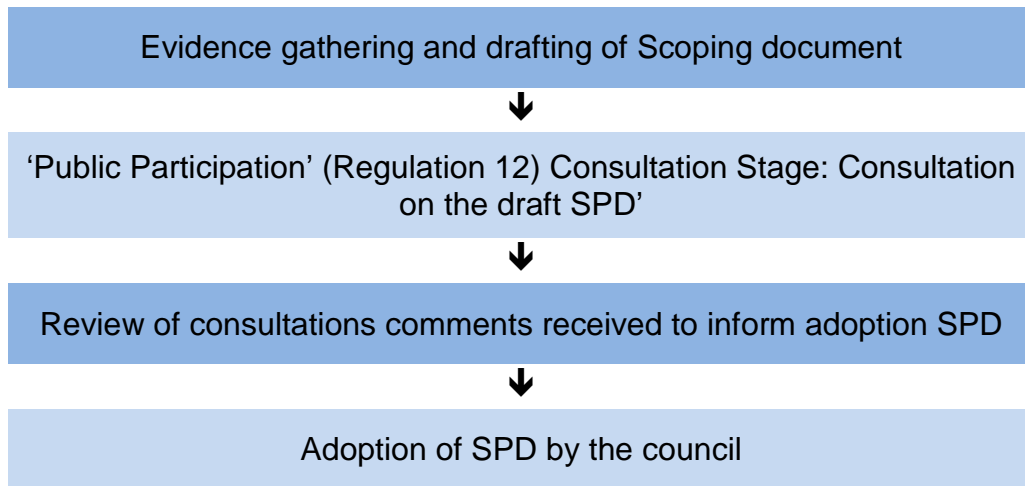
Figure 1: Stages for Preparing a Development Plan Document



Key Stages for Preparing a Supplementary Planning Document

- 1.17 The borough council is required to prepare a SPD in conformity with the 2012 Local Planning Regulations; however the regulations do not require SPDs to be subject to examination. The key stages for preparing a SPD are summarised in Figure 2.

Figure 2: Key Stages for Preparing a SPD



1.18 The consideration of the following factors determined the council's priorities in this Local Development Scheme:

- The need to review and update key policies and proposals
- The requirement to have an up to date plan in place to be compliant with new planning regulations, policies and associated guidance
- The emerging evidence base and monitoring data
- Discussions with the communities, stakeholders and other agencies including the Local Enterprise Partnership (LEP)
- Internal staff resources
- The need to fill policy gaps
- The requirement to achieve a 5 Year Housing Land Supply

Relationship to other Key Plans and Strategies

1.19 A number of other local strategies, guidance and evidence base documents are important to inform and help shape development and infrastructure requirements in the borough and need to be considered throughout the preparation of the Local Plan and SPDs.

- i Hinckley and Bosworth Borough Community Plan (2014-2018) sets out the priorities for tackling the most important challenges facing the borough in achieving the long term vision for the borough.
- ii The planning framework for minerals extraction and waste management facilities throughout the County is the responsibility of Leicestershire County Council and comprises the Waste Core Strategy and Development Control Policies and Minerals Core Strategy and Development Control Policies DPDs (adopted 2009)

and some 'saved' policies from the Waste Local Plan (adopted 2002). The County Council consulted upon the scope of the new Minerals and Waste Local Plan in November 2013 – January 2014.

iii The County Council, as the highways authority is responsible for preparing the Local Transport Plan (LTP). LTP 3 was published in 2011 and sets out the highways authority will seek to ensure that transport continues to play its important role in helping Leicestershire to continue to be a prosperous, safe and attractive County.

1.20 A number of other important Borough Council, County Council and external strategies and evidence base documents are also taken into account when preparing DPDs and SPDs. The documents are considered during the scoping of a DPD/SPD and throughout the Sustainability Appraisal (SA) process which is discussed below.

The Role of Strategic Environmental Assessment and Sustainability Appraisal

1.21 The council is required to undertake a Sustainability Appraisal¹ (SA) and Strategic Environmental Assessment² (SEA) of all Development Plan Documents (for the purpose of preparing DPDs, the SA incorporates the requirements of the SEA Directive). The purpose of the SA is to assess the key environmental, social and economic (sustainability) impacts resulting from the policies and proposals within the DPDs. An SA is required at each stage of the plan preparation process to inform both the impacts and recommendations for monitoring, mitigating and enhancing the impacts and effects of a plan and, if necessary, addressing any sustainability issues that arise through changes to each iteration of the plan.

1.22 The preparation of a SA involves, where applicable:

- Identifying strategic development options
- Collecting base-line monitoring information
- Predicting significant environmental, social and economic effects of the options
- Engaging and consulting with the public and key organisations on the implications of the options available
- Addressing and monitoring the significant environmental, social and economic effects of the plan

¹ As required under the Planning and Compulsory purchase Act 2004 (section 39 (2))

² As required under the Strategic Environmental Assessment Directive 2001/42/EC transposed through the Environmental Assessment of Plans and Programmes Regulations 2004

Evidence Base

- 1.23 To produce informative, effective and up-to-date planning policies, the council needs to prepare and consider a reliable baseline of evidence when drawing up its planning framework. Evidence documents are critical to informing the direction and content of policies within the Local Plan and guidance within SPDs. A number of various studies have been prepared to inform the documents set out in the LDS programme relating to housing provision and land availability; flooding, renewable energy; employment land provision and availability, and the availability and requirement for community facilities and existing standards of play and open space provision.

2 THE HINCKLEY AND BOSWORTH LOCAL DEVELOPMENT SCHEME

- 2.1 The LDS programme for the preparation of the Local Plan is provided in Appendix 1. It comprises the delivery of the emerging DPDs as a priority along with an Infrastructure Planning and Developer Contributions SPD followed by a review and preparation of a new Local Plan.
- 2.2 The first stage seeks the completion of the emerging DPDs and a priority SPD to form the Local Plan which meets the requirements of the Core Strategy (adopted 2009) and is compliant with the NPPF. Furthermore the Borough Council has 'saved' a number of the policies from the 2001 Local Plan until such time as the relevant Development Plan Documents are in place.
- 2.3 The Local Plan (2006 – 2026) for the borough will comprise of the following:
- **The Core Strategy Development Plan Document** provides the strategic planning policy framework and spatial development strategy for the borough over the period 2006-2026. The Core Strategy was adopted in December 2009 and all other LDDs must be in conformity to and enable the delivery of the Core Strategy and its vision.
 - **The Site Allocations and Development Management Policies DPD** will allocate land to deliver the housing and other major development needs such as employment, retail, recreation / open space, nature conservation, community uses and other land uses, to meet the requirements set out in the Core Strategy. The DPD is programmed for adoption in January 2016.
 - **Gypsy and Traveller Allocations DPD** will provide the planning policy framework and allocate land to deliver residential pitches / sites to meet the requirements set out in the Core Strategy and reflect up to date evidence. The DPD is programmed for adoption in October 2017.
 - **Hinckley Town Centre Area Action Plan** includes site allocations for retail, employment, residential, leisure, and open space in Hinckley town centre. The AAP was adopted in March 2011.
 - **Barwell and Earl Shilton Area Action Plan** provides the planning policy framework for the future development of two Sustainable Urban Extensions located south east of Earl Shilton and north west of Barwell. It also provides the policy framework for the regeneration of the existing Earl Shilton and Barwell local centres

and for development across the entire settlements. The AAP was adopted in September 2014.

- **The Shopping and Shop Fronts Supplementary Planning Document** adopted in October 2007 provides guidance which forms the basis for negotiating with developers on the quality and design of shop fronts and associated advertisements and the location and mix of retail and non-retail uses, such as pubs and bars. The LDS includes a review of the SPD programmed for adoption in June 2017.
- **Affordable Housing SPD** supplements adopted Core Strategy Policy 15 to ensure that sufficient affordable housing is delivered. The SPD was adopted in February 2011. A review of the Affordable Housing SPD is planned which will be encompassed into the Infrastructure Planning and Developer Contributions SPD which is due for adoption in July 2016.
- **Rural Needs SPD** to supplement adopted Core Strategy Policy 17 to ensure 'local needs' in relation to housing, employment and community facilities are met. The SPD was adopted in February 2011.
- **Sustainable Design SPD** adopted in April 2008 to supplement relevant 'saved' policies of the Local Plan. The LDS includes a review of the SPD entitled '**Sustainable Development and Renewable Energy SPD**' programmed to be adopted in June 2017.
- **Play and Open Spaces Developer Contributions SPD** adopted in September 2008 provides guidance for implementing policies and standards for the provision of new and improved play and open space opportunities. A review of the Play and Open Spaces Developer Contributions SPD is to be integrated into the Infrastructure Planning and Developer Contributions SPD which is due for adoption in July 2016.
- **Hinckley Town Centre Strategic Transport Development Contributions SPD** outlines a list of highway and public transport improvements which would be needed in the town centre if major developments went ahead. It also suggests contributions that developers should pay to finance these improvements. The SPD was adopted in April 2009.
- **Biodiversity SPD** will set out methods of identifying the required mitigation and compensatory measures and guidance to meet the need for biodiversity 'off-setting'. The programmed date for adoption of the SPD is June 2017.

- **Infrastructure Planning and Developer Contributions SPD** will set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development. This SPD will include, but will not be limited to:
 - Transport
 - Affordable Housing
 - Education
 - Health
 - Play and Open Space
 - Sport and Recreation
 - Waste Management
 - Library Services
 - Emergency Services
 - Utilities
 - Telecommunications

The document will also supersede the following Supplementary Planning Documents:

- Play and Open Space Developer Contributions SPD (2008)
- Affordable Housing SPD (2011)

The Infrastructure Planning and Developer Contributions SPD is programmed to be adopted in July 2016.

- 2.4 The Proposals Map (including inset plans) is currently part of the adopted and saved policies of Local Plan. However, it will be updated as and when Development Plan Documents are adopted.

Review of the Local Plan

- 2.5 The LDS includes a review of the Local Plan. The Local Plan will eventually supersede the DPDs referred to above and provides the opportunity to consolidate the DPDs into one Local Plan. Furthermore, a revised Strategic Housing Market Assessment (SHMA) was completed in 2014. It will be used to inform future planning policies and housing need for all local authorities throughout Leicester and Leicestershire. The programme in Appendix 1 identifies that initial preparation of the Scoping document will begin in September 2015, after the planned Examination in Public for the Site Allocations and Development Management Policies DPD.

Changes to the LDS Programme since 2013

- 2.6 A number of changes have been made to the LDS programme accommodating the council's approach to preparing and reviewing its Local Plan and a review of the Supplementary Planning Documents to supplement the Site Allocations and Development Management DPD. The most significant changes are summarised below and set out in Table 1.

- 2.7 **The Site Allocations and Development Management Policies DPD** was due for submission to the Secretary of State in August 2014. In light of the representations received to the pre-submission version, it was necessary to make modifications to the DPD in order to reduce the possibility of the Planning Inspector finding the document unsound when it is considered at examination. Due to the nature of those changes it was necessary to consult upon the modifications proposed.
- 2.8 **The Earl Shilton and Barwell AAP** was programmed for submission in December 2013, the council met this deadline. The AAP was then subject to an Examination in Public in March/ April 2014 and was subsequently adopted in September 2014. The adoption date was later than programmed due to the requirement to consult on main modifications which was required by the Planning Inspector.
- 2.9 **The Gypsy and Traveller Allocations DPD** was programmed to begin in October 2013. The Borough Council approved an updated Gypsies and Travellers Accommodation Needs Assessment (GTAA) at Executive (11 September 2013). The council has made significant progress towards meeting this need within the borough by permitting suitable sites. An update to the GTAA is programmed for early 2015, the results will be used to inform the Gypsy and Traveller Allocations DPD.
- 2.10 The Hinckley and Bosworth **Local Plan Review** was programmed to commence in December 2014, work on the evidence to inform the plan has started in the form of a Strategic Housing Market Assessment which was completed in June 2014. Significant work was not started on the Local Plan in December 2014 as it was decided to focus resources on the completion of the Site Allocations and Development Management Policies DPD as a further round of consultation was required on the document prior to submission, which was not foreseen when the 2013 timetable was compiled.

Table 1: Revisions to Local Development Scheme Programme since 2013

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Statement of Community Involvement	October 2014	N/A (Adopted September 2014)	Now adopted – removed from programme
Site Allocations and Development Management Policies DPD	June 2015	January 2016	Additional modifications were required to the plan following the pre-submission consultation which required a further round of consultation to be undertaken prior to submission.
Earl Shilton and Barwell Area Action Plan	July 2014	N/A (Adopted September 2014)	Now adopted – removed from programme.
Gypsy and Traveller Allocations DPD	October 2016	October 2017	To allow for additional evidence to be prepared and to accommodate further preparation time of a 'Scoping Document'.
Play and Open Spaces Developer Contributions Supplementary Planning Document	August 2015	N/A to be integrated into Infrastructure SPD (See below)	The review of the 2008 SPD which will supplement the Site Allocations and Development Management Policies DPD will be integrated into the Infrastructure Planning and Developer Contributions SPD, see below.

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Shopping and Shop Fronts Supplementary Planning Document	August 2015	June 2017	Review of SPD adopted in 2007 to be undertaken to supplement the Site Allocations and Development Management Policies DPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Sustainable Development and Renewable Energy DPD	November 2015	June 2017	SPD will supplement the Site Allocations and Development Management Policies DPD and supersede the Sustainable Design SPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Biodiversity SPD	November 2015	June 2017	SPD will supplement the Site Allocations and Development Management Policies DPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Infrastructure Planning and Developer Contributions SPD	N/A	July 2016	Added to LDS to supplement the Site Allocations and Development Management Policies DPD.

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Local Plan Review	Beyond previous LDS timeframe	August 2018	Amendment to timescales to reflect prioritising resources on Local Plan 2006 – 2026.

3 MANAGEMENT OF DEVELOPMENT PLAN PREPARATION

- 3.1 This section gives an account of how the council will work, the resources that will be allocated, and how risks will be managed.

Duty to Cooperate

- 3.2 The Localism Act introduced the 'duty to co-operate', which applies to all local planning authorities, national park authorities and county councils in England and to a number of other public bodies. The duty:

- Relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council
- Requires that councils set out planning policies to address such issues
- Requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' to develop strategic policies; and
- Requires councils to consider joint approaches to plan making

- 3.3 The National Planning Policy Framework (NPPF) sets out the strategic issues where co-operation might be appropriate, addressing matters such as the provision of infrastructure across local authority boundaries such as housing provision, transport and flood risk. The NPPF highlights the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure and investment plans.

- 3.4 The council has always worked closely with neighbouring authorities and external agencies and will continue to foster such relationships where required.

Resources

- 3.5 The Planning Policy and Regeneration Team is responsible for preparing the Local Plan and coordinating work required to support the delivery of the documents set out in this LDS on a day to day basis. The council will work closely with colleagues from other Service Areas and external agencies to prepare evidence base documents and inform policies in the Local Plan.

- 3.6 Consultants will be engaged on specific projects to provide technical expertise or where there is a need for independent advice. Some work will be undertaken in conjunction with Leicestershire County Council particularly to identify infrastructure and highways requirements and

where opportunities arise with other districts to avoid duplication of effort across the county such as the preparation of; Strategic Housing Market Assessment or Strategic Flood Risk Assessment.

- 3.7 During the preparation of the Core Strategy and the subsequent DPDs, the council has made annual contributions from its revenue budget to an earmarked reserve to fund the plan preparation process. Development Services department has a business plan which provides a framework for project delivery and this plan is reviewed annually.
- 3.8 Resource and financial implications have been considered through the preparation of this LDS. Detailed resource and budget implications will need to be considered prior to undertaking the Local Plan review; however the Policy and Regeneration Team, at its current staffing levels will be able to sufficiently resource the preparation of the Local Plan Review. Furthermore the council will continue to explore appropriate opportunities for joint working with neighbouring authorities.

Programme Management and Responsibilities

- 3.9 The profiles in Section 4 identify management responsibilities for each area of work.
- 3.10 Regular meetings are held between the Chief Planning and Development Officer and the Policy and Regeneration Manager to ensure lines of communication are working and to review progress of plan preparation.
- 3.11 Progress on the Local Development Scheme programme and the preparation of Local Development Documents will be reported at various Senior Management and Member briefings as and when considered necessary. Furthermore, each DPD and LDD will be subject to consideration and approval through the relevant committee process prior to consultation on each stage referred to above.
- 3.12 At this stage, informed assumptions have had to be made about the availability of the Planning Inspectorate to examine DPDs. However, the Borough Council will enter into a service level agreement with the Planning Inspectorate for the Examination and reporting period at the appropriate stage.

Council Procedures and Reporting Protocols

- 3.13 For each Development Plan Document and Supplementary Planning Document, the levels of political responsibility include the following:
 - Member briefings or Member working groups as and when required throughout the preparation of DPDs and SPDs

- Executive for key stages of production of Development Plan Documents
- If appropriate, the council's Scrutiny Commission will review evidence for Development Plan Documents, and results of consultation for all documents and make recommendation to Executive Members as appropriate
- Council Resolution required for consultation, submission and adoption stages

Risk Assessment

- 3.14 In preparing the Local Development Scheme, it was found that the main areas of risk relate to:

Staff Turnover

- 3.15 This has been reduced as far as reasonably practical by the introduction of a staff retention package for key staff. Also, the council has established good working relationships over the years with consultants and neighbouring authorities and where appropriate resources will be pooled for mutual benefit.

Political Issues

- 3.16 These have been reduced as far as possible by the political management arrangements put in place. Officers will maintain an ongoing dialogue with Members at key stages of the plan preparation process. Where necessary the Scrutiny Commission has the opportunity to consider documents prior to consultation stages.

Capacity of Planning Inspectorate to cope with demand nationwide

- 3.17 The Borough Council will seek to minimise this as much as practicably possible through sending the LDS; 'Publication' consultation documents and intended date of submission to the Planning Inspectorate. Prior to Submission, the Borough Council will enter into a Service Level Agreement with the Planning Inspectorate setting out timeframes and responsibilities of both parties for the submission and examination for each DPD.

"Soundness" of Development Plan Documents

- 3.18 The Borough Council will undertake a 'soundness self-assessment' throughout each stage of the plan preparation process, utilising the Planning Advisory Service (PAS) 'Soundness Self-assessment checklist'.

Legal Challenge

- 3.19 The Borough Council will seek to minimise the threat of legal challenge by making sure that the legal and procedural requirements as set out in the Planning and Compulsory Purchased Act and the Town and Country (Local Planning) Regulations for preparing DPDs have been met. The council will undertake a 'Legal Compliance' check throughout each stage of the plan preparation process, utilising the PAS 'Local Plan Legal Compliance Checklist'.

4 LOCAL DEVELOPMENT DOCUMENT PROFILES

4.1 Site Allocations and Development Management Policies Development Plan Document

OVERVIEW	
Role and subject	To provide a policy framework containing land allocations and site specific proposals up to 2026, in accordance with requirements, vision and spatial strategy set out in the council's Core Strategy. The Development Plan Document will include the identification of sites for housing, employment, retail, recreation/open space, nature conservation and other land uses. It will contain policies relating to proposals that require site specific conditions such as design guidance, conservation and protection of open spaces and criteria based policies against which planning applications for the development and use of land and buildings will be considered.
Geographical coverage	Borough-wide
Document type	Development Plan Document
Chain of conformity	It must be in conformity with the Core Strategy, the National Planning Policy Framework and the Hinckley and Bosworth Community Plan.
TIMETABLE	
Stage	Dates
Document preparation and stakeholder engagement	September – December 2005
Consultation on Issues and Options	July – September 2007
Consideration of representations and Stakeholder discussions	October 2007 – August 2008
Public consultation on Preferred Options	February – April 2009
Publication of Development Plan Document	February – March 2014
Pre-Submission Modifications public consultation	December 2014 – January 2015
Submission to Secretary of State	April 2015
Estimated programmed date for examination	August 2015
Programmed date for adoption	January 2016

ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Members will be briefed as and when it is considered appropriate to inform recommendations to Executive and other Council meetings as appropriate.
External resources	Formal and informal consultation responses from external stakeholders and service and infrastructure providers. Local Strategic Partnership to provide key link to community planning. Consultants to assist with the preparation of evidence based documents and attendance at examination as required.
Stakeholder and community involvement	Stakeholder and community engagement and consultation will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The DPD will be subject to review in the form of the Borough Council Local Plan (see below). The effectiveness of the policies and delivery of site allocations will be monitored on an annual basis through the Authority Monitoring Report.

4.2 Gypsy and Traveller Allocations Development Plan Document

OVERVIEW	
Role and subject	To provide a policy framework containing land allocations and site specific proposals for gypsy and traveller pitches/sites up to 2026, in accordance with requirements, vision and spatial strategy set out in the Core Strategy and informed by appropriate evidence. The DPD will include the identification of sites for gypsy and traveller accommodations and will contain policies relating to proposals that require site specific conditions such as design guidance, conservation and protection of open spaces and criteria based policies against which planning applications for the development and use of land and buildings will be considered.
Geographical coverage	Borough-wide
Status	Development Plan Document
Priority	High
Chain of conformity	It must be in conformity with the Core Strategy, the National Planning Policy Framework and the Communities and Local Government Planning Policy for Traveller Sites.
TIMETABLE	
Stage	Dates
Evidence base gathering and drafting of Scoping document	September –December 2015
Consultation on Scoping DPD Document	January – February 2016
Publication of Development Plan Document	October – November 2016
Submission to Secretary of State	February 2017
Estimated programmed date for examination	June 2017
Programmed date for adoption	October 2017

ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	Leicester and Leicestershire Joint Traveller Unit, including seeking advice from stakeholder groups. Consultants will be employed to assist in evidence preparation.
Stakeholder and community involvement	Stakeholder and community engagement and consultation will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement and Planning Policy for Traveller sites.
Monitoring and review	The effectiveness of the policies and delivery of site allocations will be monitored on an annual basis through the Authority Monitoring Report.

4.3 Shopping and Shop Fronts Supplementary Planning Document

OVERVIEW	
Role and subject	To provide supplementary policy guidance for negotiating with developers on the quality of shop fronts and associated advertisements and the location and mix of retail and non-retail uses, such as pubs and bars.
Geographical coverage	Borough-wide
Document type	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with the Site Allocations and Development Management DPD; the Earl Shilton and Barwell AAP and the Hinckley Town Centre Area Action Plan.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	None anticipated – SPD to be prepared internally.
Stakeholder and community involvement	The publication draft SPD will be subject to stakeholder consultation in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

4.4 **Sustainable Development and Renewable Energy Supplementary Planning Document**

OVERVIEW	
Role and subject	To provide supplementary guidance on Policy 24 and 16 of the adopted Core Strategy and to supplement relevant policy within the Site Allocations and Development Management Policies DPD.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with Policy 24 and 16 of the adopted Core Strategy and relevant design policy within the Site Allocations and Development Management Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	None anticipated – SPD to be prepared internally
Stakeholder and community involvement	The publication draft SPD will be subject to stakeholder consultation in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

4.5 **Infrastructure Planning and Developer Contributions Supplementary Planning Document**

OVERVIEW	
Role and subject	The purpose of the SPD will be to set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Site Allocations and Development Management Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	December 2014 – September 2015
Consultation on publication SPD	October - November 2015
Programmed date for adoption	July 2016
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	No external resources are required to prepare the SPD as it will be prepared internally, however external stakeholders will be contacted to gather the evidence to inform the contents of the SPD.
Stakeholder and community involvement	As described above the SPD will be compiled in conjunction with key stakeholders to inform the contents. The publication draft SPD will be subject to a formal consultation exercise in line with the Town and Country Planning Regulations and the Statement of Community Involvement.

Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.
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4.6 Biodiversity Supplementary Planning Document

OVERVIEW	
Role and subject	The SPD will provide guidance for developers regarding the protection and enhancement of the natural environment from development proposals which could impact or result in an adverse effect on biodiversity. Including the approach towards off-setting. The SPD will supplement relevant policy within the Site Allocations and Development Management Policies DPD.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Site Allocations and Development Management Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	Policy and Regeneration Team
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	None anticipated – SPD to be prepared internally
Stakeholder and community involvement	The publication draft SPD will be subject to a formal consultation exercise in line with the Town and Country Planning Regulations and the Statement of Community Involvement.

Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.
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APPENDIX 1 – LOCAL DEVELOPMENT SCHEME PROGRAMME

Year	2015												2016												2017												2018													
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Development Plan Documents																																																		
Site Allocations and Development Management Policies DPD																																																		
Gypsy and Traveller Allocations DPD																																																		
Supplementary Planning Documents																																																		
Infrastructure Planning and Developer Contributions SPD																																																		
Shopping and Shop Fronts SPD																																																		
Sustainable Development and Renewable Energy SPD																																																		
Biodiversity SPD																																																		
Hinckley and Bosworth Local Plan																																																		

Local Plan

1	Commencement of Document
2	Evidence Base Gathering and drafting of Scoping Document
3	Consultation on Scoping Document
4	Analysis of Consultation Responses
5	Drafting of Publication Document
6	Committee Cycle
7	Publication Document
8	Analysis of Consultation Responses
9	Date for submission to Secretary of State
10	Pre-examination Meeting
11	Commencement of Hearing/Examination
12	Proposed Date for Adoption

Supplementary Planning Document

1	Commencement of Document
2	Drafting of Publication SPD
3	Consultation on Publication SPD
4	Analysis of Consultation Responses
5	Drafting of adoption draft SPD
6	Committee Cycle
7	Adoption

APPENDIX 2 – GLOSSARY OF PLANNING TERMS

Area Action Plan	AAP	These site-specific plans will provide the planning policy framework for key areas of opportunity, change and/or conservation.
Annual Monitoring Report	AMR	This is a document to be produced each year to assess the effectiveness of the Development Plan Documents.
Chain of Conformity		This term describes the relationship between documents, plans and policies and how closely they must correspond with one another and reflect other planning strategies and policies. 'Conformity' can take number of forms ranging from 'having regard to' to 'must conform to'.
Community Strategy		Local Authorities are required by the Local Government Act 2000 to prepare Community Strategies, with the aim of improving the social, environmental and economic well-being of their areas. Through the Community Plan, authorities are expected to co-ordinate the actions of the local public, private, voluntary and community sectors through the establishment of a Local Strategic Partnership.
Development Plan		The local planning policy framework against which planning applications are determined. This includes adopted Local Plans and Neighbourhood Development Plans
Development Plan Document	DPD	Any part of the Local Development Framework that forms part of the statutory development plan e.g. the Core Strategy, site-specific allocations of land, area action plans and the proposals map.
Examination		An examination chaired by an independent Planning Inspector into the soundness of the Development Plan Documents.
Local Development Document	LDD	A document that set out planning policies and guidance for the Borough for specific topics or for geographical areas, includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
Local Development Scheme	LDS	The project management document setting out the programme for preparing the Local Development Documents and proposals for monitoring and review.

Local Plan	LP	<p>The plan for the future development of the local area, prepared by the local planning authority in consultation with the community. The Local Plan comprises of development plan documents adopted under the Planning and Compulsory Purchase Act 2004 and policies which have been 'saved' under the 2004 Act. For Hinckley and Bosworth the current Local Plan comprises:</p> <ul style="list-style-type: none"> • The 'saved' policies of the Borough Local Plan 2001; • The Core Strategy (adopted 2009); and • The Hinckley Town Centre Area Action Plan (adopted 2011).
Local Planning Authority	LPA	The public authority whose duty it is to carry out specific planning functions for a particular area. In Hinckley and Bosworth this is the Borough Council.
Local Strategic Partnership	LSP	A cross sector partnership including service providers, voluntary organisations, community groups, and residents. The aim of the partnership is to plan and deliver a joint programme for improving quality of life. In Hinckley and Bosworth this programme is called the Community Plan, but there is also a Leicestershire Community Strategy prepared by a Countywide Local Strategic Partnership, Leicestershire Together.
Neighbourhood Development Plan	NDP	A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Stakeholders		Stakeholders are any organisations, bodies or individuals affected or interested in the Local Plan. This will involve members of the public, developers, landowners, interest groups and organisations such as the Environment Agency.
Statement of Community Involvement	SCI	A document that sets out the standards to which the Local Planning Authority will engage and consult the public and other stakeholders during the production of the Local Plan and when dealing with planning applications.
Strategic Environmental Assessment	SEA	An assessment of the potential impacts of policies and proposals on the environment to include proposals for the mitigation of impacts.

Supplementary Planning Document	SPD	Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs can be a material consideration in planning decisions but do not form part of the development plan.
Sustainability Appraisal	SA	An assessment of the social, economic and environmental impacts of the policies and proposals of each Development Plan Document.

Further copies, versions in alternative languages and larger print or audio versions

Further copies, versions in alternative languages and larger print or audio versions are available from the following address:

Policy and Regeneration Team
Hinckley & Bosworth Borough Council
Hinckley Hub
Rugby Road
Hinckley
Leicestershire
LE10 0FR
Tel: 01455 238141
Email: planningpolicy@hinckley-bosworth.gov.uk

অন্যান্য ভাষায় অনুবাদ এবং বড় ছাপা অক্ষর বা অডিও'তে আরো কপি নিম্নের ঠিকানায় পাওয়া যায় :
Policy and Regeneration Team, Hinckley and Bosworth Borough Council
Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR টেলিফোন : 01455 238141 ই-মেইল :
planningpolicy@hinckley-bosworth.gov.uk

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નીચેના સરનામા ઉપર ઉપલબ્ધ છે: Policy and Regeneration Team
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ટેલિફોન: 01455 238141 ઈમેઇલ: planningpolicy@hinckley-bosworth.gov.uk

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ਅੱਗੇ ਲਿਖੇ ਸਰਨਾਵੇਂ ਤੇ ਉਪਲੱਬਧ ਹਨ: Policy and Regeneration Team
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متبادل زبانوں میں ترجمہ اور بڑے حروف یا آڈیو میں ترجمہ کی مزید کاپیاں درج ذیل پتے سے حاصل کی جاسکتی ہیں:

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planningpolicy@hinckley-bosworth.gov.uk ٹیلیفون: 01455 238141 ای میل

Dalsze kopie, wersie w innych językach i drukowane większymi literami lub wersie audio
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EXECUTIVE – 28 JANUARY 2015

THE DISTRICT, LOCAL AND NEIGHBOURHOOD CENTRE REVIEW

2014

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

1.1 To seek approval of the District, Local and Neighbourhood Centre Review (2014) which will be used to inform future documents produced for the Local Plan.

1.2 Copies of the District, Local and Neighbourhood Centre Review (2014) are available via email upon request.

2. RECOMMENDATION

2.1 That Executive approve the District, Local and Neighbourhood Centre Review to be used as part of the evidence base for future reviews of the Local Plan.

3. BACKGROUND TO THE REPORT

3.1 The aim of the District, Local and Neighbourhood Centre Review 2014 is to provide an up-to-date and relevant evidence base about retail provision within both the urban and rural areas, excluding Hinckley Town Centre. This evidence base reflects the priorities of the adopted Core Strategy and supports the allocation of District, Local and Neighbourhood Centres and the formulation of development management policies in the emerging Site Allocations and Development Management Policies Development Plan Document.

3.2 The Review is designed to serve as an update on the findings of the 2012 Review and ensure all relevant shopping provision of local importance is identified and any changes reflected.

Methodology

3.3 The Review examined local shopping provision through the following three-stage process:

3.4 Stage 1- Data collection and Desktop Review

- Review existing data from the District, Local and Neighbourhood Centre Review 2012;
- Review planning applications through a planning history search of applications within and directly adjacent to identified centres from February 2012 to August 2014;
- Identify any additional centres based on local knowledge and an assessment of aerial photography;
- Identify potential impacts on the District, Local and Neighbourhood Centres i.e. Sustainable Urban Extensions.

3.5 Stage 2- On-Site Surveys

3.6 These were undertaken between 19th August 2014 and 15th September 2014 during standard retail opening hours of between 9am and 5pm.

3.7 During the on-site appraisals the following information was checked against records from the 2012 review and any changes noted:

- The address, Use Class and business name (where available) of each unit;
- The overall number of units on-site;
- The number of vacant units on-site;
- Approximate number and location of parking including disabled spaces;
- The number and siting of cycle storage;
- Number and siting of ATMs.

3.8 Premises adjacent to the existing Centre boundaries were also examined to establish the relevance of boundaries and to identify any potential amendments.

3.9 Stage 3- Evaluation

3.10 Each centre has been assessed against a scoring system to determine whether it falls within the District, Local or Neighbourhood Centre Classification which are defined below:

- District Centres - usually comprising groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as public facilities such as a library.
- Local Centres - a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot food take-away and laundrette.
- Neighbourhood Centres - Those centres which do not qualify as District or Local Centres and are considered to be of neighbourhood significance with smaller catchment areas than those above.

3.11 Where the on-site appraisal has identified a contraction or expansion of a centre from those previously identified in the 2008, 2010 and 2012 surveys and the Local Plan (2001) adopted proposals map, this will be assessed and reflected in the revised maps and boundaries where appropriate.

3.12 A Centre's classification has informed its catchment area which in turn determines the extent in which the Centre meets the shopping and everyday needs of local residents. Catchment areas are defined as:

- 2000 metres for District Centres
- 800 metres for Local Centres
- 400 metres for Neighbourhood Centres

3.13 **Results of the 2014 Review**

3.14 The Borough contains three District Centres, ten Local Centres, 16 Neighbourhood Centres and one Out of Centre Retail Park.

Classification	Number	Location
District Centres	3	<ul style="list-style-type: none"> • Wood Street, High Street and The Hollow (Earl Shilton) • High Street and Chapel Street (Barwell) • Market Place (Market

		Bosworth)
Local Centres	10	<ul style="list-style-type: none"> • Clifton Way (Hinckley) • Rugby Road (Hinckley) • Barwell Lane (Hinckley) • Hawley Road (Hinckley) • Boyslade Road and Tilton Road (Burbage) • Groby Village Centre • Ratby Village Centre • Main Street (Markfield) • Main Street and Arnold's Crescent (Newbold Verdon) • Barlestone Village Centre
Neighbourhood Centres	16	<ul style="list-style-type: none"> • Coventry Road and Northfield Road (Hinckley) • Coventry Road and Strathmore Road (Hinckley) • Trent Road (Hinckley) • Tudor Road (Hinckley) • Windsor Street (Burbage) • Church Street (Burbage) • Brookside (Burbage) • Atkins Way (Burbage) • Upper and Middle High Street (Earl Shilton) • Belle Vue Road and Moore Road (Earl Shilton) • Lawnwood (Groby) • Laundon Way (Groby) • Chitterman Way (Markfield) • High Street (Desford) • St Martin's Drive (Desford) • High Street and Station Road (Stoke Golding)
Out of Centre Retail Park	1	<ul style="list-style-type: none"> • Perimeter Road and Stoke Road (Hinckley)
Total	30	

3.15 The urban areas including Hinckley, Burbage, Barwell and Earl Shilton are well served by local shopping areas with access to both a range of everyday conveniences, non-retail services, as well as community facilities. These centres also have public transport links.

- 3.16 Positively, the vacancy rates across the Borough have largely reduced, with Windsor and Church Street, Burbage, Lawnwood Drive, Groby, the Village Centre of Ratby, and Main St, Markfield all reporting reductions in vacancy rates. The only Centres reporting increases in vacancy rates are Clifton Way and Rugby Road located on the fringes of Hinckley town centre.
- 3.17 The district centres of Earl Shilton and Barwell were identified as having high vacancy rates over the 2010 and 2012 review periods. The 2014 review period has identified a marked decline in the number of vacant units within both centres with Earl Shilton seeing the largest percentage reduction. The vacancy rates for Earl Shilton and Barwell stand at 14.4% and 11.6% respectively. Despite these being the highest rates across the Borough they compare favourably with the 2012 figures of 17.9% and 13.9%.
- 3.18 The Market Bosworth District Centre retains its 0% vacancy rate. A small number of retailers have relocated within the immediate centre, typically to larger premises suggesting a level of maturity not seen in other centres of this size.
- 3.19 The Burbage Neighbourhood Centres of Windsor Street and Church Street are sizeable with a range of retail and non-retail services. Despite their relative size there remains a distinct lack of convenience shopping and parking provision which has been identified both through this review and Policy 4 of the Core Strategy.
- 3.20 The 2010 and 2012 reviews identified a number of pubs as either vacant, demolished, or which have changed their use. This review reports similar findings with the Markfield Main St Local Centre, Boyslade & Tilton Road Local Centre, and the Windsor Street Neighbourhood Centre located within Burbage all seeing the loss of their public houses.
- 3.21 The New Galaxy Pub within the Boyslade & Tilton Road local centre was identified as vacant during the 2012 review with permission granted for the change of use to house a Co-operative convenience store which has since been completed. The Butlers House pub within the Windsor Street Neighbourhood Centre has undertaken a new function as a restaurant and cocktail bar, whilst Markfield has seen the single largest loss of public houses within this review period. The vacant George Inn, as per the 2012 review, has since been converted into a Co-operative food store with 6 dwellings adjacent, in addition the Red Lion pub within Markfield is now functioning as an Indian restaurant.
- 3.22 Despite the Core Strategy supporting the expansion of convenience shopping and parking within Markfield, the continued loss of public houses across the Borough may require policy intervention to reflect paragraph 28 of the NPPF which requires Local Plans to promote the retention of local services and community facilities including public houses.
- 3.23 The rural villages are generally isolated settlements within the countryside with the exception of Witherley which stands in close proximity to Atherstone and would most likely fall under Atherstone Town Centre catchment area. The facilities within the rural villages are limited to a public house, and or a small local shop. Due to the isolated nature of these settlements, poor accessibility and limited service provision the retention and expansion of these facilities is considered important and supports Core Strategy Policy 12.
- 3.24 Since the 2012 review, an additional classification of an Out of Centre Retail Parks has been introduced for one centre within Hinckley. The Perimeter Road and Stoke Road centre technically falls within the Neighbourhood Centre classification when applying the methodology strictly. It is however acknowledged that due to the size

and nature of the stores in this location, it cannot rightly be classed as a small parade of shops of purely neighbourhood significance. Due to the location of the park, on the northern perimeter road and remote from Hinckley town centre, it would not be preferable for this site to be classed as ‘in-centre’ in terms of the sequential test as this could lead to the potential for large scale retail development within and adjacent to the boundary of the park. It is therefore considered appropriate to classify the site as an Out of Centre Retail Park which is defined within the National Planning Policy Framework as “a location which is not in or on the edge of a centre but not necessarily outside the urban area”.

4. FINANCIAL IMPLICATIONS (SJE)

None arising directly as a result of this report

5. LEGAL IMPLICATIONS (MR)

None

6. CORPORATE PLAN IMPLICATIONS

- Thriving Economy
- Safer & Healthier Borough
- Strong & Distinctive communities

7. CONSULTATION

This document will form part of the evidence base for allocations and policies in future reviews of the Local Plan which will undergo extensive public consultation in due course.

8. RISK IMPLICATIONS

It is the Council’s policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer’s opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failure to publish the Report would result in the Borough Council having no evidence to support relevant policies or allocations. Without an up-to-date evidence base, documents are at risk of being found unsound.	Publication of the report	Sally Smith

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

This document contains centre classifications in rural areas.

10. CORPORATE IMPLICATIONS

By submitting this report, the report author has taken the following into account:

- Planning Implications

Background papers: The District, Local and Neighbourhood Centre Review (2014)

Contact Officer: Andy Killip, ext: 5732

Executive Member: Cllr SL Bray



EXECUTIVE– 28TH JANUARY 2015

FEES AND CHARGES 2015/2016

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To obtain approval of the proposed scale Fees and Charges for 2015/2016

2. RECOMMENDATION

- 2.1 That Executive approve the Fees and Charges book for 2015/2016, included at Appendix 1

3. BACKGROUND TO THE REPORT

Background

- 3.1 The Council charges for a number of services that are provided to the public. The Council generates income of circa £3.8million from these sources annually.
- 3.2 All fees and charges are reviewed on an annual basis and are published separately in the Council's Fees and Charges book, as approved by the Executive.

Internal Audit Review

- 3.3 As part of their 2014/2015, Internal Audit Plan, the Council's internal auditors (CW Audit Services) undertook a review of arrangements in relation to the setting of the Council's current fees and charges. As part of this review, CW Audit benchmarked current fees and charges against other Local Authorities to establish where they may be the potential to raise generate additional monies.
- 3.4 The internal audit report was reviewed by Finance, Audit and Performance Committee at their meeting in August 2014. A follow up report was requested to provide more detail to the committee on those service areas where the Council does not currently charge but others in the benchmarking group do. These areas were identified as follows:
- Off Street Charges – Sundays
 - Housing – Inspection of variation
 - Housing – Variation of license details
 - Housing – Variation to HMO License
 - Pre application advice – domestic
 - Pest control – domestic rats
 - Garden bin replacement and collection
 - General waste – bin replacement
- 3.5 Each of these areas were considered in turn by the Committee and a number have been included in the Fees and Charges book for implementation from 2015/2016.

Charging Strategy

- 3.6 Whilst a dedicated charging strategy is not in place, a number of principals are followed when considering fees and charges.

- 3.7 In general terms, all applicable services should be charged for unless there is a valid reason for an exception to be made. These exemptions include, but are not limited to:
- Instances where the administrative cost of levying and recovering the charge would outweigh any potential income
 - Where policy has been passed to fund the service from Council Tax or other dedicated funding streams (e.g. grants)
 - Circumstances where charging would significantly deter demand
 - Where statute dictates that charges cannot be made
- 3.8 When setting scales of charges, the following factors are taken into consideration:
- Statutory obligations
 - Inflation and relevant indices
 - Local market research and competition (where relevant)
 - The impact of price changes on activity level or demand
 - Changes in taxation
 - Budget position and links to the MTFS and the Corporate Plan
 - The cost of providing the service
- 3.9 A rate comparable with Retail Price Index (RPI), which is a measure of inflation, has been used as an index where appropriate for up-rating charges from prior year. A rate of 3.0% has been used in line with the Budget Strategy for 2015/2016 which was endorsed by Executive.
- 3.10 The VAT rate and implications have been obtained for all charges, in consultation with the Council's VAT advisors Baker Tilly.

2015/2016 Fees and Charges

- 3.11 Appendix 1 shows the 2014/15 and 2015/16 charges, along with the percentage increase. Some fees and charges, for example Fixed Penalty Notices and those under the Gambling and Licensing Acts have been set in line with relevant guidance.
- 3.12 All leisure centre charges have been set by Places For People Leisure Management Ltd who will operate the existing and new leisure centres from 2015/2016. All charges are consistent with the contract with Places For People Leisure Management Ltd which was signed on 24th September 2014.
- 3.13 In the majority of cases where discretionary charges can be made, increases have been made in line with index in 3.9 (or to the nearest round number associated with this increase). The following increases have been proposed over and approve this level:
- Friday Street Trading Consents charges have increased by 6.98% from £25.80 to £27.60 in order to bring the charge in line with the fee for casual traders
 - White Goods/Bulky Waste collection charges have been increased following a benchmarking exercise with other Leicestershire Districts. This Council has historically set charges lower than neighbouring Authorities
 - A number of building control charges (e.g. written confirmations and surveyor attendance at emergencies) have been increased by 50% - 75%. Building control fees should be set in a manner that recovers the cost of providing the service. Following a restructure of the service, a full review of all costs has been performed to ensure that all charges reflect the cost base of the department

3.14 The following new charges have been proposed for 2015/2016:

- Off peak rates for tennis at Hollycroft Park
- Renewals and variations of licenses for sex establishments
- Charges for new documents produced (e.g. Land Availability Studies, Earl Shilton and Barwell Action Plan and Renewable Energy Capacity Study)
- General waste – bin replacement **
- Pre application advice – domestic **
- New Occupancy (provision of 3 bins and internal caddy) **
- Failure to comply with a Community Protection Notice, under the Anti-social Behaviour, Crime and Policing Act 201

** As highlighted by the Internal Audit report

4. FINANCIAL IMPLICATIONS [KP]

Included in the report

5. LEGAL IMPLICATIONS [EH]

The power to impose fees and charges is contained in various statutory provisions and there is individual guidance in relation to some charges as to how they should be composed or calculated. Should any of the fees or charges be set contrary to guidance or empowering legislation the risk to the authority would be challenge on the fees and potential repayment. As consultation has been undertaken prior to setting the proposed increases this should have been addressed by individual budget holders and risks minimised.

6. CORPORATE PLAN IMPLICATIONS

The budget will have an indirect impact on all other Corporate Plan targets.

7. CONSULTATION

All budget holders, Corporate Operations Board and the Strategic Leadership Board have been consulted throughout the budget setting process.

8. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
S.11 - Failure to successfully deliver the Medium Term Financial Strategy	The financial position of the Council becomes more challenging. Members made the decision at full Council on 2nd September 2014 to add to the specification of the swimming pool in the new Leisure Centre. This will add a further £500K to £705K to the cost of the Leisure	Sanjiv Kohli

	<p>centre (this is in addition to the £1m cost of the ground remediation work that was previously reported). This now takes the total cost of construction to just over £15m. The cost of the ground works and the moveable floor has resulted in a shortfall in capital funding which has been met through utilisation of the Hub rental reserve (£1m) and by borrowing. The total impact on the Revenue funding is a further strain of just over £130K for 2015/16. This together with the known circa 16.8% reduction in RSG and reductions in budgets by the County Council having a direct impact on this Council's budgets means that the shortfall in funding for 2015/16 exceeds £500,000 and for 2016/17 could increase to £1.2m with further removal of dry recycling credits by LCC. Meetings have taken place with the ruling (Lib Dem) group and Middle Managers to identify areas for savings and additional revenue generation. A key decision has been made by Council to withdraw the 25% of NHB support given to Parish Councils from 2015/16 but to carry on with the LCTS support to Parishes. This decision means that the Borough Council's budgets will be better off by over £350K. Further support has been demonstrated by the ruling group over introducing new charges e.g charge for pre-application planning advice for domestic planning applications and a charge for replacement bins that have been damaged by residents. Also considering introducing a charge for green waste recycling</p>	
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9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The budget process will impact on all areas of the Borough and all groups within the population.

Where concessions are made for certain groups for charging purposes these are detailed in the attached booklet.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

Executive Member: Cllr K Lynch

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Hinckley & Bosworth
Borough Council

A Borough to be proud of

Scale of Fees & Charges



Hinckley: Argents Mead

2015 / 2016

Operative from 1st April 2015

Scale of Fees and Charges 2015/16

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Scale of Fees and Charges 2015/16

The figures quoted in the Fees and Charges book are shown GROSS, i.e. including VAT where VAT is chargeable.

VAT LIABILITY

The Council's Fees and Charges booklet incorporates a guide to identify the VAT liability for individual charges and most day to day queries can be resolved by reference to the relevant sections.

If any unusual or complex queries arise they should be referred to the Accountancy Section, Extension 5609 who will help.

As VAT regulations are continually changing the book will be updated and revised accordingly.

There are three rates of VAT depending on the goods or services provided:

- Standard rate 20.0%
- Reduced rate (e.g. domestic fuel and power) 5%
- Zero rate 0%

(The standard rate of VAT rose from 17½% to 20% on 4th January 2011)

There are also some goods and services that are:

- exempt from VAT, or
- outside the UK VAT system altogether (e.g. fees that are fixed by law, known as 'statutory fees')

Where the supply of goods or services is not subject to VAT, the VAT liability will either be exempt or non-business. Supplies which are zero rated are still taxable supplies but no VAT is due. Non-business activities are those for which Public Authorities have a statutory duty or are enshrined in legislation. Exempt supplies are those which are specifically exempt from VAT by statute. Though no VAT charge arises from either categorisation, it is still important to identify correctly the type of liability involved in order to meet statutory requirements.

CATEGORY	VAT	2014/15	2015/16	% increase
		£	£	
CEMETERIES				
1. Interments				
of the body of a child up to the age of 18 yrs inclusive. <i>Interment of the body of a child up to 18 years of age is free into a single depth grave. Where interments are required at double depth or below then single depth interment charges for over 18's will apply.</i>	Non-Business	No Charge	No Charge	-
of the body of a person whose age exceeded 18 yrs (inc.Caskets & Brick Graves)				
Single depth grave	Non-Business	410.00	422.30	3.00%
Double depth	Non-Business	474.00	488.20	3.00%
Triple depth grave	Non-Business	543.00	559.30	3.00%
of a Cremation Casket in a grave				
Casket depth / Ashes scattered under turf	Non-Business	123.00	126.70	3.01%
Double depth / In a brick grave or kerbed/concrete top	Non-Business	192.00	197.75	2.99%
Scattering of cremated remains	Non-Business	96.00	98.90	3.02%
Sexton led interment - No Funeral Director (in addition to above charges)	Non-Business	32.00	32.95	2.97%
Memorial repair	Non-Business	POA	POA	-
Note: - If resident outside Special Expense Area = double fees - Except for residents who had lived within the area for at least 25 years, but who lived outside the area for health care or welfare reasons for no longer than five years immediately prior to their death. - where available, work in the Cemeteries on Saturdays or Sundays will attract double fees				
2. Exclusive Rights of Burial for 70 Years				
Casket plot 150 x 90cm (5'x3') (up to 2 caskets/Ashes Interment)	Non-Business	200.00	206.00	3.00%
Grave plot 150 x 90cm (5' x 3') (Children)	Non-Business	187.00	192.60	2.99%
Grave plot 240 x 120cm (8'x4')	Non-Business	453.00	466.60	3.00%
Reservation Fee	Non-Business	64.00	65.90	2.97%
Note: - If grave is being purchased for the interment of someone who was not resident in Hinckley then double fees apply.				
3. Rights to Erect Memorial on a Grave Plot				
A memorial not exceeding 105cm wide (3' 6") and 120cm high (4')	Non-Business	133.00	137.00	3.01%
Kerb (where permitted)	Non-Business	234.00	241.00	2.99%
A memorial not exceeding 30cm (1') high	Non-Business	74.00	76.20	2.97%
Memorial kerb (In Garden of Rest)	Non-Business	106.00	109.20	3.02%
Install plaque on remembrance wall	Non-Business	86.00	88.60	3.02%
Additional Inscriptions	Non-Business	59.00	60.75	2.97%
# Note conditions apply to size of memorials in childrens section and casket section				
Note: - Right to erect replacement memorials no charge. Changed memorials priced as above.				
Other Charges (incl. VAT)				
Entries in Book of Remembrance per line	Standard Rated	27.00	27.80	2.96%
Copy of Book of Remembrance page	Standard Rated	10.00	10.00	0.00%
Service in Cemetery Chapel	Non-Business	106.00	109.20	3.02%
Exhumations	Non-Business	Triple interment fees	Triple interment fees	-
Memorial Bench - Subject to Location availability	Standard Rated	1,065.00	1,065.00	0.00%
Memorial Tree - Subject to Location availability	Standard Rated	293.00	293.00	0.00%
Memorial plaque free standing (incl installation)	Standard Rated	399.00	399.00	0.00%
Search and Copy per burial record (where death occurred more than 5 years before search)	Standard Rated	10.00	10.00	0.00%
Soil removal from grave side for burial	Exempt	106.00	109.20	3.02%
Copy of entry in burial register	Standard Rated	2.00	2.00	0.00%
Natural burials / woodland scattering = same prices as for traditional burials/scatterings	Non-Business	POA	POA	-

CATEGORY		VAT	2014/15	2015/16	% increase
			£	£	
GREEN SPACES & EVENTS					
Professional Fees					
Professional Fees	Parks & Cemetery matters/ staff led activities/ hour	Standard Rated	41.00	42.20	2.93%
Lost Keys		Standard Rated	32.00	32.00	0.00%
Bowls – Hollycroft Park					
Season Ticket -	Over 60 or Students under 18 in full-time education	Exempt	54.00	54.00	0.00%
	Ordinary	Exempt	77.00	77.00	0.00%
Per Hour	Over 60 or Students under 18 in full-time education	Standard Rated	3.45	3.45	0.00%
	Ordinary	Standard Rated	6.10	6.10	0.00%
<i>Note: - New members first season green fees = 25% discount</i>					
<i>Part Season Ticket - from July onwards 50% reduction</i>					
Tennis – Hollycroft Park					
Per Court per Hour	Adult	Standard Rated	7.00	7.00	0.00%
Off Peak Rate 11.00am - 3.00pm (Monday to Friday)		Standard Rated	-	5.25	New Charge
	Over 60 or Students under 18 in full-time education	Standard Rated	4.65	4.65	0.00%
Off Peak Rate 11.00am - 3.00pm (Monday to Friday)		Standard Rated	-	3.50	New Charge
	Mixed (Adult & Concession)	Standard Rated	5.70	5.70	0.00%
Off Peak Rate 11.00am - 3.00pm (Monday to Friday)		Standard Rated	-	4.30	New Charge
Tennis Balls & Rackets	Penalty - Lost Balls	Standard Rated	2.55	2.55	0.00%
	Penalty - Lost / Damaged Tennis Racket	Standard Rated	10.00	10.00	0.00%
Pitch & Put – Hollycroft Park					
Adult		Standard Rated	3.20	3.20	0.00%
Junior		Standard Rated	1.60	1.60	0.00%
Golf Balls & Clubs -	Penalty - lost Balls	Standard Rated	2.55	2.55	0.00%
	Penalty - lost Clubs	Standard Rated	10.00	10.00	0.00%
Groups of 10 or more students under 18 in full time education (price per person)		Standard Rated	1.35	1.35	0.00%
Hollycroft Park, Argents Mead, Parks & Open Spaces					
Hire of Bandstand, Parks and Open Spaces (Commercial Events) per day		Exempt	341.00	341.00	0.00%
Hire of Bandstand (Community Events) per day		Exempt	No Charge	No Charge	-
Hire of Bandstand (Registered Charities) per day		Exempt	No Charge	No Charge	-
Hire of Bandstand (Schools)		Exempt	No Charge	No Charge	-
Parks and Open Spaces (Fair & Circuses)		Exempt	387.00	387.00	0.00%
Bond (Fairs & Circuses)		Exempt	620.00	620.00	0.00%
Community / Non Profit Making Organisations		Exempt	No Charge	No Charge	-
Registered Charities		Exempt	No Charge	No Charge	-
Commercial use of Parks and Open spaces for Fitness Training or Dog Training (Annual Licence Fee)		Exempt	103.00	103.00	0.00%
Events					
Food Stalls		Standard Rated	60.00	61.80	3.00%
Other Stalls		Standard Rated	POA	POA	-
Leisure Activities including Rides		Standard Rated	45.00	45.00	0.00%
Daily Right to Sell Ice Cream at an event		Standard Rated	60.00	61.80	3.00%
Football & Cricket Pitches					
Pitch per 11 matches (per season)					
	Team in the Borough pitch only	Exempt	256.00	256.00	0.00%
	Team in the Borough pitch with changing room	Exempt	511.00	511.00	0.00%
	Team Outside Borough pitch only	Exempt	346.00	346.00	0.00%
	Team Outside Borough pitch with changing room	Exempt	640.00	640.00	0.00%
Junior		Exempt	1/2 adult fee	1/2 adult fee	-
Casual lettings - Per Match facilities:	Teams in the Borough	Standard Rated	69.00	69.00	0.00%
	Teams outside Borough	Standard Rated	79.00	79.00	0.00%
Casual lettings - Per Match without facilities:	Teams in the Borough	Standard Rated	37.00	37.00	0.00%
	Teams outside Borough	Standard Rated	47.00	47.00	0.00%
Junior		Exempt	1/2 adult fee	1/2 adult fee	-
Pavilion only		Standard Rated	1/2 fee with facilities	1/2 fee with facilities	-
Practice pitch - per session (max 2 hours)		Standard Rated	18.00	18.00	0.00%

CATEGORY	VAT	2014/15	2015/16	% increase
		£	£	
Allotments				
Existing Tenants - Rent per 83.61m ² (100yds ²) per annum or pro rata with water *	Non-Business	17.00	17.00	0.00%
- Rent per 83.61m ² (100yds ²) per annum or pro rata without water *	Non-Business	12.00	12.00	0.00%
New Tenants - Rent per 83.61m ² (100yds ²) per annum or pro rata with water	Non-Business	17.00	17.00	0.00%
- Rent per 83.61m ² (100yds ²) per annum or pro rata without water	Non-Business	12.00	12.00	0.00%
Note:- All tenants over 60 to receive a 25% discount				
* 50% Reduction for existing tenants over 60 if occupied prior to April 2008				
Countryside Management				
Guided Walks / staff led activities				
Educational - Per Adults	Exempt	POA	POA	-
Educational - Per Child	Exempt	POA	POA	-
Non Educational - Per Adult	Exempt	POA	POA	-
Non Educational - Per Child	Exempt	POA	POA	-
Timber per trailer full (subject to availability)	Standard Rated	54.00	54.00	0.00%
Bark chippings per trailer full (subject to availability)	Standard Rated	54.00	54.00	0.00%
Delivery of Timber / Chippings	Standard Rated	POA	POA	-
LICENCES				
Taxis				
Hackney Carriage Vehicle Licence	Non-Business	236.00	236.00	0.00%
Hackney Carriage Vehicle Licence (6 month licence >7 years old)	Non-Business	118.00	118.00	0.00%
Private Hire Vehicle Licence	Non-Business	236.00	236.00	0.00%
Private Hire Operators Licence	Non-Business	282.00	222.00	-21.28%
Private or Hackney Carriage Drivers Licence	Non-Business	76.00	76.00	0.00%
Transfer Hackney Carriage / Private Hire Vehicle Licence	Non-Business	52.50	52.50	0.00%
Hackney Carriage/ Private Hire				
Replacement driver's badge or vehicle licence	Non-Business	18.50	18.50	0.00%
Replacement vehicle plate	Non-Business	28.00	28.00	0.00%
Failure to attend public carriage test or second re-test	Non-Business	73.50	73.50	0.00%
Supply of list of Hackney Carriage/ Private Hire vehicle operators	Non-Business	40.00	40.00	0.00%
HCV - PHV Environmental Conversion (LPG,CNG,Hybrid,Elec)	Non-Business	198.00	198.00	0.00%
Sex Establishments				
Sex Shop / Sexual Entertainment Venue	Non-Business	3,000.00	1,000.00	-66.67%
Renewal	Non-Business	-	750.00	New charge
Variation of Licence	Non-Business	-	250.00	New charge
Transfer of Licence	Non-Business	-	250.00	New charge
Gambling Act 2005				
Premises				
Premises Licence	Non-Business	800.00	800.00	0.00%
Annual Fee	Non-Business	250.00	250.00	0.00%
Variation Fee	Non-Business	800.00	800.00	0.00%
Change of Circumstance	Non-Business	25.00	25.00	0.00%
Transfer of Licence	Non-Business	285.00	285.00	0.00%
Re-instatement fee	Non-Business	285.00	285.00	0.00%
Provisional Statement	Non-Business	800.00	800.00	0.00%
Copy of Licence	Non-Business	25.00	25.00	0.00%
Alcohol Licenced Premises Gaming Machine Permit				
New Grant	Non-Business	150.00	150.00	0.00%
Existing Operator Grant	Non-Business	100.00	100.00	0.00%
Variation	Non-Business	100.00	100.00	0.00%
Transfer of Licence	Non-Business	25.00	25.00	0.00%
Annual Fee	Non-Business	50.00	50.00	0.00%
Change of Name	Non-Business	25.00	25.00	0.00%
Notification of 2 machines	Non-Business	50.00	50.00	0.00%
Prize Gaming Permit				
New Grant	Non-Business	300.00	300.00	0.00%
Renewal	Non-Business	300.00	300.00	0.00%
Existing Operator Grant	Non-Business	100.00	100.00	0.00%
Change of Name	Non-Business	25.00	25.00	0.00%
Copy of Permit	Non-Business	15.00	15.00	0.00%

CATEGORY		VAT	2014/15	2015/16	% increase
			£	£	
Unlicensed FEC Gaming Machine					
New Grant		Non-Business	300.00	300.00	0.00%
Renewal		Non-Business	300.00	300.00	0.00%
Existing Operator Grant		Non-Business	100.00	100.00	0.00%
Change of Name		Non-Business	25.00	25.00	0.00%
Copy of Permit		Non-Business	15.00	15.00	0.00%
Club Gaming Permits					
Grant		Non-Business	200.00	200.00	0.00%
Grant (Club Premises Certificate holder)		Non-Business	100.00	100.00	0.00%
Existing Operator Grant		Non-Business	100.00	100.00	0.00%
Variation		Non-Business	100.00	100.00	0.00%
Renewal		Non-Business	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)		Non-Business	100.00	100.00	0.00%
Annual Fee		Non-Business	50.00	50.00	0.00%
Copy of Permit		Non-Business	15.00	15.00	0.00%
Club Machine Permits					
Grant		Non-Business	200.00	200.00	0.00%
Grant (Club Premises Certificate holder)		Non-Business	100.00	100.00	0.00%
Existing Operator Grant		Non-Business	100.00	100.00	0.00%
Variation		Non-Business	100.00	100.00	0.00%
Renewal		Non-Business	200.00	200.00	0.00%
Renewal (Club Premises Certificate holder)		Non-Business	100.00	100.00	0.00%
Annual Fee		Non-Business	50.00	50.00	0.00%
Copy of Permit		Non-Business	15.00	15.00	0.00%
Small Society Lottery Registration					
Small Society Lottery Registration		Non-Business	40.00	40.00	0.00%
Small Society Lottery Annual Fee		Non-Business	20.00	20.00	0.00%
Licensing Act 2003					
New Premises (subject to NNDR Band)	Band A	Non-Business	100.00	100.00	0.00%
	Band B	Non-Business	190.00	190.00	0.00%
	Band C	Non-Business	315.00	315.00	0.00%
	Band D	Non-Business	450.00	450.00	0.00%
	Band E	Non-Business	635.00	635.00	0.00%
Annual Fees (subject to NNDR Band)	Band A	Non-Business	70.00	70.00	0.00%
	Band B	Non-Business	180.00	180.00	0.00%
	Band C	Non-Business	295.00	295.00	0.00%
	Band D	Non-Business	320.00	320.00	0.00%
	Band E	Non-Business	350.00	350.00	0.00%
Personal License		Non-Business	37.00	37.00	0.00%
Temporary Event Notices		Non-Business	21.00	21.00	0.00%
Minor Variation		Non-Business	89.00	89.00	0.00%
Theft / Loss of Premises License Summary		Non-Business	10.50	10.50	0.00%
Application for Provisional Statement		Non-Business	195.00	195.00	0.00%
Change of Name & Address		Non-Business	10.50	10.50	0.00%
Application for License Variation - Specify Individual as Premises Supervisor		Non-Business	23.00	23.00	0.00%
Application to display mandatory alcohol condition for community premises		Non-Business	23.00	23.00	0.00%
Application for transfer of Premises License		Non-Business	23.00	23.00	0.00%
Interim Authority Notice		Non-Business	23.00	23.00	0.00%
Theft / Loss of Certificate of Summary		Non-Business	10.50	10.50	0.00%
Notification of Change of Rules / Name of Club		Non-Business	10.50	10.50	0.00%
Notification of Change of Address of Club		Non-Business	10.50	10.50	0.00%
Theft / Loss of Certificate of Temporary License		Non-Business	10.50	10.50	0.00%
Theft / Loss of Certificate of Personal License		Non-Business	10.50	10.50	0.00%
Right of Freeholder to be Notified of Licensing Matters		Non-Business	21.00	21.00	0.00%

CATEGORY	VAT	2014/15	2015/16	% increase
		£	£	
MARKETS				
Rival Markets				
1 day event	Non-Business	150.00	155.00	3.33%
2 day event	Non-Business	255.00	263.00	3.14%
3 day event	Non-Business	295.00	305.00	3.39%
Street Trading Consents	Non-Business	970.00	970.00	0.00%
Animal Establishments				
Riding Establishments *	Non-Business	100.00	104.00	4.00%
Pet Shops *				
Ordinary	Non-Business	87.00	90.00	3.45%
Where dangerous wild animals sold *	Non-Business	103.00	106.00	2.91%
Animal Boarding *				
Home Boarders	Non-Business	72.00	74.00	2.78%
Commercial Boarders				
<25 animals boarded	Non-Business	105.00	108.00	2.86%
25 – 49	Non-Business	111.00	114.50	3.15%
50 – 150	Non-Business	123.00	127.00	3.25%
Dog Breeding *	Non-Business	114.00	117.50	3.07%
Dangerous Wild Animals *				
2 yr licence	Non-Business	103.00	106.00	2.91%
Zoos *	Non-Business	460.00	475.00	3.26%
Note:- * Plus vet's fees where applicable				
Registration				
Skin Pierces (1 off reg. Fee)				
Person	Non-Business	81.00	83.00	2.47%
Premises	Non-Business	103.00	106.00	2.91%
Cosmetic Skin Piercing & Skin-colouring				
Person	Non-Business	81.00	83.00	2.47%
Premises	Non-Business	103.00	106.00	2.91%
Hairdressers (1 off Registration Fee)				
Person	Non-Business	81.00	83.00	2.47%
Premises	Non-Business	103.00	106.00	2.91%
CAR PARKS				
Car Park Fees				
Short Stay				
Up to 1 hour	Standard Rated	0.50	0.50	0.00%
Over 1 hour and up to 2 hours	Standard Rated	1.00	1.00	0.00%
Over 2 hours and up to 3 hours	Standard Rated	1.50	1.50	0.00%
Over 3 hours and up to 4 hours	Standard Rated	2.60	2.60	0.00%
Over 4 hours	Standard Rated	4.80	4.80	0.00%
Long Stay				
up to 5 hours	Standard Rated	1.30	1.30	0.00%
Over 5 hours	Standard Rated	2.40	2.40	0.00%
Season Tickets (Limited Use)				
Per year from month of issue	Standard Rated	375.00	375.00	0.00%
Per half year from month of issue	Standard Rated	200.00	200.00	0.00%
Per quarter from month of issue	Standard Rated	110.00	110.00	0.00%
Per month (valid 1st day of month)	Standard Rated	40.00	40.00	0.00%
Staff season ticket				
full day	Standard Rated	300.00	300.00	0.00%
half day	Standard Rated	150.00	150.00	0.00%
fixed day per day	Standard Rated	60.00	60.00	0.00%
Residents parking season ticket (restricted availability)	Standard Rated	30.00	30.00	0.00%
Car Park Fines				
Higher charge fines*	Non-Business	70.00	70.00	0.00%
Lower charge fines*	Non-Business	50.00	50.00	0.00%
Advertising on Car Park tickets – please contact 01455 255626	Standard Rated	POA	POA	-
* Fines reduced by 50% for prompt payment (14 days)				
Commercial Display on Car Parks				
Per day	Exempt	175.00	175.00	0.00%

CATEGORY	VAT	2014/15	2015/16	% increase	
		£	£		
ENVIRONMENTAL HEALTH					
Pest Control					
Domestic					
Rats	Standard Rated	No Charge	No Charge	-	
Mice	Standard Rated	50.00	50.00	0.00%	
Insects per treatment	Standard Rated	52.00	52.00	0.00%	
Insects per call-out where treatment not necessary	Standard Rated	24.00	24.50	2.08%	
Treatment of mice & insects for persons in receipt of eligible benefit	Standard Rated	24.00	24.50	2.08%	
Failed visit due to customer	Standard Rated	24.00	24.50	2.08%	
Business					
Insects and Rodents – labour per hour or part thereof	Standard Rated	52.50	54.10	3.05%	
Materials	Standard Rated	Cost + 40%	Cost + 40%	-	
Minimum Charge	Standard Rated	69.00	71.10	3.04%	
Stray Dogs					
Kennelling	Per day	Non-Business	15.00	15.50	3.33%
	Per occurrence (statutory fee)	Non-Business	25.00	25.00	0.00%
Microchipping					
	Standard Rated	12.00	12.00	0.00%	
Refuse Collection					
White goods/bulky item collection - 3 items or less	50% reduction available for those on benefits	Non-Business	20.00	21.50	7.50%
White goods/bulky item collection - 5 items	50% reduction available for those on benefits	Non-Business	30.00	32.50	8.33%
Replacement Bin		Non-Business	-	35.00	New Charge
New Occupancy (provision of 3 bins and internal caddy)		Non-Business	-	65.00	New Charge
Trade Waste Refuse 1100 litre wheeled bin		Non-Business	POA	POA	-
Trade Waste Refuse 660 litre wheeled bin		Non-Business	POA	POA	-
Trade Waste Refuse 240 litre wheeled bin		Non-Business	POA	POA	-
Trade Waste Recycling 1100 litre wheeled bin		Non-Business	POA	POA	-
Trade Waste Recycling 660 litre wheeled bin		Non-Business	POA	POA	-
Trade Waste Recycling 240 litre wheeled bin		Non-Business	POA	POA	-
Trade Bag (Town Centre only)		Non-Business	£33.50 for pack of 26	35.00 for a pack of 26	-
Bin Installation (Additional to Contract)					
Lamp Post Mounted	Standard Rated	125.66	129.42	2.99%	
Post Fixing Litter Bin	Standard Rated	313.38	322.78	3.00%	
Hard Standing	Standard Rated	335.44	345.50	3.00%	
Soft Standing	Standard Rated	306.76	315.96	3.00%	
Concrete Bin in Verge	Standard Rated	217.38	223.90	3.00%	
Lamp Post Mounted Dog Bin	Standard Rated	201.93	207.98	3.00%	
Dog Bin Post in Grass Area	Standard Rated	273.65	281.85	3.00%	
Dog Bin Post in Hard Area	Standard Rated	364.13	375.05	3.00%	
Empty Additional Bin (per bin per occasion)	Standard Rated	1.44	1.48	2.78%	
Noise Nuisance					
Return of audio equipment seized	Non-Business	150.00	154.50	3.00%	
Silencing of alarms requiring warrant (any contractors costs to be charged in addition)	Non-Business	122.00	125.65	2.99%	
Silencing of alarms without warrant (any contractors costs to be charged in addition)	Non-Business	62.00	63.85	2.98%	
Works in Default - Recovery of Costs	Non-Business	Cost + 30%	Cost + 30%	-	
Other Miscellaneous Charges					
Food Hygiene Courses	Non-Business	50.00	50.00	0.00%	
Food Surrender					
Certification fee	Non-Business	78.00	80.00	2.56%	
Plus transport for disposal	Non-Business	At Cost	At Cost	-	
Food register per sheet	Non-Business	27.00	28.00	3.70%	
Safer Food Better Business Pack	Non-Business	-	15.00	New Charge	
Safer Food Better Business Diary Refill	Non-Business	-	10.00	New Charge	
Whole Register	Non-Business	377.00	390.00	3.45%	
Confirmation Certificate for Immigration of Food Business Details	Non-Business	50.00	52.00	4.00%	
Contaminated Land enquiries	Non-Business	65.00	67.00	3.08%	
Register of permits / authorisations	Non-Business	60.00	62.00	3.33%	
Public register - Copies of summaries	Non-Business	23.00	25.00	8.70%	
Radar keys (disabled access to toilets) - purchase price	Non-Business	3.50	3.60	2.86%	
Analysis Fees - Swimming pool water samples	Standard Rated	40.00	40.00	0.00%	
Health & Safety Statement of Facts	Non-Business	£37 / Hour	£38 / Hour	2.70%	
Recharge of officer time	Non-Business	Direct cost + 40%	Direct cost + 40%	-	

CATEGORY	VAT	2014/15	2015/16	% increase
		£	£	
Private Water Supply Charges				
Commercial Premises Risk Assessment	Non-Business	£30 / Hour up to maximum £500	£30 / Hour up to maximum £500	0.00%
Small Domestic Risk Assessment	Non-Business	£30/ Hour up to maximum £200	£30 / Hour up to maximum £500	0.00%
Sampling	Non-Business	£30/Hour up to maximum £100	£30 / Hour up to maximum £100	0.00%
Simple Domestic Sample Analysis	Non-Business	25.00	25.00	0.00%
Investigation of Contamination	Non-Business	£30/Hour up to maximum £100	£30 / Hour up to maximum £100	0.00%
Granting of Exceedance Authorisation	Non-Business	£30 /Hour up to maximum £100	£30 / Hour up to maximum £100	0.00%
Analysis for Check Monitoring in Commercial Premises	Non-Business	Cost plus £13 Admin Fee to max of £100	Cost plus £13 Admin Fee to max of £100	0.00%
Analysis under Audit Conditions in Commercial Premises	Non-Business	Cost plus £13 Admin Fee to max of £500	Cost plus £13 Admin Fee to max of £500	0.00%

CATEGORY	VAT	2014/15		2015/16		% increase
		£	£	£	£	

NEIGHBOURHOOD WARDENS - Fixed Penalty Notices - Statutory Charges

		Payments after 10 days	Reduction for Early Payment (10 days)	Payments after 10 days	Reduction for Early Payment (10 days)	
Nuisance Parking	Non-Business	100.00	80.00	100.00	80.00	0.00%
Abandoning a vehicle	Non-Business	200.00	180.00	200.00	180.00	0.00%
Litter	Non-Business	80.00	60.00	80.00	60.00	0.00%
Street Litter Control Notices & Litter Clearing Notices	Non-Business	110.00	80.00	110.00	80.00	0.00%
Unauthorised Distribution of Literature on Designated land	Non-Business	80.00	60.00	80.00	60.00	0.00%
Graffiti & fly posting	Non-Business	80.00	60.00	80.00	60.00	0.00%
Failure to Produce Authority (Waste Transfer Notes)	Non-Business	300.00	230.00	300.00	230.00	0.00%
Failure to Furnish Documentation (Waste Carriers Licence)	Non-Business	300.00	230.00	300.00	230.00	0.00%
Offences in Relation to Waste Receptacles	Non-Business	110.00	80.00	110.00	80.00	0.00%
Offences under Dog Control Orders	Non-Business	80.00	60.00	80.00	60.00	0.00%
Allowing a Dog to Foul in a Public Place	Non-Business	50.00	50.00	50.00	50.00	0.00%
Failure to comply with a Community Protection Notice, under the Anti-social Behaviour, Crime and Policing Act 2014	Non-Business	-	-	80.00	100.00	-

CATEGORY	2014/15		2015/16	% increase
	£	£	£	
LEISURE CENTRE - (Fees set by the external partner, People Leisure Management Ltd)				
Swimming	Member	Non-Member		
Adult	3.30	3.45	3.60	4.35%
Senior (60 Plus)	1.55	1.65	1.70	3.03%
Concession (inc. Junior Under 16, unemployed, student)	1.65	2.10	2.20	4.76%
Disabled	No Charge	No Charge	No Charge	-
Under 4's	No Charge	No Charge	No Charge	-
Spectator	0.50	0.50	0.50	0.00%
Junior Lesson (per half hour)	4.00	4.15	4.40	6.02%
Adult Lessons (per half hour)	4.00	4.15	4.40	6.02%
Tots Lessons (per half hour)	4.00	4.15	4.40	6.02%
Private Lessons	19.85	20.00	POR	-
Memberships				
Swimming - Direct Debit	22.10	-	22.85	3.39%
Swimming - Paid in full	221.10	-	228.50	3.35%
Pool Hire				
Private Hire – Main Pool (per 1 hour)	-	50.50	52.10	3.17%
Private Hire – Aqua Pool (per 1 hour)	-	39.35	35.50	-9.78%
Private Hire – Teaching Pool (per 1 hour)	-	34.40	40.65	18.17%
Private Hire – All 3 Pools (per 1 hour)	-	111.60	115.30	3.32%
Fitness & Health Exercise Classes				
Group Exercise Classes	4.00	4.80	4.90	2.08%
Adult Rec	3.45	3.70	3.80	2.70%
Senior Rec / Ladies Rec (2 hours)	3.40	3.70	3.80	2.70%
Senior Exercise (1 hour)	2.55	2.55	2.60	1.96%
Aqua Lunchtime	2.55	2.55	2.60	1.96%
Zumba Gold	-	-	2.30	-

Note:- Exercise Categories are as follows:-

Calorie Killers

Body Attack
Body Combat
Group Cycling
RPM

Specialities

Forever Fit
Power Chi Yoga
Senior Fitness
Zumba
Zumba Gold
Tabata

Toning and Strength

Body Pump
Circuits
CXWORX
LBT

Unwind and Re Energise

Body Balance
Pilates

Water Workouts

Antenatal Aqua
Aqua

CATEGORY	2014/15		2015/16	% increase
	£	£	£	
LEISURE CENTRE - (Fees set by the external partner, People Leisure Management Ltd)				
Fitness & Health Membership				
Single Monthly Fitness	-	37.30	38.50	3.22%
Joint Monthly Fitness	-	63.35	65.50	3.39%
Single Annual Fitness	-	372.90	385.00	3.24%
Joint Annual Fitness	-	633.20	655.00	3.44%
Single Monthly Workout	-	28.65	29.75	3.84%
Single Annual Workout	-	286.15	297.50	3.97%
Junior Active 11-15yrs - Monthly	-	14.05	14.50	3.20%
Junior Active 11-15yrs - Annual	-	140.50	145.00	3.20%
Concession	-	20.65	21.50	4.12%
Concession - Annual	-	206.60	215.00	4.07%
Family (Children on swim lessons)	-	27.80	29.00	4.32%
Daytime Membership	-	29.95	31.00	3.51%
Corporate	-	30.65	32.00	4.40%
Fitness & Health Casual				
Gym Induction	-	14.35	15.00	4.53%
Gym Session Casual	-	7.40	7.60	2.70%
Gym Session Concession (9.00am – 5.00pm only)	-	4.00	4.20	5.00%
GP Referral / Heartsmart Session	-	2.20	2.30	4.55%
Kidz Active - under 5's activities				
	Member	Non-Member		
Active Antz	2.55	2.75	2.80	1.82%
Crafty Tots	3.25	3.65	3.80	4.11%
Mini Dribblers	3.25	3.65	3.80	4.11%
Kidz Active - 5-11 years activities				
Badminton	3.25	3.65	3.80	4.11%
Basketball	3.25	3.55	3.80	7.04%
Football	3.25	3.55	3.80	7.04%
Trampoline	3.65	3.90	4.05	3.85%
Holiday Activities (8.30 - 5.45)	21.20	23.65	24.50	3.59%
Inclusive Sports Club	1.15	1.15	1.20	4.35%
Others				
Creche (Half Hour)	1.00	1.25	1.30	4.00%
Active Kidz Birthday Parties				
Minimum 10 Children (1.5 hours) Dryside	90.45	94.05	99.00	5.26%
Additional Children (each)	6.30	6.90	7.50	8.70%
Minimum 12 Children (1.5 hours) Wetside	104.20	108.40	110.00	1.48%
Additional Children (each)	6.95	7.65	8.00	4.58%
Trampolining Party	104.15	107.35	110.00	2.47%
Bouncy Castle Party	93.55	97.50	99.00	1.54%
Roller Disco Party	106.30	106.30	110.00	3.48%
Extra Lifeguard	23.40	23.40	24.20	3.42%
Extra Leader	13.40	13.40	14.00	4.48%
Pool Inflatable Party	106.30	106.30	110.00	3.48%
Sports Halls and Courts				
Adult Admission	-	0.50	0.50	0.00%
Junior/ Concession Non-members admission	-	-	Free	-
Adult Badminton Court	-	7.35	7.60	3.40%
Concession (off peak only) Badminton	-	3.95	4.05	2.53%
Half Main Hall Hire	-	35.90	37.10	3.34%
Concession (off peak only) Half Main Hall	-	17.20	17.75	3.20%
Small Hall	-	35.30	POR	-
Squash Adult (peak)	-	6.25	6.50	4.00%
Squash Adult (off peak)	-	4.35	4.50	3.45%
Table Tennis Adult	-	5.95	6.10	2.52%
Table Tennis Concession (off peak only)	-	3.50	3.90	11.43%
New Activity Room	-	29.35	30.30	3.24%
Commercial Bookings				
Commercial Rate 150% of Standard Charge				

CATEGORY	VAT	2014/15 £	2015/16 £	% increase
Markets				
New traders to be charged half price on first stall for a period of 4 weeks				
Market Stall Licenced Trader				
Saturday Zone A	Exempt	28.40	29.40	3.52%
Second stall	Exempt	21.30	22.05	3.52%
Third and all subsequent stalls	Exempt	14.20	14.70	3.52%
Monday Zone A	Exempt	23.40	24.20	3.42%
Second Stall	Exempt	17.55	18.15	3.42%
Third and all subsequent stalls	Exempt	11.70	12.10	3.42%
Friday Zone A	Exempt	23.40	24.20	3.42%
Second Stall	Exempt	17.55	18.15	3.42%
Third and all subsequent stalls	Exempt	11.70	12.10	3.42%
Saturday Zone B	Exempt	14.20	14.70	3.52%
Second Stall	Exempt	10.65	11.03	3.57%
Third and all subsequent stalls	Exempt	7.10	7.35	3.52%
Monday Zone B	Exempt	11.70	12.10	3.42%
Second Stall	Exempt	8.78	9.08	3.42%
Third and all subsequent stalls	Exempt	5.85	6.05	3.42%
Friday Zone B	Exempt	11.70	12.10	3.42%
Second Stall	Exempt	8.78	9.08	3.42%
Third and all subsequent stalls	Exempt	5.85	6.05	3.42%
Saturday Zone C	Exempt	7.10	7.35	3.52%
Second Stall	Exempt	5.33	5.52	3.56%
Third and all subsequent stalls	Exempt	3.55	3.68	3.66%
Monday Zone C	Exempt	5.85	6.05	3.42%
Second Stall	Exempt	4.39	4.54	3.42%
Third and all subsequent stalls	Exempt	2.93	3.03	3.41%
Friday Zone C	Exempt	5.85	6.05	3.42%
Second Stall	Exempt	4.39	4.54	3.42%
Third and all subsequent stalls	Exempt	2.93	3.03	3.41%
Market Stall Casual Trader				
Saturday Zone A	Exempt	32.00	33.00	3.13%
Monday Zone A	Exempt	26.70	27.60	3.37%
Friday Zone A	Exempt	26.70	27.60	3.37%
Saturday Zone B	Exempt	16.00	16.50	3.13%
Monday Zone B	Exempt	13.35	13.80	3.37%
Friday Zone B	Exempt	13.35	13.80	3.37%
Saturday Zone C	Exempt	8.00	8.25	3.13%
Monday Zone C	Exempt	6.70	6.90	2.99%
Friday Zone C	Exempt	6.70	6.90	2.99%
Charity Stall	Non-Business	POA	POA	-
Farmers Market	Exempt	21.80	22.50	3.21%
Friday Street Trading Consents per pitch	Non-Business	25.80	27.60	6.98%
Saturday Bric a Brac (in Zone B)	Exempt	10.00	10.30	3.00%
Monday Bric a Brac (in Zone B)	Exempt	10.00	10.30	3.00%
Friday Bric a Brac (in Zone B)	Exempt	10.00	10.30	3.00%
Town Centre Commercial Displays	Standard Rated	POA	POA	-
Town Centre Large Commercial Displays (over 6m length over 3m width)	Standard Rated	£200/day	206.40/day	3.20%

CATEGORY	VAT	2014/15 £	2015/16 £	% increase
COMMERCIAL RENTS				
Rent of Industrial Unit	Exempt	POA	POA	-
Rent unit at Greenfields site	Standard Rated	POA	POA	-
Rent of space in Atkins Building	Standard Rated	POA	POA	-
Rent of retail shops	Exempt	POA	POA	-
MISCELLANEOUS				
Copies of Building Regulations & Planning Approvals				
Extensive researching of Planning history of site or premises	Non-Business	56.80	56.80	0.00%
Single copy of individual Planning approval	Zero Rated	28.00	28.00	0.00%
Copy of Building Regulation Approval and/or Completion Certificate	Zero Rated	28.00	0.00	-100.00%
Extensive search of Building Control history of site or premises	Zero Rated		43.50	New Charge
Photocopying of other documentation				
Per A4 Sheet	Zero Rated	10p +p&p	10p +p&p	-
Per A3 Sheet	Zero Rated	10p +p&p	10p +p&p	-
Other				
Aerial Photography	Standard Rated	POA	POA	-
Written confirmation of works exempt from Building Regulations	Non-Business	10.00	15.00	50.00%
Written confirmation of non-existence of Building Regulations record	Non-Business	10.00	15.00	50.00%
Written confirmation of completion of work to which Building Regulations applied	Non-Business	10.00	15.00	50.00%
Building Control Surveyor attendance at emergency / enforcement incident of dangerous structure (per hr)	Non-Business	50.00	87.50	75.00%
Preparation and posting of documentation in relation to an emergency/enforcement incident or dangerous structure (per document)	Non-Business	22.00	23.00	4.55%
Domestic pre-application advice	Standard Rated	-	75.00	-
Commercial pre-application advice	Standard Rated	-	POA	-
Copies of Ordnance Survey Sheets for Planning/Building Regulations Applications (Price per set)				
1 set of copies (maximum 6 copies)	Standard Rated	30.00	30.00	0.00%
Site Location Plans including Block Plans (Max 10 copies)	Standard Rated	34.00	34.00	0.00%
Other Copy Charges				
Tree Preservation Order	Zero Rated	32p per sheet + p&p	32p per sheet + p&p	0.00%
S106 Agreement	Zero Rated	32p per sheet + p&p	32p per sheet + p&p	0.00%

LOCAL LAND CHARGES

The Land Charges service is operated by Blaby District Council on behalf of Hinckley and Bosworth Borough Council.
Please contact Blaby District Council Land Charges department for further information or to order your Land Charges search

BUILDING CONTROL

Building Inspection Fees - Please ring 01455 255850

CATEGORY	VAT	2014/15	2015/16	% increase
Grobby Community Centre		£	£	
Whole Building				
3 hour session	Exempt	37.71	38.92	3.21%
Small Room				
3 hour session	Exempt	18.15	18.73	3.20%
Discounts				
Registered charities (must quote registration number)	-	70%	70%	0.00%
Approved elderly persons' organisations	-	70%	70%	0.00%
Regular users – minimum usage 1 booking per week	-			
booked quarterly in advance with no cancellation permitted	-	10%	10%	0.00%
Letting of Garages & Garage Plots (HRA)				
		Where VAT applies, the figures quoted include VAT		
Garage Plots per annum				
Private owners	Standard Rated	42.89	44.18	3.01%
Council house residents if let within proximity of residence	Non-Business	35.74	36.82	3.01%
Garages (Council Tenants)	Non-Business	203.11	209.20	3.00%
Garages (Non Council Tenants)	Standard Rated	243.72	251.03	3.00%
Garages (Council Tenants) not let within proximity of residence	Standard Rated	243.72	251.03	3.00%
Other Housing Charges (HRA)				
Warden Assisted Accommodation				
Guest room charge per night	Standard Rated	8.76	8.76	0.00%
Warden Assistance Alarm Connection				
Lifeline (Weekly charge)	Standard Rated*	6.13	6.13	0.00%
Solo (Weekly charge)	Standard Rated*	4.95	4.95	0.00%
Central Control Connection (Weekly charge)	Standard Rated*	1.90	1.90	0.00%
		<i>* Zero-rated for those with disabilities</i>		
Other Housing Charges (Private Sector)				
Accommodation Certificate	Standard Rated	140.00	140.00	0.00%
Service of Housing Act Notices - Recovery of Cost	Non-Business	POA	POA	-
Housing - Mandatory HMO Licensing - Recovery of Cost	Non-Business	POA	POA	-
Bed and Breakfast Charges (Homeless)				
Households on JSA/IS (Weekly Charge)	Standard Rated	13.15	13.15	0.00%
Employed households (Daily Charge)	Standard Rated	13.15	13.15	0.00%
Each additional member of household (Weekly Charge)	Standard Rated	3.30	3.30	0.00%

CATEGORY	VAT	2014/15 £	2015/16 £	% increase
Publication List				
Hinckley & Bosworth Local Plan *	Zero Rated	64.00	64.00	0.00%
LDF				
Local Development Scheme	Zero Rated	11.00	11.00	0.00%
Statement of Community Involvement	Zero Rated	11.00	11.00	0.00%
Residential and Employment Land Availability Monitoring Statement	Zero Rated	11.00	11.00	0.00%
Authority Monitoring Report	Zero Rated	-	11.00	New Charge
Residential Land Availability Statement	Zero Rated	-	11.00	New Charge
Employment Land Availability Monitoring Statement	Zero Rated	-	11.00	New Charge
Core Strategy (December 2009) plus Sustainability Appraisal	Zero Rated	25.00	25.00	0.00%
Core Strategy Inspectors Report	Zero Rated	11.00	11.00	0.00%
Site Allocations and Generic Development Control Policies DPD Preferred Options	Zero Rated	64.00	64.00	0.00%
Site Allocations and Development Management Policies DPD Pre-Submission Version	Zero Rated		64.00	New Charge
Hinckley Town Centre Area Action Plan (March 2011) plus Sustainability Appraisal	Zero Rated	25.00	25.00	0.00%
Earl Shilton and Barwell Area Action Plan Preferred Option (January 2011) plus sustainability appraisal	Zero Rated	30.00	30.00	0.00%
Earl Shilton and Barwell Area Action Plan Pre-submission version (July 2013) plus sustainability appraisal	Zero Rated	30.00	30.00	0.00%
Earl Shilton and Barwell Area Action Plan (September 2014) plus Sustainability Appraisal	Zero Rated	-	30.00	New Charge
Earl Shilton and Barwell Area Action Plan Inspectors Report	Zero Rated	-	11.00	New Charge
Shopping and Shop Fronts SPD	Zero Rated	11.00	11.00	0.00%
Affordable Housing SPD	Zero Rated	11.00	11.00	0.00%
Rural Needs SPD	Zero Rated	11.00	11.00	0.00%
Sustainable Design SPD	Zero Rated	11.00	11.00	0.00%
Play and Open Space Developer Contributions SPD	Zero Rated	11.00	11.00	0.00%
Hinckley Town Centre Strategic Transport Development Contributions SPD	Zero Rated	11.00	11.00	0.00%
Burbage Village Design Statement	Zero Rated	11.00	11.00	0.00%
Ratby Village design Statement	Zero Rated	11.00	11.00	0.00%
Other Documents				
Employment Land and Premises Study (BE Group) 2013	Zero Rated	30.00	30.00	0.00%
Leicester & Leicestershire Employment Land Study	Zero Rated		30.00	New Charge
Retail Capacity Study	Zero Rated	25.00	25.00	0.00%
Green Infrastructure Study	Zero Rated	30.00	30.00	0.00%
Landscape Character Assessment	Zero Rated	25.00	25.00	0.00%
Strategic Flood Risk Assessment	Zero Rated	25.00	30.00	20.00%
Biodiversity Assessment	Zero Rated	25.00	25.00	0.00%
Areas of Separation Review (March 2012)	Zero Rated	20.00	20.00	0.00%
District, Local and Neighbourhood Centre Review (February 2012)	Zero Rated	11.00	11.00	0.00%
Green Wedge Review (December 2011)	Zero Rated	20.00	20.00	0.00%
Green Wedge Allocations Topic Paper (July 2012) Assessment of New Areas	Zero Rated	20.00	20.00	0.00%
Open Space, Sport and Recreational Facilities Study (July 2011)	Zero Rated	40.00	40.00	0.00%
Community, Cultural & Tourism Facilities Review (2013)	Zero Rated	20.00	20.00	0.00%
Gypsy & Traveller Accommodation Needs Assessment (2013)	Zero Rated	20.00	20.00	0.00%
Extended Phase 1 Habitat Survey	Zero Rated	-	40.00	New Charge
Strategic Housing Land Availability Assessment	Zero Rated	-	150.00	New Charge
Renewable Energy Capacity Study	Zero Rated	-	30.00	New Charge
Economic Regeneration				
Hinckley & Bosworth Economic Regeneration Strategy (2009 - 2014)	Zero Rated	11.00	11.00	0.00%
Conservation				
Conservation Area Appraisals (Various)	Zero Rated	11.00	11.00	0.00%

Note: - All publications are subject to an additional charge for postage and packing

Note: - * 50% discount for local residents and voluntary organisations

CATEGORY	VAT	2014/15 £	2015/16 £	% increase
Register of Electors – Statutory Fees				
Purchase of register in Data format (per request)	Standard Rated	20.00	20.00	0.00%
(per 1000 or part there of)	Standard Rated	1.50	1.50	0.00%
Purchase of register in Printed format (per request)	Zero Rated	10.00	10.00	0.00%
(per 1000 or part there of)	Zero Rated	5.00	5.00	0.00%
Purchase of the (printed) Marked Register per request	Zero Rated	10.00	10.00	0.00%
(per 1000 or part there of - data format)	Zero Rated	1.00	1.00	0.00%
(per 1000 or part there of - paper format)	Zero Rated	2.00	2.00	0.00%
Reprographic Charges				
Photocopies for members of staff and Parish Councils				
A4 per sheet – black and white	Standard Rated	4p / copy	4p / copy	0.00%
A4 per sheet – colour	Standard Rated	7p / copy	7p / copy	0.00%
A3 per sheet – black and white	Standard Rated	8p / copy	8p / copy	0.00%
A3 per sheet – colour	Standard Rated	14p / copy	14p / copy	0.00%
Miscellaneous				
Agendas per copy				
Council	Zero Rated	5.15	5.15	0.00%
Planning	Zero Rated	10.30	10.30	0.00%
Other Committees	Zero Rated	5.15	5.15	0.00%
Photocopies of parts of reports and other documents				
1 copy A4	Standard Rated	0.10	0.10	0.00%
1 copy A3	Standard Rated	0.20	0.20	0.00%
Mortgage Questionnaire	Zero Rated	87.55	87.55	0.00%
Sealing Fee for Mortgages (Redemption)	Zero Rated	77.25	77.25	0.00%
Published Statement of Accounts	Zero Rated	10.66 + p&p	10.66 + p&p	-

CATEGORY	VAT	2014/15	2014/15	2015/16	2015/16	% increase	
		£	£	£	£		
Legal Services							
Miscellaneous Agreements							
Retrospective Consent (ex Council Properties)	Zero Rated	105.00		105.00			0.00%
Recharge of Legal Costs for Section 106 Agreements	Non-Business	At cost minimum fee 1,200.00		At cost minimum fee 1,200.00			0.00%
S106 Agreement Shortform Unilateral Undertaking	Non-Business	210.00		210.00			0.00%
Variation of S106 Agreement	Non-Business	At cost minimum fee 500.00		At cost minimum fee 500.00			0.00%
Preparation of lease for industrial unit / shop (includes Lease renewal)	Exempt	235.00		235.00			0.00%
Preparation of lease for Greenfields / Atkins (incl lease renewal)	Exempt	315.00		315.00			0.00%
Preparation of Non Standard Lease	Exempt	390.00		390.00			0.00%
Preparation of deed of licence / variation of a term of lease	Exempt	130.00		130.00			0.00%
Surrender of lease	Exempt	375.00		375.00			0.00%
Licence To Assign	Exempt	375.00		375.00			0.00%
Recharge of costs for sale / purchase of land	Exempt	At cost minimum fee 375.00		At cost minimum fee 375.00			0.00%
Preparation of a deed of release of a restrictive covenant	Standard Rated	230.00		230.00			0.00%
Open Space Land adoption	Exempt	At cost minimum fee 750.00		At cost minimum fee 750.00			0.00%
Data Protection subject to access request (Statutory Maximum)	Non-Business	10.00		10.00			0.00%
Deed of Dedication	Non-Business	290.00		290.00			0.00%
Deed of Rectification (Nil Charge if Council in error)	Standard Rated	250.00		250.00			0.00%
Right of Way (Standard easement)	Non-Business	210.00		210.00			0.00%
Retrospective Consent (RTB Properties)	Non-Business	105.00		105.00			0.00%
Postponement of charge (RTB Properties)	Non-Business	105.00		105.00			0.00%
Licence authorising change of use	Non-Business	235.00		235.00			0.00%
Grazing licences	Zero Rated	105.00		105.00			0.00%
Deed of Variation of Leases	Standard Rated	315.00		315.00			0.00%
JCT Minor Works Contract	Non-Business	105.00		105.00			0.00%
Sealing Fee	Non-Business	20.00		20.00			0.00%
Charge for diversion/extinguishment of Public Rights of Way							
			FIRST PATH	EACH ADD.	FIRST PATH	EACH ADD.	
Stage 1 (Preliminary Consultation)	Non-Business	850.00	250.00	850.00	250.00	0.00%	0.00%
Stage 2 (Making Order)	Non-Business	340.00	100.00	340.00	100.00	0.00%	0.00%
			+ Advertising				
Stage 3 (Submission to Secretary of State where Order opposed)	Non-Business	400.00	100.00	400.00	100.00	0.00%	0.00%
Stage 4 (Confirmation of Order)	Non-Business	200.00	60.00	200.00	60.00	0.00%	0.00%
			+ Advertising				
Note: - No payment to be made until completion of Stage 2 (or such earlier stage if the matter proceeds no further) and, thereafter, at every appropriate subsequent stage							
Town Police Closures	Non-Business	150.00		150.00			0.00%

**Scale of fees of applications made or deemed to be made on or after 22 November 2012
updated 01 October 2013.**

Category of development	Fee payable
A - Operations	
<p>1. The erection of dwellinghouses (other than development in category 6).</p>	<p>(1) Where the application is for outline planning permission and - the site area does not exceed 2.5 hectares, £385 for each 0.1 hectare of the site area; the site area exceeds 2.5 hectares, £9,527; and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000; (2) in other cases - where the number of dwellinghouses to be created by the development is 50 or fewer, £385 for each dwellinghouse; where the number of dwellinghouses to be created by the development exceeds 50, £19,049; and an additional £115 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.</p>
<p>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).</p>	<p>(1) Where the application is for outline planning permission and - the site area does not exceed 2.5 hectares, £385 for each 0.1 hectare of the site area; the site area exceeds 2.5 hectares, £9,527; and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000; (2) in other cases - where no floor space is to be created by the development, £195; where the area of gross floor space to be created by the development does not exceed 40 square metres, £195; where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £385; where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £385 for each 75 square metres of that area;</p>

	where the area of gross floor space to be created by the development exceeds 3750 square metres, £19,049; and an additional £115 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £250,000.
3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).	(1) where the application is for outline planning permission and - (a) the site area does not exceed 2.5 hectares, £385 each 0.1 hectare of the site area; (b) the site area exceeds 2.5 hectares, £9,527; and an additional £115 for each additional hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000; (2) in other cases - (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £80; (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £385; (c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £385 for the first 540 square metres, and an additional £385 for each 75 square metres in excess of 540 square metres; and (d) where the area of gross floor space to be created by the development exceeds 4215 square metres, £19,049; and an additional £115 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250,000.
4. The erection of glasshouses on land used for the purposes of agriculture.	(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £80; (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,150
5. The erection, alteration or replacement of plant or machinery.	(1) Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area; (2) where the site area exceeds 5 hectares, £19,049; and an additional £115 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £250,000.
6. The enlargement, improvement or other alteration of existing dwellinghouses.	(1) Where the application relates to one dwellinghouse, £172; (2) where the application relates to two or more dwellinghouses, £339.
7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as	£172

such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.	
8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£195
9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	(1) Where the site area does not exceed 7.5 hectares, £385 for each 0.1 hectare of the site area; (2) where the site area exceeds 7.5 hectares, £28,750; and an additional £115 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250,000.
10. The carrying out of any operations not coming within any of the above categories.	(1) In the case of operations for the winning and working of minerals - (a) where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area; (b) where the site area exceeds 15 hectares, £29,112; and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000; (2) in any other case, £195 for each 0.1 hectare of the site area, subject to a maximum in total of £1,690.
B - Uses of land	
11. The change of use of a building to use as one or more separate dwellinghouses.	(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses - where the change of use is to use as 50 or fewer dwellinghouses, £385 for each additional dwellinghouse; where the change of use is to use as more than 50 dwellinghouses, £19,049; and an additional £115 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000; (2) in all other cases - where the change of use is to use as 50 or fewer dwellinghouses, £385 for each dwellinghouse; where the change of use is to use as more than 50 dwellinghouses, £19,049; and an

	additional £115 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.
12. The use of land for - (a) the disposal of refuse or waste materials; (b) the deposit of material remaining after minerals have been extracted from land; or (c) the storage of minerals in the open.	(1) Where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area; (2) where the site area exceeds 15 hectares, £29,112; and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000.
13. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).	£385
C – Other applications	
14. Certificate of Lawful Use or Development - (a) where the application relates to an existing use or development, the fee appropriate for an application for planning permission for that use or development (b) where the application relates to a proposed use or development, half that fee.	Please contact your Local Planning Authority for the correct fee for this type of application
15. Prior Notification under GDO - (a) agricultural buildings (b) intention to demolish a building	£80
16. Prior Notification Under GDO (Telecommunications)	£385
17. Hazardous Substances Consent - (a) for development involving up to twice the controlled quantity (b) for development involving large quantities (c) continuance of consent without complying with a condition	Please contact your Local Planning Authority for the correct fee for this type of application
18. Confirmation of compliance with condition attached to a grant of planning permission - (a) where the request relates to a permission for development which falls within category 6 or 7 of Part 2 to Schedule 1	£28 per request £97 per request

(b) where the request relates to a permission for development which falls within any other category of that Schedule	
19. Variation or removal of a Condition	£195
Application for a grant of replacement planning permission subject to a new time limit:	
(a) If the application is a householder application (b) If the application is an application for major development (c) In any other case	£57 £575 £195
Application for a non-material amendment following a grant of planning permission	
(a) If the application is a householder application (b) In any other case	£28 £195
Fees for Advertisements	
Scale of fees in respect of applications for consent to display advertisements	
Category of development	Fee payable
1. Advertisement displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters – (a) the nature of the business or other activity carried out on the premises; (b) the goods sold or the services provided on the premises; or (c) the name and qualifications of the person carrying on	£110

such business or activity or supplying such goods or services.	
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£110
3. All other advertisements.	£385
Fees for Prior Notification	
Category of development	Fee payable
1. Notification of a proposed change from B1 (a) office use to C3 residential.	£80
2. Prior approval of proposed change of use to State Funded School	£80
3. Prior notification of proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage and distribution, hotels, or assembly or leisure	£80

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EXECUTIVE– 28TH JANUARY 2015

RE HOUSING REVENUE ACCOUNT RENT SETTING 2015/2016 REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To inform Executive of revised Government guidance for rent setting and to obtain approval of rent levels for 2015/2016.

2. RECOMMENDATION

- 2.1 That Executive note the revised Government guidance on rent setting and the average formula rent increase of **9.76%** arising from this calculation.
- 2.2 That Executive approve a rent increase for 2015/2016 of 6.5% in line with the recommendations from consulted tenants.
- 2.3 That Executive acknowledge the negative impact on the HRA Business Plan by approving a rent increase that is below that recommended by Government.
- 2.2 That Executive approve that all void properties are re-let at formula rent from 1st April 2015.
- 2.3 That Executive note the comments in section 3.17 onwards regarding the introduction of a rent policy for higher income tenants and approve the recommendation that such a policy is not introduced.

3. BACKGROUND TO THE REPORT

- 3.1 The Council, as landlord to properties within the Housing Revenue Account is required to review rent levels and advise tenants of their rent for the forthcoming year ahead as part of the budget setting process.

Policy to 2014/2015

- 3.2 As part of the previous Housing Subsidy regime, rents were calculated on the basis of an annual determination issued by the Department of Communities of Local Government (DCLG). The methodology included in this determination was highly prescriptive and offered little flexibility for landlords in setting rent levels.
- 3.3 One of the key objectives of rent setting under the Housing Subsidy regime was to ensure that the rents payable by Council tenants were brought into line with those paid by tenants of other Social Landlords (target rent) by a set date. This concept is known as “convergence”.
- 3.4 Under self financing, Council landlords were granted additional flexibility in setting rent levels and rent determinations were no longer published to prescribe the process. That said, the principle of rental convergence currently still applied and Councils were encouraged to implement formula which was broadly based an increase of RPI + ½% plus a proportion of the difference between inflated and target rent for the property. In order to ensure that rents were not increased excessively, the previous rental formula included rental constraint devices (known as caps and limits). The cap dictated the total amount that can be charged for each property based on

the number of bedrooms. In addition, the limit stated that no tenants' rent could be increased by more than RPI + 0.5% + £2 year on year.

Policy from 2015/2016

- 3.5 In May 2014, the Government announced a revised rent policy which would apply for ten years from 2015/16. The objectives of this policy was "in recognition of the benefit of long-term certainty to landlords, in helping them to plan for future investment – and so provide more new affordable homes, improve existing affordable homes, and provide good services to their tenants."¹
- 3.5 The revised policy outlines that a "formula" rent as at 2000/01 should be calculated using the formula below. This calculation incorporates a number of local factors deemed to impact the rental market rather than blanket increases that have previously been used:
- (70% of national average rent x relative county earnings x bedroom weight) + (30% of national average rent x relative property value)²
- 3.6 Once the 2000/01 formula rent is calculated, it is then uplifted annually to 2014/2015 by Retail Price Index (RPI) at September of the previous year plus an additional amount. In 2001/02, that additional amount is 1.0%; for all other years, it is 0.5%.
- 3.7 The revised rent policy then changes the uplift from 2015/2016 to Consumer Price Index (CPI) at September of the previous year plus 1.0%. The move from RPI to CPI follows the Office for National Statistics' announcement in January 2013 that the formula used to produce the RPI does not meet international standards. As a result, the Government is looking to move to the CPI, where possible, where an inflation-index is currently being used in policy.
- 3.8 CPI at September 2014 was 1.2%.
- 3.9 Whilst use of this formula is not mandated, the DCLG states that it **expected** that Councils will set rents in this manner.

Hinckley and Bosworth Rents

- 3.10 Based on this calculation, the average rental increase for this Council for 2015/2016 has been calculated at **9.76%**. This increase is due to historical decisions made by members to not increase rents in line with formula. As a comparison, the actual rent charged in 2014/2015 is on average £5.64 (6.69%) less than the recommended formula rent.
- 3.11 The calculated rental increases will result in an average increase of £7.38 per week. Because of the nature of the average calculation, a number of properties will see rental increases over this amount.
- 3.12 After factoring in void losses of 2%, this increase will generate forecast rental income of £ 13,704,664 in 2015/2016 (8.40% increase in cash terms from 2014/2015 budget).

¹ Guidance on Rents for Social Housing – DCLG October 2014

² *National average rent* is average rent in April 2000

Relative county earnings is the average manual earnings for the county in which property is located divided by the national average manual earnings – both at 1999

Relative property value – individual property value divided by national average property value – both at 1999

- 3.13 Following consultation with Tenants Together, a rent increase of 6.5% has been endorsed by the group and Executive and has been put forward for approval. After factoring in void losses of 2%, this increase will generate forecast rental income of £13,262,955 in 2015/2016 (4.91% increase in cash terms from 2014/2015 budget).
- 3.14 Under self financing, Council landlords have the flexibility to set rent levels based on local needs. The following table details the forecast rent levels at various percentage changes. Based on this information, if this Council was to increase rent by 6.5%, £441,709 less income would be available for the Housing Revenue Account than if rent was set in line with the formula. For reference, the original Housing Revenue Account Business Plan was based on an average increase of 5.5%, however this was calculated using the previous method of rent calculation.

	2014/2015	Formula	Agreed increase (6.50%)	3% Increase	5% Increase	7% Increase
Total rent (£)	12,900,789	13,984,351	13,533,628	13,287,812	13,545,828	13,803,844
Void Loss (2%) (£)	258,016	279,687	270,673	265,756	270,917	276,077
Forecast rent (£)	12,642,773	13,704,664	13,262,955	13,022,056	13,274,912	13,527,767
Average increase (%)		9.76%	6.50%			
Actual increase (%)		8.40%	4.91%	3.00%	5.00%	7.00%
Opportunity cost (£)		0	-441,709	-682,608	-429,752	-176,897

- 3.15 Under the self financing regime, the sustainability of the Housing Revenue Account is imperative to ensure management of the buy out debt and also to ensure sufficient resources for investment in properties. The table below details how any increase/decrease in rent will impact on housing investment plans. If this Council was to increase rent in line with the formula it would fund 8.50 new build houses or 265 new kitchens in 2015/2016. Correspondingly this opportunity would be reduced by 3.5 houses or 110 kitchens if rent was increased by only 6.5%.

	Formula	Agreed 6.5% Increase	3% Increase	5% Increase	7% Increase
New Build House (#)	8.50	-3.5	-5.5	-3.4	-1.4
New Kitchen (refurb) (#)	265.47	-110.43	-170.65	-107.44	-44.22

- 3.16 The revised guidance also reiterates the recommendation that where a property is not let at formula rent it should be re-let at that level. This has been common practice nationally under self-financing and housing subsidy but has not been followed by Hinckley and Bosworth Borough Council. If members decide not to increase all rents in line with formula it is recommended that this practice is introduced to compensate for some loss of income.

High Income Households

- 3.17 The revised guidance also outlines the Governments' recommendations in respect of high income households i.e. those households (and therefore including any individuals living in a property who are not named on the tenancy agreement) who have annual taxable income of at least £60,000.

- 3.18 As outlined in the guidance, the Government “believes that local authorities should be able to charge those in social housing with high incomes a fairer level of rent to stay in their homes” and therefore encourages that a separate rent policy should be in place for high income households which incorporates higher rent levels. Rent received through this charge should be invested into new affordable housing.
- 3.19 In order to execute such a policy, the Council would be required to administer an additional process to request income information from all tenants not currently on housing benefit. Correct implementation of the policy would rely on tenants declaring their income and any changes that may occur. It is envisaged that this process would be administratively complex and expensive and therefore it is recommended that such a policy is not introduced. This is consistent with a number of other Leicestershire housing authorities who have been consulted on their plans.

4. FINANCIAL IMPLICATIONS [KP]

These are contained in the report

5. LEGAL IMPLICATIONS [EH]

Under section 24 of the Housing Act 1985 the council has power to make reasonable charges for the tenancy or occupation of its houses. It also requires the Council to review the rents charged from time to time.

The Council may increase the rent for its tenants by giving a minimum of four weeks’ (28 days) prior notice of any increase in rent, as required under section 103(4) of the Housing Act 1985 and the terms of the Council’s standard tenancy agreement.

Please also note the additional comments under the Consultation section of the report.

6. CORPORATE PLAN IMPLICATIONS

This report contributes to the achievement of the following Corporate Plan Priorities:

- Improve the quality of residents’ homes
- Provide accommodation which is affordable in the Borough

7. CONSULTATION

Though there is no statutory obligation to consult on rent increases, it is a term of our tenancy agreement WHICH states that:

“Before making any changes in the Conditions of Tenancy the Council will consult tenants either by writing to all tenants outlining the proposed amendments or, where amendments specifically apply to a group of tenants, by writing individually to those tenants or in appropriate cases calling a Public Meeting. The Council will fully consider any comments received. The Borough Council will then give at least four weeks notice of any changes before bringing them into effect.”

Proper consultation should therefore be undertaken prior to implementation of any changes. For the purpose of consultation for previous rent increases a meeting has taken place with the formal tenants board, now Together for Tenants. Whilst not the full consultation outlined above, it is proposed that this method of consultation is continued for this rent increase.

8. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None		

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

Results of rent setting will impact upon a number of vulnerable groups in the Borough.

10. CORPORATE IMPLICATIONS

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

Background Papers: Rent Setting Model
 HRA 30 Year Business Plan
 Guidance on Rents for Social Housing – DCLG October 2014

Author: Katherine Plummer (Head of Finance) ext 5609

Executive Member: Councillor KWP Lynch
 Councillor MT Mullaney

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EXECUTIVE – 28TH JANUARY 2015

BUSINESS RATES POOLING 2015/2016 REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To obtain approval of the reinstatement of the Leicester and Leicestershire Pool for 2015/16.

2. RECOMMENDATION

- 2.1 That the following be approved:

- The Leicester and Leicestershire Pool be re-formed for 2015/16;
- The £706,390 balance retained from the 2013/14 Pool be retained to form a provision for the new 2015/16 Pool;
- The County Council be appointed as the lead authority for the Pool.

3. BACKGROUND TO THE REPORT

Background

- 3.1 As part of the Business Rates Retention Scheme introduced by the Government from April 2013, local authorities could agree to form Pools, subject to approval by DCLG and designation by the Secretary of State.
- 3.2 The Leicester and Leicestershire Pool (the Pool) was established in 2013/14 and consisted of the seven districts, Leicester City Council, the County Council and the Combined Fire Authority. The Pool was predicted to retain net resources of around £0.7m.
- 3.3 In accordance with the legal agreement entered in to, any surpluses generated by the Pool would be transferred to the Leicester and Leicester Enterprise Partnership for investment back into schemes and projects in the LLEP area. It should be emphasised that if the pool was not in place, this surplus would be paid back to Government with no guarantee or visibility over if/when and where it would be redistributed.

2013/2014 Pooling

- 3.4 The Leicestershire Treasurers Association (LTA) agreed unanimously in January 2014 to terminate the Pool after 2013/14. Difficulties at that time included the forecasting of appeal losses, the delay in the production of regulations and uncertainty over the timing, amount and pool impact of various S31 grants.
- 3.5 The final position on the 2013/14 Pool, as at 30th September 2014, is summarised below:

	Levy £	Safety Net £
Blaby	0	90,816
Charnwood *	0	284,505
Harborough	903,204	0
Hinckley & Bosworth	187,032	0
Melton	52,146	0
North West Leicestershire	0	0
Oadby & Wigston	0	60,671
Total	1,142,382	435,992
Balance - surplus	706,390	

*includes £3,165 interest

- 3.6 The Pooling Agreement provided for the first £0.4m of any surplus to be retained by the Pool and any balance above that amount be transferred to the LLEP. However, the recent view of LTA was that it would be prudent to set aside the whole £706,000 as a contingency.
- 3.7 The Pooling Agreement made provision for the allocation of resources held by the Pool in the event of the termination of the Pool. The £0.4m retained by the Pool at the end of 2013/14 has been provisionally allocated on the basis of that termination calculation, the results of which are summarised below:

	£
County Council	115,193
Leicester City Council	121,235
Combined Fire Authority	8,244
Blaby	27,094
Charnwood	33,069
Harborough	22,966
Hinckley & Bosworth	20,775
Melton	9,664
North West Leicestershire	32,178
Oadby & Wigston	9,582
Total	400,000

- 3.7 At present these amounts have not been transferred to the relevant authorities. The remaining £306,000 also remains with the County Council and has not been paid to the LLEP.

2014/15 Monitoring

- 3.8 Although the Pool was terminated at the end of 2013/14, quarterly monitoring has been undertaken during 2014/15. As part of ascertaining forecasts for 2015/16 (see below), a further 2014/15 forecast was performed in December and is summarised on Appendix A. The latest forecasts show a notional Pool net surplus of £2.3m.
- 3.9 It should be noted that the latest 2014/15 forecasts should be treated with caution, given the complexities of forecasting business rates and the levels of appeals and bad debts.

2015/16 Pooling

- 3.10 An Expression of Interest in re-forming the Pool in 2015/16 was submitted to DCLG on 24th September 2014 and a copy of the governance arrangements, signed by S151 officers, was provided to DCLG on 9th December 2014.
- 3.11 The Secretary of State made a pooling designation on 16th December 2014, prior to the publication of the draft Local Government Finance Report on 18th December 2014.
- 3.12 Local authorities can withdraw from a designated pool before the pool comes into effect, if after seeing the Provisional Settlement they no longer believe that pooling provides the opportunities they had previously thought. To exercise this option a local authority must write to the Department within 28 days of the publication of the Provisional Settlement and before the final Settlement is laid before the House of Commons. The Secretary of State will then revoke the designation. The deadline is 15th January 2015.
- 3.13 Once a designation has been made it cannot be amended so if any local authority chooses to exercise the option to withdraw it will mean that the pool cannot continue. In those circumstances the local authorities who had been designated as members of that pool would revert to individual positions. Pools will continue from year to year until a designation is revoked.
- 3.14 Appendix A includes a summary of an exercise undertaken in December to project the position of a re-formed Pool in 2015/16. This shows a net levy position of £2.6m. It should be noted that the forecasts should be treated with caution but in overall terms they give a fair indication of the likely outcome of a Pool in 2015/16.
- 3.15 The Appendix also includes a sensitivity analysis based on shortfalls of between 1% and 5% in projected income; the Pool would be viable if income falls short by these levels.
- 3.16 The Autumn Statement included the following: "Business rates: backdating – The government will change the rules so that alterations to rateable values can only be backdated to the period between 1 April 2010 and 1 April 2015 for Valuation Office Agency alterations made before 1 April 2016 and ratepayers' appeals made before 1 April 2015." Appeals, and the risk they present, have been a problem in determining the viability of the pool, and this seems to be very helpful in eliminating risk.

4. FINANCIAL IMPLICATIONS [KP]

- 4.1 The financial implications of the Pool are summarised in the report. The below details the direct implications for this Council.
- 4.1 As outlined in Appendix A, Business Rates for this Council in 2013/14 exceeded the baseline set by Government by £0.290m. In accordance with the relevant guidelines, 50% of this growth was paid as a levy to the pool and 50% retained by the General Fund.
- 4.2 Based on the forecasts for 2015/16 also contained in Appendix A this Council is estimating growth of £0.269m. This is due to predicted growth in rates arising from development in the town centre and also the s31 grant due to be received from Government to compensate for the loss of rates from the extension of various reliefs. Based on these forecasts therefore, 50% of this growth will be retained by the

General Fund. The remaining levy would be paid to the Pool and redistributed to the Leicester and Leicestershire area by the LLEP. If the Pool was not to form, this levy payment would remain identical in value but would be paid back to Central Government

4.3 In order to compensate for any losses in Business Rates, a Business Rates Reserve is in place for the value of losses before safety net payments would be due. On this basis, there is no financial loss to this Council under the Business Rates Retention scheme.

5. LEGAL IMPLICATIONS [EH]

5.1 Section 59A of the Local Government Finance Act 1988 allows local authorities to pool business rates. The pooling between the Leicestershire Council's will be governed by a legal agreement between the parties.

5.2 The draft legal agreement has been received and initial advice has been provided to officers. It is based upon the previous agreement entered into by the council.

5.2 It should be noted that the Pool, once the agreement has been entered into, can only be dissolved with a revocation of the pool designation by DCLG.

6. CORPORATE PLAN IMPLICATIONS

6.1 Growth in business rates will contribute towards the budget which will have an indirect impact on all other Corporate Plan targets.

7. CONSULTATION

7.1 All members of the Pool have been consulted in the decision to reform.

8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None		

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 Not applicable

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Human Resources implications
 - Planning Implications
 - Voluntary Sector
-

Background papers: None

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Executive Member: Cllr Keith Lynch

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