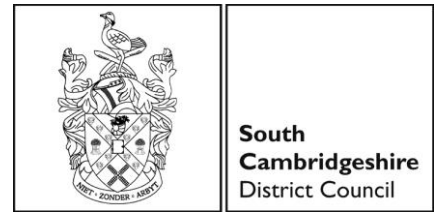


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4 November 2022

To: The Leader – Councillor Bridget Smith
Deputy Leader – Councillor Brian Milnes
Members of the Cabinet – Councillors John Batchelor, Bill Handley,
Dr. Tumi Hawkins, Peter McDonald and John Williams
Quorum: Three, including the Leader or Deputy Leader

Dear Councillor

You are invited to attend the next meeting of **Cabinet**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Monday, 14 November 2022 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Agenda

	Pages
1. Announcements	
2. Apologies for Absence To receive Apologies for Absence from Cabinet members.	
3. Declarations of Interest	
4. Minutes of Previous Meeting To authorise the Leader to sign the Minutes of the meeting held on Monday, 12 September 2022 as a correct record.	1 - 6
5. Public Questions The deadline for receipt of public questions is 23:59 on Tuesday, 8 November 2022. The Council's scheme for public speaking at committee meetings may be inspected here: Public Speaking Scheme	
6. Issues arising from the Scrutiny and Overview Committee	7 - 8

7.	Minimum Energy Efficiency Standards Policy	9 - 16
8.	Mobile Homes (Fit & Proper Person Policies and Fees & Charges)	17 - 50
9.	Future Use of Plots of HRA Land	51 - 76
10.	Cost of Living Crisis Support for Residents	77 - 86
11.	Local Council Tax Support	87 - 92
12.	2021/22 Provisional General Fund Revenue and Capital Outturn	To Follow
13.	Fees and Charges (Key)	93 - 134
14.	Exclusion of Press and Public The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(a)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act). Paragraph 3 relates to information about the financial or business affairs of any person, including the Authority holding that information.	
15.	Minutes of the Previous Meeting - Exempt	135 - 136

Guidance Notes for Visitors to South Cambridgeshire Hall

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Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

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Emergency and Evacuation

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nearest escape route; from the Council Chamber or Mezzanine viewing gallery this is via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the Fire and Rescue Service.
- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

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Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but we allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media

during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Food and Drink Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Declarations of interest

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner)

and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Cabinet held on
Monday, 12 September 2022 at 10.00 a.m.

Present: Councillor Bridget Smith (Leader of Council)
Councillor Judith Rippeth (Deputy Leader of the Council)

Councillors: John Batchelor Lead Cabinet member for Housing
Bill Handley Lead Cabinet Member for Communities
Dr. Tumi Hawkins Lead Cabinet member for Planning
Brian Milnes Lead Cabinet Member for Environment

Officers in attendance for all or part of the meeting:

In the Chamber

Aaron Clarke	Democratic Services Technical Officer
Jonathan Dixon	Planning Policy Manager
Kirstin Donaldson	Service Manager - Acquisitions and Development
Bode Esan	Head of Climate, Environment & Waste
Peter Maddock	Head of Finance
Rory McKenna	Monitoring Officer
Jeff Membery	Head of Transformation, HR and Corporate Services
Ian Senior	Scrutiny and Governance Adviser
Liz Watts	Chief Executive

Virtually

Rebecca Dobson	Democratic Services Manager
Nancy Kimberley	Principal Planning Policy Officer

Councillors Anna Bradnam, Sue Ellington, Jose Hales and Heather Williams were in attendance in the Chamber. Councillor Geoff Harvey attended virtually.

1. Her Majesty Queen Elizabeth II

Following a short introduction, Councillor Bridget Smith, Leader of the Council, invited all those in attendance to observe two minutes silence in memory of Her Majesty Queen Elizabeth II, who died on Thursday 8 September 2022.

Councillor Heather Williams (Leader of the Opposition speaking on behalf of herself and former Conservative Group leaders Peter Topping, Dr. David Bard, and Ray Manning) made a statement.

Councillor Bridget Smith (Leader of the Council) also made a statement.

2. Apologies for Absence

Councillors Peter McDonald and John Williams sent Apologies.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes of Previous Meeting**

Cabinet **authorised** the Leader to sign, as a correct record, the Minutes of the meeting held on 11 July 2022.

5. **Public Questions**

Mr. Daniel Fulton withdrew his question published on 7 September 2022.

6. **Issues arising from the Scrutiny and Overview Committee**

Cabinet noted a report summarising the Scrutiny and Overview Committee meeting held on Thursday, 26 July 2022, pre-scrutinising the Quarter 1 Performance Report.

That Scrutiny and Overview Committee report previewed a committee desire to scrutinise topics not on the Forward Plan of Cabinet decisions. At the Leader's invitation, Councillor Anna Bradnam, a Scrutiny and Overview Committee member appointed by the Chair of that committee to do so, introduced a late report of the meeting held on 6 September 2022 which developed that aspiration.

7. **Q1 Performance Report**

Councillor Judith Rippeth, Deputy Leader, presented to Cabinet the Quarter 1 Performance Report, highlighting for praise Key Performance Indicators for major planning applications and for the live streaming of public meetings.

Councillor Bridget Smith, Leader of the Council, thanked officers for their efforts in maintaining high performance levels, especially during the Covid-19 pandemic.

Upon a proposal from Councillor Rippeth seconded by Councillor Smith, and by affirmation, Cabinet:

- a) **Noted** the Key Performance Indicator (KPI) results and comments at Appendix A to the report and the Business Plan progress at Appendix B, and recommended action needed to reflect emerging priorities or issues;
- b) **Noted** the addition of new KPIs (PN519, AH230 and CC314) and the rationale for these, as detailed within the comments section of Appendix A; and
- c) **Noted** the addition of the new Outlook RAG (Red Amber Green) column in the KPI report at Appendix A (as detailed in paragraph 8 of the report;

8. **Anglian Water Drainage and Waste Water Management Plan Consultation Response**

Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning, presented to Cabinet a report on the proposed Consultation Response to the Anglian Water Drainage and Waste Water Management Plan.

Cabinet members noted the slight amendments proposed for the responses to Questions 1 and 2.

Following a short debate, Councillor Dr. Hawkins proposed that the recommendations in the report (as amended) be approved. This was seconded by Councillor Bridget Smith, Leader of the Council and by affirmation Cabinet:

- a) **Agreed** the response to the Anglian Water Drainage and Waste Water Management Plan 2022 consultation included in Appendix A to the report, subject to the following:

Question 1 (paragraph 3)

Replace the wording from ‘However...’ to ‘...the future can be monitored’ with the amended text

“However, reducing pollution, minimising pollution incidents from storm overflows and as a result improving the water quality should also be a key priority for the DWMP and be implemented as soon as possible. Improvements should be made to the monitoring undertaken and reported for Anglian Water’s Environmental Performance Assessment in order to provide clear information in a timely manner on such events, and their environmental impacts, so the effectiveness of DWMP programme in the future can be monitored.”

Question 2 (paragraph 3)

In the sentence beginning ‘Given the need...’ between the words ‘...such as...’ and ‘...removing...’ add the words ‘...intermediate targets for...’

- b) **Agreed** to grant delegated authority to the Joint Director of Planning and Economic Development, in consultation with the South Cambridgeshire District Council Lead Cabinet member for Planning and the Cambridge City Council Executive Councillor for Planning and Infrastructure (in consultation with chair and spokes), to make any minor editing changes and corrections identified to the response included at Appendix A prior to submission.

9. 2022/2023 Revenue and Capital Budget Monitoring (Quarter 1)

Councillor Bridget Smith, Leader of the Council, presented to Cabinet the 2022-2023 Revenue and Capital Budget Monitoring report for Quarter 1.

In response to comments from Councillor Heather Williams, Leader of the Opposition, Councillor Smith pointed out that variances were not unusual in the first Quarter of a financial year, and the Head of Finance undertook to provide Councillor Williams with a written explanation regarding the specific query raised.

Upon a proposal from Councillor Smith seconded by Councillor Rippeth, and by affirmation, Cabinet:

- a) **Noted** the forecast 2022-23 revenue position against the approved revenue budget shown in Appendix B to the report, the projected major variances with reasons for these variances at Appendices C1 and C2 and the action being taken to address the underlying issues;

- b) **Noted** the latest Capital Programme 2022-23 position [and variances, if any] as shown in Appendix D.

10. **2021/22 Provisional Housing Revenue Account (HRA) Outturn**

Councillor John Batchelor, Lead Cabinet Member for Housing, presented to Cabinet a report on the 2021-2022 Provisional Housing Revenue Account (HRA) Outturn. He briefly explained the impact of the Covid-19 pandemic on the capital account.

Upon a proposal from Councillor Batchelor seconded by Councillor Smith, and by affirmation, Cabinet

- a) **Noted** the 2021-22 revenue outturn position and the net overspend in the year of £0.029 million, and the explanations provided for the variances compared to the revised 2021-22 revenue budget;
- b) **Noted** the overall increase in the Housing Revenue Account balance as of 31 March 2021 to £5.681 million;
- c) In relation to the Capital Programme:
 - i) **Noted** the 2021-22 capital outturn of £17.485 million;
 - ii) **Acknowledged** the performance achieved in relation to the Capital Programme schemes substantially completed in 2021/2022, summarised in Appendix A to the report;
 - iii) **Recommended** to Council the carry forwards to 2022-23 of £0.836 million in relation to HRA Housing improvements due mainly to slippage;
 - iv) **Recommended** to Council carry forward amounts of £1.896 million to 2022/23 in relation to HRA housebuilding during 2021/22, due to slippage; and
 - v) **Noted** that a full review of the Capital Programme would be submitted to Cabinet at its December 2022 meeting to include re-phasing of the existing programme and new Capital bids for the next budget cycle.

11. **Trialling a four-day week at the Council**

Councillor Bridget Smith, Leader of the Council, presented to Cabinet a report detailing a proposal to trial a four-day week at South Cambridgeshire District Council.

Following a question raised by the Chief Executive of Cambridge City Council, the Leader confirmed that the City Council's Strategy and Resources Committee would be involved in the development of the trial and receive regular updates, and that, should the trial prove successful, it was envisaged that Cambridge City Council would play an important role in extending the four-day week to the Shared Waste Service.

Councillor Brian Milnes emphasised the importance of assuring residents that the trial was intended, among other things, to address any unexpected negative impact on the delivery of Council services.

The Chief Executive told Cabinet that staff, Members, and partner organisations all had a crucial role to play in making the trial a success.

The Leader informed Cabinet that the following additional recommendation should be considered, namely that feedback was due from Cambridge City Council's Strategy &

Resources Committee meeting on 10 October, and that South Cambridgeshire District Council would continue to keep that committee updated with information during the planning period and trial.

The Leader and Chief Executive responded in detail to a series of questions raised by Opposition members. Councillor Judith Rippeth (Deputy Leader) highlighted the potential benefits for staff in terms of their wellbeing and said that the impact on residents would be monitored during the trial period.

Upon a proposal from Councillor Smith, seconded by Councillor Rippeth, and by affirmation, Cabinet:

- a) **Approved** a trial to be run from January to March 2023, preceded by a planning period of three months;
- b) **Requested** the Employment & Staffing committee to receive update reports at its meetings on 10 November 2022 and 23 February 2023, with a view to reporting back to Cabinet after the end of the trial making recommendations as appropriate; and
- c) **Noted** that feedback would be received from Cambridge City Council's Strategy & Resources Committee meeting on 10 October 2022 and requested that officers continue to keep that committee updated with information during the planning period and trial.

12. Exclusion of Press and Public

Cabinet **agreed** by affirmation that the press and public be excluded from the meeting during consideration of item 15 in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (as amended) (exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act). Paragraph 3 refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).

13. Minutes of the Previous Meeting - Exempt

Upon the proposal of Councillor Bridget Smith seconded by Councillor John Batchelor, and by affirmation, Cabinet **authorised** the Leader to sign, as a correct record, the exempt Minutes of the meeting held on 11 July 2022.

14. Acquisition 56 no. Affordable Homes, Cottenham

Councillor John Batchelor, Lead Cabinet Member for Housing, presented to Cabinet the exempt report.

Upon a proposal from Councillor Batchelor seconded by Councillor Judith Rippeth, and by affirmation, Cabinet:

Approved the property acquisition as specified in paragraphs 6 and 7 in the exempt report.

**The Meeting ended at
11.48 a.m.**

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Agenda Item 6



Report to: Cabinet 14 November 2022

Lead Cabinet Members: All

From: Councillor Stephen Drew, Chair of the Scrutiny and Overview Committee
Councillor Graham Cone, Vice-Chair of the Scrutiny and Overview Committee

Update from Scrutiny and Overview Committee

Purpose

1. This report is to inform Cabinet about relevant discussion among members of the Scrutiny and Overview Committee at their meeting on 20 October 2022.

Fees and Charges

2. The Scrutiny and Overview Committee expressed concern about the potential funding gap in the Budget given the current rate of inflation and the overall increase of 5% in fees and charges. It recognised though that the estimated income from such fees and charges amounted to less than 10% of the total Budget and that it was difficult to anticipate what underlying economic conditions could be during 2023-24.
3. The Scrutiny and Overview Committee accepted that Council costs in providing services were currently being covered by the proposed fees and charges but drew attention to situations where the cost of providing an individual service in future might not be covered by a flat rate percentage increase.

Report Author:

Ian Senior – Scrutiny and Governance Adviser
Telephone – 01954 713028

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Agenda Item 7



**South
Cambridgeshire**
District Council

Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor Brian Milnes, Deputy Leader, and Lead Cabinet Member for the Environment	
Lead Officer:	Bode Esan, Head of Climate, Environment and Waste	

Minimum Energy Efficiency Standards Policy – Draft Approval

Executive Summary

1. This report outlines the Minimum Energy Efficiency Standards and their use in the enforcement of standards in private sector housing. The Council is responsible for enforcing these regulations and where it is satisfied that a property has been let in breach of the regulations it may serve a Penalty Notice on the landlord imposing a financial penalty.
2. These standards do not apply to registered providers of social housing.

Key Decision

3. Yes

The key decision was first published in the October 2022 Forward Plan.

Recommendations

4. It is recommended that Cabinet approves the proposed Minimum Energy Efficiency Standards policy.

Reasons for Recommendations

5. The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 enable Local Authorities to impose financial penalties on landlords who let sub-standard properties in breach of the regulations (up to a maximum of £5,000 per property).
6. The Council has the discretion to decide the amount of financial penalty up to the maximum limits set by the regulations, as detailed above. It is therefore incumbent upon the Council to agree a policy on how it intends to levy these financial penalties. The policy (Appendix A) fully outlines this and provides Council Officers with a

means to calculate a financial penalty that is well reasoned and proportionate to the breaches of the regulations in question.

Details

7. The Council is responsible for enforcing various pieces of legislation to ensure property standards are maintained for tenanted properties in the private rented sector and that landlords issue tenancies that comply with the law from the outset. The People & Protection Team undertake the enforcement of these legal provisions respectively.
8. The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 deal with sub-standard domestic rented properties, specifically tackling the least energy-efficient properties in England and Wales, those with Energy Performance Certificates (EPC) that are rated F or G. The regulations establish a minimum standard of EPC band E for domestic privately rented properties, applicable to all relevant tenancies (assured, regulated or domestic agricultural) as of 1st April 2020 and landlords must not continue to let a relevant property which has an EPC rating of F or G unless that property has a valid exemption registered on the government's PRS exemptions register. Where a property is sub-standard, landlords must make energy efficiency improvements, which raise the EPC rating to a minimum E. The People and Protection Team will work with other teams in the Council (i.e. Building Control) to identify relevant properties.
9. The Council is responsible for enforcing these regulations and where it is satisfied that a property has been let in breach of the regulations it may serve a Penalty Notice on the landlord imposing a financial penalty. The Council may also publish details of the breach on the PRS Exemptions Register, also known as a Publication Penalty. The Council has the discretion to decide the amount of financial penalty up to the maximum limits set by the regulations. In order to determine the level of financial penalty to be applied for each breach of the regulations, a policy (Appendix A) has been produced which includes a matrix used to calculate this, which takes into account a number of relevant matters including both culpability and potential harm to the tenant(s). The investigating officer will use this matrix to generate a penalty amount.
10. It should be noted that in the first instance the Council will engage informally with landlords who rent properties with F and G EPC ratings to advise them of the regulations and that their rented properties do not meet the Minimum Energy Efficiency Standards. The Council will offer advice on how the standards can be met and how to register an exemption, if appropriate. Landlords will then be given an appropriate amount of time to make the necessary changes but will be cautioned that if they fail to meet an acceptable rating within the given deadline, formal enforcement action may be taken. In making a decision as to what, if any, enforcement action is appropriate the Council will refer to its own Corporate Enforcement Policy.
11. In formulating this policy, guidance issued by the department for Business, Energy and Industrial Strategy (BEIS) originally produced on these regulations in 2017 (updated in May 2020) has been considered.

12. The Council may issue a Compliance Notice where it believes that a landlord may be in breach of the prohibition on letting a substandard property or a landlord has been in breach of the prohibition at any time in the past twelve months. A Compliance Notice may be served requiring information from that landlord to help them to decide whether that landlord has in fact breached the prohibition. Where the Council is satisfied that a property has been let in breach of the regulations it may serve a Penalty Notice on the landlord imposing a financial penalty.
13. Under the legislation, the recipient of a financial penalty may ask the Penalty Notice to be reviewed (regulation 42). This will require the Head of Environment to review all the evidence and any representations made and then determine if the financial penalty was fair and reasonable in the circumstances, including the amount levied. If the financial penalty is upheld on review, the recipient may appeal to the First-tier Tribunal.

Options

14. Members have the following options in relation to these proposals:

- (i) Approve the proposed policy.
- (ii) Approve the proposed policy with amendments.
- (iii) Refuse the approval of the proposed policy.

Implications

15. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Climate Change

16. There are considered to be positive implications to the proposed policy. Having these Regulations, and a policy that provides a financial penalty structure to back them up, can assist officers enforcing them. Officers can outline the penalties to landlords whose properties are non-compliant thus incentivising them to carry out energy efficient improvements to their properties. This in turn will result in lower domestic energy consumption by tenants which contributes to reducing the effects of climate change.

Alignment with Council Priority Areas

17. Proposal not directly relevant to priority areas.

Background Papers

BEIS Minimum Energy Efficiency Standards guidance:

[Domestic private rented property: minimum energy efficiency standard - landlord guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Appendices

Appendix A: Minimum Energy Efficiency Standards Policy

Report Author:

Rory Cosgrove- Principal Officer (People & Protection)
Telephone: (01954) 712953

South Cambridgeshire District Council's policy for the enforcement of the Minimum Energy Efficiency Standards in the Private Rented Sector

1. Introduction

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 ('the regulations') are designed to tackle the least energy-efficient properties in England and Wales, those with Energy Performance Certificates (EPC) that are rated F or G. The regulations establish a minimum standard of EPC band E for domestic privately rented properties, applicable to all relevant tenancies (assured, regulated or domestic agricultural) as of 1st April 2020.

F and G rated properties are the most energy inefficient housing. They impose unnecessary energy costs on tenants and the wider community and can lead to poor health outcomes with resulting resource pressure on health services. These properties also contribute to unavoidable greenhouse gas emissions. The regulations are designed to ensure tenants have thermally efficient homes, thus reducing fuel poverty and improving health outcomes.

The private rented sector (PRS) has a disproportionate share of the UK's least energy efficient properties and fuel poor households with over a third of all fuel poor households living in the PRS. The most recent Private Sector Housing Condition Survey carried out in 2011 for South Cambridgeshire District Council estimated that 5.7% (3,188) of private rented dwellings in south Cambridgeshire have an EPC rating below band E.

The regulations prohibit the letting of sub-standard properties. Since April 2018, landlords have not been able to grant tenancies to new or existing tenants if their property has an EPC rating of F or G. Since 1st April 2020, landlords have been prohibited from continuing to let a relevant property which has an EPC rating of F or G unless that property has a valid exemption registered on the government's PRS exemptions register. Where a property is sub-standard, landlords must make energy efficiency improvements which raise the EPC rating to a minimum E.

2. Government guidance

The department for Business, Energy and Industrial Strategy (BEIS) originally produced guidance on these regulations in 2017 and were most recently updated in May 2020.

<https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>

South Cambridgeshire District Council (the authority) has had regard for this guidance when preparing this policy on enforcing these regulations.

3. Purpose and scope of this policy

Local Authorities are responsible for enforcing against non-compliance with the Minimum Energy Efficiency Standards; in accordance with regulations 34 and 35 of the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. The purpose of this policy is to set out how the authority will enforce these regulations.

In the first instance, the Council will engage informally with landlords who rent properties with F and G EPC ratings to advise them of the regulations and that their rented properties do not meet the Minimum Energy Efficiency Standards. The Council will offer advice on how the standards can be met and how to register an exemption, if appropriate.

Landlords will be given an appropriate amount of time to make the necessary changes but will be cautioned that if they fail to meet an acceptable rating within the given deadline, formal enforcement action may be taken. In making a decision as to what, if any, enforcement action is appropriate the Council will refer to its own Corporate Enforcement Policy.

The Council may issue a Compliance Notice where it believes that a landlord may be in breach of the prohibition on letting a sub-standard property or a landlord has been in breach of the prohibition at any time in the past twelve months. A Compliance Notice may be served requiring information from that landlord to help them to decide whether that landlord has in fact breached the prohibition.

Where the Council is satisfied that a property has been let in breach of the regulations it may serve a Penalty Notice on the landlord imposing a financial penalty. The Council may also publish details of the breach on the PRS Exemptions Register, also known as a Publication Penalty.

The landlord may ask for the Penalty Notice to be reviewed (regulation 42) and if the penalty is upheld on review the landlord may appeal to the First-tier Tribunal.

4. Calculating the financial penalty

Where the Council decides to impose a financial penalty, they have discretion to decide the amount of penalty up to maximum limits set by the regulations, detailed as follows:

- a) Where a landlord has let a sub-standard property in breach of the regulations for a period of less than 3 months, the Local Authority may impose a financial penalty of up to £2,000 and may impose a publication penalty.
- b) Where a landlord has let a sub-standard property in breach of the regulations for a period of more than 3 months, the Local Authority may impose a financial penalty of up to £4,000 and may impose a publication penalty.
- c) Where a landlord has registered false or misleading information on the PRS Exemptions Register, the Local Authority may impose a financial penalty of up to £1,000 and may impose a publication penalty.
- d) Where the landlord has failed to comply with a Compliance Notice, the Local Authority may impose a financial penalty of up to £2,000 and may impose a publication penalty.

When determining a financial penalty the authority will use the following matrix as a guide to determine the appropriate penalty (amounts as a percentage of the maximum):

	Low Culpability	High Culpability
Low Harm	25%	50%
High Harm	50%	100%

The following factors that can affect culpability will be considered:

High	a) Landlord has a previous history of noncompliance of these regulations b) Landlord has knowingly or recklessly provided incorrect information in relation to these regulations
Low	a) It is a first offence by the landlord under these regulations b) Issues partially out of the control of the landlord has led to non-compliance

The following factors that can affect harm will be considered:

High	a) EPC rating of G for the property b) Vulnerable tenants occupying the property*
Low	a) EPC rating of F for the property b) No vulnerable tenants occupying the property

**Pregnant, over 70, health conditions exacerbated by the cold, children under 5, low income household.*

The tables below show the financial penalty amounts for each type of offence:

a) Breach of less than 3 months (Max penalty £2,000)

	Low Culpability	High Culpability
Low Harm	£500	£1,000
High Harm	£1,000	£2,000

b) Breach of more than 3 months (Max penalty £4,000)

	Low Culpability	High Culpability
Low Harm	£1,000	£2,000
High Harm	£2,000	£4,000

c) Providing false or misleading information (Max penalty £1,000)

	Low Culpability	High Culpability
Low Harm	£250	£500
High Harm	£500	£1,000

d) Failure to comply with a Compliance Notice (Max penalty £2,000)

	Low Culpability	High Culpability
Low Harm	£500	£1,000
High Harm	£1,000	£2,000

If two or more penalty notices apply the combined maximum per property, per breach is £5,000. The Council will consider any representations made by the landlord in a request to review the financial penalty applied. Officers will have regard to these factors and may adjust the penalty to increase up to the maximum of £5,000 or to reduce the penalty as appropriate.

5. Recovery of financial penalties

If a landlord does not pay a financial penalty imposed on them, the Council may take the landlord to court to recover the money. In proceedings for the recovery of a financial penalty, a certificate signed by or on behalf of the person with responsibility for the financial affairs of the Council, stating that payment of the financial penalty was not received by a given date will be used as evidence of the landlord's non-compliance with the penalty notice.

DRAFT

Agenda Item 8



South
Cambridgeshire
District Council

Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor Brian Milnes, Deputy Leader, and Lead Cabinet Member for the Environment	
Lead Officer:	Bode Esan, Head of Climate, Environment and Waste	

Mobile Homes (Fit & Proper Person policies and fees & charges) – Draft Approval

Executive Summary

1. This report outlines The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, (“the Regulations”), which require the manager of a site to be a Fit and Proper Person. Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations. The attached determination policy (Appendix A) has been produced to enable officers to undertake this test in a fair, consistent and transparent way.
2. The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the Fit & Proper Person register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations. The attached fees policy (Appendix B) has been produced to enable officers to appropriately and fairly charge for the costs incurred in determining a Fit & Proper Person application.
3. The final aspect of this report concerns a proposal of new fees and charges for costs incurred by the Council in undertaking work in relation to Mobiles Homes (Appendix C). These fees and charges have been calculated to accurately reflect the costs incurred by the Council in determining applications and undertaking enforcement in relation to Mobile Homes. This will enable the Council to recover its costs in relation to this area of work, something that has not been undertaken for a number of years.

Key Decision

4. Yes

The key decision was first published in the October 2022 Forward Plan.

Recommendations

5. It is recommended that Cabinet approves the two proposed Mobile Homes- Fit & Proper Person policies (determination policy and fees policy) as well as the proposed fees & charges for Mobile Homes.

Reasons for Recommendations

6. Local authorities are required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations. The determination policy and accompanying fees policy will provide the Council with the framework and be able to do this in a fair, consistent and transparent way. Furthermore, the introduction of a new fees and charges structure for Mobile Homes will ensure that the Council is able to accurately recover its costs for Mobile Homes related enforcement and administration.

Details

7. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, (“the Regulations”), require the manager of a site to be a Fit and Proper Person. Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations. The attached determination policy (Appendix A) has been produced to enable officers to undertake this test in a fair, consistent and transparent way.
8. South Cambridgeshire District Council must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”
9. Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, who must pass the fit and proper person assessment, the local authority can instead appoint a person to manage the site, but only with the consent of the site owner.
10. Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site, which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park home owners.
11. The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the Fit & Proper Person register. It is imperative that the fee is included with the application and failing to include this

may mean that the site owner is in breach of the requirements of the Regulations. The attached fees policy (Appendix B) has been produced to enable officers to appropriately and fairly charge for the costs incurred in determining a Fit & Proper Person application.

12. It is important to highlight that this fee policy will refer to any annual fee to recover costs which the local authority may have incurred, or which will be incurred, in appointing a person to manage a site with the site owner's consent.
13. The Regulations require site owners to submit a completed application and pay the fee, outlined in Appendix B, to their local authority, which will also include any additional fees such as an annual site fee.
14. The final aspect of this report concerns a proposal of new fees and charges for costs incurred by the Council in undertaking work in relation to Mobiles Homes (Appendix C). These fees and charges have been calculated to accurately reflect the costs incurred by the Council in determining applications and undertaking enforcement in relation to Mobile Homes. This will enable the Council to recover its costs in relation to this area of work, something that has not been undertaken for a number of years. These new fees and charges can then be reviewed annually with all other Council fees and charges.
15. When considering the annual site licence fee detailed in Appendix C, it is proposed that a risk assessment be introduced (Appendix D) when carrying out routine site inspections. The rationale behind this is that sites which are more compliant will be regulated less since they are deemed lower risk and their annual fee is reduced accordingly. This in turn will incentivise site owners to improve their level of compliance.

Options

16. Members have the following options in relation to these proposals:

- (i) Approve the proposed policies and fees & charges structure.
- (ii) Approve the proposed policies and fees & charges structure with amendments.
- (iii) Refuse the approval of the proposed policies and fees & charges structure.

Implications

17. There are no significant implications.

Alignment with Council Priority Areas

A modern and caring Council

18. The proposed policies align with this Council priority, specifically measure D8(i) which seeks to refresh caravan site licensing policy, fees and charges.

Background Papers

N/A

Appendices

Appendix A: Fit & Proper Persons Determination Policy

Appendix B: Fit & Proper Persons Fees Policy

Appendix C: Proposed Mobiles Homes fees & charges

Appendix D: Mobile Homes risk assessment

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South Cambridgeshire District Council

Fit and Proper Person Determination Policy

Introduction

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, (“the Regulations”), require the manager of a site to be a Fit and Proper Person. Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations¹.

The Regulations, made on 23 September 2020, allowed local authorities to receive applications from existing site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021 in order for them to be compliant with the Regulations and not commit an offence (see paragraph 62).

South Cambridgeshire District Council must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”

Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, who must pass the fit and proper person assessment, the local authority can instead appoint a person to manage the site, but only with the consent of the site owner.

Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site, which requires a licence and is capable of being used all year round and is not solely for holiday purposes. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park homeowners.

The Evidence

When conducting the fit and proper person assessment, a local authority must consider the following points relevant to the application:

- 1. Is the individual able to conduct effective management of the site.** This includes, but is not limited to, securing compliance with the site licence and the long-term maintenance of the site. It follows that, the local authority must have regard to:
 - (i) whether the person has a sufficient level of competence to manage the site;

¹ *i.e. it is a non-commercial, family occupied site under Regulation 3

- (ii) the management structure and funding arrangements for the site or
- (iii) the proposed management structure and funding arrangements.

(a) Competence to manage the site

This includes reviewing the competency of the appointed individual. The individual must have sufficient experience in site management, or have received sufficient training, and be fully aware of the relevant law as well as health and safety requirements.

(b) The management structure and funding arrangements for the site

The local authority should consider whether relevant management structures are in place and whether they are adequate to ensure effective management of the site. The local authority may want to ensure that the applicant has a robust management plan, this should also be reviewed to ensure it addresses the following issues: the pitch fee payment, proximity of the manager to the site, manager's contact details for residents (including out of office and emergency contact details), the complaints procedure, maintenance, staffing, and refuse removal.

It is advisable that the site is managed by an applicant based in the UK and a management structure would be unlikely to be suitable if the applicant is an individual, or a company (including its directors), which does not reside or have a permanent UK address. This is because there may be complex issues as a result of this, such as needing the court's permission to serve a claim in a foreign country. Should this happen, counsel would be able to assist. The applicant's interest in the land will also have an important impact, as would their financial standing, management structures and competence, all of which could contribute to the overall assessment of their suitability to manage the site effectively.

(c) The proposed management structure and funding arrangements in place for managing the site

The local authority must consider whether the applicant has sufficient funds (or has access to sufficient funds) to manage the site and comply with licence obligations. Evidence of these funds should be readily available.

Another consideration is if funding is through a third party (including an associated company), the local authority should be wary if this is not disclosed as this will impact on the local authority's ability to deem whether the application is financially viable.

2. **Personal information relating to the applicant concerned.** This would include a criminal record check and should include evidence that the applicant:

- (a) has not committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- (b) has not contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law;
- (c) has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;
- (d) has not harassed any person in, or in connection with, the carrying on of any business;
- (e) is not or has not been within the past 10 years, personally insolvent;
- (f) is not or has not been within the past 10 years, disqualified from acting as a company director;
- (g) has the right to work in the United Kingdom and,
- (h) is a member of any redress scheme enabling complaints to be dealt with in connection with the management of the site (when this is in place).

South Cambridgeshire District Council has a duty to investigate any conduct which could amount to harassment and any evidence obtained should be reviewed to determine whether it is sufficient to be used to prosecute a site owner. Local authorities may also rely on convictions by the courts as evidence of harassing behaviour which would reduce the risk of the local authority being successfully challenged on any refusal to approve an applicant on this basis.

A local authority may have records of previous harassment complaints made against a site owner or their manager. Even if no action was taken on these complaints it is still advisable that these be taken into consideration in the fit and proper person determination. These complaints may identify further potential risks and can also provide an indication of potential underlying problems with the management of the site or the site owner's lack of experience/skills in dealing with customers. Local authorities may also wish to address any underlying issues by attaching conditions to the individual's entry on the register.

3. Upon rejection of a person's application by any other local authority, this should be centrally recorded and include the details of the person involved and the reasons for the rejection.

Items to take into consideration

4. "The applicant" is defined at paragraph 2 of the Regulations as "the person who makes an application under regulation 6".
5. The "relevant person" is also defined at paragraph 2 of the Regulations to mean "the subject of the fit and proper person assessment under Regulation 7".
6. The conduct of any person associated or formerly associated with the relevant person (whether on a personal, work or other basis) is also an important factor to be considered in the fit and proper person assessment.

7. Site owners may be required to provide details of any current or former associates of the relevant person in the application form. Those associates will not include other current joint owners as that information would have already needed to have been provided in their own application forms.
8. It is not routinely required to provide information of all current or past associates of the site owner. However, it is advisable that, prior to making any final decisions, the local authority considers the conduct of past and current associates relevant to that individual's application. The site owner can be asked to provide additional information during the application process.
9. Local authorities will be required to establish whether an individual is considered to be an associate of the relevant person and then whether their conduct is relevant to the application. A relevant associate could be defined as any individual who may have played a part, directly or indirectly, in a decision or action, which has had an impact on residents' rights, or the quiet enjoyment of their homes.
10. The Regulations are drafted widely giving the opportunity for local authorities to take into consideration other relevant matters. However, a local authority should be cognisant that poor management practices do not affect a person's conduct, unless they are also a breach of the criminal or civil law. A person cannot be deemed unfit due to conduct, simply because of poor management, although that factor is highly relevant to determining any question of suitability or competence. However, all conduct is relevant in relation to the person's fitness to hold a licence and/or manage the particular mobile home site.
11. Local authorities are able to decide the specific matters they deem relevant to the fit and proper person application. These matters could be in relation to current or previous issues, or events, that have occurred in relation to the park site or any other park site owned or managed by the site owner or site manager in another local authority area. Additionally, the site owner's conduct regarding other business, outside of the park homes sector, can also have implications on the financial and management arrangements of the site in question. Any matters which the local authority believe to be of relevance to the application should primarily focus on the relevant person's conduct, competence and their suitability to manage the site.
12. It is advisable that evidence is obtained by the local authority to support any additional matters that they require to be taken into consideration for the application. This is to mitigate any risks should they face being challenged at a tribunal because of their final decision. The evidence could include previous tribunal and court decisions, documents or records from Companies House, or other public bodies or financial institutions. Allegations which have not been investigated or documented may be difficult to use as evidence to support an authority's decision.

Applications

The Regulations use various terms in the application process and these are outlined below:

As mentioned earlier “Relevant person” is defined in paragraph 2 of the Regulations and is “the subject of the fit and proper person assessment under Regulation 7”. Please note that this could be the site owner or person appointed to manage the site by the site owner.

“Relevant officer” is defined in paragraph 1 of Schedule 2 of the Regulations, where the applicant is a company, a relevant officer will be a director or other officer of the company; or, where the applicant is a partnership, a partner; or, where the applicant is a body corporate, a member of the management committee of that body.

“Required Information” is defined in paragraph 14 of Schedule 2 of the Regulations (even though the Regulations incorrectly state that this information is contained in paragraph 13) as: the person’s name and business contact details; details of the person’s role or proposed role in relation to the management of the site; where the person has not yet been appointed, the address, telephone number and email address (if any) at which the person may be contacted in respect of the application; details of each relevant protected site (other than that to which the registration application relates) — for which the person holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960, or in which the person has a legal estate or equitable interest, or which the person manages.

The application for inclusion in the fit and proper register, must therefore include the following:

The applicant and site details required

13. Details of the site and the applicant:

- (1) The applicant’s name and business contact details.
- (2) Where the applicant is not an individual, the following information in relation to the individual completing the application on behalf of the applicant and each relevant officer:
 - (i) the person’s name;
 - (ii) details of the person’s role (if any) in relation to the management of the site.
- (3) The name and address of the site.
- (4) Evidence of the applicant’s legal estate or equitable interest in the site.
- (5) Confirmation that the applicant is the occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960.
- (6) The name and business contact details of any other person that has a legal estate or equitable interest in the site.

14. The name and address of each other relevant protected site:

- (1) for which the applicant holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960;
- (2) in which the applicant has a legal estate or equitable interest; or
- (3) that the applicant manages.

15. The applicant must clearly specify whether their application is made in respect of either the applicant, or site owner, or the person that the applicant or site owner has appointed to manage the site.

Information relating to the site manager

16. In circumstances where a "site manager" has been appointed to manage a site more information is needed. The person who is applying for the site manager to be registered as a fit and proper person (the relevant person) must provide the following information: the site manager's name and details of that person's role (if any) in relation to the management of the site.

If the site manager has appointed or intends to appoint a further individual ("A"), 'Required Information' would also be needed from A. And where A is not a relevant officer of the site manager, the relevant officer to whom A is accountable for the day-to-day management of the site, should be the one to provide the Required Information.

Additional information when the applicant is the relevant person and an individual

17. When the applicant is the relevant person, and is an individual, and the applicant has appointed, or intends to appoint, someone else ("B") to be responsible for the day-to-day management of the site, 'Required Information' would be needed from B. If B is not an individual but is, instead, for example, a company and B has appointed an individual ("C") to do the day-to-day management, 'Required Information' would be needed from C. Where C is not a Relevant officer of a company, the relevant officer to whom C is accountable for the day-to-day management of the site would also need to provide the Required information.

Additional information where applicant is relevant person and not an individual

18. When the applicant is the relevant person but is not an individual and the applicant has appointed or intends to appoint someone else ("B") to be responsible for the day-to-day management of the site, required information would be needed from this person. If B is not a Relevant officer of the applicant the person to whom B is accountable for the day-to-day management of the site ("C") would also need to provide the Required Information. Where B itself is not an individual, the individual ("D") that B has appointed or intends to appoint to be responsible for the day-to-day management of the site would also need to provide the Required Information. Where D is not a Relevant officer of B, the relevant Officer to whom D is accountable for the day-to-day management of the site would also need to provide the Required Information.

This could relate to wardens and site managers who demonstrate a role in managing the site.

19. It can be seen from the above that the Regulations prohibit the operation of a relevant protected site unless the site owner or its site manager (whatever the management structure might be) has been assessed by the local authority as a fit and proper person to do so. This has been included to ensure that consistent standards are applied to companies and other organisations that are not individuals.

Criminal record certificates

20. Criminal Records Certificates must be issued under section 113A (1) of the Police Act 1997 and will be required where: (a) the Relevant Person is an individual and (b) for each individual in relation to whom the applicant is required to provide information for example, a site manager or individuals A, B, C or D as outlined above.

21. The Criminal record may be either basic or enhanced, at the discretion of the local authority. South Cambridgeshire District Council will request the minimum of a basic record.

22. The certificate must have been issued no more than six months before the date of the application. It is incumbent upon the site owner to ensure that any certificates provided meet this requirement.

Declaration

A declaration made and signed by the "appropriate person", which means:

- (a) where the applicant is a company, a director or other officer of the company;
- (b) where the applicant is a partnership, one of the partners;
- (c) where the applicant is a body corporate and the conduct of the management of the body is vested in its members, a member;
- (d) where the applicant is not a body falling within (a) to (c) above, a member of the management committee;
- (e) where the applicant is an individual, that individual.

23. Where the applicant is not the relevant person, the declaration must confirm that the applicant has made all reasonable enquires into the matters mentioned in paragraph 9 of the Regulations and considerations relevant to the fit and proper person assessment as set out below.

24. The declaration should also state that the information provided in the application is correct and complete to the best of the applicant's knowledge and belief.

Considerations relevant to fit and proper person assessment

25. Proper management of the site includes, but is not limited to, securing compliance with the site licence and the long term maintenance of the site.

26. To be able to secure the proper management of the site, the local authority must (amongst other things) have regard to whether the relevant person has a sufficient level of competence to manage the site and the management structure or proposed management structure and funding arrangements.

Decisions, notification and rights of appeal

27. The local authority must make a decision on the application in a timely and practicable manner and either:

- (a) where the decision is to grant the application unconditionally and include the relevant person on the register for 5 years, serve a final decision notice on the applicant; or
- (b) otherwise, serve a preliminary decision notice on the applicant.

28. On receipt of an application the local authority may:

- (a) grant the application unconditionally;
- (b) grant the application subject to conditions; or
- (c) reject the application.

Any decision made to grant an application will only be done so by an officer who has been given delegated authority by the Head of Climate, Environment & Waste.

Granting the application unconditionally

29. Where a local authority is satisfied that the applicant meets the fit and proper person test unconditionally, they must include the applicant on the register for 5 years. The authority must issue a final decision notice to the applicant to inform them of its decision.

30. The final decision notice must clearly state:

- (a) the date the final decision notice is served;
- (b) the final decision;
- (c) the reasons for the decision;
- (d) when the decision is to take effect;
- (e) information about:
 - (i) the right of appeal to the First Tier Tribunal; and
 - (ii) the period within which an appeal may be made.

To include the applicant on the register subject to certain condition(s)

31. In some circumstances, the local authority can specify that the individual for the fit and proper person test will only be successful if certain conditions are met. If these conditions are satisfied, the local authority can grant an application subject to those conditions. The local authority can also grant an application for less than 5 years.

32. It may be the case that a local authority decides to include the person on a register subject to conditions, if it would only be satisfied that the person would meet the fit and proper requirement if the conditions were complied with. An applicant will be able to appeal against the decision to attach (or vary) any condition to an entry on

the register. It is therefore imperative that local authorities have clear and justifiable reasons for attaching any conditions and that any conditions imposed can be enforced by the local authority.

33. Conditions will need to be clearly stated for the applicant's understanding and this will also allow for local authorities to ensure that they are enforceable.

An example of the requirements are included in the Table 1 below.

Table 1

Specific	The specific conditions a site owner is being requested to address.
Measurable	The conditions required and the outcome(s) expected.
Achievable	The applicant should be reasonably expected to be able to achieve the condition. For example, it may not be reasonable to expect a site owner of one small site to have the same resources to introduce the same procedures as a medium sized company.
Realistic	The applicant should have a clear understanding of how the required outcome can be reached and that there are no circumstances or factors which would make the achievement of the outcome impossible or unlikely.
Timebound	A clear timescale in which the task/action must be completed.

What can a condition relate to?

34. The fit and proper person test is aimed at ensuring that the person managing the site is competent and the conditions should relate directly to the person's ability to secure the proper management of the site.
35. Where a person has contravened legislation, or committed offences set out in paragraph 2 above, it is not recommended that conditions are set in relation to those matters. This is because such a condition would be unlikely to meet the tests set out above in paragraph 33. For example, if a person has committed fraud or violence, that specific incident cannot be reversed by requiring the person to perform a specific task.
36. Local authorities are advised that, in cases where the person has committed those listed offences or contravened legislation, these breaches should be considered, together with all the other information available, when reaching their preliminary decision.
37. An example of a condition could relate to the payment of an annual fee. A condition can also be set with respect to ensuring the relevant person has the ability to secure the proper management of the site. In summary, conditions can relate to any factors which are relevant to the person's competence to manage the site, the management structure, or funding arrangements for the site, an associated person's influence and any other relevant factors.
38. **Example 1** - A local authority has evidence of a site owner's failure over a certain period of time to address residents' complaints. This is an example of poor

management which could be resolved by the site owner implementing an adequate complaints procedure. A condition could be attached requiring the site owner to *“implement an effective and accessible three stage complaints process for residents by xx date and provide the LA with quarterly reports of complaints and outcomes, from that date and for the first year”*.

If the condition is met within the specified time frame, the local authority can record this in the register. If, at a future date, it is found that the site owner failed to implement a complaints procedure, a further opportunity to comply may be given and this could include a new condition of the site owner providing quarterly reports of complaints and outcomes for each year. The site owner could also be expected to complete a relevant “CPD customer service/Dealing with complaints” course by a certain period. However, should the local authority consider the actions as unlikely to achieve the desired outcome, the site owner could be removed from the register.

39. **Example 2** – If, when considering an application, certain documents or information are unavailable to the applicant, because of delays from third parties, the local authority may wish to attach a condition to the entry on the register that the site owner “is to provide the authority by registered post, with the original xx document by xx date”.
40. **Example 3** - An associated person has been visiting the park and, through their action ‘X’, has caused distress to the residents impacting their well-being and security. A condition could be attached to the register requiring the site owner to put measure(s) in place by xxx date preventing the associated person, or any other person, from carrying out action X on the site.

Decisions not to include the applicant on the register

41. Should the local authority determine that the applicant does not meet the requirements, and attaching conditions would not be appropriate, a local authority can refuse to grant the application.
42. Where a local authority makes a decision to include the applicant on the register, subject to conditions, or not to include the applicant on the register, a preliminary decision notice to the applicant must be issued.
43. The preliminary decision notice must clearly state:
- (a) the date the preliminary decision notice is served;
 - (b) the preliminary decision;
 - (c) the reasons for it;
 - (d) the date it is proposed that the final decision will have effect;
 - (e) information about the right to make written representations
 - (f) where the preliminary decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
 - (g) where the preliminary decision is to grant the application subject to conditions, the consequences of failing to comply with any conditions.

Right to make a representation

44. An applicant who receives a preliminary decision notice will have 28 days in which to make representations to the local authority. The 28-day period begins with the day after the day on which the notice was served.
45. The local authority is obliged to consider and take any representations it receives into account before making a final decision.

Final decision notice

46. The local authority must, as soon as reasonably practicable, after the end of the period allowed for making representations, make a final decision and serve the decision notice on the applicant.
47. The final decision notice must set out:
- (a) the date the final decision notice is served;
 - (b) the final decision;
 - (c) the reasons for it;
 - (d) when the decision is to take effect;
 - (e) information about the right of appeal and the period within which an appeal may be made;
 - (f) where the decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
 - (g) where the decision is to grant the application subject to conditions, the consequences of failing to comply with any condition.

Appeals

48. The applicant can decide to appeal the decision by making an application to the First-tier Tribunal (Property Chamber) (“the tribunal”) within specific timeframes set by the tribunal. The applicant is permitted to appeal against any decisions served by the local authority. These could include:
- (a) including the relevant person on the register for an effective period of less than 5 years;
 - (b) including the relevant person on the register subject to conditions; and
 - (c) rejecting the application.
49. Where an applicant accepts a local authority’s decision not to include the person originally stated in the application on the register, they will be required to seek alternative management arrangements to comply with the fit and proper person requirement. If they fail to do so they will be committing an offence.
50. An appellant will not be able to claim compensation for losses incurred pending the outcome of an appeal.

Withdrawal or amendment of notice

51. There may be circumstances where a local authority may decide not to continue or to withdraw a previously agreed action such as after serving:
- (a) a preliminary decision notice but before service of the final decision notice;
 - (b) a final decision notice but before the decision to which it relates takes effect; or
 - (c) a notice of proposed action but before the proposed action is taken.
52. To withdraw or amend a notice, the local authority must serve notice to the person on whom the original notice was served.
53. There are no requirements for notices to contain specific information, however, it is recommended that a withdrawal or amendment notice should state:
- (a) that it is withdrawing/amending the original notice (a copy of the original notice should be attached for reference);
 - (b) the reasons for withdrawing the notice;
 - (c) the date it takes effect; and,
 - (d) the implications of the decisions in relation to the person's entry on the register.

Removal from the register

54. If, after a person is included in the register, and new evidence relevant to the person's inclusion becomes available, the local authority may decide to:
- (a) remove the person from the register;
 - (b) impose a condition on the inclusion of the person in the register (whether or not there are conditions already imposed);
 - (c) vary a condition; or
 - (d) remove a condition.
55. Local authorities must use their judgement when determining whether to review an entry and consider any subsequent actions are required. It is recommended that any such decision should be related to the person being a fit and proper person rather than, for example, site licensing issues which are governed separately. If the local authority decides to take any of the actions listed in paragraph 51 (a) to (c) above, the local authority must serve a notice of any proposed action on the occupier.
56. The notice of proposed action must clearly state:
- (a) the date the notice of proposed action is served;
 - (b) the action the local authority proposes to take;
 - (c) the reasons for it;
 - (d) the date it is proposed that the local authority will take the action;

- (e) information about the right to make written representations;
- (f) where the proposed action requires the removal of a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the proposed action is to impose a condition on the inclusion of a person in the register or to vary a condition, the consequences of failing to comply with said conditions.

57. A notice of proposed action is not required if the local authority decides to remove a condition attached to an entry. A removal of a condition is viewed widely as being a positive step, which is unlikely to be opposed. It is for that reason that a notice of proposed action is not required. As good practice though, it is recommended that local authorities make the site owner or their manager aware of the decision in writing and also ensure the register is updated.

Notice of action taken

58. Where a notice of proposed action is given, the occupier will have 28 days, starting from the day after the notice is served, in which to make representations.

59. The local authority must, as soon as reasonably practicable after the end of the 28-day period, decide whether to carry out the proposed action.

60. Where the local authority decides to take the action, the local authority must serve a further notice on the occupier, indicating the action that has been taken, within the period of 5 working days beginning with the day after the day on which the action was taken.

61. The notice of action must set out—

- (a) the date the notice of action is served;
- (b) the fact that they have taken the action;
- (c) the reasons for doing so;
- (d) the date the action was taken;
- (e) information about the right of appeal and the period within which an appeal may be made;
- (f) where the action is to remove a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of regulations; and
- (g) where the action is to impose a condition on the inclusion of a person in the register or to vary a condition, the consequences of failing to comply with any condition.

Offences

62. There are 3 offences which can occur within the Regulations. They are as follows:

- Operating a site in contravention of the fit and proper person regulations - the site owner will have certain defences under the Regulations in any proceedings brought against them.
 - Withholding information or including false or misleading information in the registration application - the site owner will not have any defences under the Regulations in any proceedings brought against them for this offence.
 - Failing to comply with a specified condition - the site owner will have certain defences under the Regulations in any proceedings brought against them.
63. Local authorities are responsible for enforcing the regulations and officers will investigate any alleged breach they are made aware (i.e. through a complaint). A site owner found guilty of any of the above offences will be liable on summary conviction to a level 5 (unlimited) fine.

Defences

64. One defence is available to a site owner who has inherited a site and would be found to have a reasonable excuse for failing to make an application within the relevant periods as set out below.

Relevant periods in specific circumstances

65. The below table outlines limited circumstances where a site owner may have a defence.

Row	Circumstance	Relevant period for making an application in the circumstance
1	the occupier held a site licence immediately before the day on which regulation 4 (operating a site without being a fit and proper person) came into force on 1 October 2021.	From 1 st July 2021 before 1 October 2021, the day on which regulation 4 came into force
2	the period of a person's inclusion in the register in relation to the site has come to an end other than as a result of action by the local authority under regulation 8(1)(a) (removal from the fit and proper register after new relevant evidence becomes available).	not less than two months before the end of the period of the person's inclusion in the register
3	at the time that the occupier became entitled to within the period of 3 months possession of the land it was in use as a relevant protected site; and within the period of 28 days beginning with the day after the day on which the person became the occupier of the land the occupier notifies the relevant local authority of its intention to make an application under regulation 6 (application for inclusion in the register)	beginning with the day after the day on which the person became the occupier of the land
4	at the time that the occupier became entitled to possession of the land it was in use as a relevant protected site; and the occupier does not give the notification referred to in row 3 above	within the period of 28 days beginning with the day after the day on which the person became the occupier of the land

5	a person appointed to manage the site no longer does so; and within the period of 28 days beginning with the day after the relevant day the occupier notifies the relevant local authority that the person no longer does so	within the period of 3 months beginning with the day after the relevant day
6	a person appointed to manage the site no longer does so; and the occupier does not give the notification referred to in row 5 above	within the period of 28 days beginning with the day after the relevant day
7	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has removed a person from the register; and within the period of 28 days beginning with the relevant day in relation to the local authority's decision the occupier notifies the relevant local authority of its intention to make a new application under regulation 6 (application for inclusion in the register) in relation to the site	within the period of 3 months beginning with the relevant day
8	the breach of regulation 4(1) arises because the local authority has removed a person from the register; and the occupier does not give the notification referred to in row 7 above	within the period of 28 days beginning with the relevant day
9	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and within the period of 28 days beginning with the relevant day in relation to the rejected application the occupier notifies the relevant local authority of its intention to make a new application under regulation 6	within the period of 3 months beginning with the relevant day
10	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and the occupier does not give the notification referred to in row 9 above	within the period of 28 days beginning with the relevant day

The Fit and Proper Persons Register

66. The local authority must set up and maintain a register of persons who they are satisfied are fit and proper persons to manage a site in their area. This register must be open to inspection by the public during normal office hours. This register also must be published online.
67. The register will provide a record of the outcome (as discussed above) of the fit and proper person tests the local authority have carried out for sites. There is a template available on the Government Guidance, referred to as Annex A, and the register must include the following:
- (a) the name and business contact details of the person;
 - (b) the name and address of the relevant protected site to which the application relates;
 - (c) the status of the person (site owner or manager of the site);
 - (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;

- (e) whether any condition is attached to the person's inclusion in the register;
and
 - (f) where any condition is attached to the person's inclusion in the register—
 - (i) the number of any such conditions;
 - (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and
 - (iii) the date any condition is varied or satisfied (if applicable).
68. Where a person has met the fit and proper person test, the register will give details of that person and of the site, including decisions made on how long a person's inclusion is for, up to a maximum of 5 years.
69. In order to comply with the fit and proper person requirement a site owner must at least two months before the period (e.g. 5 years) comes to an end submit a new application for the person (or alternative) to be included in the register.
70. Where there are rejected applications, the following information must be included in the register:
- (a) the name and address of the site to which the application relates;
 - (b) that an application in respect of the site has been rejected; and
 - (c) the date on which the application was rejected.

Details of the rejected application will remain on the register until a successful fit and proper person application is made in respect of the owner or manager of the site.

It must be noted that the name of the rejected applicant will not be included on the register. Local authorities will however be able to consider requests for further information about the entry on the register, for example, the details of the specific conditions attached and any additional information, on a case by case basis and in accordance with data protection legislation.

71. Where the local authority has, with the site owner's consent, appointed a person to manage the site, the local authority must include the following information:
- (a) the name and business contact details of the person;
 - (b) the name and address of the site which the person has been appointed to manage;
 - (c) the status of the person;
 - (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
 - (e) whether any condition is attached to the person's inclusion in the register;
and
 - (f) where any condition is attached to the person's inclusion in the register—
 - (i) the number of any such conditions;
 - (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and (iii) the date any condition is varied or satisfied (if applicable).

South Cambridgeshire District Council Fit and Proper Person Fee Policy

Introduction

1. A site owner, of a relevant protected site, under the *Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034)* (“the Regulations”) must apply to their local authority for the relevant person (themselves or their appointed manager) to be added to the register of fit and proper persons managing sites in their area (“the register”).
2. A relevant protected site is a site, which requires a licence, which is not solely for holiday purposes or is otherwise not capable of being used all year round. A relevant protected site cannot operate unless the local authority is satisfied that the manager qualifies as a fit and proper person, *Sections 12A -12E of the Caravan Sites and Control of Development Act 1960*, as implemented by *Section 8 Mobile Homes Act 2013* (subject to paragraph 10 below).
3. The site owner may only apply to be added to the register if they hold, or have applied for, a site licence for the site. This provision also applies where the site owner or site manager is a registered company. They may make an application for a relevant person to be assessed for the fit and proper person register.
4. The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations.
5. It is important to highlight that this fee policy will refer to any annual fee to recover costs which the local authority may have incurred, or which will be incurred, in appointing a person to manage a site with the site owner’s consent.
6. The Regulations require site owners to submit a completed application and pay the fee, outlined below, to their local authority, which will also include any additional fees such as an annual site fee.
7. A person will be registered on The Fit and Proper Persons register from 1 October 2021, if an application was received between 1 July and 30 September 2021 otherwise from the date of their application. This registration may last for a maximum of 5 years, or as the local authority determines otherwise.

Fees for Fit and Proper Persons Register Applications

Initial application fee

Option 1 – A fixed initial application fee:

8. South Cambridgeshire District Council has assessed that the fit and proper person assessment process required for the inclusion onto the fit and proper register will take a total of 275 minutes per application.
9. The application process will be carried out by an Environmental Health Practitioner (EHP) but some functions will be carried out by the Principal Officer for People and Protection (PO) and a Business Support Officer (BSO). The hourly rate for a BSO has been applied as £43.00; an EHP as £54.50 and PO as £81. These were all taken from the 2022/23 commercial hourly rate mid-points for the grades. The fee has been calculated at £252.97 per fit and proper person application. This is current as of 2022/2023. This fee will be reviewed annually.
10. If a second fit and proper person determination is required and is submitted with the application, then an additional fee will be charged. This will be £85.48.
11. South Cambridgeshire District Council has taken into account the following matters on which costs are incurred, or likely to be incurred (by various departments, including costs incurred by outsourcing contracts), in determining its fee policy for consideration of applications for entry on a fit and proper person register:
 - (a) initial enquiries;
 - (b) letter writing/telephone calls etc. to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
 - (c) sending out forms;
 - (d) updating files/computer systems and websites;
 - (e) processing the application fee;
 - (f) land registry searches;
 - (g) time for reviewing necessary documents and certificates;
 - (h) preparing preliminary and final decision notices;
 - (i) review by manager or lawyers; review any representations made by applicants or responses from third parties;
 - (j) updating the public register;
 - (k) carrying out any risk assessment process considered necessary;
 - (l) reviews of decisions or in defending appeals.
12. It is important that charges must be limited to recovering the costs of exercising the fit and proper person test function only and must not include other costs that have already been charged for by other service areas.

13. Please see the table enclosed in appendix 1 which outlines the above and provides transparent justification for the fee to be imposed upon receipt of the initial application.

Option 2 – Risk based fee assessment:

14. The fit and proper person application fee is based on the site's risk rating, the size of the site, and the level of compliance of the site, with particular regard to the confidence in management the local authority have. For example, if there has there been compliance with the site licence and long term maintenance of the site. There is further guidance on this in the fit and proper determination policy.
15. In terms of measuring the confidence that the local authority has, regard is made to: resolving complaints with park home owners, site licence compliance are to be taken account. To be able to secure the proper management of the site, the local authority must (amongst other things) have regard to whether the relevant person has a sufficient level of competence to manage the site and the management structure or proposed management structure and funding arrangements.
16. The Regulations permit different fees for different cases that have issues for maintenance for example or compliance of the site licence. This would mean that there may be different descriptions of cases according to the applicant. Again, there is further guidance on this in the fit and proper person determination policy.
17. This option was rejected as South Cambridgeshire District Council has not had a robust structure for programming and recording the data required for this.

Additional considerations for an application fee:

18. The local authority will be required to conduct relevant background checks regarding the applicant's background in management and their financial standing. The results of these checks will allow the local authority to decide on whether or not to accept the application. The time taken for these checks should be accounted for in the fee, irrespective of whether or not the entry on the register is granted.
19. Where an applicant contacts the local authority before making an application, to ascertain the likelihood of the success of that application, the local authority is expected to provide informal advice, for example, the conditions surrounding an application, the information required to be submitted and general guidance on making the application. There is further guidance relating to this in the fit and proper person determination policy.
20. Any preliminary advice the local authority provides, prior to receiving an application, must be accounted for in the fee and cannot be charged separately.

Annual fee for an existing entry on the register:

21. Where the application by a site owner is more complex the local authority can increase the fee, referred to at paragraphs 7 and 8 above. This additional payment may be required by way of an annual fee and will need to be explained in the site's fee policy, outlining why the additional charge is to be incurred. Please refer to the items outlined in paragraph 10 above for the list of matters which may be included in calculating the annual fee.
22. In other words, in order to justify additional fee recovery, the local authority will be required to evidence any further work and time spent on a complex site's fee. These points can be added to paragraph 10 of the policy.
23. The annual fee may also include the cost of monitoring the fit and proper person scheme or conditions attached to entries to the register. The local authority can conduct this annually and can also decide on frequency of payments in order to cover the local authority's annual costs.
24. South Cambridgeshire District Council is not proposing, currently, to introduce an annual fee for the above.

Such other matters as the local authority considers to be relevant

Where no fee is applied

25. In certain circumstances the local authority may determine that no fee is required to be paid. A site is exempted from a fee only if it is occupied by members of the same family and is not being run as a commercial residential site.

An appointed manager fee

26. This is where the local authority is provided with the site owner's consent to appoint an individual to manage a site. The costs associated with this should be reasonable and are recoverable from the site owner.

Revising Fees

27. The local authority may revise its fees policy and will be required to publish the revised policy. Any changes will need to be justifiable and reasonable, ensuring full transparency for the site owner.
28. The items that can be included in calculating the application fee and annual fee are set out in the published fee policy.
29. The purpose of publishing the fee policy is to show that the fees imposed by the local authority are fair and transparent so that anyone required to pay a fee can understand the charges.

Amending conditions attached to an entry on a register

30. A local authority may alter the conditions attached to an entry on a register (by adding new conditions or changing or deleting existing ones), following a review. The local authority must notify the site owner of its interim decision (except in the case where it is deleting a condition) and consider any representations made by the site owner, before reaching a final decision. If the site owner is unhappy with the decision to alter, or not alter, the conditions, they will have a right of appeal to the First-tier Tribunal (Property Chamber).
31. There are no requirements for a site owner to make an application for a condition to be altered. Any costs involved with amending existing conditions, or adding new conditions to an entry, must also be factored into the cost of calculating the annual fee.

Site visits – Officer and travel time

32. Officer time can be considered as part of the fee, where site visits are required to ascertain whether or not site condition(s) are met. Travel time to and from the site, including fuel costs, can also be taken into account and could be calculated using a single value for travel costs which could be applied to all sites.

Payment of fees

33. As outlined above in paragraph 4, a local authority is not required to consider an application for entry on the register unless that application is accompanied by the correct fee. If the correct fee is not paid, the application will not be valid and the site owner could be in breach of the Regulations.
34. If a local authority decides not to approve an application the applicant is not entitled to a refund of the fee paid.
35. The annual fee, if set, must be set as a condition to any entry being added to the register. The condition should state the amount and date by which the annual fee payment is due, also stating that failure to make such payment will be a breach of the condition and may lead to legal proceedings being issued.

Appendix 1

South Cambridgeshire District Council Fit and Proper Person Fee

The table below demonstrates how the fee for an application was determined.

Matrix for determining Fit & Proper Person Fee
2022- 2023 - Option 1

	Time in mins	Officer :	Cost :	Additional Persons:
Pre application:				
pre-application advice given to assist site owners regardless of application	10	EHP	9.08	-
sending out letters / application form	15	BSO	10.75	-
communication to chase an application	15	BSO	10.75	-
land registry searches / ownership checks	10	BSO	7.16	-
Application Received:				
processing the application fee	15	BSO	10.75	-
recording of application	15	BSO	10.75	10.75
application assessment	60	EHP	54.5	-
determination process for consideration of relevant person	15	EHP	13.62	13.62
communication for further information from applicant / LA	30	EHP	37.25	-
preparing preliminary decision notices and final decision notices	15	EHP	13.62	13.62
review by manager	15	PO	20.25	20.25
process application after review & issue notice of decision	15	EHP	13.62	13.62
reviews of decisions or in defending appeals	30	EHP	27.25	-
updating the public register on web site	15	EHP	13.62	13.62
TOTAL	275		£252.97	£85.48

Annual Site Licence Fee Structure 2022/23

Process in minutes / cost in £	150+ units	Cost	100 to 150	Cost	25 to99	Cost	6 to 24	Cost	1 to 5	Cost	Officer
Programme visit, send appointment letters and request certain info (mins)	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Raise invoice for annual inspection and send; process fee when received	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check years history, complaints etc	20	18.16	15	13.62	10	9.08	10	9.08	10	9.08	EHP
Site inspection	240	218	180	163.5	120	109	60	54.5	30	27.25	EHP
Travel time (mins)	40	36.33	40	36.3	40	36.33	40	36.33	40	36.33	EHP
Write up inspection, review required documents, up date database	180	163.5	120	109	90	81.75	45	40.87	30	27.25	EHP
Prepare report of contraventions	90	81.75	60	54.5	40	36.33	30	27.25	30	27.25	EHP
letter to site owner confirming satisfactory or agreed works	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database with above	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
Complete risk assessment / programe next inspection	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Handling enquiries/ complaints from residents/ site owner over the year	120	109	90	81.75	60	54.5	45	40.87	20	18.16	EHP
Re -visit to check compliance of inspection	120	109	90	81.75	60	54.5	40	36.33	30	27.25	EHP
Travel time (mins)	40	36.33	30	36.33	40	36.33	40	36.33	40	36.33	EHP
Prepare report of contraventions (mins)	40	36.33	40	36.33	30	27.25	20	18.16	20	18.16	EHP
Letter to site owner, confirming satisfactory or outstanding works. If o/s continue towards enforcement	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
Total time in minutes / Cost in £	985	891.79	760	696.47	585	528.46	425	383.11	345	310.45	

Risk Based Approach - if introduced

High - 100% of cost	£892	£696	£529	£383	£310
Medium - 50% of cost	£446	£348	£265	£192	£155
Low - 33% of cost	£294.00	£230.00	£175	£126	£102

Application For New Site Licence- Fee Structure 2022/23

Process in minutes / cost in £	150 + units	Cost:	100- 149	Cost:	25 to 99	Cost:	6 to 24	Cost:	1 to 5	Cost:	Officer:
Enquiry received re application process and forms sent out with covering letter inviting site visit	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Create case on database	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check planning status and any conditions via email to planning	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	BSO
Application received and logged on database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise & process fee and send out invoice	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Update database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Application reviewed by EHP; review all information provided with application (certs / land registry dc	60	54.5	60	54.5	60	54.5	60	54.5	60	54.5	EHP
Check Land Registry- owner details	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Meet site owner on site and carry out inspection; give advice re conditions and application form	240	218	180	163.5	120	108.8	90	81.75	60	54.5	EHP
Travel time	40	36.33	40	36.33	40	36.33	40	36.33	40	36.33	EHP
Check suitability of site and site owner against application form (this is not the fit & proper person che	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Update database for above actions	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Produce draft licence and site licence conditions (slc) with cover letter detailing works identified as ne	60	54.5	60	54.5	45	40.87	45	40.87	30	27.25	EHP
Discussions with site owner re works/ conditions, including any requests to amend.	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Review case with manager, discuss requests for any amendments and redraft if necessary	30	27.25	30	27.25	20	18.16	15	13.62	15	13.62	PO
Manager checks - sl and slc, signed and dated	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send site licence and slc to owner; update on database	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
When site is occupied arrange full site inspection with owner	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	EHP
Inspect site against slc, note breaches	200	177.82	180	163.5	90	81.75	60	54.5	40	36.32	EHP
Travel time	40	36.33	40	36.33	40	36.33	40	36.33	40	36.33	EHP
Update database with inspection notes	60	54.5	45	40.87	45	40.87	30	40.87	15	13.62	EHP
Prepare report/ letter from inspection	45	40.87	45	40.87	45	40.87	30	40.87	30	40.87	EHP
Letter to site owner	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database and record next inspection date	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Letter to site owner advising of procedure for annual inspections and next programmed visit	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Total time in minutes / Cost in £	1040	930.41	945	847.96	770	688.79	675	629.95	595	543.65	
Amended to the nearest pound		£930.00		£848.00		£689.00		£630.00		£544.00	

Application to Transfer Site Licence - Fee Structure

Process in minutes / cost in £	150+ units	Cost:	100 to 150	Cost:	25 to 99	Cost:	6 to 24	Cost:	1 to 5	Cost:	Officer
Enquiry received and application form sent out with cover letter	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise invoice and send out; process fee when receive	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check Land Registry- confirm applicant is the owner of the land;	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Update database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Application form received; check it is a full and proper application, complete, signed and fee included	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Check suitability of site, site owner against application (this is not the fit and proper person check)	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Clarification of any matters with new owner; details of last site inspection, any outstanding breaches	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Draft the site licence	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Manager checks draft site licence and authorised officer to sign and date.	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send new site licence to the site owner with relevant details,	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	EHP
Update database to include all above actions throughout process of case.	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Total time minutes / cost in £	200	170.69	200	170.69	200	170.69	200	170.69	200	170.69	
Amended to the nearest pound		£171.00		£171.00		£171.00		£171.00		£171.00	

Application for Variation Site Licence- Fee Structure

Process in Minutes / Cost in £	150 + units	Cost	100 to 150	Cost	25 to 99	Cost	6 to 24	Cost	1 to 5	Cost	Officer
Enquiry received and application form sent out with cover letter	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise invoice and send out; process fee when receive	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Update database	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Application form received; check it is a full and proper application, complete, signed and fee included	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Appointment arranged to visit site	5	4.54	5	4.54	5	4.54	5	4.54	5	4.54	EHP
Check details of last site inspection and note any outstanding breaches/ outstanding Compliance Notices / any planning implications	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Travel time*	40	28.64	40	28.64	40	28.64	40	28.64	40	28.64	EHP
Visit the site to check relevant amendments to site licence e.g. new site boundary, new units and note any existing breaches (mins) - officer*	40	28.64	40	28.64	40	28.64	30	27.25	15	13.62	EHP
Update database	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
Consider request for variation	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Clarification of any matters with site owner/ third parties	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Re-draft the site licence	20	18.16	20	18.16	20	18.16	20	18.16	10	18.16	EHP
Manager checks and authorises licence	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send new amended site licence to the site owner with details	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Update database to include all above actions throughout process of case	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Total time in minutes / Cost for application for variation were site visit required *	270	228.47	270	228.47	270	228.47	260	227.08	235	213.45	
Amended to the nearest pound		£229		£229		£229		£227		£214	
Cost for application for variation of site licence minus a visit		171.19		171.19		171.19		171.19		171.19	
Amended to the nearest pound		£171.00		£171.00		£171.00		£171.00		£171.00	

Deposit of Site Rules Fee

	Time in minutes	Cost	Officer
Documents received from licensee & record against site	15	10.75	BSO
Raise invoice and send out; process fee when receive	15	10.75	BSO
Assess site rules for any banned rules	45	40.87	EHP
Send confirmation to SL holder of deposited rules	10	9.08	EHP
Update deposited site rules on web site	15	13.62	EHP
Total		85.07	
Amended to the nearest pound		£85.00	

Compliance Notice for Mobile Homes Fee

section 9C allows for the LA to recover expenses in deciding to & in service of a compliance notice & for works in default and emergency works

Process in minutes / cost in £	Time	Cost (EHP)
Inspection on site to determine the breach of condition	40	36.33
Travel time to the site	40	36.33
Review breach and serverity; produce report	60	54.5
Produce compliance notice	30	27.25
Obtain expert advice - includes legal costs		
Serve Notice on site licence holder and any other revelevant persons	20	18.16
Re-inspect the site for compliance	30	27.25
Travel time to the site	40	36.33
Update of case record	30	27.25
Communication with site licence holder re Notice	30	27.25
Total Time / Cost	320	290.65
Amended to the nearest pound		£291

Appendix D

Mobile Homes Risk Rating Matrix		Date:	Officer:
Name of Site-			
Units on site (set as per fee boundary)			
1-5 units	Score- 5		
6 - 24 units	Score- 10		
25 - 99 units	Score- 15		
100-150 units	Score- 20		
>150 units	Score- 25		
	Score =		
Compliance with site licence conditions			
<i>Score for each non-compliant area between 0 (satisfactory); 1 (various defects 1/3 of site); 2 (various defects over 2/3 of site)</i>			
Roads, gateways and overhead cables	Score- 0, 1, 2		
Footpaths and pavements	Score- 0, 1, 2		
Lighting	Score- 0, 1, 2		
Bases	Score- 0, 1, 2		
Maintenance of common areas	Score- 0, 1, 2		
Supply and storage of gas etc	Score- 0, 1, 2		
Electrical installations	Score- 0, 1, 2		
Water supply	Score- 0, 1, 2		
Drainage and sanitation	Score- 0, 1, 2		
Domestic refuse storage and disposal	Score- 0, 1, 2		
Residents vehicular parking	Score- 0, 1, 2		
Recreation space provided & maintained (if required) (0-no, 1 yes & maintained, 2 yes not maintained)	Score- 0, 1, 2		
Maintenance of fire fighting equipment, points, means of raising the alarm, warning notices and maintenance	Score- 0, 1, 2		
	Score =		
Density, spacing and parking			
<i>Score for each non-compliant area between 0 (satisfactory); 3 (various defects 1/3 of site); 5 (various defects over 2/3 of site)</i>			
Units within 3m of the site boundary	Score- 0, 3, 5		
Units closer than 6m of other units; if fitted with class 1 fire rated material the distance btw reduced to 5.25	Score- 0, 3, 5		
Units too close to parking spaces or roads – 2m	Score- 0, 3, 5		
Parked cars 3m from adjacent mobile home unit – 2008 condition only	Score- 0, 3, 5 or N/A		
Fences & hedges btw plots comply with current condition (NB. 1989 allows 1.8m height / 2008 allows 1m)	Score- 0, 3, 5		
Combustible items between units: timber structures (i.e. shed, summer house) gazebo/ awnings, verandas, car ports & walkways, decking)	Score- 0, 3, 5		
Other items breaching distance btw units i.e. porches, drainpipes, decking extending out into 6m; access steps to property) need 4.5m clear space	Score- 0, 3, 5		

Appendix D

Density of Units on Site: The gross density should not exceed 50 caravans to the hectare, calculated on the basis of the usable area (1989 condition) OR Total number of units complied with license (2008 condition) <i>(score: complies 0, non-compliant 5)</i>		Score- 0 or 5
		Score =
Notices and information		
Notice board to display: SLH name & emergency contact details, site licence, site licence condition site plan, electrical inspection report, public liability insurance and flood plan where necessary If information is not held on board, then indication where these documents can be inspected i.e. site office <i>(score 1 per missing document; flood plan only required if site is located on EA Flood Plan – www.flood-map-for-planning.service.gov.uk)</i>		Score- 1 per item
		Score =
Fire safety 2008 condition only		
Fire risk assessment; <i>completed (0), not completed (5),</i>		Score- 0, 5 or N/A
		Score =
Confidence in management – Officers assessment		
<i>Officer to assess by rectified defects on site from last visit; no. of substantiated complaints since the last inspection and compliance since last inspection, paid invoice.</i>		
High confidence		Score- 5
Medium confidence		Score- 10
Low confidence		Score- 20
		Score =
		Total score =
Risk category		
Low risk – every 3yrs	Score up to 40	
Medium – every 2yrs	Score 41 - 80	
High – every year	Score 81 +	

Agenda Item 9



**South
Cambridgeshire**
District Council

Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor John Batchelor, Lead Cabinet Member for Housing	
Lead Officer:	Peter Campbell, Head of Housing	

Future Use of HRA Land

Executive Summary

1. Following a renewed focus in the New Build Acquisitions and Development team on the delivery of Council-owned affordable rent properties, the team are seeking Cabinet input on the best use for plots of HRA-owned land deemed unsuitable for that purpose.
2. The 8no. plots detailed below are deemed unsuitable for Council-owned new build as standalone plots as they are generally too small to deliver a sufficient number of homes to make a scheme financially viable.

Key Decision

3. No

Recommendations

4. It is recommended that Cabinet note the history of the self-build project and approves the below actions on a site-by-site basis:
 - i) Blakeland Hill, Duxford: seek market valuation and sell without self-build restrictions;
 - ii) Coploe Road, Ickleton: offer on license to the neighbour as garden land;
 - iii) Falkner Road, Sawston: retain as garages and explore clustering development opportunity in future;
 - iv) Church Street, Harston: explore opportunities to support Doubling Nature Strategy;
 - v) Horseshoes Lane, Weston Colville: seek market valuation and sell without self-build restrictions;

- vi) Orchard Close, Cottenham: explore opportunity for “clustering” with other Council projects in the village. If viability cannot be established at tender, seek valuation and sell without self-build restrictions;
- vii) Primrose Walk, Little Gransden: instruct architects to establish whether 2no. affordable bungalows could be delivered on the site. If not possible, or if financial viability cannot be established explore options to support Doubling Nature Strategy;
- viii) Balsham Road, Linton: offer land on license to adjoining council tenant

Reasons for Recommendations

- 5. Reasons for individual recommendations are laid-out in paragraphs 14 - 21.
- 6. Where market sale is proposed, removing any caveats associated with the historical self and custom build project from the conditions of sale would ensure that SCDC achieve a full market value for the sale a public asset, and remove the risk of incurring further costs associated with legal actions to enforce any such conditions.

Details

- 7. The plots of land detailed below were previously associated with a project intended to provide plots of land for self and custom build for sale to South Cambridgeshire District Council’s Self and Custom Build Register.
- 8. That project has since been closed-down in line with the New Build Acquisition and Development Team’s renewed focus on increasing the delivery of New Build Council-owned homes for affordable rent.
- 9. It was also the case that the original project business plan of delivering 13-15 serviced plots for sale annually was not a sustainable model.
- 10. Where possible, the New Build Acquisitions and Developments Team have reassessed sites and incorporated them into the New Build Council Housing Development Programme.
- 11. Working with Architects and the Self Build Development Officer, a site earmarked for sale as two plots at Meadowcroft Way, Orwell, was reassessed as an opportunity to directly deliver new build affordable rent council housing. The resultant planning application for 4NO. 1bed maisonette apartments with air-source heat pumps, solar panels, and green roofs was approved by SCDC Planning Committee on 10 November 2021 (REF: 21/03068/FUL). A construction contract has been awarded for this site and work will begin on site (subject to discharges of conditions) in January 2023.
- 12. Eight sites previously within the self-build project have been reassessed by the New Build team but deemed unsuitable for the delivery of Council housing on

account of their size. As standalone plots they are not large enough to build a sufficient number of homes to make a scheme viable.

13. The below 8no. sites have been split into two categories,

- i) Sites with existing or expired outline planning consents
- ii) Other sites which have been subject to pre-apps, and identified for potential single dwellings

Sites with existing or expired outline planning consents

14. Blakeland Hill, Duxford RE: S/1639/19/OL (AppendixA)

Planning expired 11 July 2022

Although expired there is a compelling argument that planning can be achieved. Previous planning consent was for a single, 2 storey, 3B dwelling with car parking. Currently fenced-off.

Old garage site (underused – dilapidated). Garages have been demolished (Asbestos removed).

Options:

- a) Instruct architect to explore whether we could get 2NO. semi-detached properties on site (likely to be tight) - for Council delivery (viability also stretched – unlikely to be viable for delivery as standalone site – clustering required.)
- b) Sell on open market without restrictions.

Officer recommendation: Option (b) Seek valuation for sale on open market without restrictions.

Reason for recommendation: No viable clustering options for co-delivery with other SCDC-owned sites within the village. Likely to be of significant interest to a self-builder or small-scale developer if sold without restrictions. Option to sell and capital receipts to be used within the Housing Service.

15. Coploe Road, Ickleton REF: S/0312/18/OL (Appendix B)

Planning consent expired 30 April 2021

Although expired there is a compelling argument that planning can be achieved. Previous planning consent was for a single storey, 2B dwelling with car parking. Currently fenced-off.

Site was previously garden land.

Was advertised for sale and buyer found. Price achieved in December 2019 was £127,300.

Sale failed to reach completion as “self-builder” wished for the self-build restrictions to be removed.

Reasonable expectation that if remarketed without restriction, significantly higher price could be achieved.

Options:

- a) Offer on license to adjoining tenant as garden land – remains within SCDC control and could be developed in future if desirable/viable.
- b) Likely to be of significant interest to a self-builder or small-scale developer if sold without restrictions. Option to sell with overage provision
- c) Explore options for future use in line with our Doubling Nature Strategy.

Officer recommendation:

Option (a) offer on license as garden land to adjoining plot.

Reason for Recommendation:

Current/retained garden for adjoining council property is relatively modest for a family home. If license option is accepted it ensures management and maintenance carried out by licensee. License rather than tenancy protects the site from being purchased as part of a Right to Buy application thereby protecting it as a Council asset.

16. Falkner Road, Sawston REF: S/0375/19/FUL (Appendix C)

Planning permission expired 16 August 2022

Although expired there is a compelling argument that planning can be achieved. Previous planning consent was for demolition of existing garage block and erection of a single storey, 2B dwelling with car parking.

Garage blocks have not been demolished.

Plot with outline consent backs on to battery of garages to be retained. Unlikely to be a desirable plot for private sale.

Not viable for delivery as a single council-owned dwelling – clustering possibility with other sites in Sawston.

Options:

a) Seek valuation and sell without restriction – to include buyer demolition of garages (sold as seen)

b) Retain as garages (status quo)

c) Retain as-is for now and look to deliver as part of a “cluster” in future

Officer recommendation

Option (c) Retain as is for now with a long-term to look at potential clustering of delivery with other sites within the village.

Reason for Recommendation

Not viable as standalone council delivery site, but viability could potentially be achieved in the future as part of a wider programme.

17. Church Street, Harston 21/01024/OUT (Appendix D)

Outline planning consent valid until 14 January 2025.

Current plan for a 2 storey, 2bed dwelling with car parking.

Site is adjacent to Green Belt. SCDC owners of green belt land currently used as allotments, although not formally designated.

Site likely to command a high price if marketed without restrictions. Parish Council are not supportive of the application.

This site is not suitable for Council delivery as it would require rerouting of a mains sewer which renders the scheme unviable for more than one property.

Options

a) Sell on the open market without restriction

b) Retain within SCDC ownership and explore options for use to meet objectives of Doubling Nature Strategy.

c) Adjacent parcel of land currently used as allotments, this parcel could also be returned to this use.

Officer Recommendation:

Option (b) explore options re: Doubling nature.

Reason for Recommendation:

This site's location adjacent to the Green Belt and land currently used as allotments makes it a good candidate for assessment in line with DN Strategy. Potential for offsite contribution to biodiversity net-gain mitigating against council delivery of affordable housing elsewhere. It would set a bold example for the Council to "rewild" such a valuable land parcel.

18. Horseshoes Lane, Weston Colville REF: 20/02593/OUT (Appendix E)

Expires 25 June 2024.

Current plan is for a 2 storey, 3B dwelling with car parking.

Unused former garage site.

Garages removed.

There is an existing public right of way that traverses the site.

Site has previously been marketed with self-build restrictions. 1 bid previously received, but price achieved was not deemed to represent best value by independent RICS valuer (Carter Jonas). It is thought that the PRW affected the bids (this would cost c.£6k to reroute by way of an application to Cambridgeshire County Council). Officers have made enquiries to CCC, and in principle they saw no issues with this proposal.

This site is unlikely to be suitable for Council new build owing to both its size and the remoteness of the location.

SCDC have been approached about selling this site post-marketing.

Given the location of this site, it is likely that if this site was sold without restrictions it would achieve a substantial return.

Options

a) Seek re-valuation and sell on open market without restrictions (need for footpath diversion and indicative cost to be included in marketing materials)

b) Retain as is (parking area) with management and maintenance costs retained within HRA.

c) Retain within SCDC ownership and explore options for use to meet objectives of Doubling Nature Strategy. Note that there would be considerable cost to this option as the concrete base would be required to be removed.

Officer Recommendation:

Option (a) seek re-valuation and sell without restrictions.

Reason for Recommendation:

This would likely achieve a considerable return to support delivery of council new build or similar in more viable locations.

19. Orchard Close, Cottenham REF: 21/01023/OUT (APPENDIX F)

Expires 15 October 2024

Current consent is for single storey, 3b dwelling with car parking.

Previously garden land for adjacent council-owned dwelling.

Options

a) Sell on open market without restrictions.

b) Offer on license to adjoining tenant as garden land – remains within SCDC control and could be developed in future if desirable/viable.

c) Explore option of delivering as part of a "cluster" of council new build development within the village envelope

Officer Recommendation:

Option (c) explore option of delivering as a cluster. However, if at point of tender it is evident that this option is not financially viable for the Council, revert to option (a) sale without restriction.

Reason for Recommendation:

Officers are exploring the option of delivering new council homes on two disused garage plots within the Coolidge Gardens development, Cottenham. It seems prudent given the proximity to “test” the clustering proposal on this site.

Other Sites Identified for Potential Single Dwellings

20. Primrose Walk, Little Gransden (Appendix G)

This site has previously been subject to a planning pre-app.

Planning officers have indicated that the site would be suitable for a single 2 storey dwelling for self-build. It is the case that more than one dwelling could be positioned on this site provided they were attached, however for the purposes of self-build sale it was necessary that properties would be detached.

Options

- a) Sell on open market without planning consent
- b) Offer to sell or lease to the parish council for community use
- c) Instruct architects to establish whether 2no. semi-detached bungalows could be accommodated on the site for delivery as council new build. Note that the financial viability of this option has not been established.
- d) Retain within SCDC ownership and explore options for use to meet objectives of Doubling Nature Strategy including potential for offsite contribution to biodiversity net-gain mitigating against council delivery of affordable housing elsewhere.

Officer Recommendation:

Option (c) Explore suitability for 2NO. council-owned bungalows. If financial viability cannot be established revert to option d – explore options to meet objectives of Doubling Nature Strategy.

Reason for Recommendation:

If viable, this would be a good location for council-owned bungalows as it would be in-keeping with the existing street scene.

21. Balsham Road, Linton (Appendix H)

This site has previously been subject to a planning pre-app.

Planning officers have indicated that the site would be suitable for a single 2 storey, 3bed dwelling. This has been achieved on a similar plot on the same street.

The site was previously the side garden of no.35 Balsham Road prior to the current tenancy.

SCDC has been approached by both adjacent neighbours who wish to have use of/acquire the land in question.

Options:

- a) Sell on open market without planning consent or restrictions
- b) Return land to the tenancy of no.35. This represents a risk of loss of developable land in the event of a Right to Buy application.

c) Offer on license to adjoining tenant as garden land.

Officer Recommendation:

Option (c) Offer on licence to adjoining tenant.

Reason for Recommendation:

This option allows that the plot remains within SCDC control and could be developed in future if desirable/viable. This arrangement would safeguard the land in the event of a Right to Buy application. Should a Right to Buy application be made, the Council would be permitted to take a view on whether to sell the licensed land directly to the tenant/owner subject to independent valuation

22. Following the success of the Orwell pilot outlined in paragraph 11 above, officers have begun work on a garage survey to establish the long-term potential of all garage sites within HRA ownership.

23. A number of other under/dis-used garage plots have been identified as potentially suitable for council new build delivery

i) Coolidge Gardens, Cottenham (2 sites)

ii) Fordham Way, Melbourn

iii) Orchard Close, Fen Drayton (this site includes the redevelopment of 4no. bungalows currently empty owing to structural issues with sub-structure).

Options

1. Members could proceed with all officer recommendations for 8NO. sites as laid out in paragraph 4.
2. Members could elect to proceed with alternative options presented in paragraphs 14 - 21.
3. Members could make alternative recommendations and instruct officers on that basis.

Implications

24. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:

Financial

25. Selling sites exclusively as Self Build opportunities is prohibiting the Council from achieving best value. Allowing sales to proceed to the wider market (while continuing to market the opportunity to self builders) will achieve best value for the sale of any public asset. Removing sales covenants etc will streamline several processes and remove the risk of incurring further, future costs associated with any legal actions associated with non-compliance.

Legal

26. The removal of covenants from the terms of sale will allow conveyances to proceed in a more efficient manner and will remove the risk of legal action against future non-compliance.

Consultation Responses

27. Ward members for affected Wards have been consulted and the following responses have been received:

Blakeland Hill, Duxford

Ward member Cllr Peter McDonald is supportive of the officer recommendation

Coploe Road, Ickleton

Ward member Cllr Peter McDonald is supportive of the officer recommendation

Falkner Road, Sawston

Ward member Cllr Brian Milnes is supportive of the officer recommendation

Horseshoes Lane, Weston Colville

Ward member Cllr Geoff Harvey is supportive of the officer recommendation and the proposal that funds generated would support future HRA projects

Balsham Road, Linton

Ward member Cllr Henry Batchellor is supportive of the officer recommendation

Primrose Walk, Little Gransden

Ward member Cllr Tumi Hawkins submitted the following response:

“I support the Parish Council's request to have the land sold or transferred to them. This piece of land has been used for years as a playground for young children and is the only piece of land available for that sort of use in the village. In addition, part of it could also support a community garden that could double up as a means of improving the nature/biodiversity in the village, that would be under the control of the community.”

Alignment with Council Priority Areas

Housing that is truly affordable for everyone to live in

28. Funds generated by the sale of HRA plots are recycled into the HRA Capital programme. Achieving best value on the sale of HRA Assets will have a direct impact on the number of new council homes we can build.
29. The reassessment of plots for Council New Build will actively support us in our target to increase the number of new build homes we deliver annually.

Being green to our core

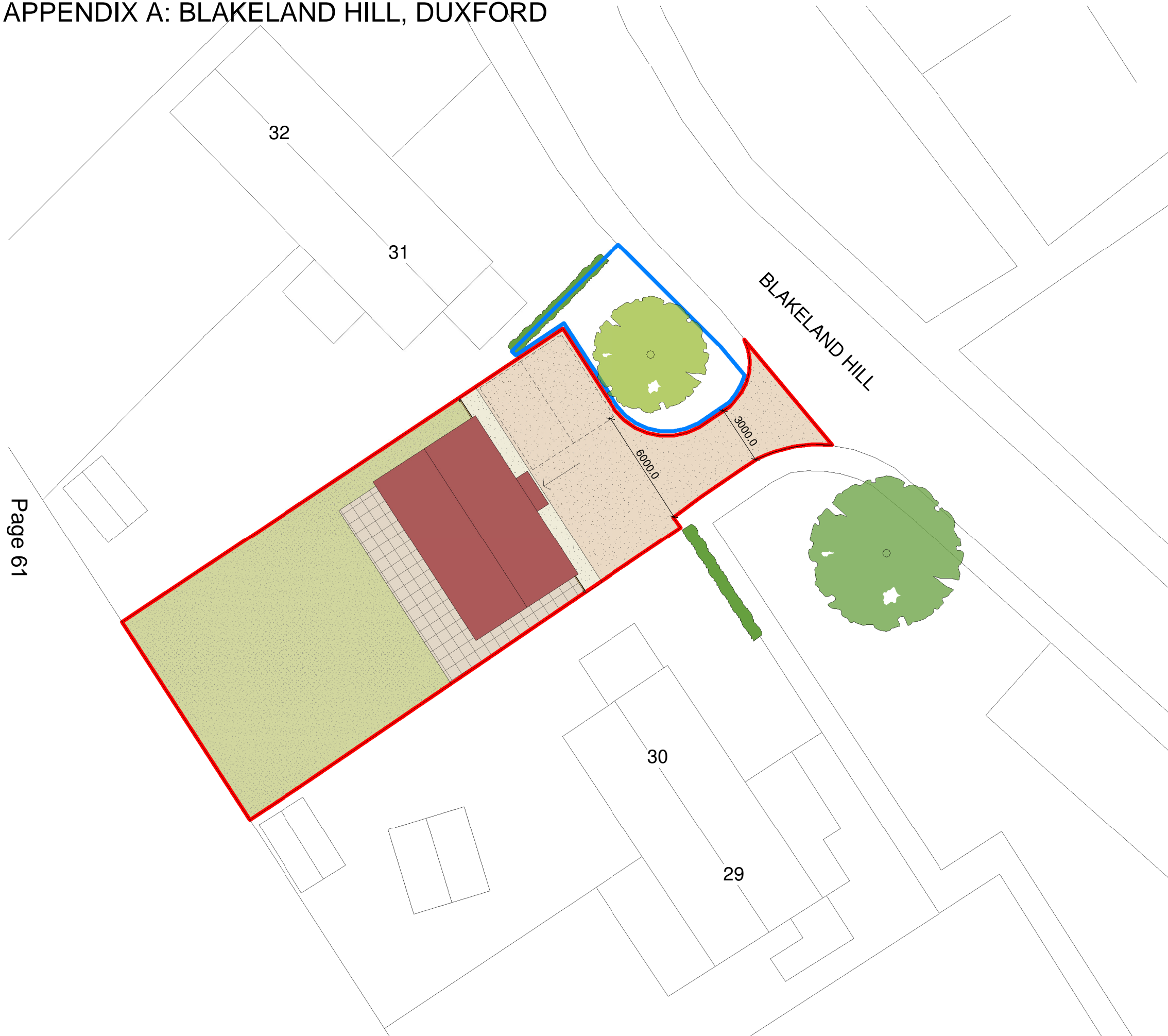
30. A number of the above options propose repurposing SCDC-owned land to meet the objectives of the Doubling Nature Strategy.

Report Author:

Kirstin Donaldson – Service Manager Acquisitions and Development
Telephone: (01954) 712908

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APPENDIX A: BLAKELAND HILL, DUXFORD



Accommodation Schedule:

3B5P 2 storey detached dwelling (approximately 100m²) with associated parking.

— Site boundary

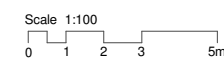
Existing 'C' Category Tree

Proposed Tree (species to be confirmed)

Existing hedging

No.	Note
1	All dimensions to be verified on site by GENERAL CONTRACTOR prior to any work, setting out or shop drawings being prepared.
2	Drawings not to be scaled. Work to figured dimensions only.
3	© copyright SAUNDERS BOSTON LIMITED. All rights reserved. This drawing remains the property of SAUNDERS BOSTON LIMITED at all times and may not be reproduced or copied in whole or in part without their prior written consent.
4	This drawing and related specifications are for use only in the stated location.
5	This drawing is to be read in conjunction with all other Consultants drawings and specifications.
6	Drainage has not been surveyed and any/all pipe locations and below ground drainage runs are indicative.
7	It is assumed that all works will be carried out by a competent contractor who will be working, where appropriate, to an approved method statement.

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No.	Revision	Date	Chk.	Auth.

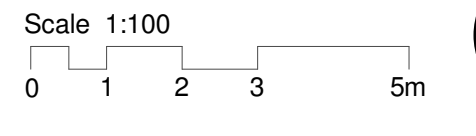
Indicative Proposed Site Plan
1 : 100

<p>Saunders Boston Architects</p> <p>Eastern Gate House, 119 Newmarket Road, Cambridge CB5 8HA T: 01223 367733 office@saundersboston.co.uk</p> <p>The Generator, The Gallery, King's Wharf, The Quay, Esher EX2 4AN T: 01392 346627 www.saundersboston.co.uk</p>	Client South Cambridgeshire District Council
	Job Blakeland Hill, Duxford
Drawing Indicative Proposed Site Plan	Scale As indicated @A1
SBA Project Code 1647	project originator zone level type role number 1647 -SBA-XX-ZZ-DR-A-502

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APPENDIX B: COPLOE ROAD, ICKLETON

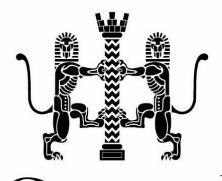
No.	Note
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6	Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative



Indicative Accommodation:
2B4P Bungalow with associated parking.



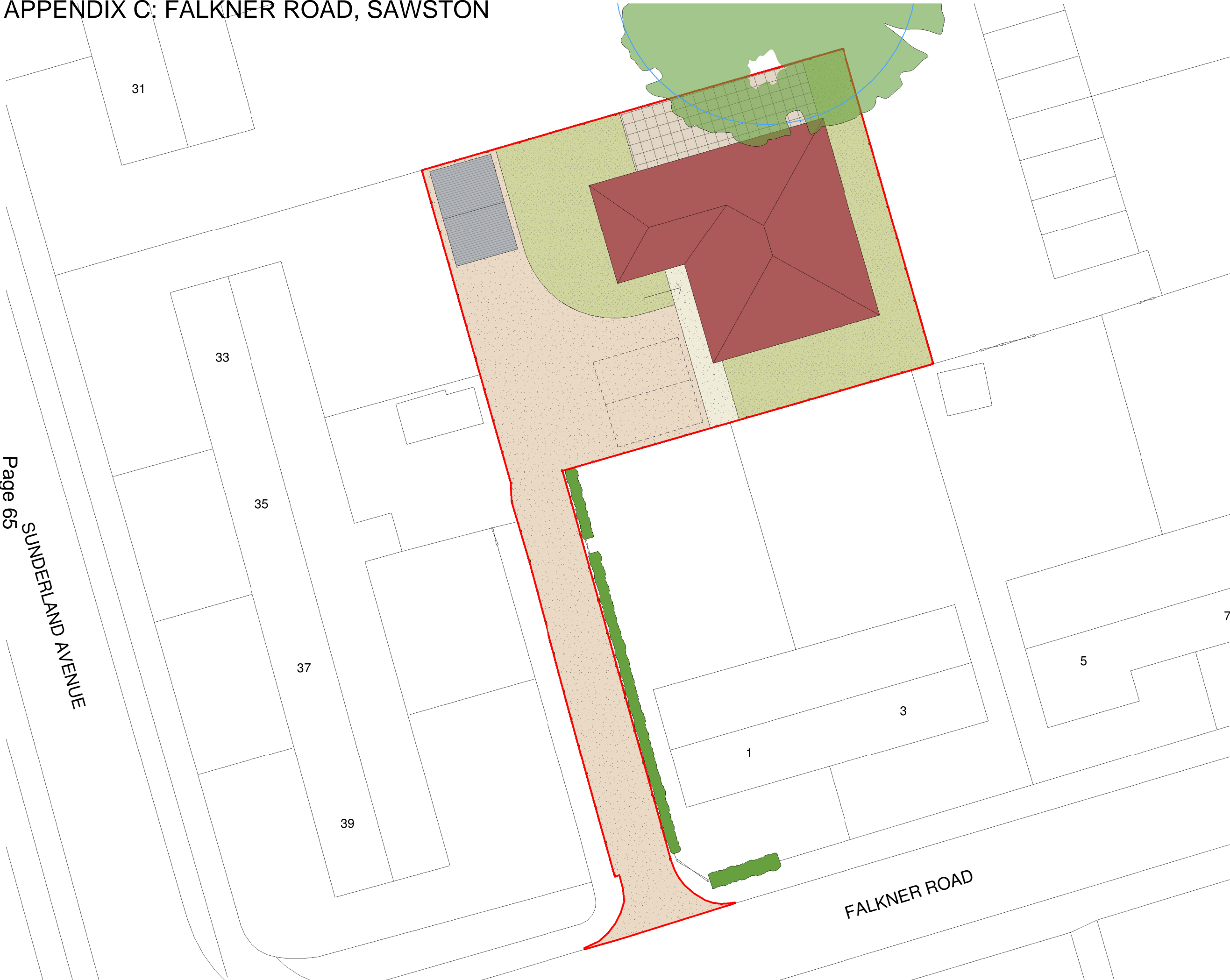
Page 63

No.	Revision	Date	Chk	Auth
PLANNING				
 Chartered Architects 115 Newmarket Road Cambridge CB5 9NA Tel: (01223) 387733 E-mail: office@saundersboston.co.uk				
Client South Cambridgeshire District Council				
Job Coploe Road, Ickleton				
Drawing Indicative Proposed Site Plan				
Scales 1 : 100 @A1 1:200 @A3		Date 19/01/18		
Number 1546-P-502		Chk KP		
		Auth VH		
		Revision		

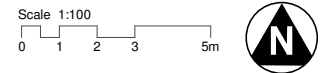
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APPENDIX C: FALKNER ROAD, SAWSTON

Page 65
SUNDERLAND AVENUE



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Accommodation Schedule:

3B5P bungalow (approximately 100sqm) with single garage and associated parking.

- Site boundary
- Existing 'B' Category Tree
- Existing hedging
- Tree Root Protection Areas

No.	Revision	Date	Chk	Auth

OUTLINE APPLICATION

Chartered Architects
119 Newmarket Road
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Tel: (01223) 367733
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Saunders Boston

Client: South Cambridgeshire District Council

Job: Garage Site at Falkner Road, Sawston

Drawing: Proposed Site Plan

Scales: As indicated @A1	Date: 05/11/18
Chk: RM	Auth: AV
Number: 1633-P-502	Revision:

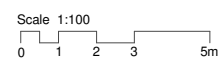
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APPENDIX D: CHURCH STREET, HARSTON

Page 67



Proposed Site Plan
1 : 100



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 - 7 It is assumed that all works will be carried out by a competent contractor who will be working, where appropriate, to an approved method statement.

2B3P 2 storey dwelling + single storey side extension with associated parking and amenity space.

- Site boundary
- Existing Tree
- Tree Root Protection Areas

NOTE:
Trees location is indicative

Client			
Revision	No.	Date	Chk. Auth.
B		11.05.2020	RM AB
A		09.04.2020	Chk. Auth.

Saunders Boston Architects

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South Cambridgeshire District Council

Job: Church Street, Harston

Drawing: Proposed Site Plan

Scale: As indicated @A1

Revision: **B**

PRE-APP

SBA Project Code	Drawn	RM	Date	05/02/20
1783	Checked	AV	Suitability Code	
project	originator	zone	level	type
1783	-SBA-XX-ZZ	-DR-A	-502	

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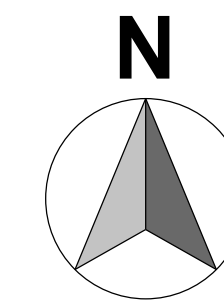
APPENDIX E: HORSESHOES LANE, WESTON COLVILLE

Three Horseshoes Farmhouse

Ford


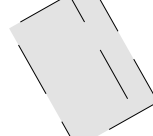





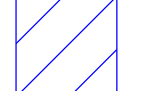

Horseshoes Lane, Weston Colville - Proposed Site Plan

Site area: 423sq m



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Key

-  Indicative site boundary
-  Indicative Proposed Car Parking Space
-  Indicative Proposed Front garden
-  Indicative Proposed Rear garden
-  Existing Trees - Refer to tree survey for further information
-  Root protection areas
-  Existing Public Footpath (retained)
-  Vehicle visibility splay (43m splay for 30mph road). Note 1 splay shown as road is a dead end / farm track. Vehicle swept path diagram shown.
-  Pedestrian visibility splay (2m x 2m)

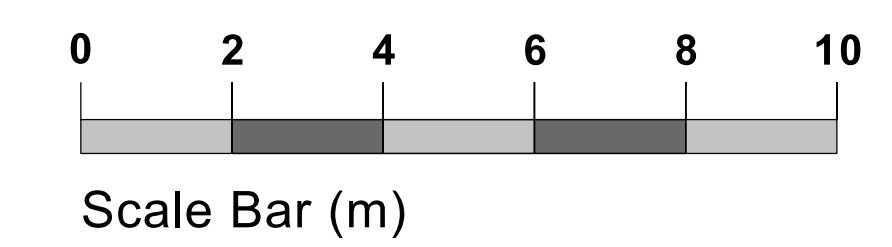
1 x detached house; footprint indicative only

HORSESHOES LANE

Ditch

TP

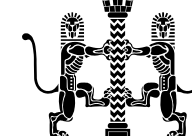
Ditch



Page 69

C	Existing tree locations added	06.10.16	VAH
B	Vehicle swept path and pedestrian visibility splays added.	28.09.16	VAH
A	Visibility Splay Added	25.02.16	VAH
No.	Revision	Date	Chk. Auth

OUTLINE PLANNING


 Chartered Architects
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Saunders Boston

Client: South Cambridgeshire District Council

Job: Horseshoes Lane, Weston Colville

Drawing: Proposed Site Plan

Scales: 1:100 at A1, 1:200 at A3	Date: Feb 2016
Checked: VAH	Authorised: NDMG
Number: 1456_P_10	Revision: C

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APPENDIX F: ORCHARD CLOSE, COTTENHAM

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3B4P single storey dwelling with associated parking and amenity space.

— Site boundary

Existing Tree Retained

Tree Root Protection Areas

NOTE:
Trees size and location are indicative

Page 71

Assumed RPA

1&1/2 storey dwelling recently built

Orchard Close

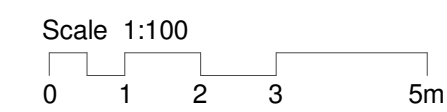
New dropped kerb for No15

15

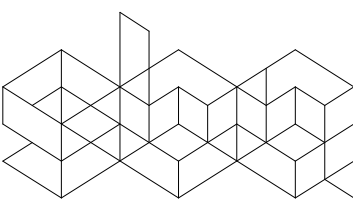
13

17a

Proposed Site Plan
1 : 100



No.	Revision	Date	Chk.	Auth.

 Saunders Boston Architects		South Cambridgeshire District Council Job Orchard Close, Cottenham Drawing Proposed Site Plan	
Eastern Gate House, 119 Newmarket Road, Cambridge CB3 8HA T: 01223 367733 office@saundersboston.co.uk		The Generator, The Gallery, King's Wharf The Quay, Exeter EX2 4AN T: 01392 346627 www.saundersboston.co.uk	
OUTLINE APP		Scale As indicated @A1	
SBA Project Code 1782	Drawn RM Checked AV	Date 02/02/20	project originator zone level type role number 1782 -SBA-XX-ZZ -DR-A-502

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APPENDIX G: PRIMROSE WALK, LITTLE GRANSDEN



- | No. | Note |
|-----|--|
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| 7 | It is assumed that all works will be carried out by a competent contractor who will be working, where appropriate, to an approved method statement. |

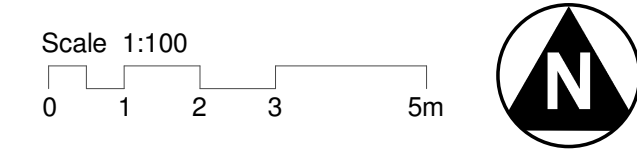
1 No. 1.5 storey 4B6P detached dwelling (approx. 115m²) with associated garage, parking and amenity space.

- Site boundary
- Existing Tree
- Tree to be removed
- Tree Root Protection Areas

NOTE:
Trees size and location are indicative

Page 73

Proposed Site Plan
1 : 100



B	Red line site boundary extended to the highway	Date 5		
A	Outline Application	20201210		
No.	Revision	Date	Chk.	Auth.

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office@saundersboston.co.uk

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www.saundersboston.co.uk

Client: South Cambridgeshire District Council

Job: Primrose Walk, Little Gransden

Drawing: Proposed Site Plan

Scale: As indicated @A1

Revision: **B**

SBA Project Code	Drawn	Date	Project	originator	zone	level	type	role	number
1780	RM	08/01/20	1780	-SBA-XX-ZZ	-DR-A	-502			
	Checked	Suitability Code							
	AV								

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Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Resources and Councillor Bill Handley, Lead Cabinet Member for Communities	
Lead Officer:	Liz Watts, Chief Executive	

Support for cost-of-living crisis for South Cambridgeshire residents

Executive Summary

1. This report provides Cabinet with a series of recommendations for how the Council could support residents with the current cost-of-living crisis. Existing funding, including a grant from Cambridgeshire and Peterborough Integrated Care System (ICS), is available to deliver the recommended additional work as detailed in the report.

Key Decision

2. No

Recommendations

3. It is recommended that Cabinet approve the priorities and allocated funding set out in paragraphs to support South Cambridgeshire communities during the current cost-of-living crisis.

Reasons for Recommendations

4. The Council declared a cost-of-living crisis at its September 2022 Council meeting. Below are the recommended options that officers have developed following the agreed motion at Full Council and engagement with the Lead Cabinet Member for Resources and Lead Cabinet Member for Communities. The recommendations recognise support for vulnerable people needs to include those who are just about managing in our communities. A number of these are people who have not needed to seek support before. Each option includes cost

implications. Some of the additional work can be funded through a grant provided by the ICS and others will require the use of available funding being earmarked for this purpose.

Details

- 5.** A motion declaring a cost-of-living crisis was presented by Councillor Bill Handley at the Full Council meeting on 22 September 2022. The motion was agreed Full Council and requested officers to carry out additional work to increase support to those who are most vulnerable.
- 6.** The cost-of-living crisis is having a major impact on individuals, families, and businesses nationally, including those living and working in South Cambridgeshire and this report summarises the work that is already been done and recommends additional support.
- 7.** The crisis is having an impact on people with moderate to good incomes as well as those already in hardship. The increase in day-to-day bills, especially energy and food, is pushing those struggling deeper into hardship and poverty. We know from news reports, and from feedback from our own service areas including Housing, Revenues and Benefits, that some families will have to choose between “heating and eating” this winter.
- 8.** We are also hearing reports that this impossible choice may present more problems for our Health Services, which are still recovering from the demands caused by the Covid pandemic. Individuals who are unable to keep themselves warm, or feed themselves sufficiently, many of whom have underlying health conditions or are considered vulnerable, may develop health conditions as a result which require GP or hospital treatment.
- 9.** There is evidence to suggest that some are less able to cope with the cost-of-living crisis so soon after the pandemic. Households, particularly those with low incomes, have run down savings and increased debt since the start of the pandemic. The Office for National Statistics found that by December 2020, nearly 9 million people had to borrow more money than usual because of coronavirus. Groups which are more likely to have taken on more debt since the start of the coronavirus pandemic include renters, people from minority ethnic groups, parents and carers, disabled people, and young people.
- 10.** Although a price guarantee had been introduced by the Government on energy bills for the next 2 years, the new Chancellor has now been reduced this guarantee until April. Regardless of how long this support is provided, the cost-of-living crisis will still mean many households will need additional support.
- 11.** This situation will not improve soon, and it will certainly worsen during the winter months. The Bank of England predicted in August 2022 that the Consumer Prices

index will peak in Q3 at 13% although some economists are now predicting it could rise as high as 18% in 2023.

- 12.** The situation residents face is complex and there are no easy solutions. There are both long-term and short-term causes of the current crisis including:
- The extraordinary rise in the cost of energy and fuel
 - The very high cost of housing which is very evident within South Cambridgeshire and its effects on rents in the area.
 - Rising food prices.
 - Income and wages, including social security benefits, have stagnated and some benefits such as Universal Credit (UC) have been reduced following increases during the pandemic.
 - The longer-term effects of the pandemic.
 - An ageing population
 - The current war in Ukraine (resulting in increased costs across a range of goods, services, foods, and energy).

The Council already supports residents in the following ways: -

- 13.** Dedicated income and money maximisation officer advice - available within Housing Advice and Benefits teams to help ensure people are claiming all support and assistance available to them including pre-tenancy advice and support in terms of managing finances, negotiating the costs of moving into a new home and some collaborative work with housing providers around affordability.
- 14.** Specialist debt advice to residents at risk of homelessness because of affordability and debt (service accessed via the Housing Advice Team), provided by Citizen's Advice Bureau Money Advice Service.
- 15.** Council tax payments – residents can spread payments over 12 instalments rather than 10 instalments as had traditionally been the case.
- 16.** Improved information to increase and maximise income: [Cost of living support - South Cambs District Council \(scamb.gov.uk\)](https://www.scamb.gov.uk) – all information is now in one place to ensure people are aware of support by the Council and other organisations. This is supported by a printed resource.
- 17.** Discretionary grants provision for repairs to owner occupiers on qualifying benefits of up to £10,000 which can include energy efficiency measures to promote warm homes which are managed through the Cambridgeshire Home Improvement Agency.

18. Financially and logistically supporting the creation of new foodbanks within the South Cambridgeshire area and providing grants to other foodbanks to help continue their provision.
19. Supporting residents with Trussell Trust Food Bank vouchers authorising and providing vouchers offering onward support and signposting as appropriate.
20. The Council is also working with partners to ensure good understanding locally of the support available such as:
 - Cambridgeshire County Council on the Household Support Fund that provides one off food and fuel payments. The Council is a trusted partner and able to authorise vouchers.
 - Local Energy Action Partnership (LEAP) who provide energy and money saving advice to residents and onward referrals service for income, benefits debt advice and funded energy efficient improvements.
21. The Council is also working with other Districts and County colleagues to explore sharing data to help identify and support those likely to be in greatest need in coming months.

Focus of additional work to support the cost-of-living crisis

22. Discretionary Housing Payments – this fund supports residents on Universal Credit or Housing Benefit with housing costs. It is awarded where housing costs are not fully met by welfare benefits or household costs are high and the resident is in exceptional hardship.

A Government grant is provided but demand has been exceptionally high. It is likely that demand will continue at the current rate. At the time of writing this report a total of 82% of the annual £110,515 grant had already been awarded.

Council tenants have been awarded £22,000.

Private tenants including RSL (registered providers) have been awarded £68,000.

The primary aim of this funding is to support families and prevent them becoming homeless because of not being able to afford their housing costs. There are currently around 10,000 families on Universal Credit or Housing Benefit in South Cambridgeshire. 13% of these people do not receive their full housing costs as they are 'overaccommodated' or their rent is above Local Housing Allowance rates.

The average monthly gap for private tenants is £125 and £80 for social housing tenants.

Recommendation: an additional budget of £100,000 from Council earmarked reserves is recommended. This would be used until end of March 2024 and would enable approximately 100 families to be supported to afford their housing costs. It is expected 30% of this funding would be used this financial year and 70% in 2023/24.

23. Localised Council Tax Support (LCTS) – this scheme is approved at a Full Council meeting early in the year and provides up to 100% discount to some households. Due to the cost-of-living crisis it is suggested that the review for 2023/24 should increase support. This will be subject to Full Council approval. The review will look to:

- increase the maximum support to 100% for all qualifying residents (it is currently 95% for working age claimants who are not vulnerable)
- align calculations with Consumer Price Index increase
- increase support for working claimants.

The cost of any changes would be shared between major preceptors. The financial cost to South Cambridgeshire District Council (SCDC) is likely to be around £25,000 due to the increased numbers of residents who qualify. Modelling suggests that around 1,100 residents who currently qualify would be better off under schemes amended to reflect cost-of-living increase but owing to the economic climate it is difficult to predict the number of people who might be eligible in the future.

Consultation is required on this proposed change which will include major preceptors, Parish councils, residents, and advice organisations.

Recommendation: These changes can only be implemented from April 2023, Cabinet will receive a report at November Cabinet which will include the measures set out above and will detail the necessary consultation processes. No in year budget requirement.

24. Section 13A Discretionary Council Tax Discounts – this fund supports people who do not qualify for Local Council Tax Support (LCTS) and are in extreme hardship.

Owing to the cost-of-living crisis there is a risk that the Council may find there is an increasing number of applications. However, a more generous LCTS scheme should mitigate this. The cost of the Section 13a scheme falls to SCDC. Any awards made to residents under this provision are not shared between preceptors.

Currently the main qualifying criteria are that residents are in financial hardship; they have taken steps to improve the situation before making an application and have no assets or savings. The policy then considers the effect on the amount of

council tax SCDC will collect and that it's reasonable to make an award taking the interest of other taxpayers into account.

In previous years there have been minimal applications. To make this easier to access it is recommended that an online form and more easily accessible information is introduced, and increased promotion carried out. It is estimated that annual expenditure would not exceed £60,000 although this is difficult to estimate.

Recommendation: Create £60,000 earmarked fund for applications and ensure wider awareness.

25. Charitable Giving – a charitable giving page is created and promoted to residents and business who are financially able to donate. Donations will create a grant fund for use to provide lower cost options for cooking and staying warm, such as slow cookers and electric blankets. Criteria will be created to ensure the most vulnerable families and those just about managing, who often are not known to the Council as not in receipt of benefits, can access support. To ensure the fund can begin to support communities as the winter approaches, an initial £15,000 would be provided.

Recommendation: £15,000 of existing funding secured from the Integrated Care System to be allocated to this project. Further work to develop the proposal is also required in consultation with the Lead Cabinet Member for Communities.

26. Expansion of specialist warm hubs - Cambridgeshire Acre have been appointed to provide warm community spaces in South Cambridgeshire and East Cambridgeshire. These spaces will save people having to heat their own home as much this winter and mitigate to some extent the large increase in energy bills. The initial project would have delivered around 6 warm hubs, but due to the overwhelming response from communities, officers have worked with Cambridgeshire ACRE to increase the number of hubs to around 25, making them more easily accessible across the district. The expansion of the project has increased funding required to approximately £126,000, using funds from the Integrated Care System grant. The £126,000 includes £22,000 being set aside from the ICS funding so well used hubs could expand opening hours or additional hubs could be added.

Recommendation: Formally agree the increased spend on warm hubs to £126,000. This includes retaining a contingency fund of approximately £22,000 to enable increased opening times at Hubs where demand is higher.

27. Warm packs – The Council's repairs contract includes an element of social value. The contractors, Mears, are providing 75 warm packs per year over a 10-year contract. These include water bottle, thermos flask, blanket, thermal socks, gloves and hat. It is suggested that an addition of an electric blanket would be beneficial. The packs are to be distributed to most vulnerable tenants. The warm packs, including electric blanket, could be expanded so additional packs could be

made available to Environmental Health officers to distribute to those residents who need and are living in very cold conditions.

Recommendations: Officers expand the scheme with use of £15,000 grant funding from the ICS.

28. Further support through Community Chest grants – a motion was agreed at Full Council in September to declare a cost-of-living crisis. One element of the motion was to “ask the Grants Advisory Committee to review the Community Chest grant scheme to consider having applications that demonstrate not only wellbeing benefits to their community but also support for those on low incomes and make recommendations to the Lead Cabinet Member for Resources or Cabinet as appropriate.” A paper was presented to October’s Grants Advisory Committee to recommend changes to the community chest criteria to allow bids to include revenue contributions for any project that has a positive impact for communities related to the cost-of-living crisis. The report will also recommend expanding the criteria to allow Parish and Town Councils of any size to bid for Community Chest grants that have a positive impact on issues relating to the cost-of-living crisis. An additional £20,000 of available ICS funding was also agreed and signed off by the Lead Cabinet Member for Finance following the Grant Advisory Committee’s review and recommendations.

Recommendation: Note the changes to the community chest scheme and additional £20,000 funding allocation.

29. Access to affordable food – Councillor Handley’s cost-of-living motion at Full Council in September also called on the Council to “work with partners to give access to affordable food across the District.” The Council has already supported foodbanks being set up and provided additional funding. A further immediate and short-term measure would be to seek to deliver food parcels to those attending the Warm Hubs who are identified as being most in need, in parishes where there is no foodbank already in place. Officers would invite organisations already operating in this space (foodbanks and the like) to tender proposals which would see in the region of 500 food parcels delivered to Warm Hubs across the district between now and the end of March.

Officers are also now exploring whether further work and investment may be required to improve the sustainable food offer and coordination across the district. At this stage officers cannot quantify the opportunity or potential costs and further work is required. Once established further work will be carried out with the Lead Cabinet member.

Recommendations: Officers deliver the Warm Hubs food parcel project with use of £15,000 grant funding from the ICS and continue to assess further sustainable food network and partnership working opportunities.

30. Officer resources – Most of the work to support the cost-of-living crisis can be carried out by existing officer resources. However, to ensure all the additional schemes can be coordinated an extra Project Officer (grade 4) is required. This role will be required until the end of the financial year and can be funded from the money available from the ICS.

Recommendation: Recruitment of Project Officer using £20,000 of ICS grant.

Options

- 31. Recommended option - accept all the recommendations set out in paragraphs 21 to 30, including the allocation of the available funding to respond to the cost-of-living crisis
- 32. Cabinet could choose not to progress with any of the recommended options set out in the report and either do nothing or ask officers to carry out further work.
- 33. Approve some of the recommended options set out in the report Cabinet and provide officers with feedback on those to be prioritised.

Implications

In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

Each option has been costed and evaluated as part of the package of support that the council provides to residents. If all options were agreed, and funding will be from earmarked reserve of £180,000 The report includes the options which are funded by the Council or resourced by the Council.

Financial Summary of proposals

	Funded by SCDC reserve £	Funded by ICS grant
Discretionary Housing Payments	100,000	
Section 13A Discretionary Council Tax Discounts	60,000	
Charitable Giving		15,000
Initial warm hubs commitment		76,000
Expansion of specialist warm hubs		28,000
Retained funding for further expansion		22,000
Warm hub food parcels		15,000
Warm packs		15,000

Further support through Community Chest grants		20,000
Officer resources		20,000
Contingency	20,000	
Total	180,000	211,000

Risks/Opportunities

This proposal will contribute to mitigation of the current cost-of-living crisis and support those most vulnerable residents, but the council cannot support residents with working with others.

Health & Wellbeing

The cost-of-living crisis will have a direct impact of the health and wellbeing of our most vulnerable residents, additional support provided will have a beneficial impact directly on the health and wellbeing of our residents.

Equality, Diversity and Inclusion

An Equality Impact Assessment (EqIA) has been undertaken in relation to the proposals detailed within this report. This has identified that the proposals have the potential to impact positively on several different protected characteristic groups, especially those who we know to be most vulnerable to the cost-of-living crisis, such as older people and young children, and disabled people. The EqIA has raised some considerations such as how best to ensure that warm hubs and other proposals are made physically, geographically and socially accessible to those of different ages, circumstances and backgrounds, as well as how best to promote the proposals to different groups.

Alignment with Council Priority Areas

A modern and caring Council

The support for cost-of-living crisis links with the priorities that we work with communities and individuals to tackle issues that are affecting them locally.

Report Author: Dawn Graham, Benefits Manager

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Agenda Item 11



**South
Cambridgeshire**
District Council

Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Resources	
Lead Officer:	Peter Maddock, Head of Finance	

Localised Council Tax Support Scheme 2023-24

Executive Summary

1. The purpose of this report is to review the Localised Council Tax Support Scheme and agree options for LCTS scheme for 2023/24.for consultation.

Key Decision

2. No

Recommendations

3. It is recommended that Cabinet approves option 1 for consultation with residents, stakeholders, including Precepting authorities and Parish Council's.

Reasons for Recommendations

4. There is considerable economic uncertainty due to the current cost of living crisis and the LCTS has supported South Cambridgeshire's residents to pay their Council tax.
5. The Council has announced a cost-of-living Crisis and changes to LCTS will increase the support to the most vulnerable residents.
6. The recommended option (Option1) will increase the support provided to residents, including those who are on lower incomes and in work, and enable the service to expand the use of automation software. The software enables most of the income changes for Universal Credit to be processed automatically without manual intervention.

Details

7. The current schemes for working age residents have worked well and are based on a banded discounts scheme; currently there are 2 schemes for residents: -
 - Protected Scheme -100% Maximum scheme for those working age families with disabilities, carers, including lone parents with children under 5
 - Working Age Scheme – 95% for those who do not meet the requirements for the protected scheme.
8. The Council has acknowledged and announced there is a cost-of-living crisis and has committed to reviewing the scheme.
9. There has been a significant increase in take up of LCTS from residents who have been financially impacted due to the current cost of living crisis which has followed the Covid 19 Pandemic.
10. Whilst the current schemes worked well there are some small improvements which could be made which will enable those who are working to be supported further and as a result increase the level of automated processing of monthly Universal Credit (UC) changes from its current level of 65% to 85%
11. The Council consulted widely with residents and stakeholders in 2018. The option supported was a Banded Discount Scheme as this would be a longer-term option that would ensure those residents on UC would not encounter issues such as receiving multiple Council Tax bills because of small changes to income, which can occur in non-banded schemes.
12. The options proposed will see minor amendments to the Banded Discount Scheme and principles will remain that minor income changes will not result in most cases a change to Council Tax and reducing the number of changes to payments.
13. The changes to LCTS will not change the current 100% disregard of War Pension income from calculation which is mirrored in Housing Benefit calculations as a Local scheme.
14. The Housing Benefit service have worked with Council's Transformation team to review the service and automation was introduced as part of the review resulting in a significant reduction resources requirements needed to process notification of Universal Credit income changes from the Department of Works (DWP) significantly as a result.
15. The Council will need to conduct a consultation exercise prior any changes to LCTS being implemented

Options

1. The following options have been considered

Option 1-Current Banded Scheme with minor amendments: -

- Maximum of 100% reduction scheme for all working age claimants of LCTS
- Uprate LCTS calculation annually in line with September CPI mirroring DWP uprating arrangements for income-based benefits.
- Adjust earnings disregards within calculation to enable extra support to be provided to residents who are working as well as improving levels of automated processing.

The amended to current banded Scheme enables smaller changes not to affect CTS awards. The modelling undertaken based on uprating for CPI will only affect several claimants increasing total LCTS awarded in total by estimate of £160,000 annually; the increased cost would be shared between the major preceptors based on their share of total council tax. proposed scheme will increase marginally the cost of LCTS.

This proposal will require the council to consult with residents and stakeholders, including Precepting Authorities and Parish Council'

Option 2

- Maximum of 100% reduction scheme for all working age claimants of LCTS
- Uprate LCTS calculation annually in line with September CPI mirroring DWP uprating arrangements for income-based benefits

This support residents but less incentives to encourage residents to actively seek employment and secondly would not enable the council to fully utilise the automation software.

This proposal would require the council to consult with residents and stakeholders

Option 3- Continue with current scheme

- Protected Scheme -100% Maximum scheme for those working age families with disabilities, carers, including lone parents with children under 5
- Working Age Scheme – 95% for those who do not meet the requirements for the protected scheme.

This option would mean that some low-income households would be paying more council tax although the numbers are small; cost of living rises in income claimant received may not cover all increases in living cost and they may be financially worse off.

This proposal would not require the council to consult with residents and stakeholders.

Implications

16. In the writing of this report, considering financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

17. The current cost of LCTS is around £7.4 million which is currently within budget, but the current financial crisis may mean that more residents will qualify, the council's tax base for 2023/24 will reflect any changes to the scheme.

18. The cost of LCTS IS shared between major preceptors but this excludes the cost of administration. The parish council are affected as LCTS is accounted for by a reduction of chargeable properties (Tax Base)

19. The council has conducted financially modelling of the schemes based on current claimants to assess the likely impact, initially modelling suggest that 1100 working age families will be better off with the proposed option.

20. The LCTS scheme, at its inception, was part-funded by making changes to some Council Tax discounts that can be set locally. That is:

Class C – empty and substantially unfurnished – 0%

Class D – Undergoing major / structural repair – 100% up to 1 year

Empty Property Premium – 2-5 years – 100%

5-10 years – 200%

More than 10 years – 300%

No changes are proposed to these and they will remain at the levels previously agreed.

Staffing

21. When looking at options: -

- Option 1 facilitates an ongoing reduction in resources to be achieved. The Revenues and Benefits team are reviewing staffing requirements and structure following the Service Review
- Option 2 Will enable some reduction in resources but will result still requiring manual intervention to process some UC changes.
- Option3 Will enable some reduction in resources but will result still requiring manual intervention to process some UC changes

Risks/Opportunities

22. This proposal will contribute to the mitigation of the current cost of living crisis and support the most vulnerable residents.

Health & Wellbeing

23. The cost-of-living crisis will have a direct impact of the health and wellbeing of our most vulnerable residents, additional support provided will have a beneficial impact directly on the health and wellbeing of our residents.

Equality and Diversity

24. An Equality Impact Assessment (EqIA) has been undertaken in relation to the proposals detailed within this report. This has identified that the proposals have the potential to impact positively on a number of different protected characteristic groups, especially those who we know to be most vulnerable to the cost-of-living crisis

Alignment with Council Priority Areas

Housing that is truly affordable for everyone to live in

25. The changes to LCTS will enable those most vulnerable residents to support them paying council tax.

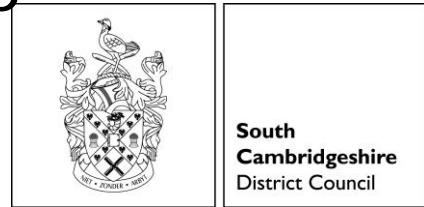
A modern and caring Council

26. The support for LCTS and residents for the cost-of-living crisis links with priorities that we work with in communities and individuals to tackle issues that are affecting them locally.

Report Author:

Dawn Graham – Benefits Manager
Telephone: (01954) 713085

Agenda Item 13



Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Resources	
Lead Officer:	Peter Maddock, Head of Finance	

Proposed Fees & Charges 2023/2024 (Draft)

Executive Summary

1. To undertake the annual review and to determine the non-regulatory fees and charges to be set by the Council for the provision of services from April 2023 (unless otherwise stated), where the law allows a charge to be made.

Key Decision

2. Yes

This is a key decision as, if adopted, the revised fee scales will result in the authority receiving additional income from fees and charges, it is estimated £287,000 additional income will be attributed to the general fund.

Recommendations

3. It is recommended that Cabinet consider the report and, if satisfied, to:
 - (a) Approve the fees and charges as detailed in Appendix A of the report to take effect from 1 April 2023 (unless otherwise stated) or the earliest feasible date thereafter.
 - (b) Note the proposed variations to fees and charges in comparison to the prevailing inflation rate detailed in the report.

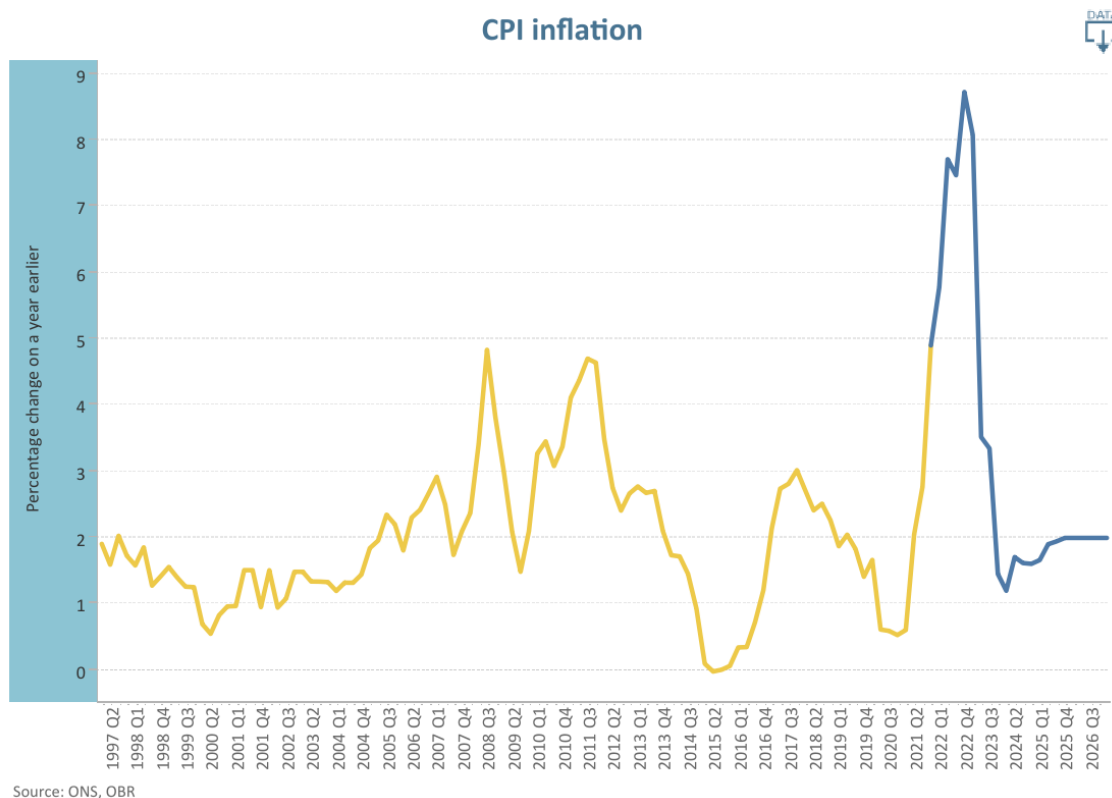
Reasons for Recommendations

4. To ensure that the Council receives income from fees and charges where allowable to contribute to the funding of services, to enable discretionary services to be provided and to assist the Council in preparing its Revenue Budget for 2023/2024.

Details

Economic Context

5. In determining the fees and charges for services it is appropriate that some consideration is given to the wider economic context. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to keep inflation low and stable, which helps to sustain growth and employment; this identifies a target of 2% for the 12-month increase in the Consumer Price Index (CPI). At its meeting ending on 21 September 2022, the MPC voted to increase the Bank Rate by 0.5 percentage points, to 2.25%.
6. Since August, wholesale gas prices have been highly volatile, and there have been large moves in financial markets globally. Uncertainty around the outlook for UK retail energy prices has nevertheless fallen, following the Government's announcements of support measures including an Energy Price Guarantee. The Guarantee is likely to limit significantly further increases in CPI inflation and reduce its volatility.
7. Twelve-month CPI inflation fell slightly from 10.1% in July to 9.9% in August. Given the Energy Price Guarantee, the peak in measured CPI inflation is now likely to be lower than projected. Nevertheless, energy bills will still go up and, combined with the indirect effects of higher energy costs, inflation is expected to remain around 10% over the following few months, before starting to fall back.
8. The Government's Energy Price Guarantee will lower and bring forward the expected peak of CPI inflation. For the duration of the Guarantee, this might be expected to reduce the risk that a long period of externally generated price inflation leads to more persistent domestic price and wage pressures, although that risk remains material. While the Guarantee reduces inflation in the near term, it also means that household spending is likely to be less weak than initially projected.
9. UK Gross domestic product (GDP) is estimated to have grown by 0.2% in July 2022 following a fall of 0.6%. Looking at the broader picture, GDP was flat in the three months to July compared with the previous three months.
10. Following the Russian invasion of Ukraine, CPI inflation is expected to peak in the fourth quarter of 2022 at its highest rate in around 40 years. The increase is driven primarily by higher gas prices feeding into sharp rises in domestic energy bills, alongside higher fuel prices and global goods inflation. Inflation then temporarily falls below the 2 per cent target at the end of 2023 as energy bills begin to decrease.
11. The most recent CPI quarterly indices are shown in the table below:



12. The upward pressure on CPI inflation is expected to dissipate over time, as supply disruption eases, global demand rebalances, and energy prices stop rising. As a result, CPI inflation is projected to return to target at the end of 2025.
13. The general increases in costs have a direct impact on the Council's costs. The prevailing economic trend expressed through the CPI quarterly indices and the Bank of England's forecast for future inflation are both considered in proposing any increases in fees or charges. Considering these predictions for inflation a 5.0% uplift for fees and charges where possible is recommended with effect from 1 April 2023. It is worth noting that failure to increase fees and charges by 5%, where possible, does add to the funding gap.

Medium Term Financial Strategy (MTFS) – Context of Review

14. The approved MTFS identifies the commitment to explore income generating opportunities and to maximise income from fees and charges (where permitted to do so). The MTFS further emphasises that, in light of forecast savings targets, every effort will be made to increase annual income and reduce annual expenditure without materially reducing front line services provided by the Council.

Review of Fees and Charges: Effective from 1 April 2023

15. In determining the level of charges it is usual that increases in fees and charges should broadly reflect the prevailing trends in inflation except where there are

regulatory requirements or a strong case for a higher or lower increase taking into account the requirement to maximise income. With the current cost of living crisis it is recognised that this should be tempered somewhat which is why 5% is felt more appropriate. In addition, specific circumstances such as the sensitivity of price increases on the demand for the service, or the current market rates for services have been considered.

16. There are also some charges which are required to reflect the cost of providing the service, and these prices have been adjusted accordingly. Taken together these issues have led to several proposals where no increase is proposed or where the proposed increase varies significantly from inflation. There are also some instances where charges are very small and the increase may, therefore, appear significantly higher or lower than inflation purely because of rounding the charge to the nearest appropriate amount.
17. The report details, at **Appendix A**, the current charges that are applied, the proposed variations and the resulting proposed charge from 1 April 2023. All fees and charges in the appendices are shown net of Value Added Tax (VAT). Where VAT applies to a charge then the gross charge including VAT is also shown. In some instances, VAT may or may not apply in respect of a particular service depending upon the recipient of the service or the purpose of the service. The Cabinet is invited to consider the various charges proposed.
18. In undertaking this annual review, Heads of Service have been encouraged to identify any scope to extend the range of fees and charges and, if so, the level of additional income that could be generated. If available, any trends on the demand for the service over time and/or sensitivity to changes in charging policy are provided.
19. In the following areas fees have been revised:
 - (a) Waste and Environment: During 2022/23 fees were reviewed and some flat charges were introduced to simplify the charging structure. Although this resulted in significant reductions in some areas the overall fee levels saw an increase. The proposed Fees within the waste and environment have been increased by an average of 5%.
 - (b) Transformation: Due to a statutory requirement, the first 4 sessions of physical activity programmes need to be offered free of charge. Thereafter they are charged according to the activity. In 2022/23 fees for Sports Camps were increased by an average of 3% compared to 2021/22. However, it is not deemed appropriate to further increase them in 2023/24 due to the national cost of living crisis. The programme was set up to be run as grass roots activities which are affordable for residents within the district.
 - (c) Land Charges: Fees for 2022/23 were adjusted to ensure the costs of delivering the Land Charges service were covered. This resulted in an average increase of £11.10 for each specific enquiry, and steeper rises

applied to some commercial searches. It is not envisaged that land charges are further increased in 2023/24. This would help to avoid a volume increase in the public requesting the Council to carry out limited statutory searches which could become the preferred option should the discretionary fees be regarded as unaffordable.

- (d) Planning: Officer time for discretionary services, including Pre-application work and Planning and Performance Agreements (PPAs) have been increased for 2023/24 by 5% in line with the recommended uplift.
- (e) Housing: Leasehold Housing charges have not been adjusted from 2022/23. There are intentions to increase Traveller site plot rentals in line with the housing social rents. (Details of this increase will not be known until the government announces whether social rents will be capped. Rent rises are normally in line with CPI measure of inflation). From October 2022 a flat rate charge of £60 / night will be charged for Bed and Breakfast accommodation.
- (f) Other: A review of fees and charges related to mobile homes (fit and proper persons) and minimum energy efficiency standards are due to be considered by cabinet in December, note this is not considered as part of this report.
- (g) Other: In many cases fees are set by statute and the necessary provision is specified in the schedule of fees and charges.

Options

20. While the Council could choose to do so, the option of not adopting the revised fees and charges from 1 April 2023 is not considered to be appropriate. The Council is required by law to set a balanced budget and the additional income from fees and charges contributes to this, albeit marginally. In determining the new fee scales, due regard has been given to the sensitivity of price increases on service demand.

Implications

21. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

22. In considering the preparation of the 2023/2024 Revenue Budget it is proposed that fees and charges should be increased where considered feasible, taking into account the prevailing market sensitivities and demand, in accordance with the Council's stated intention of maximising revenue from fees and charges (including endeavours to maximise the recovery of costs incurred in providing discretionary services). The level by which it is proposed to increase fees and charges reflects

the trends in inflation. Whilst it is proposed to apply a 5.0% increase for inflationary pressures in some areas, given the current economic climate there are a number of areas where this would be difficult to justify and, therefore, it is proposed that charges be left unchanged. It is worth noting that the failure to increase charges, where possible, will not contribute to the funding gap but this is not significant.

23. The income from the proposed charges will be included in the draft Revenue Budget to be submitted to the Cabinet at its February 2023 meeting.

Legal

24. The proposed charges have regard to the various statutory requirements regarding the Council's ability to set fees and charges.

Risks / Opportunities

25. The risk in setting any fee and charge is that it does not provide, due to change in usage, the projected income. A significant increase in charges may discourage the public from using a service resulting in an overall reduction in income. The income received is regularly monitored throughout the year as part of the Council's budget monitoring processes and any significant variation is reported to Cabinet.

Consultation responses

26. None, except budget holders.

Background Papers

- Medium Term Financial Strategy – Council: 23 September 2021
- Budget Reports – Report to Council: 22 February 2022

Appendices

Appendix A: Schedule of Fees and Charges: 2023/2024

Appendix B: Schedule of Fees and Charges: 2023/2024 (Sensitive data)

Appendix C: Schedule of Fees and Charges: 2023/2024 (Shared services, Sensitive data for information only)

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Type of Fee/ Charge	Fee/Charge set by	Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	Policy when setting the fee/charge
Fees and Charges - Physical Activity Programmes 2023-2024 - Communications & Communities				
Active & Healthy 4 Life Fees				
i. Initial assessment	Discretionary H&W PFH	4x £20 payments by a direct debit paid to the sports centre	4x £20 payments by a direct debit paid to the sports centre	Discretionary
ii. Gym sessions (one hour each x 24)	Discretionary H&W PFH			Discretionary
iii. Final assessment	Discretionary H&W PFH			Discretionary
Healthy You Fees				
i. 1 hour session	Discretionary H&W PFH	Minimum of first 4 sessions free of charge. Thereafter session fees may vary according to activity.	Minimum of first 4 sessions free of charge. Thereafter session fees may vary according to activity.	Discretionary
Sports Camps				
i. One day attendance	Discretionary H&W PFH	£25.00	£25.00	Discretionary
ii. Two or more days attendance (per day)	Discretionary H&W PFH	£22.00	£22.00	Discretionary
iii. Two or more siblings attendance on one or more days (per day)	Discretionary H&W PFH	£22.00	£22.00	Discretionary

Peach indicates statutory fee

Grey colour indicates updates for 2023/24 not provided by services

Minimum Energy Efficiency Standards- Financial Penalties		
New fees in 2023-24		
Breach of less than 3 months (Max penalty £2,000)		
High harm, high culpability		£2,000.00
High harm, low culpability		£1,000.00
Low harm, high culpability		£1,000.00
Low harm, low culpability		£500.00
Breach of more than 3 months (Max penalty £4,000)		
High harm, high culpability		£4,000.00
High harm, low culpability		£2,000.00
Low harm, high culpability		£2,000.00
Low harm, low culpability		£1,000.00
Providing false or misleading information (Max penalty £1,000)		
High harm, high culpability		£1,000.00
High harm, low culpability		£500.00
Low harm, high culpability		£500.00
Low harm, low culpability		£250.00
Failure to comply with a Compliance Notice (Max penalty £2,000)		
High harm, high culpability		£2,000.00
High harm, low culpability		£1,000.00
Low harm, high culpability		£1,000.00
Low harm, low culpability		£500.00

Penalty amounts taken from the MEES policy which are calculated through consideration of factors which affect harm and culpability.

2023-2024 Administration Charges Leasehold Housing*

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Policy when setting the fee/charge
Solicitors' pre-sale enquiries (Standard sales pack)		£150	£150	Discretionary
Copy of lease/ document provision		£30	£30	Discretionary
Remortgage Enquiry/Copy of Insurance schedule		£30	£30	Discretionary
Notice of Assignment/Notice of Charge/Notice of Transfer		£100	£100	Discretionary
Deed of Variations – Administration		£50	£50	Discretionary
Plus SCDC Solicitor fees and own solicitor fees		£550+	£550+	Discretionary
Home Improvement Application & Administration				
Standard consent letter		£30	£30	Discretionary
Approvals requiring investigation and a surveyors visit		£125	£125	Discretionary
Retrospective consent for improvements		As above + £25.00	As above + £25.00	Discretionary
Registering sub-let details		£50	£50	Discretionary
Advice Interview for prospective purchasers		£50	£50	Discretionary

***Also reported as part of HRA business plan**

2023-24 Traveller site charges
2023-2024 Administration Charges Leasehold Housing*

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Policy when setting the fee/charge
Plot rental on Council managed sites		£78.50 / week		Plot rental fee will rise in line with HRA rent increase (to be confirmed)

We're proposing to increase Traveller Site plot rental by the same amount as social housing rents – that is based on September CPI (not yet published) but is likely to be capped this year. We may have the figure by the time this report goes to Cabinet.

2023-24 Bed & Breakfast charges

Contribution to B&B costs for homeless applicants not claiming Housing Benefit		£60.00 / night	£60.00 / night	Discretionary
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Service is looking to introduce from October by charging a set fee.

2023-24 Community Alarm Service

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Increase (%)
Community Alarm Service				
Council Supplied Alarm	Weekly	4.47	4.75	6%
Mobile Alarm Solution	Weekly	5.47	5.47	0%
Replacement Pendant Charge	One-Off	50	50	0%
SIM Card for Digital Units	One-Off	0	up to £60	0%

Considerate Contractor Scheme**Proposed Charges – to be implemented from 31 January 2023**

Annual subscription based on turnover, and charge for every additional scheme

COMPANY TURNOVER	Fee/charge set by Legislation	SUBSCRIPTION CHARGE (excludes VAT) for 1 scheme	ADDITIONAL CHARGE PER SCHEME OVER 2 (excludes VAT)*
Less than £500,000	Discretionary	£450.00	£50.00
£500,000 to £1,000,000		£695.00	£100.00
£1 million to £50 million		£895.00	£100.00
Over £50 million		£1,095.00	£150.00

This is based on the amount of works undertaken by the Construction Monitoring Officer and economies of scale.

It is also noted that these charges have not been reviewed for 3 years.

2023-24 Land Charges fees and charges

Type of Search	Includes VAT	Fee 2022/23	Proposed Fee 2023/24	Council policy when setting the fee/charge
LLC1 Official Search in respect of one parcel of land		£39.00	£39.00	Discretionary
Residential Search				
CON29R	X	£137.00	£137.00	Discretionary
LLC1 and CON29R (Full Residential Search)	X	£176.00	£176.00	Discretionary
Additional Parcels of Land	X	£17.00	£17.00	Discretionary
Additional Parcels of Land LLC1		£0.70	£0.70	Discretionary
Commercial Search				
CON29R	X	£241.00	£241.00	Discretionary
LLC1 and CON29R (Full Commercial Search)	X	£280.00	£280.00	Discretionary
Additional Parcels of Land	X	£28.00	£28.00	Discretionary
Additional Parcels of Land LLC1		£0.70	£0.70	Discretionary
Additions				
Additional Enquiries	X	£23.15	£23.15	Discretionary
Historic File Request		£45 per address	£45 per address	New fee to be introduced
Invalid planning applications		10% of application fee for closed or withdrawn applications	10% of application fee for closed or withdrawn applications	New fee to be introduced

Hard copy planning applications handling fee		- Major applications £100 per application - General and other applications £50 per application	- Major applications £100 per application - General and other applications £50 per application	New fee to be introduced
Con29 Optional enquiry questions:				
Type of Search	Includes VAT	Fee 2022/23	Proposed Fee 2023/24	Council policy when setting the fee/charge
Q4 Road Proposals	X	£15.00	£15.00	Discretionary
Q5 Advertisements	X	£15.00	£15.00	Discretionary
Q6 Completion Notices	X	£15.00	£15.00	Discretionary
Q7 Parks and Countryside	X	£15.00	£15.00	Discretionary
Q8 Pipelines	X	£0.00	£0.00	Discretionary
Q9 Houses In Multiple Occupation	X	£15.00	£15.00	Discretionary
Q10 Noise Abatement	X	£15.00	£15.00	Discretionary
Q11 Urban Development Areas	X	£15.00	£15.00	Discretionary
Q12 Enterprise Zones	X	£15.00	£15.00	Discretionary
Q13 Inner Urban Improvement Areas	X	£15.00	£15.00	Discretionary
Q14 Simplified Planning Zones	X	£15.00	£15.00	Discretionary
Q15 Land Maintenance Notices	X	£15.00	£15.00	Discretionary
Q16 Mineral Consultation and Safeguarding Areas	X	£10.38	£10.38	*Provisional. To be set by County Council and updated in February
Q17 Hazardous Substance Consents	X	£15.00	£15.00	Discretionary
Q18 Environmental and Pollution Notices	X	£15.00	£15.00	Discretionary
Q19 Food Safety Notices	X	£15.00	£15.00	Discretionary
Q20 Hedgerow Notices	X	£15.00	£15.00	Discretionary
Q21 Flood Defence and Land Drainage Consents	X	£10.38	£10.38	*Provisional. To be set by County Council and updated in February
Q22 Common Land and Town or Village	X	£19.98	£19.98	*Provisional. To be set by County Council and updated in February

Discretionary services (including Pre-application work and Planning and Performance Agreements (PPAs)) will be charged for on a case by case basis. This charge will be based on full recovery of the cost of delivering the agreed work. Officer time will be charged at the following rates:

		£/Hour	
		2022/23	2023/24
Grade	Discretionary		
Executive Director		262	275
Grade 10 Assistant Director		194	204
Grade 9		151	159
Grade 8		129	135
Grade 7		113	119
Grade 6		86	90
Grade 5		77	81
Grade 4		71	75
Grade 3		65	68
Grade 2		60	63

Note

Agency hourly rates charged at agency rates plus £28/hour overhead (£27/hour 2022-23)

2023-24 H&ES Fees and Charges

1. Environmental Protection Act 1990 / Pollution Prevention Control Act 1999 / PPC Regulations 2000				
Standard process (includes solvent emission activities)	Statutory fee set by DEFRA	£1,650.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
Additional fee for operating without a permit		£1,188.00		
PVRI, and Dry Cleaners		£155.00		
PVR I & II combined		£257.00		
VRs and other Reduced Fee Activities		£362.00		
Reduced fee activities: Additional fee for operating without a permit		£99.00		
Mobile plant**		£1,650.00		
for the third to seventh applications		£985.00		
for the eighth and subsequent applications		£498.00		
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts		£808.00		

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Annual subsistence charge				
Standard process Low		£772 (+£104)*		* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts
Standard process Medium		£1,161 (+£156)*		
Standard process High		£1,747 (+£207)		
PVRI, and Dry Cleaners L/M/H		£79/£158/£237		
PVR I & II combined L/M/H		£113/£226/£341		
VRs and other Reduced Fees		£228/£365/£548		
Mobile plant, for first and second permits L/M/H**		£646/£1034/£1,506		
for the third to seventh permits L/M/H		£385/£617/£924		
eighth and subsequent permits L/M/H		£198/£316/£473		
Late payment Fee		£52.00		

Transfer and Surrender				
i. Standard process transfer	Statutory: DEFRA	£169.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii. Partial transfer		£497.00		
iii. New Operator at Low Risk Reduced Fee Activity		£78.00		
iv. Surrender: all Part B activities		£0.00		
v. Reduced fee activities:		£0.00		
· Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners Partial transfer		£0.00		
		£47.00		
Temporary Transfer for Mobiles				
i. First Transfer	Statutory: DEFRA	£53.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii.Repeat Following Enforcement or Warning		£53.00		
Substantial Change s10 & s11				
i.	Statutory: DEFRA			We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii.Standard process		£1,050.00		
iii.		£1,650.00		
iv.Standard process where the substantial change results in a new PPC activity		£102.00		
v.Reduced fee activities				
Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW				

LAPPC Mobile Plant Charges (if not subject to simplified Permits)					
i. Application Fee – No. of Permits	Statutory: DEFRA			We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.	
1		£1,650.00			
2		£1,650.00			
3		£985.00			
4		£985.00			
5		£985.00			
6		£985.00			
7		£985.00			
8 and over		£498.00			
ii. Subsistence Fee – No. of Permits		(Low/Med/High)			
1		£646/1034/1506			
2		£646/1034/1506			
3		£385/617/924			
4		£385/617/924			
5		£385/617/924			
6	£385/617/924				
7	£385/617/924				
8 and over	£198/316/473				
LA-IPPC Charges (Part A2)					
i. Application	Statutory: DEFRA	£3,363.00		Fee set by DEFRA Every subsistence charge includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation	
ii. Additional Fee for Operating without a Permit		£1,188.00			
iii. Annual Subsistence – Low		£1,447.00			
iv. Annual Subsistence – Med		£1,611.00			
v. Annual Subsistence – High		£2,334.00			
vi. Substantial Variation (where 9 (2) (a) or 9 (2)(B) of the scheme applies)		£3,363.00			
vii. Transfer		£235.00			
viii. Partial Transfer		£698.00			
ix. Surrender		£698.00			
Late Payment fee (new)		£52.00			

Newspaper Advertisements				
Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to				<p>Fee set by DEFRA</p> <p>Every subsistence charge includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation</p>

2. Licences				
Scrap Metal dealers licence				Legislation governed by Scrap Metal Dealers Act 2013. Fee currently covers cost of administrating the service
Collector licence	Discretionary	£200.00	£210.00	
Site licence		£248.00	£260.00	
Sex Shop Establishment				Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application	Discretionary	£3,900.00	£4,100.00	
ii. Renewal		£708.00	£740.00	
Acupuncture, Ear Piercing, Tattooing & Electrolysis				To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost
Business registration	Discretionary	£150.00	£160.00	
Personal Registration		£150.00	£160.00	
Mobile unit		£150.00	£160.00	
Mesotherapy & Dermal Fillers		£150.00	£160.00	
Houses in Multiple Occupation meeting the legal definitions				Appropriate fee commensurate with costs of admin and inspections
New Application	Legal formula	£780 up to 5 bedrooms + £31.50 per additional bedroom	£820 up to 5 bedrooms + £33.00 per additional bedroom	
Renewal		£470 for up to 5 bedroom and £20 per additional bedroom	£495 for up to 5 bedroom and £21 per additional bedroom	
Immigration Inspection		£140.00	£147.00	

Caravan Sites = Mobile Homes Act 2013			
Site licence application fee			
1-5 units		£544.00	£571.00
6-24 units		£630.00	£662.00
25-99 units		£689.00	£723.00
100-149 units		£848.00	£890.00
150+ units		£930.00	£977.00
Annual site licence fee			
1-5 units			
High Risk - 100% of cost	Discretionary	£310.00	£326.00
Medium Risk - 50% of cost		£155.00	£163.00
Low Risk - 33% of cost		£102.00	£107.00
6-24 units			
High Risk - 100% of cost	Discretionary	£383.00	£402.00
Medium Risk - 50% of cost		£192.00	£202.00
Low Risk - 33% of cost		£126.00	£132.00
25-99 units			
High Risk - 100% of cost	Discretionary	£529.00	£555.00
Medium Risk - 50% of cost		£265.00	£278.00
Low Risk - 33% of cost		£175.00	£184.00
100-149 units			
High Risk - 100% of cost	Discretionary	£696.00	£731.00
Medium Risk - 50% of cost		£348.00	£365.00
Low Risk - 33% of cost		£230.00	£242.00
150+ units			
High Risk - 100% of cost	Discretionary	£892.00	£937.00
Medium Risk - 50% of cost		£446.00	£468.00
Low Risk - 33% of cost		£294.00	£309.00
Other fees			
Licence Variation	Discretionary	£171.00	£180.00
Licence Transfer		£171.00	£180.00
Deposit of Site Rules		£85.00	£89.00
Compliance Notice charge		£291.00	£306.00
Fit and Proper Person Assessment fees			
Application Fee	Discretionary	£253.00	£266.00
Additional Persons		£85.00	£89.00
Animal Welfare Licence			
Animals Boarding			
Up to 20 animals			
Application Fee -new	Discretionary	£317.00	£333.00
Application Fee - renewal		£217.00	£228.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00

Fees set at cost recovery of administering the service

To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and

3 Year		£350.00	£368.00	appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based
Copy of licence, change of details not requiring an inspection		£11.00		
20+ animals				
Application Fee -new		£417.00	£438.00	
Application Fee - renewal		£317.00	£333.00	
Maintenance Fee:	Discretionary			
1 Year		£250.00	£158.00	
2 Year		£300.00	£210.00	
3 Year		£350.00	£263.00	
•Dog Breeding				
Up to 3 Bitches				
Application Fee -new		£267.00	£280.00	
Application Fee - renewal		£182.00	£191.00	
Maintenance Fee:	Discretionary			
1 Year		£150.00	£158.00	
2 Year		£200.00	£210.00	
3 Year		£250.00	£263.00	

4 - 10 Bitches			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
10+ Bitches			
Application Fee -new		£467.00	£490.00
Application Fee - renewal	Discretionary	£382.00	£401.00
Maintenance Fee:			
1 Year		£300.00	£315.00
2 Year		£350.00	£368.00
3 Year		£400.00	£420.00
•Hiring of Horses			
Up to 5 Horses			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			
1 Year		£150.00	£158.00
2 Year		£200.00	£210.00
3 Year		£250.00	£263.00
5+ Horses			
Application Fee -new		£467.00	£490.00
Application Fee - renewal	Discretionary	£382.00	£401.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
•Selling animals as pets			
Application Fee -new		£267.00	£280.00
Application Fee - renewal	Discretionary	£182.00	£191.00
Maintenance Fee:			
1 Year		£150.00	£158.00
2 Year		£200.00	£210.00
3 Year		£250.00	£263.00
•Exhibiting animals			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			
3 Year		£250.00	£263.00

To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based

Dangerous Wild Animals	Discretionary	£367.00	£385.00	To recover costs of inspection Officer's time with administrative on-costs veterinary costs borne by applicant where required
Zoos (6 year licence)	Discretionary	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgement of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
Street Trading				
i. Mobile Traders in villages up to 2 nights a week	Discretionary	£258.00	PLEASE SEE SCHEDULE BELOW	Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
ii. Over 2 nights a week		£483.00		
Layby traders	Discretionary	£844.00		Simplified fee structure to recover costs of administering, monitoring & inspecting provisions

Street Trading**Annual New Consents**

1 day/night pitch per week

£206 (£120 application fee/£86 maintenance fee) *

Up to 2 day/night pitches per week (and/or up to 2 locations per year)

£252 (£148 application fee/£104 maintenance fee) *

Up to 3 day/night pitches per week (and/or up to 3 locations per year)

£308 (£186 application fee/£122 maintenance fee) *

Up to 4 day/night pitches per week (and/or up to 4 locations per year)

£354 (£214 application fee/£140 maintenance fee) *

Up to 5 day/night pitches per week (and/or up to 5 locations per year)

£390 (£232 application fee/£158 maintenance fee) *

Over 5 day/night pitches per week (and/or over 5 locations per year)

£464 (£288 application fee/£176 maintenance fee) *

* Where a trader will access and use a Council owned electricity supply, a surcharge fee will be payable to cover cost incurred.

Annual Layby Trader (New and Renewal)**

£823 (£148 application fee/£675 maintenance fee)

Vary Consent

£46 (plus pro-rata of additional fees if increasing days/locations)

Annual Renewal/Continuation Fee

(Subject to the Consent Holder meeting meet paragraph 16 of the Street Trading Policy)

1 day/night pitch per week	£155
Up to 2 day/night pitches per week (and/or up to 2 locations per year)	£173
Up to 3 day/night pitches per week (and/or up to 3 locations per year)	£191
Up to 4 day/night pitches per week (and/or up to 4 locations per year)	£209
Up to 5 day/night pitches per week (and/or up to 5 locations per year)	£227
Over 5 day/night pitches per week (and/or over 5 locations per year)	£245

Consented Premises

Standard Consent Premises Grant (per year)	£204
Standard Consent Premises Renewal/Continuation (per year)	£148
Charitable/Not for Profit Premises Grant (per year) e.g. places of worship car parks	£74
Charitable/Not for Profit Premises Renewal/Continuation (per year)	£58
Consented Premises Trader (per year) (Grant or Renewal)	£92

Licensing Act 2003 Statutory Fees

Application for a grant of personal licence -	£37
Application for a minor variation -	£89
Application for a provisional statement where premises being built -	£315
Application for transfer of premises licence -	£23
Application to vary licence to specify individual as premises supervisor -	£23
Removal of DPS on community premises (disapplication of DPS) -	£23
Interim authority notice following death of licence holder -	£23
Notification/duty to notify change of name or address -	£11
Notification of change of name or alteration of rules of club -	£11
Change of relevant registered address of club -	£11
Theft or loss of premises licence or certificate of summary -	£11
Theft or loss of temporary event notice -	£11
Theft, loss etc of personal licence -	£11
Right of freeholder to be notified of licensing matters -	£21
Temporary event notice (TEN) -	£21

3.HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING				
Driver's Licence				<p>the costs of the service are borne by the user.</p> <p>Vehicle application fee to include door stickers from 2018</p> <p>Legislation introduced in October 2015 requires Local Authorities to offer a fee for a Five year operator licence</p> <p>Small reduction in vehicle renewal fee reflects the streamlining and improved</p>
i.Grant	Discretionary	£237.00	£249***	***Includes a non-refundable application administrative fee of £149 (should the application not progress by the applicant the admin fee will be retained).
ii.Renewal		£129.00	£135.00	
iii.Fee for competency base test for drivers – new applicants or re-test as part of compliance		£50.00	Retest fee if failed initial tests.	
iii.Fee for safeguarding course and test for drivers – new applicants or re-test as part of compliance		Retest fee if failed initial tests.	Retest fee if failed initial tests.	
iv.Replacement badge		£12.00	£13.00	

Operator's Licence (1yr)				Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that
Grant	Discretionary	Standard fee of £182 regardless of fleet size	£233.00	
Renewal			Standard fee of £191 regardless of fleet size	
vii.Name/address change to existing licence		£15.00	£20.00	
Operator's Licence (5yr)				
i.Single vehicle	Discretionary	Standard fee of £836 regardless of fleet size	Standard fee of £878 regardless of fleet size	
ii.Two vehicles				
iii.Three to five vehicles				
iv.Six to ten vehicles				
v.Eleven to Twenty vehicles				
vi.Twenty one vehicles and above				

Vehicle Licensing (including inspection)				
i. Grant (plate/ door signage stickers included)	Discretionary: H&ESPFH	£156.00	£164.00	Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that
iii. Renewal		£108.00	£113.00	
iv. Replacement plate		£23.00	£24.00	
Replacement PH Door signage (stickers x2)		£18.00	£20.00	
Small Lottery Licence				We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
i. Grant	Statutory: Gambling Act 2005			
ii. Renewal				To reflect SCDC administration, transportation and kennelling costs
Stray Dogs				
Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	£25.00		
Seizure with transport and/or kennelling				
Transportation/ Admin Fee	Other charges Discretionary ESPFH	£60.00	£63.00	
Kennelling Fee		£21.00	£22.00	
Veterinary Fees if applicable		Veterinary Fees if applicable	Veterinary Fees if applicable	Veterinary Fees if applicable
4. Refuse & Recycling Service				
Hazardous and Bulky Domestic Collections				
Per item, fridge/freezer/CRT monitor/TV/Microwave etc.	Discretionary	£25.00	£26.50	6.0%
Bulky Household Waste one to three items(excluding hazardous waste items)		£31.00	£32.50	5.0%
Per item (after three) Max 9		£5.00	£5.50	

Emptying of contaminated bin/additional empty (per bin)	Discretionary	£31.00	£32.50	4.8%
Clearance of rubbish from bin stores		By quote		
Annual 2nd green bin charge – per additional green bin (October to October)		£40.00	£45.00	
Additional garden waste capacity for flats (per 1100 litre bin)		£80.00	£84.00	5.0%
Bins				
Delivery of bin(s) for new property (up to)	Discretionary	£85.00	£90.00	5.9%
NEW Additional approved black bin - Large families etc.		£52.50	£55.00	4.8%
Delivery of a replacement black bin (damaged /stolen)		£52.50	£55.00	4.8%
Delivery of a replacement green/blue bin (damaged /stolen)		FOC	FOC	
Additional blue bin charge		FOC	£25.00	New charge
Recycling Kitchen Caddy Sacks (in packs of 50)		£4.00	£4.20	5.0%
Recycling Kitchen Caddy Sacks (in packs of 10) including delivery		n/a	n/a	

5. FOOD SAFETY				
Food Export Certificates	Discretionary	£168.00	£176.00	
Food Hygiene				
i.Pre Inspections	Discretionary	£140.00	£147.00	Propose £170 for pre and re-inspection to realign for full cost recovery
ii.Re-Inspections	Discretionary	£140.00	£147.00	
Safer Food Better Business Packs	Discretionary	£15.00	£16.00	

6. OTHER FEES AND CHARGES				
Staff involved in civil litigation	Discretionary	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
Supply of specific information from records	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)
Provision of information – Local Land charge searches		£150.00	£150.00	Fee to remain the same having been calculated on salary of officers and efficiency saving of completing task
Officers offering chargeable advice including enforcement charges where legislation permits	Discretionary			To ensure that where services can be charged for SCDC covers as a minimum the cost of that advice or actions
Serving of improvement notices under the Housing Act 2004	Power to charge for serving improvement notices	£66.00/hr Max charge £250.00	£66.00/hr Max charge £250.00	

Removal & Disposal of Abandoned Vehicles				
i. Removal	Statutory: Refuse Disposal (Amenity) Act 1978 Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Subject to contractual changes Removal 120.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii. Storage (per day)		Storage £20.00 per day		
iii. Disposal		Disposal £85.00		

7. FIXED PENALTY PROVISIONS				Fees below are shown as per 22-23 submission		
Offence	Fee/charge set by Legislation	Fee/Charge 2022/23		Proposed		Council policy when setting the fee/charge
		FP reduced if paid within 10 days	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
Depositing Litter	Environmental Protection Act 1990	£150	£75.00	£150	£75.00	Full amount is statutory Reduction is a discretionary matter
Littering from a vehicle	Regulation 4 LOVR	£150	£75.00	£150	£75.00	
Section 55 offences – dog related offences	Clean Neighbourhood & Env Act 2005	£75.00	£75	£75.00	£75	
Smoking ban offences (smoking in a public place & failure to display 'no smoking' signs)	Sec 9 Health Act	Smoking: £50 No 'No Smoking' sign: £200	£30 - if paid within 15 days No 'No Smoking' sign: £150	Smoking: £50 No 'No Smoking' sign: £200	£30 - if paid within 15 days No 'No Smoking' sign: £150	
Failure to Produce Waste Transfer Note	Control of Pollution (Amendment) Act 1989	£300.00	£180.00	£300.00	£180.00	
Failure to Produce Waste Carriers Licence	Environmental Protection Act 1990	£300.00	£180.00	£300.00	£180.00	
Abandoning a Motor Vehicle	Sec 2(A)1 RD(A)/ Sec 10 CNEA	£200.00	£120.00	£200.00	£120.00	
Exposing 2 or more vehicles for sale on a road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
Repairing vehicle on the road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	

Breach of a Community Protection Notice	Sec 48 Anti Social Behaviour, Crime and Policing Act 2014	£100	£75	£100	£75	Full amount is statutory Reduced fee is discretionary
Breach of a Public Spaces protection Order	s.63 and/or s.67, Anti social Behaviour, Crime and Policing Act 2014	£100	£75	£100	£75	Full amount is statutory Reduced fee is discretionary
Deface any Property by painting, writing, etc. (Graffiti & fly posting)	Anti-Social Behaviour Act 2003	£150.00	£75.00	£150.00	£75.00	Not applicable Statutory fee
Painting or affixing things to a structure on the Highway	Highways Act 1980	£150.00	£75.00	£150.00	£75.00	
Failure to place waste in prescribed container (Household)	Environmental Protection Act 1990	£110.00	£75.00	£110.00	£75.00	
Failure to place waste in prescribed container (Commercial)	Environmental Protection Act 1990	£110.00	£75.00	£110.00	£75.00	
Unauthorised distribution of literature on designated land	Environmental Protection Act 1990	£150.00	£75.00	£150.00	£75.00	
Noise from dwellings	Noise Act 1996	£150.00	£75.00	£150.00	£75.00	
Noise from licensed premises	Noise Act 1996	£500.00	No reduction	£500.00	No reduction	
Fly tipping Fixed penalty charge	Environmental Protection Act 1990	£400	£300	£400	£300	

Licensing Act 2003 – Fees (Statutory)

Premises/Club Licence		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
Band A		£100.00		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
Band B		£190.00		
Band C		£315.00		
Band D		£450.00		
D and Primary Business Alcohol Sales x 2		£900.00		
Band E		£635.00		
E and Primary Business Alcohol Sales x 3		£1, 905.00		
Annual Fee		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
Band A		£70.00		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
Band B		£180.00		
Band C		£295.00		
Band D		£320.00		
Band E		£350.00		

Additional fees for large venues and events				
Number in Attendance at any		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
5,000 to 9,999		£1, 000		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
10,000 to 14,999		£2, 000		
15,000 to 19,999		£4,000		
20,000 to 29,999		£8, 000		
30, 000 to 39,999		£16,000		
40, 000 to 49, 999		£24, 000		
50, 000 to 59, 999		£32, 000		
60, 000 to 69, 000		£40, 000		
70, 000 to 79,999		£48, 000		
80, 000 to 89, 999		£56, 000		
90, 000 and over		£64, 000		
Temporary Events		£21 per event		

**Schedule of Maximum Fees – Gambling Act 2005
(Council has set maximum fee permitted)**

**Fees below are
shown as per 22-
23 submission**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum annual fee	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£10,000
Small casino premises licence	£3,000	£5,000	£5,000	£4,000	£8,000
Converted casino premises licence		£3,000	£3,000	£2,000	
Bingo premises licence	£1,200	£1,000	£1,000	£1,750	£3,500
Adult gaming centre premises licence	£1,200	£1,000	£1,000	£1,000	£2,000
Betting premises (track) licence	£950	£1,000	£1,000	£1,250	£2,500
Family entertainment centre premises licence	£950	£750	£750	£1,000	£2,000
Betting premises (other) licence	£1,200	£600	£600	£1,500	£3,000

These fees are currently set at the maximum amount

**Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988
(Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008**

Table 1 – Regulation 6(2)

	1	2	4	4	5
	<i>Vehicle position and condition</i>	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
1					
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£350	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	Unladen–£2000 Laden–£3000	Unladen–£2000 Laden–£3000	Unladen–£3000 Laden–£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	Unladen–£1000 Laden–£1500	Unladen–£1000 Laden–£1500	Unladen–£1500 Laden–£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	Unladen–£3000 Laden–£4500	Unladen–£3000 Laden–£4500	Unladen–£4500 Laden–£6000

Table 2 – Regulation 6(3)

	1	2	4	4	5
	<i>Two wheeled vehicle</i>	<i>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
	£10	£20	£30	£30	£35

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

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