

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



**TO EACH MEMBER OF THE
EXECUTIVE**

06 November 2009

Dear Councillor

EXECUTIVE - Tuesday 10 November 2009

Following the Chairman's Briefing held on 3 November for the above meeting, Members were advised as follows:-

8. Job Growth Investment Programme

- In order to provide clarification the last sentence of Paragraph 11 on page 59 has been re-phrased as follows: -

'Earmarking £150,000 of revenue would enable 3 briefs to be brought forward. Contributions from other external sources and management within given budget allocations are being explored by officers'.
- Please find attached revised Appendices which replace the Appendices circulated with the main Agenda.

12. East of England Plan Review - Consultation

To consider the comments and recommendations from the Sustainable Communities Overview & Scrutiny Committee from its meeting on 27 October 2009

**13. LDF (North): Core Strategy and Development Management Policies
Development Plan Document**

To consider the comments and recommendations from the Sustainable Communities Overview & Scrutiny Committee from its meeting on 27 October 2009.

15. LDF (North): Site Allocations Development Plan Document

To consider the comments and recommendations from the Sustainable Communities Overview & Scrutiny Committee from its meeting on 27 October 2009.

17. Safeguarding of Vulnerable Adults Annual Report for 2009/09

Please note that Appendix A starts on Page 587.

18. The Central Bedfordshire Response to the Green Paper “Shaping the Future of Care Together”

Set out below are revised recommendations from the Portfolio Holder for Social Care and Health that replace the recommendations contained in the report circulated with the main Agenda:-

That the Executive:

1. welcomes the opportunity to contribute to the public debate on the future funding of care and support and would endorse the need for more detailed and financially illustrated options to demonstrate fairness, simplicity and affordability for local people
2. supports the response to the Government on the Green Paper of local people involved in consultations held in Central Bedfordshire
3. would strongly recommend further debate about the roles of local and central government in delivering the requirements of the Green Paper before a White Paper is published.

19. Corporate Commissioning and Procurement Strategy

To consider the comments and recommendations from the Corporate Resources Overview & Scrutiny Committee from its meeting on 2 November 2009.

21. Review of Fees and Charges 2010/11

Please find attached a revised report that replaces the report circulated with the main Agenda.

26. Forward Plan

Please find attached the Forward Plan for the period 1 December 2009 to 30 November 2010 that was marked to follow on the main Agenda.

Should you have any queries regarding the above please contact Devina Lester, Senior Democratic Services Officer on Tel: 01234 228857.

Yours sincerely

Devina Lester
Senior Democratic Services Officer
email: devina.lester@centralbedfordshire.gov.uk

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Summary of Growth Programme Delivery

Appendix 1

The Challenge

There is a major challenge to create new jobs to support Central Bedfordshire's ambitious growth targets set against the background of the current global and national recession. The Council has adopted a jobs led approach to managing growth effectively plan, with the two LDF Core Strategies planning for significant job growth (17,000 jobs in Central Bedfordshire North 2001 to 2026, and 35,000 jobs in Central Bedfordshire South and Luton 2001 to 2031). In both LDFs it assumed that approximately 50% of the jobs will come from Planning Use Classes B1 (offices, research and development and light industry, Use Class B2 (general industry) and Use Class B8 (storage and distribution). The remaining 50% will come from other service related employment generating sectors such as retail, hospitality and tourism, public services such as health care and education, and transport.

Town Centre Regeneration and Renewal

Vibrant town centres are good for business, create jobs, attract investment and generate income. We are therefore aiming to

- Help our town centres to thrive and prosper economically, environmentally and socially
- Make them attractive, well designed and well managed for all users
- Safeguard what is positive and address what is negative

The approach is to intervene through the development of Masterplans (in Dunstable, Biggleswade and Houghton Regis), Planning and Development Briefs on key opportunity sites in Leighton Buzzard, and a Planning Framework and Indicative Masterplan in Flitwick. The aim is guide, promote and encourage development and physical regeneration, to provide a clear policy framework against which development proposals can be assessed, and where necessary assist with land assembly

Reviewing the Portfolio of Existing Employment Sites and Opportunities for Acceleration

Section 3 of the main report sets out the approach. The review of

- amber sites identified in Employment Land Studies carried for the LDF process (amber sites are those which have been assessed as being fit for purpose for employment use, but where some improvements or interventions are required in order to improve their offer or secure their future suitability)
 - unimplemented planning permissions, and
 - undeveloped Local Plan allocations
- are summarised at Appendix 3 below (Tables 1, 2 and 3). If all the sites were to come forward as indicated above they could generate in the region of 8,300 jobs mainly in the Use Classes B1/2/8.

The range of proposed interventions is set out in Section 4 of the main report, focusing on:

- Forward funding of infrastructure
- Direct delivery
- Planning and Development Briefs
- Marketing support
- Strategic land acquisitions
- Targeted support

Working to Bring Forward Portfolio of New Employment Sites

Considerable provision will be made in the two LDF's for new sites. In the former Mid Beds area the Site Allocations Development Plan Document will identify new employment sites. It moves to the Preferred Options stage this autumn, with public consultation planned in early 2010, and final adoption due in early 2011. It is expected that 77ha of new employment land will be allocated through this process. In the Luton and former S Beds area, the Core Strategy will identify broad strategic employment allocations in the urban extensions, and the specific employment sites will then be identified in Masterplans for each urban extension. The Core Strategy adoption is envisaged in early 2011. It is expected that 120 ha of new employment land will be identified through the process, much of which will be in Central Bedfordshire.

There will be close working with colleagues in the LDF Teams, Development Management, the two Local Delivery Vehicles, landowners and developers to ensure that the new sites are brought forward as soon as possible.

Delivering the Growth Programmes

There is close working with our partners in the growth areas, in particular the two Local Delivery Vehicles, to ensure that the Growth Area Funded Round 3 (GAF3) Programmes of Development are delivered. This will be the subject of a separate report to the January Executive.

Review of Legacy Capital Projects Including PIDs

Appendix 2

A number of capital investment projects were already under way in the three legacy authorities, which provides a firm foundation on which to build, and represents ongoing activity. The table below summarises each project, the outcome, the carry forward to 2009/10 from the legacy authority, progress to date and key outputs.

Project (Legacy Authority)	Outcome	09/10 Budget	Progress	Key Outputs
1. Bedford Sq Houghton Regis (Beds CC)	Major new multi-purpose civic building - library, contact centre, community centre and health centre	£1.1m	Building opened to public on 1 Sept 2009, public art to be installed later	Support to local community and implementation of town centre masterplan.
2. Dunstable Town Centre Masterplan (SBDC)	SPD to guide future investment and development	£250,000 GAF3	Adoption of SPD in March 2010	Option 3 could generate over 300 new homes, and 1,700 new retail and office jobs, and 20,000 sq m of new retail floorspace
3. Flitwick Town Centre Enhancements (MBDC)	Town Council led High St enhancements	£80,000 + £50,000 S 106	First phase of enhancements agreed, next stage under discussion.	Support to existing businesses
4. Flitwick Town Centre Development (MBDC)	Essential support to enable new town centre development	£3.6m GAF3 (spread over 09/10 and 10/11))	£100,000 earmarked for Network Rail Progression Project (PID attached). Remaining GAF3 monies likely to be directed to land acquisition	150 new homes, 15 new retail units and new enlarged Tesco store creating 270 additional jobs
5. Flitwick Town Centre Development (MBDC)	Further development appraisals	£18,170	Appraisals by Bidwells and BNP Paribas complete	See above

6. Biggleswade Town Centre Masterplan Implementation (MBDC)	Improved junction and gateway to town centre as Masterplan quick win	£75,000 GAF3 + S106 funds	Scheme in design (Baulk/London Rd junction)	The Masterplan will support existing businesses in the town, help to create new businesses, and new homes as part of mixed use developments
7. Kingsland Skills Institute (Beds CC)	Improvements to the Institute	£100,000	Substation and electricity supply works due for completion this autumn	Support to training establishments based at Kingsland
8. Stratton Business Park (Beds CC)	Support to enable Phase 4 to progress	£124,000	Focus on new balancing pond, adoption of roads and sewers, diversion of right of way and A1 junction improvements. Ongoing discussion with Property and Asset Management over programme, costs and funding	Stratton Phase 4 could generate 1,700 new jobs
9. Brewers Hill Rd, Dunstable (Beds CC)	Bringing forward new development site	£100,000 (EEDA funded)	Ongoing investigation of ground water contamination issues, involving the Environment Agency. PID attached	Up to 300 jobs could be created
10. Cranfield Technology Park Acceleration (Beds CC)	Assisting further phases of the Technology Park	£290,000 (forward funding to be recouped as development proceeds)	Programme for progressing acquisition of land for off-site highway improvements being finalised. PID attached.	Future phases of the Technology Park could generate 1,800 new jobs

Project Initiation Document

Client: Economic Growth and Regeneration Service

Version:1

Date: October 2009

Document Control

Client Economic Growth and Regeneration

Project: Flitwick Town Centre Development - Network Rail progression

Author Jon Cliff, Head of Growth Programme

Published Date October 2009

Version 1

Change History

The document is to be submitted to the project team for approval and signoff.
Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change

Distribution

Name	Position	Organisation

Abbreviations

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1. Introduction

The Flitwick Network rail progression project forms a key element of a wider project to progress the Flitwick town centre development.

Central Bedfordshire Council (in the context the Flitwick Town Centre Planning Framework and indicative masterplan adopted by Mid Beds DC in 2007) is working very closely with the private sector partners and Network Rail to facilitate this development.

When complete it is expected to bring with it a number of improvements to the town centre, including:

- The creation of a new town centre focal point, including the provision of new retail and commercial space, library facility and community space
- The creation of a high quality public transport interchange
- The redevelopment of a new Tesco's store and petrol filling station
- The provision of additional car parking capacity at Flitwick Rail Station
- Improvements in public realm and linkages across the town centre
- Improving traffic flows and reducing congestion

The Flitwick development is a complex scheme which involves a range of private sector partners, land owners including Network Rail and First Capital Connect, the current rail franchisee delivering rail services to and from Flitwick rail station. The improvements at Flitwick Station are a key element of the overall improvements.

In order for the wider development of Flitwick town centre to be substantially progressed it is necessary to quantify what improvements, infrastructure/engineering related and otherwise, can be made at Flitwick Rail Station and associated Network Rail owned land.

There are four key issues in this regard which must be evaluated and fully costed. These are:

- Extension of the existing Rail Station Car Park through
- A new footbridge providing DDA access to platforms and link to the High St.
- Improvement to the station realm including a new transport interchange.
- Potential extension to the station building to allow for revenue protection opportunities.

Because of the complexities of railway operations and in order to fully identify all the issues concerning these outputs, cost and securing agreement with Network Rail to progress, it is necessary to commission Network Rail to carry out detailed work.

The key output of this will be a GRIP 1 to 3 analyses that will form the basis for future negotiation and partnership with Network Rail and other stakeholders concerning Network Rail land. GRIP (or guide to rail investment projects) is an 8 stage process established by Network Rail that is designed to minimise and mitigate risks to Network Rail and its partners. As part of the GRIP agreement Network Rail will deliver in terms of the new footbridge element:

- Provision of options available with feasibility of each of these options;
- A GRIP stage 3 Options report of options including information regarding each option available;
- Architectural Sketch Plans demonstrating the options available;
- Architectural design statement and draft DDA statement;

- Cost estimate to GRIP 3 level;
- Site location plan showing options;
- High Level programme;
- Quantitative Risk Assessment;
- Value Management;
- Environmental Impact desktop study;
- Buried Services Information;
- Identified preferred option.

Network Rail will also review the documentation provided by the Council and other development partners concerning Network Rail property, operational processes and procedures and interfaces with Network Rail property. This review will test the documentation against GRIP to establish all issues and evidence that will be required to deliver the proposed car park extension, improvements to the station realm and potential extension to the station building.

Upon completion of this detailed study, Central Bedfordshire Council in conjunction with private sector development partners will possess a fully costed and appraised pathway to realisation of the railway elements of the Flitwick town centre development. The timing or phasing of such a development and the improvements can then be more accurately programmed and greater certainty can be given to both the project's overall viability and also the timetable for its implementation. The residents and businesses of Flitwick town centre will then be better informed of when and how the additional facilities and improvements necessary for the betterment of Flitwick town centre will be made.

The vehicle through which all of these activities will be delivered is through a Basic Services Agreement with Network Rail. Network Rail through this agreement with Central Bedfordshire Council will establish a broad team to quantify all issues, financial, engineering based and otherwise.

2. Objectives

The primary objectives for this project are:

Fully quantified costs, options analysis and recommendations for the delivery of:

- Extension of the rail station car parking facilities
- New public transport interchange at Flitwick Rail Station
- New footbridge and links to High Street at Flitwick Rail Station

The report produced by Network Rail will be delivered to the standard of GRIP 3, as outlined in the basic services agreement, summarised under paragraph 1.

3. Benefits to the community

This project is an enabling activity and is but one element of securing the wider benefits a comprehensive redevelopment of Flitwick town centre would bring.

In securing the wider redevelopment of Flitwick, the benefits to the Flitwick community (businesses, residents and other users) will be substantial and long lasting. These will include but are not limited to:

- Enhanced retail and commercial offer, including the development of new facilities separate to redevelopment of Tesco facility
- Increase in floorspace of Tesco facility by 40% to 100,000 sq ft
- Additional car parking facilities at Tesco site and Station sites
- New Library and dedicated community facilities
- Reduced congestion and improved access/connectivity between different parts of Flitwick town centre currently detached by the railway line
- Enhanced public realm, including provision of new open space

4. Project Appraisal

In order to secure the external funds necessary to deliver this programme it has been subjected to a vigorous and formal project appraisal process by the accountable body for Growth Area Funds round 3 (GAF3), Bedford Borough Council.

5. Description of Work

This project will deliver to Central Bedfordshire Council through Network Rail:

- Provision of a list of GRIP deliverables for GRIP 1-3 and then GRIP 4-8
- Provision of a GRIP 1-3 fast track report
- Appropriate agreements to allow for transition into GRIP stage 4 upon the completion of GRIP stage 3.
- Cost estimate for GRIP stages 4-8
- Programme for delivery of GRIP 4-8
- GRIP stage 3 stage gate document
- Provide a list of possession opportunities in line with other projects in the immediate vicinity of this project.
- Pathway to progression to GRIP 4 or implementation agreement and input critical milestones for Network Rail such as Authorising Panel dates.
- Guidance notes relating to GRIP products / station design / Bridge design as necessary
- Provision of historical data as required and where available.

6. The key tasks and timescale for this project are:

Task/Milestone	Date expected
• Agree Basic Services Agreement	• October 2009
• NR provide list of Expected GRIP3 products and GRIP 1-3 programme in accordance with the customer	• October 2009
• Commence Fast track GRIP 1-3 study for the footbridge	• November 2009
• Undertake GRIP3 review of Waterman Boreham/Developers report	• December 2009
• Assist in selection of single option to be progressed through GRIP4	• January 2010
• Provision of list of possession opportunities	• January 2010

- Agreements to be written to allow development of the final option (GRIP 4)
- Programme for delivery of GRIP stages 4-8 to be provided
- April 2010
- End of April 2010

7. Roles and Responsibilities

The full project team is:

Name	Location	Responsibility
Jon Cliff	CENTRAL BEDFORDSHIRE COUNCIL (Chicksands)	Overall Project Manager
Sam Caldbeck	CENTRAL BEDFORDSHIRE COUNCIL (Chicksands)	Project Support
Ian Evans	Network Rail	Network Rail Project Devt Manager
Allan George	Network Rail	Network Rail Assistant Project Manager
Steve Vidler	Network Rail	Commercial Scheme Sponsor
Peter O'Neill	Network Rail	Asset Steward
Edward Martin	Network Rail	Senior Surveyor
Fabio Caradonna	Network Rail	Senior Architect
Peter Hall	Network Rail	Account Surveyor
Tony Rivero	Network Rail	Town Planner
Simon Woodfield	Network Rail	Structure Maintenance Engineer
Colin Butler	Network Rail	OHLE Engineer
Peter Cushing	Network Rail	PWay Engineer
Carl Baker	Network Rail	Project Engineer

Jon Cliff is the overall CENTRAL BEDFORDSHIRE COUNCIL project manager and will be responsible for ensuring Network Rail deliver the project to the necessary standards.

8. Conditions / Constraints / Risks

The key factors that will impact the success of the project are:

Specify any assumptions made	Main assumption is that this project will be agreed and taken forward at the earliest opportunity by CENTRAL BEDFORDSHIRE COUNCIL
Specify any constraints	Delays at partner organisation (Network Rail/other private sector partners)
Specify risks affecting the entire project	As this project (standing alone) is designed to evaluate the wider risks/costs of the Flitwick development there are no clear 'implementation' risks that can be attached to it. All necessary clauses and safeguards however have been included in the basic services agreement with Network Rail to ensure the project delivers all necessary outputs to the schedule required.

Specify quality control standards and procedures	The project as a whole will be utilising the national and set standard for ensuring value, effectiveness and minimising risks, this process is called the guide to railway investment projects (GRIP). Grip is an 8 stage process for delivering projects to full implementation. This project will be evaluated up to GRIP 3 level. Future assessments/stages of the project will bring it to GRIP8 level, which would be expected once pathway to full development is clear.
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9. Funding sources (rail progression project)

This project is funded from an external government programme. The amounts and sources are:

- Growth Area Funds round 3 (GAF3): £100,000

The total project costs for all activities described within this report and the basic services agreement have been set with Network Rail at £85,201. This means the project will hold a minimum contingency fund of 15%.

10. Funding sources (wider development scheme – ensuring viability and quality)

In terms of the wider development project, the Council has successfully secured a substantial sum of government funds from the GAF3 programme. The funds in question amount to £3.5 million and were awarded to ensure the scheme not only remains viable but also delivers a high quality regeneration programme that will enable Flitwick to meet the needs of residents, businesses and other users well into the future.

Any proposals relating to this funding will be dealt with through a separate approvals process at the appropriate time.

Project Initiation Document

Version: Final
Date: October 2009

Document Control

Project: Brewers Hill Road, Dunstable – Remediation Work
Programme: Job Growth Investment Programme
Document: PID
Author: Matt Pyecroft, Major Projects Officer, Economic Growth
Published Date: October 2009
Version: Version 2

Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.
Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change

Distribution

Name	Position	Organisation

Abbreviations

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1.Introduction

Brewers Hill Road comprises a series of plots of land adjacent to the Council Offices in Dunstable. Bedfordshire County Council purchased two of the plots of land from the East of England Development Agency (EEDA) in March 2007 using Growth Area Funding (GAF) funds which had been intended for use on the Bedford Square project in Houghton Regis, but which due to GAF rules could not be spent in the time required. CENTRAL BEDFORDSHIRE COUNCIL also own another of the plots which forms part of the Dunstable Highways Depot located across the road. A plan of the site is attached.

As part of the purchase agreement, EEDA set aside £400,000 which could be claimed back to cover expenditure on site clearance, preparation, remediation or monitoring work and indeed this funding paid for the demolition of the former fire station buildings in early 2009.

The whole area is affected by contamination, reflecting the former industrial and gas works nature of the site. In particular, the groundwater beneath the site is contaminated. Through consultants, CENTRAL BEDFORDSHIRE COUNCIL has worked with National Grid, the other land owner on the site, to understand the nature of this contamination in order that it can be addressed and the site redeveloped.

This work is ongoing and there is a need for CENTRAL BEDFORDSHIRE COUNCIL to commission work in this area. The funding will be reclaimed from EEDA so there will be no net cost to CENTRAL BEDFORDSHIRE COUNCIL.

2. Project Brief and Project Objectives

Main objectives are:

The site will be remediated, enabling development both of the CENTRAL BEDFORDSHIRE COUNCIL owned land in the area but ultimately of the National Grid owned land as well. This document relates purely to the remediation aspects of this project. A further PID to cover aspects relating to further redevelopment of the site has been produced separately.

Benefits to the Community

- Remediation will enable a currently disused brownfield site to be redeveloped.
- The site is a brownfield site in a sustainable location

Spending Breakdown

It is difficult to be precise about the expenditure required as the work is to be undertaken to the satisfaction of regulators such as the Environment Agency. However, the estimate received from Central Bedfordshire's Council consultant to date is as follows:

Phase II Geotechnical Assessment	£49,000
Groundwater Monitoring Work	£15,000
Total	£64,000

There is a budget of £100,000 available for the work, allowing £36,000 contingency to cover any further works which are identified. All of this money can be reclaimed from EEDA.

Outputs to be achieved

Phase II Geotechnical Assessment
Three rounds of groundwater monitoring and associated analysis

3. Description of Work

- Phase II Geotechnical Assessment (to include soil sampling, insertion of new boreholes etc.)
- Three rounds of groundwater monitoring and analysis over a nine month period.

This work is purely to satisfy regulatory bodies over redevelopment of the site. Any subsequent work beyond this listed above, or work related to any kind of development brief for the site or similar, is the subject of a separate PID.

Summary of project plan

Key stages	Deliverables/outcomes and environment
Phase II Assessment	Evidence on soil conditions to enable CENTRAL BEDFORDSHIRE COUNCIL Environmental Health to approve redevelopment of CENTRAL BEDFORDSHIRE COUNCIL owned plots
Groundwater work	Evidence on groundwater conditions to enable the Environment Agency to approve redevelopment of the whole site

4. Financial Issues

It is difficult to be precise about the expenditure required as the work is to be undertaken to the satisfaction of regulators such as the Environment Agency. A budget of £100,000 is in the capital programme. However, the estimate received from CENTRAL BEDFORDSHIRE COUNCIL's specialist consultant is as follows:

Phase II Geotechnical Assessment	£49,000
Groundwater Monitoring Work	£15,000

This is money which can be reclaimed from EEDA.

5. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
Matt Pyecroft	Bedford	Project Manager
Peter Burt	Dunstable	Property Issues
Andy Lewis	Dunstable	Team Member
John Eden	Dunstable	Environmental Health
External Consultants		Specialist Consultancy

6. Timescale

The key dates for the project are:

Activity	Targeted Completion date
Phase II Assessment	Spring 2010
Groundwater work	Summer 2010

7. Conditions / Constraints / Risks

The key factors that will impact the success of the project are:

Response of Regulators	This work is to satisfy regulators so their response to the work undertaken is key

Project Initiation Document

Version: Version 3
Date: October 2009

Document Control

Project: Cranfield Technology Park Acceleration
Programme: Job Growth Investment Programme
Document: PID
Author: Matt Pyecroft, Major Projects Officer, Economic Growth
Published Date: October 2009
Version: Version 3

Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.
Thereafter amendments are to be approved by the appropriate change control procedures.

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Distribution

Name	Position	Organisation

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1.Introduction

Cranfield Technology Park is one of the most prestigious employment sites in Central Bedfordshire and is home to a number of companies including Nissan, who have their European Research and Development Centre on the site, and Trafficmaster. The 35ha Local Plan allocation has been under development since the early 1990's and is now approximately half developed with around 18ha remaining, the most recent phase having completed last year.

The site, which is owned by Cranfield University, is designed to provide Science Park-type space for high technology or research and development companies.

Because the space is tenanted, it is difficult to be precise about employment numbers but the number of jobs on the site was estimated to be around 1500 in 2004. Since that date the university understands that there may have been a contraction of employment within two of the larger companies on the site and despite the construction of additional space this total may have fallen, but it is estimated that the site could accommodate 4000 employees if developed in full.

Because of its location, away from the major road network, and separate from any settlement, any development at Cranfield Technology Park has an impact on the local road network in the area. Planning permissions for previous phases have required highways improvements at various off site locations. For example, the most recent phase required traffic calming measures through Cranfield village and which

are currently underway. The requirement for off site highway works has an impact on the development of the Park as improvements usually require the acquisition of, or works on, third party land (i.e. land not owned by the developer or the Highway Authority).

2. Project Brief and Project Objectives

For some time, the University and Bedfordshire County Council (BCC) had discussions on how BCC could help the University accelerate the development of the Technology Park and enable jobs to be created in the area more quickly than would otherwise happen.

It became apparent from these discussions that the off site highways situation was a major issue for the University in developing the Park. In particular the need to acquire third party land for off site highways improvements gave uncertainty to the development. It was suggested that BCC could help the University by identifying and acquiring land that would be required for any improvements required for further development of the Park in advance. These improvements are for the improvement of junctions in locations outside the village. In these discussions it was also suggested that following this, BCC could choose to further assist the University to facilitate any construction by enabling the University to contract Amey to carry out the works.

The County Council's Capital Asset Management Group (CAMG) approved the principle to proceed with the land acquisition element of this project in December 2007, and that the acquisition costs should be reclaimed through a legal agreement linked to the carrying out of development.

Work undertaken prior to April 2009 has identified the land required for this work. The land, which totals around 3ha, is currently in agricultural use and its acquisition would ensure that required off site highways improvements could be guaranteed.

It is considered that continuing with this project will help the University develop the Technology Park more quickly than would otherwise be the case and help accelerate the creation of new jobs.

Main objectives are:

The purchase of third party land which will give the University certainty that required highways improvements can be delivered, thus enabling the development to take place more quickly than would otherwise be possible.

Benefits to the Community

- These land purchases will enable development of the Technology Park site to be accelerated and jobs created more quickly than would otherwise happen.
- There will also be highways safety benefits by the improvement of certain junctions in the area.

Spending Breakdown

No expenditure on the land purchase will take place until a legal agreement with the University is in place covering the process of reclaiming the costs.. £290,000 is included in the capital programme. The exact total of this expenditure is subject to agreement with Highways colleagues over the amount of contingency land required and negotiations with landowners. A full valuation will be carried out to clarify the likely level of expenditure as soon as possible. Most expenditure is expected to take place in the 2010 – 11 financial year.

Outputs to be achieved

Legal agreement in place with Cranfield University
Initial discussions with landowners
Purchase of land to enable off site highways works to be carried out (to be completed in 2010 – 11)

3. Description of Work

The project will involve the following:

- Agreement of heads of terms of legal agreement with University
- Signing of legal agreement with University
- Negotiations with landowners over land purchases

- Agreement of terms with landowners over land purchases
- Purchase of land for future highways works

Summary of project plan

Key stages	Deliverables/outcomes and environment
Dec 2009	Draft legal agreement in place with Cranfield University over reclamation of money etc.
Jan 2010	Commencement of negotiations with landowners
Mid 2010	In principle agreement of terms with landowners
Dec 2010	Purchase of land

4. Financial Issues

The costs of the land will be determined once the amount of contingency required is identified and negotiations are able to begin. As the money spent will be recouped through a legal agreement, income will match expenditure though this income will be deferred until development takes place, so it is likely to be staggered across future years.

5. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
Matt Pyecroft	Bedford	Project Manager
Jon Cliff	Priory House, Chicksands	Project Sponsor
Peter Burt	Dunstable	Property Negotiations
Andrew Emerton	Dunstable	Legal Work
Chris Mollart – Griffin	Bedford	Highways Development Management

6. Timescale

The key dates for the project are:

Activity	Targeted Completion date
Legal agreement in place with Cranfield University over reclamation of money etc.	Dec 2009
Commencement of negotiations with landowners	Jan 2010
In principle agreement of terms with landowners	Mid 2010
Purchase of land	Dec 2010

7. Conditions / Constraints / Risks

The key factors that will impact the success of the project are:

Owners of land	The success of this project is subject to successful negotiations with landowners.
University	The success of this project is subject to the successful completion of an agreement with Cranfield University

Assessment of Employment Sites Acceleration Opportunities

Appendix 3

Table 1: Review of Amber Sites Identified in Employment Land Studies Carried out for LDF Process

(Amber sites are those which have been assessed as being fit for purpose for employment use, but where some improvements or interventions are required in order to improve their offer or secure their future suitability)

No	Settlement	Site Name, size and existing use	Originally Identified Problem	Current Situation	Possible Job Numbers
1.	Amphill	Station Road 13.8ha. Mix of industrial, "bad neighbour" and open storage uses.	Environmental quality and poor configuration	Site in more productive use than might be immediately obvious but southern area (approximately 30-40%) occupied by "bad neighbour" and open storage type uses and low job numbers. There may be scope to relocate some uses to a site in Bedford Borough. Access to the site will be improved through new roundabout developed as part of nearby residential development (Land West of Amphill)	c.400 depending on extent of intensification of uses
2.	Sandy	Girtford Bridge 6.0ha (approx) Partly undeveloped and partly poor quality warehouse building used as cash and carry.	Environmental quality issues	Access, floodplain and piecemeal land ownership are obstacles to redevelopment. Imminent planning application for part of the site (c.1.4ha) may resolve some issues but site assembly required for comprehensive development (remainder of site is in two other ownerships).	600 if the whole site comes forward
3.	Sandy	Station Road. 2.4ha. Disused industrial site.	Environmental quality and access issues	Site is a disused existing industrial site but submission made for residential led mixed use development for the LDF Site Allocations DPD. Preferred	240 if whole site is employment based.

				Options are due to be published in early 2010. There is scope for significant redevelopment but LDF response and owner's reaction key so any action must wait until this process is completed.	
4.	Silsoe	Wrest Park (NB Not originally identified as an Amber site) 9.3ha though around 13500 sqm of floorspace Former research buildings gradually being reoccupied by new uses	Disused former research institute buildings	Site recently purchased by new owner and being promoted as business space. As the original development was built under Crown Immunity, the existing use rights are uncertain (current Planning view is to request the owner submits evidence seeking a Certificate of Lawfulness in order to establish the existing uses classes on the site, which are likely to be B1 and research uses). The introduction of a courier service to the site has led to local complaints and the request for an application for change of use (likely to be determined at Development Management Committee on 21 October 2009). There is a need to work with Planning and Site owner to determine and facilitate suitable uses for site whilst remaining mindful of the sensitive proximity of the site to the Grade 1 Listed Wrest Park and its Registered Garden.	Up to 300 if all floorspace re-used.

5.	Dunstable	Frenches Avenue 6.83ha. Site in industrial use though one building at front of site disused.	Inflexible units with high vacancy rates	Site not badly located but requires access via residential road. Site owners making submission for residential led development through LDF process so reaction to this is key. However, the site is of a size where commercial uses could form part of a mixed use development.	Depends on nature of redevelopment (eg 340 jobs if 50% is employment related)
6.	Leighton Buzzard	Smiths Meadow 5.3ha. Builders merchants, travelling showpeople's site, petrol filling station, doctors surgery and other non town centre uses	Non town centre uses on a prominent site on the edge of the town centre	Proposed Planning and Development brief to guide future development as part of Leighton Buzzard Town Centre initiative.	Possible scope for a variety of uses on this site. Job numbers will depend on nature of those uses (eg 264 jobs if 50% is employment related)
7.	Leighton Buzzard	Land at Railway Station 0.35ha Poor quality buildings in a variety of uses including van hire and taxi depot, and dance studio	Poor quality, accessibility and parking	Regeneration or redevelopment of site could be linked to improved transport interchange There may be scope for redevelopment for B1 offices.	50 jobs assuming small office development
Total		43.98 ha			2,194

Table 2: Review of Unimplemented Permissions

No	Settlement	Site Name and size	Reason for Delay	Actions	Possible Jobs
8.	Maulden	29 Clophill Road 2,650sqm of B1 space	Market related. Unwilling to develop speculatively	Have offered additional marketing support through CENTRAL BEDFORDSHIRE COUNCIL website and more general awareness for potential inward investors.	88
9.	Ridgmont	Station Road 1,400sqm of B1 space	Market related. Agent reports difficulty in finding tenants	Economic Growth providing additional market support through CENTRAL BEDFORDSHIRE COUNCIL website. This will also enable more general awareness for potential inward investors	47
10.	Silsoe	Former University Campus site. 2,250 sqm of B1 space	Awaiting signing of Section 106 agreement	Part of housing led development. Need to liaise with owners once Section 106 signed off.	75
11.	Stotfold	Pig Development Unit 18,000sqm of B1-B8 space	Currently unclear but being investigated. Site owner is Government body who are understood to wish to dispose of site rather than developing themselves.	Planning agents have been contacted and assistance offered if required. Currently awaiting response / explanation of delay.	400
12.	Stotfold	Land South of Stotfold 2.27ha of B1 space	Employment site linked to larger residential development	Site is already being marketed by local agents and developer.	227
13.	Dunstable	Humphrys Road (part of Woodside) 13,937sqm of B1c-B8 space on 2.7 hectares	Market related. Awaiting tenants for speculative development	Site is already being marketed by local agents and developer.	310
14.	Leighton Buzzard	Grovebury Road 2,747sqm of B1-B8 space on c.0.95ha	Owner/Developer in administration	Economic Growth trying to contact parent company.	61

15.	Leighton Buzzard	Chartmoor Road. 11,234sqm of B1-B8 space on 3ha	Two current permissions for site – one with large bespoke unit and number of smaller units, one solely for smaller units	Need to make contact with site owner and agent to ensure is being marketed and to understand any other barriers.	250
16.	Dunstable	Trico Site, Brewers Hill Road. 1.2ha	Employment site linked to larger residential development	Scope to include site in Brewers Hill Road brief	120
Total		52, 218 sq m 3.47ha			1578

Table 3: Review of Undeveloped Local Plan Allocations

No	Settlement	Site Name and Size (Total/Undeveloped ha)	Issue	Actions	Possible Jobs
17.	Biggleswade	Stratton Business Park Phase 4 20.2/17.22	Strategic Allocation	Economic Growth facilitating resolution of outstanding issues with Property and Asset Management and Highways	1700
18.	Cranfield	Technology Park Future Phases 35.18/18.03	Strategic Allocation	Current action underway to help accelerate development by forward funding land acquisition for off site highways works.	1800
19	Marston Moretaine	Land East of Bedford Road 3.0/3.0	Employment site linked to larger residential development. Developer looking to commence in 2010	Need to review scope for accelerating the employment element	300
20	Dunstable	Brewers Hill Road 3.0 /3.0	Part Council owned, part owned by National Grid. Contamination and current gas holders. Part of the site is allocated for residential uses in the Local Plan.	Work to resolve contamination ongoing, in association with other land owner. Development brief for whole site may be best way to agree preferred uses and promote redevelopment. Possible location for Eco Business Centre	Up to 300 depending on uses of different parts of the site.
21	Dunstable	Gateway Site, London Rd 4.3 / 4.3	Planning permission in place for 6376 sqm of B1 uses but unable to find tenants. Owners unable to fund speculative development.	Possible location for Eco Business Centre. Further discussion with landowner awaiting resolution of planning issues.	Latest planning application is awaited but a previous permission could have delivered 212 jobs.

22	Leighton Buzzard	Grovebury Road 2.4ha without planning permission	Appears to be in same ownership as land with an undeveloped permission	Need to contact owners regarding future plans	240
Total		47.95ha			4,552

Assumptions:

For B1-B8 land, an assumption of 100 jobs / ha has been made.

For B1 planning permissions, an assumption of 30sqm per job has been made.

For B1-B8 planning permissions, an assumption of 45sqm per job has been made.

For B8 planning permissions, an assumption of 60sqm per job has been made.

Please note that the job numbers calculated in the final column will alter if any of these assumptions change.

If all the sites were to come forward as indicated above they could generate in the region of 8,300 jobs.

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Appendix C

Meeting: Executive
Date: 10 November 2009
Subject: East of England Plan Review – Consultation

Response of the Sustainable Communities Overview and Scrutiny Committee

- 1.1 At its meeting on 27 October 2009 the Sustainable Communities Overview and Scrutiny Committee considered four scenarios which related to the rate of housing and economic growth in Central Bedfordshire and Luton for the ten years from the end of the current East of England Plan period in 2021 to 2031 and where that growth might be located.
- 1.2 The Committee unanimously agreed that scenario 1, as detailed in the body of the report, was the only practical option as it represented a “roll forward” of the current Plan’s growth rates over the additional ten years and this was felt to be the highest level of development which could be achieved. The meeting was aware that the other scenarios sought growth rates in excess those achieved in the past. Scenario 1 set out the following in relation to new dwellings for 2011-2031:-

Local Authority	New dwellings 2011- 2031
Former Mid-Bedfordshire	14,400
Former South Bedfordshire	28,000
Central Bedfordshire Total	42,400
Luton	2,840
Total	45,240

- 1.3 However, the Committee used the opportunity to raise specific concerns regarding what were felt to be the excessive numbers of new dwellings that Central Bedfordshire was being requested to accommodate up to 2031. It was also commented that any regional growth needed to be provided in a sustainable manner.

RESOLVED

That the Sustainable Communities Overview and Scrutiny Committee supports the recommendations detailed in the officer’s report but that it be stressed that all growth must be provided in a sustainable manner.

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Appendix B

Meeting: Executive
Date: 10 November 2009
Subject: LDF (North): Core Strategy and Development Management Policies Development Plan Document

Response of the Sustainable Communities Overview and Scrutiny Committee

- 1.1 At its meeting on 27 October 2009 the Sustainable Communities Overview and Scrutiny Committee considered the Core Strategy and Development Management Policies Development Plan Document (DPD). Members were advised that Public Examination of the document had taken place in June and July 2009 following a period of public consultation and that the Inspector had determined the DPD to be 'sound'. The Committee noted that the Council could only agree to accept the DPD as it now stood, including the Inspector's changes, or reject it altogether and begin the process from the beginning. It was not possible to introduce further amendments.
- 1.2 The meeting noted that the biggest change by the Inspector had been his rejection of the Council's proposal for an extension to the Green Belt to the south-east of Milton Keynes which had arisen as a result of concerns relating to the city's expansion and the impact on nearby villages. The Inspector had felt that this was a strategic rather than local issue and should be dealt with in the Council's response to the review of the East of England Plan.
- 1.3 Despite this disappointment the Committee unanimously recognised that the DPD's benefits outweighed any disadvantages to Central Bedfordshire Council. The document provided guidance and an overall strategy for development and, by doing so, substantially reduced the opportunity for speculative planning applications and costly and time consuming appeals. It was also commented that officers should be congratulated for achieving a 'sound' Core Strategy which had only been achieved by around 20% of councils in England.

RESOLVED that the Sustainable Communities Overview and Scrutiny Committee endorse the Core Strategy and Development Management Policies Development Plan Document.

RECOMMENDED to the Executive

That the Core Strategy and Development Management Policies Development Plan Document be adopted.

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Appendix 3

Meeting: Executive
Date: 10 November 2009
Subject: Site Allocations Development Plan Document for Submission

Response of the Sustainable Communities Overview and Scrutiny Committee

1. At its meeting on 27 October 2009 the Sustainable Communities Overview and Scrutiny Committee received a note of a meeting of the Development Strategy Task Force held on 23 October at which the allocation of sites for additional housing and employment development in the northern part of Central Bedfordshire (the former Mid-Bedfordshire District Council area) had been considered. The Chairman of the Task Force introduced the note of the meeting and outlined the deliberations that had taken place. He acknowledged that the opportunity for public consultation had been limited but he reminded the meeting that substantial consultation had taken place previously under the legacy authority. It was also noted that the Task Force had received representations from a number of Town and Parish Councils during its meeting and their input had influenced the Task Force's recommendation to the Committee.
2. Members noted that the Task Force had recommended that development should be supported at the sites set out in the appendix attached to the note of its meeting. The Committee considered the note and the appendix and, in particular, discussed concerns relating to the allocation of a site for 24 dwellings at Shillington. A Ward Member and a local resident commented that the allocation of this site was in contravention to policies detailed in the Local Development Framework and to the Shillington Parish Plan. Furthermore, previous planning applications for the site had been refused by Mid Bedfordshire and at appeal. On this basis it was requested that the Committee reconsider the suitability of this site prior to supporting its allocation. The Ward Member stressed that she would welcome development in the village but that the site identified was, for various reasons, totally unsuitable and an alternative should be sought.
3. Further debate followed during which the Head of Development Plan advised the meeting that Parish Plans had no statutory status. Nonetheless, in view of the uncertainty which had arisen regarding the site at Shillington, the Committee felt that the officers should investigate the issues raised and provide additional information.

RECOMMENDED to the Executive:

1. **That, subject to Recommendation 2 below, the sites allocated for additional housing and employment in the northern part of Central Bedfordshire, as set out in the attached appendix, be approved.**

2. **That, in consideration of the allocation of site H006 in Shillington, additional information be received from officers by the Chairman of the Development Strategy Task Force regarding the Shillington Parish Plan and Local Development Framework policies and then this information be submitted to the Executive for further consideration as necessary.**

Appendix

Site Proposals Supported by the Sustainable Communities Overview and Scrutiny Committee:-

Name of area	Supported Site(s)	Detail of Proposal
Ampthill	H052	Development of 150+ dwellings
	H203	Development of 40 dwellings and long stay car park
	H083	Development of approximately 270-360 dwellings
	E64	B1 Business use (1ha)
	E68	B1 Business use
Arlesey	H293/E12a (incorporates H048, H156, H165 and E12)	Mixed use development of 1000+ dwellings, community facilities and 10ha of employment. The Development Strategy Task Force also commented that support of this site related to the development of a new relief road.
Biggleswade	H210	Development of between 60 dwellings
	H098	Development of 65 dwellings
	H347	Development of 330 dwellings. The Development Strategy Task Force noted that this development would occur at the end of the plan period, after the relief road associated with the development on land to the east of Biggleswade was in place.
	E67	Development of 15ha of employment
Blunham	H091	Development of 36 dwellings
Brogborough	E15	Development of 8ha of employment. The Development Strategy Task Force also commented that support for this site was provided with the caveat that no development took place in the northern tip of the site due to its proximity to the housing development.
Clifton	H206	Development of 50 dwellings. The Development Strategy Task Force also commented that access issues related to this site needed to be addressed in development.
	H261	Development of 50 dwellings
Clophill	H042	Development of 12-15 dwellings
	H157	Development of 10 dwellings
Cranfield	H104	Development of 20-25 dwellings

	H040	Development of 100 dwellings and doctors surgery
	H133	Development of 25-35 dwellings. The Development Strategy Task Force supported allocation of a total of approximately 160 dwellings in Cranfield.
	E82	Development of 10ha of employment
Dunton	H192	Development of 10-15 dwellings. The Development Strategy Task Force commented that the preference for this development should be bungalows.
Everton	H246	Development of 8 dwellings
	H244	Development of 7 new dwellings and 1 renovation
Flitwick	H077/E62	Development of 475-500 dwellings and 0.6ha of commercial development
	H113	Mixed use development of 85 dwellings, employment, retail and leisure use with transport interchange.
Gravenhurst	H270	Development of 7-8 dwellings
Henlow	H135	Development of 15-25 dwellings. This was the preferred site for development in Henlow but the Development Strategy Task Force did resolve to revisit this site if necessary.
Houghton Conquest	None	It was considered that due to the development to the north (Wixams) no further sites should be supported for development in Houghton Conquest.
Langford	H164	Development of 44 sheltered homes for the elderly with cemetery, it was commented that this development was strongly supported for sheltered accommodation and a cemetery.
	H160	Development of 5 dwellings
	H123	Development of approximately 30 dwellings along the frontage of the site. The Development Strategy Task Force commented that this site would only be required if there were not enough sites elsewhere.
Lidlington	H081	Development of approximately 45 dwellings
Marston Moretaine	E09	Mixed use development of approximately 100 dwellings and 7ha of employment. The Development Strategy Task Force commented that this site was also supported as a 'reserve' site for a further 320 homes which would only be developed if other developments at the Wixams were not developed on time.
Maulden	H218	Development of 60 dwellings

	E18	Development of 1.8ha of employment. The Development Strategy Task Force commented that this site should be recommended as a reserve.
Meppershall	H174	Development of 68 dwellings, cemetery, GP surgery, community hall and playing field
Moggerhanger	H154	Development of 17 dwellings. The Development Strategy Task Force additionally commented that concerns relating to traffic and access to the site needed to be addressed and that an appropriate number of affordable homes needed to be provided.
Potton	H356	Development of approximately 50 dwellings
	H237	Development of approximately 60 dwellings
	H075/H199 (combined proposal)	Development of 150 dwellings, B1 employment and community facilities
Sandy	H240/H276	Mixed use development of 65 dwellings
	H295	Development of 77 dwellings
	E38	Development of 10ha of employment
Shefford	H163	Development of 59 dwellings
	H055	Development of 135 dwellings. The Development Strategy Task Force commented there may be a need to revisit sites in Shefford as no decision was made on site H019/H171 regarding the 2ha of employment land, which is required.
Shillington	H006	Development of 24 dwellings. The Development Strategy Task Force also commented that matters relating to access to the site needed to be resolved as part of the development.
Silsoe	H106	Development of 380 dwellings with B1 business use
Stondon	H079	Development of 70 dwellings, B1 (office/ light industrial) use and community facility. The Development Strategy Task Force also commented that matters relating to access to the site and sewage needed to be resolved as part of the development.
	H176	Development of 13 dwellings
Stotfold	H260	Development of 85 dwellings.
	H129	Development of 8 or 9 dwellings
	E25	Development of 1.8ha of employment

Wixams	H278/ E14	Mixed use development of approximately 1,000+ dwellings, employment, education and community facilities.
Wrestlingworth & Cockayne Hatley	H090	Development of 21 dwellings. The Development Strategy Task Force commented in relation to this site that if there were enough rural development sites then this one should be removed from development.

Appendix B

Meeting: Executive
Date: 10 November 2009
Subject: Corporate Commissioning and Procurement Strategy
2009/2010

Response of the Corporate Resources Overview and Scrutiny Committee

1. At its 2 November meeting the Corporate Resources Overview and Scrutiny Committee considered a report presenting the draft Corporate Commissioning and Procurement Strategy to enable the Committee's views to be made to the Executive when it considered adoption of the Strategy at its meeting on 10 November 2009.
2. The Overview and Scrutiny Committee are minded to endorse the strategy subject to some comments and amendments as detailed below.
3. It is noted that the Council recognises the need to achieve value for money in all procurement and commissioning through the use of best practice. Consequently there is a responsibility on all officers to achieve this.
4. The Committee agreed therefore to recommend to the Executive that a sentence be added to the introduction to the Strategy to follow the first sentence as follows: "...Progress towards delivering the Strategy will be kept under continuous review. ***It is the responsibility of all officers to support and adhere to the Strategy***"¹
5. Members also considered that an effective Procurement Steering Group was key, particularly in the first year. This should meet regularly and stand apart from other Committees or Steering Groups. In view of this, the last sentence in the Procurement Governance section², that is "***However, it should be limited in size and frequency of meetings and consideration will be given to merging the function with another corporate group.***" should be removed.
6. The implementation of the Strategy should be monitored through the quarterly reports submitted to CBMT being brought to the Corporate Resources Overview and Scrutiny Committee.
7. There should be an interim review of the Strategy in April 2010 to update its action plan and target setting following the category review.
8. The Corporate Resources Overview and Scrutiny Committee believe that financial implications that need to be considered by the Executive include significant potential savings to be made from use of best practice in the Corporate Commissioning and Procurement Strategy. Hence the Committee

¹ Paragraph: 1. Introduction - page 627

² Paragraph: Procurement Governance – page 633

recommends that that the target of £2.8 million be seen as a minimum of the £11.5 million annual revenue savings.

9. RECOMMENDED to Executive:-

that the Corporate Commissioning and Procurement Strategy be recommended for approval and implementation subject to the following:-

- **that a sentence be added to the introduction to the Strategy to follow the first sentence as follows: *It is the responsibility of all officers to support and adhere to the Strategy.***
- **the last sentence in the Procurement Governance section, that is *“However, it should be limited in size and frequency of meetings and consideration will be given to merging the function with another corporate group.”* should be removed;**
- **that the Corporate Resources Overview and Scrutiny Committee continue to monitor the implementation of the Strategy through receiving the quarterly reports provided to CBMT;**
- **that an interim review of the Strategy take place in April 2010 to update the action plan and target setting following the category review;**
- **the Committee recommends that that the target of £2.8 million be seen as a minimum of the £11.5 million annual revenue savings.**

Meeting: Executive
Date: 10 November 2009
Subject: Fees and Charges 2010/11
Report of: Cllr Maurice Jones, Portfolio Holder for Corporate Resources
Summary: Following the work of the Fees and Charges Member Working Group, this report sets out the Fees and Charges recommended to apply from 1st April 2010.

Advising Officer: Clive Heaphy, Director of Corporate Resources
Contact Officer: Matt Bowmer, Assistant Director Financial Services
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** To enable the Council to publish its Fees and Charges for 2010/11 as soon as possible.

CORPORATE IMPLICATIONS

Council Priorities:

The application of Fees and Charges in a fair and equitable manner will aid the Council in achieving its aspirations around levels of Council Tax.

Financial:

The Council is under a duty to set a balanced budget each year and the application of discretionary Fees and Charges helps achieve that aim.

Legal:

Fees and Charges are applied and comply with powers conferred under the Local Government Act 2003.

Risk Management:

The Member Working Group outcomes reduce the risk of an inconsistent approach to application of fees and charges and help ensure a fair and equitable approach to all customers.

Staffing (including Trades Unions):

None

Equalities/Human Rights:

Under the terms of equality legislation, when developing proposals and making policy decisions, including those about finance and service provision, public authorities must ensure that decisions are made in such a way as to minimise unfairness, and that they do not have a disproportionately negative effect on people from different ethnic groups, disabled people, and men and women.

Fees and Charges have been reviewed to obtain consistency to ensure there are no disproportionate negative effects.

Community Safety:

None

Sustainability:

None

RECOMMENDATIONS:

that the Fees and Charges schedule outlined in Annex 2 of this report be agreed subject to Council approval of the Fees and Charges Policy at its next meeting.

Reason for Recommendations *To enable the Council to publish its Fees and Charges for 2010/11 as soon as possible.*

:

Background

1. The Council recently set up a Member Working Group to consider and recommend a new Fees and Charges Policy to the Council as well as review proposals for Fees and Charges that should apply for 2010/11. This report deals only with the proposed fees and charges to apply from 1st April 2010.
2. For information the Fees and Charges Member Working Group (FCWG) was attended by the following Members whose contributions and considerable efforts over the summer period are gratefully acknowledged:
Cllr. A. Fahn (Chair)
Cllr. A Barker
Cllr. L. Birt
Cllr. R. Egan
Cllr. B. Wells
3. The Fees and Charges being considered today are all discretionary and have been compiled following extensive investigation and discussion with a number of service managers at various meetings held by the FCWG. As such, Members are respectfully requested to confine discussion to points of principle or policy as opposed to querying or re-visiting individual charges.

4. Due to the Committee timing process, today's fees and charges can only be agreed subject to Council approving the Fees and Charges Policy at its meeting of 19th November 2009. Members will recall the Policy was considered at the meeting of Executive on 13th October 2009, but there has been no Council meeting in the meantime. This situation will only apply in this first year of the new Council.

Fees and Charges Working Group

5. Aside from the setting of Policy the FCWG had three main priorities:
 - Resolve the harmonisation of charges that were left over into 2009/10
 - Determine an appropriate rate of inflation to apply for 2010/11
 - Institute a new template for individual services that sets out in detail a number of key points for individual charges.
6. The latter has the advantage of providing Members with detail around individual fees in a standard format that can be updated at each annual review of charges. These have been constructed from scratch and are available of request. Appendix 1 to this report provides a summary of all of the fees and charges.
7. The FCWG quickly came to the conclusion that it is impossible to carry out a fundamental review of every fee or charge in one year, hence the Policy allows for a fundamental review of individual charges over a 3 year cycle. For 2010/11 the FCWG carried out a fundamental review in the following areas:
 - Animal Licences – Riding Establishments
 - Zoos – Granting of new and renewed licences
 - Sex Shop Licences
 - Car Parking
 - Pest Control
 - Dog Control
 - Bulky Waste
 - End of Life Vehicles
 - Fridge and Freezer Collection
 - Registration Service
 - Libraries
8. For clarity the deliberations of the FCWG had a direct impact on the proposed setting of the above charges. However, there were several other areas where the FCWG carried out extensive consultation that resulted in little or no change as the Members were content with the current position or were content that proper actions were in place to review the charges.
 - Housing (HRA) charges
 - Local Land Charges
 - Transport Charges
 - Music Fees
 - Rights of Way

9. There are 2 additional areas that require special mention. The charges for Licensing of Hackney Cabs and Private Hire Vehicles as well as Adult Community Learning are undergoing review by the respective services and both are subject to separate reports that will come through the democratic process in the usual way. Charges subsequently agreed in those areas, will be included in the published fees and charges schedule as soon as possible.
10. In addition it has been recognised that all charges around Children's Services are internal recharges figure between the corporate 'centre' and the Schools themselves. They are not charges that are borne by the public for use of a service and as such, whilst they need to be calculated annually, they are not appropriate for the publicly distributed schedule of fees and charges. In due course they will appear on the Intranet and be accessible to Schools for their own financial management purposes.
11. It is, of course, not practical within this report to set out all the detail behind the extensive deliberations of the FCWG, suffice to say that the charges set in respect of those services outlined in para. 9 above have been set following extensive examination and discussion with Service Manager's by the FCWG.
12. In respect of harmonisation of charges, nearly all such issues were tackled as part of the work carried out in the areas above and with one exception those charges were set followed a detailed examination of how much officer time went into the activity and ensured those charges were fair and not used to make unacceptable 'profit' from the activity as prescribed in the Local Government Act 2003.
13. In respect of outstanding harmonisation issues that did not warrant detailed review, the FCWG agreed that the harmonisation strategy that was agreed by the Central Bedfordshire Shadow Authority on 16th December 2008 should be applied. In the main these were around relatively minor areas such as charges for photocopies or planning documents with the exception being charges for food inspection service which is set out in the 'Food' template with appropriate notes.
14. The individual templates contain appropriate notes around the determined allocation of charges where necessary.

Budget implications

15. In broad terms the review of fees and charges does no more that allocate an assumed inflation rate of 1.8% for 2010/11. This is based upon the prevalent rate of Consumer Price Index (CPI) at the time of writing, and was felt by the FCWG to be the most persuasive in terms of justification.

16. It was felt that “crystal ball gazing” as to what level of CPI might be more appropriate either by January 2010 when the budget report is finalised or even at April 2010, when the new charges come into force was too speculative, hence the decision to apply 1.8%. For practical purposes, especially around lower scale charges, the inflation uplift varies from between 1.6 – 2%, but on average is applied at 1.8%. Where harmonisation has taken place a clear calculation of inflation uplift is not possible.
17. In respect of the budget the proposals in the report today are likely to prove neutral in overall income terms. Discretionary charges are relatively small scale compared to statutory charges in areas like Planning, and could never in themselves do more than make a minor contribution to any budget savings target. Members may be assured that the individual consequences will be built into each cost centre for the purposes of budget setting and initial indications of the budget impact for each area are shown on the templates in Appendix A.
18. The FCWG has had to take balanced view of charges weighed against both statutory obligations and the need to generate more income. The current economic situation precludes any wholesale increase in Fees and Charges, which in any event would have to be justifiable, but Members were mindful of the Council’s own budget situation and have not sought to review charges in a manner that might lead to any substantial loss of income either.

General

19. It is historically the case that Members prefer to see Fee and Charge prices rounded as far as possible. Broadly speaking the Fees and Charges being considered today have been rounded at the VAT inclusive level where it applies and which is the amount the customer pays. This means that on the templates a number of the ex VAT charges are by definition not rounded. The alternative is to round the Ex VAT charges but by adding VAT at 17½ %, a non-rounded charge is inevitably the result.
20. Members are asked to accept that the proposed charges to be paid by the public are as “customer friendly” on rounded amounts as possible, but that this may not be the case for all areas.

Appendices:

Appendix A – Published list of Fees and Charges

Background Papers (open to public inspection):

Audit Commission’s “Positively Charged” report of 2008
CIPFA Practical Guide for LA’s on Income Generation – Fully Revised 2nd Edition 2008
Central Bedfordshire Fees and Charges Policy (Council 19th Nov 2009)
Service templates of Fees and Charges

Location of papers: Priory House, Chicksands

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SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Business Transformation		
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable		
	2009/10 Rate	2010/11 Rate
	£	£
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	450.00	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
Paper Documents first sheet	see photocopying and printing document charges	see photocopying and printing document charges
CD / DVD per disk	5.00	5.00
Inspection facilities. Calculated per request requirements. Minimum charge	16.00	16.00
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		TBA
Local Authority Venue Monday - Friday	69.00	
Local Authority Venue Saturday	92.00	

Outside Venue Monday - Friday	363.00	
Outside Venue Saturday	424.00	
Outside Venue Sunday and Bank Holidays	481.00	
Civil Partnership Registrations - Approved Premises	311.00	
Outside Venue Monday - Friday	345.00	
Outside Venue Saturday	379.00	
Outside Venue Sunday and Bank Holidays		
Celebratory Services - Approved Premises - Outside Venue	198.00	
weekdays to 5 pm	214.00	
weekdays after 5 pm	226.00	
Saturdays to 5 pm	254.00	
Saturdays after 5 pm	254.00	
Sundays & Bk Hols to 5 pm	294.00	
Sundays & Bk Hols after 5 pm		
Celebratory Services - Approved Premises - Local authority Venue	243.00	
weekdays to 5 pm	276.00	
weekdays after 5 pm	294.00	
Saturdays to 5 pm	344.00	
Saturdays after 5 pm	344.00	
Sundays & Bk Hols to 5 pm	417.00	
Sundays & Bk Hols after 5 pm	29.00	
Citizenship Ceremonies - Individual Ceremony	1179.00	
Approved Premises Licence Fee (Three year)	155.00	

Civil Funerals		
Fees set by General Register Office (per item)		
Notice of Marriage		
Notice of Civil Partnership		
Register Office Marriage		
Register Office Civil Partnership Registration		
Birth, death marriage cert - from closed register		
Short birth cert from closed register		
Birth, death marriage cert - from open register		
General Search of the Indexes		
Attendance to take a notice - housebound or detained (e.g. prison)		
Attendance of SR to conduct marriage or CP - housebound or detained		
Register marriage at Church, housebound or detained - Registrar's fee		
Certificate of worship (to licence a building for worship)		
Licence a religious building for marriage		
Coroners		
Supply of transcript of inquest on CD	26.78	27.50
Additional copies	8.24	12.50

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate Corporate Resources	2010/11 Rate	2009/10 Rate
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	£	£
Committee Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	10p per sheet
Legal Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	10p per sheet
Elections		
For each register per 1000 names or part thereof	Statutory Fee	Statutory Fee
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00

Part II optional		15.00	15.00
Solicitors own question		25.00	25.00
Additional parcel of land		13.50	13.50
Personal Search		22.00	11.00
Copy documents		2.00	2.00
Local Taxation			
Cost of Collection			
Administration charge on Court Costs			
	Council Tax	63.00	63.00
	NNDR	83.00	83.00
Photocopies of Documents			
Rating List			
Up to 50 sheets		No charge	No charge
Over 50 sheets		10p per sheet	10p per sheet
Criminal Records Bureau (CRB) Checks			
Cost Per CRB check		36.00	36.00
Administrative Charge		17.63	15.00

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Social Care Health and Housing	2010/11 Rate	2009/10 Rate
Except where indicated, all figures include VAT which will be levied at the prevailing rate where applicable	£	£
Housing		
Service Charges (VAT n/a)		
Door Entry Systems (48 weeks)	0.18	0.17
Communal Heating (48 weeks)	0.10 – 3.85	0.10 – 3.77
Communal Cleaning (48 weeks)	0.36 – 5.58	0.36 – 5.47
Communal Electric (48 Weeks)	0.08 – 6.43	0.08-6.30
Window Cleaning	0.23	0.22
General Management for sheltered and mini schemes	0.10 – 3.20	0.09 – 3.20
Staircase Lighting - General Dwellings	0.11 – 1.34	0.11-1.32
Supporting People Charges (VAT n/a)		
Red House Court (48 weeks)	17.87	17.87
Other sheltered accommodation (48 weeks)	17.74	17.74
Designated elderly person dwellings (48 weeks)	6.33	6.33
Community Alarm System (48 weeks)		
persons in council sheltered accommodation or disabled	3.42	3.42
not in council sheltered accommodation (includes VAT)	4.02	3.42
Guest Rooms		

Leasehold Enquiries	66.00	64.00
Communal Television		
48 week basis (VAT n/a)	0.17	0.16
Careline		
Emergency Response (48 week basis) (VAT n/a)	2.50	2.45
Home Loss Payments		
Prescribed amount - Home Loss regulations 2008	£4,700	max £1,500
Housing		
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee	100.00	100.00
Land Registry Search Fee	4.00	3.00
Charges for reference to banks & building societies	26.01	25.50
Retrospective Consent Applications (RTB)	38.51	37.75
Consent for Cable Installations	113.22	111.00
Disturbance and Removal Allowances		
Based on actual removal of costs	500.00	500.00
Housing Act 2004 Enforcement		
Recipient of Housing Act Enforcement Notice (per person)	TBA	full cost recovery
Houses of Multiple Occupation		
Licensing Scheme (per property)	356.29	349.30

Adult Social Care		
Homes for Adults with Learning Disabilities (per week)	735.42	7.21
Homes for Young People with Multiple Disabilities (per week)	1771.74	1736.58
People recovering from Mental Illness (per week)	590.58	578.86
Barford Avenue Day Centre (per day)	46.92	46.35
Day Centres for Adults with Learning Disabilities incl transport (per day)	60.18	58.71
Day Centres for Adults with Learning Disabilities excl. transport (per day)	48.96	48.41
Social Centres for Older People - per day incl. transport (per day)	40.8	40.17
Social Centres for Older People excl. Transport (per day)	27.54	26.78
Group Homes Trial Periods not exceeding 48 Hours (per day)	4.08	3.55
Group Homes Rental Charge – Standard Room (per week)	53.04	52.38
Group Homes Rental Charge – Small Room (per week)	48.96	47.95
Lettings:		
Side Room / Small Room		
up to 4 hours	19.38	18.9
additional hour	4.90	4.84
Main Hall		
up to 4 hours	38.45	37.9
additional hour	9.79	9.58
Kitchen		
up to 4 hours	12.85	12.57
Meals:		
Frozen meal (per meal)	3.06	3.04
Hot meal (per meal)	3.26	3.19
Meals at day centres - clients and staff not on duty (per meal)	3.26	3.19
Telephones Rentals - CSDPA (per quarter)	6.02	5.92

Family Based Respite Care			
Respite			
	up to 6 hours	20.50	20.09
	6 to 12 hours	34.68	34.04
	12 to 24 hours	45.29	44.39
Home Care			
Home Care (per hour)		16.93	16.63
Transport Charges - Staff			
Social Service Driver/Escort/Carer (per hour)			
	0700-1730 Mon - Fri	12.44	12.20
	1730-1700 Mon - Fri	18.67	18.30
	0001 - 2359 Saturday	18.67	18.30
	0001 - 2359 Sunday	24.89	24.40
Social Service Escort/Carer (per hour)			
	0700-1730 Mon - Fri	12.04	11.80
	1730-1700 Mon - Fri	18.05	17.70
	0001 - 2359 Saturday	18.05	17.70
	0001 - 2359 Sunday	24.07	23.60

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Sustainable Communities		
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	2010/11 Rate	2009/10 Rate
Miscellaneous	£	£
Skin Piercing, Including Tatooning, Acupuncture, Electrolysis and Ear Piercing One-off Registration fees:		
Premises	136.40	113.82
Person	130.40	109.18
Preparation of Report for Accident Investigation	62.20	52.16
Production of Housing specialist report	62.20	52.16
Voluntary Surrender Certificate	94.50	79.31
Water Sampling	Cost Recovery	Cost Recovery
Food		
Food Export Certificate	47.80	72.10
Food Hygiene Course Lecturing	58.75	69.53
Food Premises Register		
Full	900.00	751.90
Single Entry	18.00	14.42
Pest Control		
Rats, Mice, Bedbugs, Cockroaches	1st visit Free, then 50.00	25.00

Concession		1st visit Free, then 50% of above	free
Ants and fleas		50.00	45.00
Concession		50% of above	22.50
Wasps		45.00	45.00
Concession		50% of above	free
Dog Control			
Veterinary Fee		Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged		25.00	
Owner collects from kennels		50.00	35.00
	Kennelling (per night)	10.00	8.00
Warden collects dog from kennels and returns to owner		100.00	
	Kennelling (per night)	10.00	
Licences - Animals			
Riding Establishments			
	Full Licence	235.00	230.72
	Provisional Licence	25% of full	25% of full
Dangerous Wild Animals		538.00	450.11
Pet Shops		215.50	177.16
Dog Breeders		203.50	169.95
Animal Boarding Establishments		245.00	206.00
Zoos			
	Grant / New	955.00	689.07
	Renewal	597.00	509.85
	Zoo's with dispensation status from DEFRA - Grant/New	50% of Grant / New	
	Zoo's with dispensation status from DEFRA - Renewal	50% of Renewal	
Licensing of Hackney Cabs & Private Hire Vehicles		Currently under review by Service	
South Bedfordshire Zone			

Hackney Carriage		
Vehicle Licence		266.00
Replacement Vehicle Testing Fee		80.00
Cancellation of test Without Due Notice, Reappointment Fee		60.00
Substantial Re-test following failure for major defects		80.00
Test following suspension of Vehicle Licence		80.00
Replacement Plate		30.00
Private Hire Vehicle		
Vehicle Licence		266.00
Plate Deposit (refundable on surrender of plate)		60.00
Replacement vehicle Testing Fee		80.00
Cancellation of Test without due notice, reappointment fee		60.00
Substantial Re-test following failure for major defects		80.00
Test following suspension of Vehicle Licence		80.00
Replacement Plate		30.00
Dual Hackney Carriage and Private Hire Drivers Licence		
Annual Fee		82.00
Three Year Licence		158.00
Replacement Badge		12.00
Private Hire Operators Licence		
Charge per vehicle		164.00
Horse drawn Carriage		
		208.00
Licensing of Hackney Cabs & Private Hire Vehicles		
Mid Bedfordshire Zone		
Operators		
Grant of Private Hire Operators Licence (1 year)		193.90

Renewal of Private Hire Operators Licence		66.70
Administration Fee for Application withdrawal variation		17.80
Licensing of Hackney Cabs & Private Hire Vehicles		
Drivers		
Grant of Private Hire Drivers / Hackney Carriages Drivers Licence		53.50
Knowledge Test		19.80
Application Deposit Fee		10.00
DVLA Enquiry		6.75
Criminal Records Bureau Enquiry		42.25
Private Hire / Hackney Carriage Drivers Badge, issue, renewal, replacement		8.00
Deposit on New Drivers Badge		10.00
Renewal of Hackney Carriage / Private Hire Drivers Licence		34.40
Application Withdrawal Administration Licence Variation Fees		17.80
Vehicle		
Grant of Private Hire / Hackney Carriage Vehicle Licence (1 year)		148.00
Issue of Private Hire / Hackney Carriage Vehicle Licence Plate		12.00
New Plate (Deposit)		25.00
Fixing Bracket for Vehicle Licence plate		11.00
Issue of Private Hire / Hackney Carriage Vehicle Windscreen Badge		14.00
Issue of Windscreen Badge Holders		2.00
Renewal of Vehicle Licence (1 Year)		110.00
Replacement of Plate		12.00
Stretch Limousine		
Grant of Licence		148.00
Licence Plate		12.00
Plate Deposit		25.00
Windscreen Badge x 2		27.00
Windscreen Pouch x 2		4.00

Renewal of Licence		110.00
Other Licensing		
Pools / Tote Promoter	Statutory Fee	Statutory Fee
Lottery Cert		
Grant (Statutory fee / charge)	Statutory Fee	Statutory Fee
Renewal (statutory fee / charge)	Statutory Fee	Statutory Fee
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	538.00	450.00
Vary a Premises Licence	538.00	450.00
Transfer a Premises Licence	137.50	115.00
Re-instatement of a Premises Licence	245.00	205.00
Provisional Statement	538.00	450.00
Premises Licence with a Provisional Statement	96.00	80.00
Copy of Licence	Statutory Fee	Statutory Fee
Notification of Change of Address	30.00	25.00
Annual Premises Licence Fee	245.00	205.00
Amusements with prizes (£10+)	Statutory Fee	Statutory Fee
Amusements with prizes - Statutory	Statutory Fee	Statutory Fee
Sex Shop		
Grant	2415.00	2861.86
Renewal	1621.50	1816.41
Transfer or Variation	1621.50	1411.10/2221.71
Motor Salvage Operator (3 Years)	83.75	70.00
CRB (set by CRB)	Statutory Fee	Statutory Fee
CRB for other organisations (set by CRB)	Statutory Fee	Statutory Fee
Copy Documents		
<i>Photocopying and Printing of Documents A4 size</i>		
Single request up to 50 sheets		
1st sheet	No charge	No charge

	every additional sheet	10p per sheet	10p per sheet
Contaminated Land			
Contaminated Land Enquiries To provide additional information to solicitors, developers etc.		81.50	68.00
Concessionary Fares			
Replacement concessionary travel permits		5.00	5.00
Community Safety - Fixed Penalty Notices			
		Maximum / Discounted	
Nuisance Parking - Cars for Sale and Repair		100 / 60	
Abandoning a Vehicle		200 / 140	
Litter		80 / 50	
Street litter control notices and litter clearing notices		100 / 60	
Unauthorised distribution of free literature		80 / 50	
Graffiti and Fly Posting		80 / 50	
Failure to produce authority (Waste Transfer Notes)		300 / 200	
Failure to produce documentation (Waste Carrier Licence)		300 / 200	
Offence in relation to Waste Receptacles		100 / 60	
Offences under Dog Control Orders		80 / 50	
Failure to nominate keyholder and inform Local Authority		80 50	
Noise from licences premises under Noise Act 1996		Not adopted	
Car Parking Charges			
Free Sites			
Dunstable			
West Street (2hr time limit)		Free	Free
Westfield Road (3hr time limit)		Free	Free
Houghton Regis			
Bedford Square (3 hour time limit)		Free	Free

Tithe Farm Road (3 hour time limit)		Free	Free
Leighton Buzzard			
Baker Street (2hr time limit)		Free	Free
Linslade			
New Road (2hr time limit)		Free	Free
Pay & Display Sites			
Up to 2 hours		0.50	0.50
Up to 3 hours		0.80	0.80
Up to 5 hours		1.50	1.50
Up to 10 hours		4.00	4.00
Disabled Badge Holders		Free in marked bays	Free in marked bays
7 day permit		12.00	12.00
Multi Story Car Park Leighton Buzzard			
Up to 1 hour		0.50	0.50
Up to 2 hours		0.80	0.80
Up to 3 hours		1.20	1.20
Up to 5 hours		3.00	3.00
Up to 10 hours		5.00	5.00
Disabled Badge Holders		3hrs Free in marked bays	3hrs Free in marked bays
Permits			
Commercial (for town centre businesses)			
	12 months	360.00	360.00
Employee (for town centre workers)			
	12 months	360.00	360.00
	3 months	120.00	120.00
	1 month	48.00	48.00
Market Trader - per pitch per market day			

	12 months	60.00	60.00
	1 day	3.00	3.00
Penalty Charge Notices			
	Standard Rate	70 or 50	71 or 50
	Discounted Rate	35 or 25 if paid within 14 days 75 or 105 if unpaid after 2 months	36 or 25 if paid within 14 days 76 or 105 if unpaid after 2 months
	Enhanced Rate	80 or 110 plus costs (over 3 months)	81 or 110 plus costs (over 3 months)
	Court / Bailiff Rate		
Planning Service			
High Hedges			
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social behaviour Act 2003		458.25	385.00
Concession for applicants on means tested benefit		50% reduction	150.00
Street Naming			
Existing Property - House Name Change		55.00	54.5
New Property - Naming / Numbering			
	1-5 Plots	143.35	120.00
	6-25 Plots	258.50	216.00
	26-75 Plots	646.25	540.00
	76+ Plots	904.75	755.50
Additional Charge where this includes naming a building (e.g. block of flats)		193.87	162.00
Existing Street - Rename		250.27	208.50
Existing Street - Rename - additional charge per property		45.47	38.00
New Street - Additional charge to house numbering where this includes naming of a street		193.87	162.00
Public Path Orders			

Processing where no objection received	Cost Recovery	Cost Recovery
Processing where an objection is received	Cost Recovery	Cost Recovery
Advertising Costs	Cost Recovery	Cost Recovery
Development & Building Control		
Supply of weekly list of Planning and Building Regulation Applications - Former Mid Beds area	127.25	125.00
Photocopies - Planning Decisions Building Regulations Decisions Section 106 Agreement	0.00 10p per sheet	1.00 10p per sheet
Section 106 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Appeal Decisions Decision Letter Inspector Reports	0.00 10p per sheet	1.00 10p per sheet
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates if not previously issued duplicate certificate	Free 19.25	Free 18.00
Letter of confirmation of satisfactory completion of works (Building Regs)	19.25	18.00
Sale of Plans		
	A4 10p per sheet (Free up to 50)	10p per sheet (Free up to 50)
	A3 TBA	6.5
	A2 TBA	8.4

	A1	TBA	10.5
	A0	TBA	13.25
Photocopies of other documents	1st 50 A4 copies each	Free 10p per sheet	Free 10p per sheet
Planning Service			
Drainage Certificates		TBA	25.00
Letter of Comfort		TBA	120.00
Development & Building Control			
S106 Town & Country Planning Act 1990 Agreements charging introduced Sept 2002 (Rate for straightforward agreements and thereafter at the fee earners hourly rate)		TBA	620.00
Waste Related Charges			
Bulky Waste			
To collect bulky waste from domestic premises (per load or part thereof) - First Collection in year		20.00	
To collect bulky waste from domestic premises (per load or part thereof) - Subsequent Collections in year		45.00	38.00
Concession		50% reduction on above	1 free per year
Cement Bound Asbestos			
<i>To collect cement-bound asbestos from domestic premises:</i>			
	up to 8 sheets or equivalent	TBA	160.00
	any number of sheets above 8 sheets or equivalent up to a maximum of 16 sheets in total be subject to an additional charge of (per sheet - a sheet being approx 2m x 1m)	TBA	£7 per sheet
	Persons in receipt of means tested benefit	50% of above	full cost

Abandoned / End-of-life vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free	Free
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	25.00	15.00
Fridges & Freezers		
To collect fridges and Freezers from domestic premises	1 free, subsequently 35.25	26.00
Persons in receipt of means tested benefit	1 Free, subsequently 50% of above	1 free per year
Department for Planning & Control		
Highway Enquiry & Search Letters : per enquiry	39.36	32.57
Minerals Letters: per enquiry	39.36	32.57
DSC Reports		
	Initial Search	37.01
	Per Application	0.05
GIS Maps		
	A4	3.47
	A3	6.70
	A2	13.51
	A1	17.04
	A0	44.18
Scanner		
	Internal Annual Fee: unlimited use	394.80
	One-off: per copy	32.31
	External: Unlimited use	394.80
	External: per copy	32.31
Commons Searches (CR21)		16.74
Photocopying Charges		
	A4 per copy	0.11

	A3 per copy	0.23	0.21
Mineral & Landfill Monitoring Fees - Current Site			
	Current Site	354.85	
	Dormant Site	119.85	
Transport Fleet			
Yellow Coach Hire - Term Time during 9.30am - 2.30pm Monday to Friday (for the first 50 miles, then 40p per mile thereafter is added)			
	1 Hour	89.89	75.00
	2 Hours	143.35	120.00
	3 Hours	191.52	160.00
	4 Hours	239.70	200.00
	5 Hours	286.70	240.00
Yellow Coach Hire - Term Time anytime after 4.30pm Monday to Friday and all day Saturday. (Charge per hour - minimum of 2 hours + 40p per mile)			
		59.92	50.00
Yellow Coach Hire - Sunday. (Charge per hour minimum of 2 hours + 40p per mile)			
		71.67	60.00
School Transport			
Concessions & Post 16 bus pass			
	per term	133.95	112.27
	half term	66.97	56.14
	year	364.25	303.85
Replacement Bus Pass			
		5.00	12.36
Heritage			
Trees			
		Cost Price	Cost Price
Use of Historic Environmental Records (HER). Per hour			
		43.00	36.05
Photocopying			
		0.10	0.10

Highways Maintenance Services		
Highways		
Temporary notices up to 21 days duration	1109.20	927.00
Temporary Traffic Regulation Orders	1109.20	927.00
Emergency Order up to 5 days duration	554.60	463.50
Emergency Order up to 21 days duration	554.60	463.50
Temporary Traffic Regulation Order up to 18 months duration	1109.20	927.00
Additional costs for possible extension of 18 months order	1109.20	927.00
Road Traffic Regulation Orders for Special Events	1109.20	927.00
Temporary Traffic Signs (AA & RAC)	123.37	103.00
	No charge	No charge
Licenses		
Permission to erect portacabins/huts, scaffolding, hording, temporary crossovers & excavation on the highway	92.24	77.25
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Deposit for temporary crossovers	No charge	No charge
Consent to deposit materials on the highway	31.14	25.75
Oversailing of crane over the highway	92.24	77.25
Permission to place skip on highway	31.14	25.75
Provision of Quotation for Construction of crossover	No charge	No charge
Supervision & Inspection fees for vehicle crossing over a footway or verge	Cost	Cost
Extension of cover	No charge	No charge
Permission - Table/chairs on highway	Under Review	Under Review
Licenses		
Cultivation of verge Licence	31.14	25.75
NRSWA S50 SW Licence	246.75	206.00

	Licence Deposit up to 5m2	493.50	412.00
	Licence Deposit up to 5m2 and above (additional per m2)	92.24	77.25
	Provision of H bar road markings	Cost	Cost
	Provision of written information enquiries	No charge	Cost
	Charges for Damaged Highway Plant	Cost	Cost
	Renew Concrete Bollard		
	08.00-17.00 hrs	Cost	Cost
	17.01-07.59 hrs	Cost	Cost
	Publications		
	Highway General Specification Aid	6.46	5.36
	Highway Design Guide	Free	Free
	TRADING STANDARDS		
	Annual Membership Fee	170.00	142.16
	Renewal Fee for Existing Member	128.00	107.15
	UKTC Membership Fee	142.50	118.82
	UKTC Renewal Fee	142.50	118.82
	Trading Standards Approved Stickers		
	per 100	12.00	9.55
	per 500	16.75	13.79
	per 1000	22.75	19.10
	Consumer Guide Leaflet		
	per 100	27.50	23.34
	per 500	68.25	57.29
	per 1000	138.75	115.64
	Trading Standards Approved Plaque	34.75	28.64
	Replacement/Additional Membership Certificate	12.00	9.55
	WEIGHTS AND MEASURES ACT 1985		
	I -Hire of Weights		

Charge per weight per week or part thereof	5.60	
J - Duplicate Petroleum Licence	25.00	
K - Performing Animals		
Performing Animals (per licence)	30.00	24.93
L - Milton Keynes Scales *		
Pass (per item)	10.00	9.93
Fail (per item)	5.00	4.78
* VAT may or may not be applied depending on the reason for testing. The application of VAT to weights and measures activities is currently the subject of national discussion.		

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:			
Statutory Charge			
Directorate: Children, Families and Learning Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable		2010/11 Rate	2009/10 Rate
		£	£
OUTDOOR CENTRES - Fees jointly agreed with Beds Borough under a Service Level Agreement		TBA	
Kempston Outdoor Centre			
	Half day		13.39
	Full Day		20.29
Mobile Climbing Tower School & Community Use			
	Half day		190.55
	Full Day		309.00
Blue Peris Mountain Centre			
40 Students			
	Autumn		278.10
	Winter		248.23
	Spring		278.10
	Summer Peak period		319.30
	Summer (excl peak)		303.85
Less than 40 Students			
	Autumn		307.97
	Winter		273.98
	Spring		307.97
	Summer (excl peak)		307.97
Transport Charges - Staff			

Education Driver/Escort/Carer (per hour)			
	0700-1730 Mon - Fri		16.30
	1730-1700 Mon - Fri		20.38
	0001 - 2359 Saturday		20.38
	0001 - 2359 Sunday		27.28
Transport Charges - Vehicles			
1st 24 hours - Accessible			67.00
Accessible (per mile)			0.89
1st 24 hours - Minibus/MPV/Car			26.00
Minibus/MPV/Car (per mile)			0.89
LIBRARIES			
1 - Letting Charges (non VAT)			
i) Fitwick, Houghton Regis, Leighton Buzzard - Hourly charge:			
Within opening hours			
	Commercial	17.50	10.93
	Community	8.75	9.55
Outside opening hours			
	Commercial	30.25	31.85
	Community	21.50	22.30
ii) Other Libraries - Hourly charge			
Within opening hours			
	Commercial	11.50	12.75
	Community	5.75	6.40
Outside opening hours			
	Commercial	24.25	25.50

	Community	18.50	19.15
<p>NB: Where a block booking of 10 or more sessions is made, a discount may be offered at the discretion of the Library Services Manager. Equipment, e.g. flipchart, may be available at some libraries on request.</p>			
2 - Audio Visual (non VAT) (per item)			
CDs - per week			
	Standard rate	1.00	1.00
	Concessions	0.50	0.50
	Registered blind, partially sighted and hearing impaired people	Free	Free
Videos - per week			
	Standard rate	1.50	0.60
	Concessions & children's Videos	0.75	0.30
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	free
DVD's - per week			
	Standard rate	2.20	2.70
	Concessions and children's DVDs	1.10	1.35
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
Spoken Word CDs and Cassettes (3 week loan period)			
	Standard rate	1.20	1.20
	Concessions	0.60	0.60
	Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
3 - Fines			
Standard			
	per day open	0.22	0.21

	Maximum (after 5 weeks)	6.60	6.30
Concessions			
	per day open	0.11	0.11
	Maximum (after 5 weeks)	3.30	3.30
Children's Tickets and Children's Books			
	per day open	0.05	0.05
	Maximum (after 5 weeks)	1.50	1.50
CD's, DVD's and Videos.		Further hire charge is made	
4 - Lost and Damaged items (Full replacement cost of items is charged if higher than the minimum charge)			
Adult Fiction (hardback)		16.55	16.55
Children's Fiction (hardback and paperback)		4.35	4.35
Adult Non-Fiction (hardback and paperback)		17.95	17.95
Children's Non-Fiction		6.65	6.65
Adult Fiction Paperbacks		6.90	6.89
Cassettes		8.70	8.68
CDs		17.20	17.24
Adult Spoken Word CD's		17.20	17.23
Adult Spoken Word Cassettes Double or single		8.90	8.94
Each additional cassette		4.55	4.54
Children's Spoken Word Cassettes		4.55	4.54
Children's Spoken Word CD's (per CD)		10.40	
Adult Videos		11.20	11.15
Children's Videos		8.50	8.54
Adult DVDs		19.40	19.34
Children's DVDs		11.25	11.25
Magazines - charged at face value plus		0.50	
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.			

5 - British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual + 3.00 admin fee	Actual
6 - Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.00	1.00
Children's rate	No charge	No charge
Concessions	0.50	0.50
Additional charge for books borrowed from outside Bedfordshire	1.50	1.50
Vocal scores : per set of 5 - 30	5.50	5.50
Vocal scores per set of 31+	11.00	11.01
Request charges for 16 – 18 year olds are at the concessionary rate.		
7 - Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.00
8 - Picture Hanging Service		
Charge per item sold 20% commission +VAT on sales price		
9 - Photocopies and Print Outs		
i) Black and white photocopies, Fax, CD-ROM and Internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microform reader/printers		
Per copy A4	0.25	0.25
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.35	0.35
iv) Colour photocopies		
Per copy A4	1.00	1.00

	A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)			
10 - Fax charges per copy sent			
UK	first sheet	1.25	1.25
	subsequent sheets	0.65	0.65
Europe & N America	first sheet	2.55	2.55
	subsequent sheets	1.30	1.30
Rest of world	first sheet	3.90	3.90
	subsequent sheets	1.95	1.95
Receiving faxes (per sheet)		0.75	0.68
Receiving faxes from premium rate lines	standard charge	3.00	2.65
	plus price per sheet	0.75	
Sale of 1GB USB drives		6.00	
Public Record Office Vouchers (per voucher)		5.00	5.00
'Occasional' local publications (to be agreed with OPS Manager) at cost + commission			
11 - Display of Commercial Posters			
All charges to be for a maximum display period of 4 weeks. Charge per week			
	A3	27.00	22.45
	A4	16.45	13.25
	A5	10.00	7.75

Postcard size	4.70	3.25
ARCHIVES (Fees jointly agreed with Beds Borough under a Service Level Agreement)	TBA	
Photocopying		
Minimum charge for copies ordered by post (including postage and packaging)- UK AND Overseas (per copy)		5.15
Straightforward copying e.g. searchroom library items (per copy)		0.52
Complex copying (postal only) e.g. most items ordered from the stacks, such as wills; copies from census microfilm and pre-1813 parish register entries		1.03
Discounts per copy (A4 or A3)		
Students in full-time education (must be present)		half rate
Bulk e.g. succession of pages from archive		half rate
Colour photocopying		
A4		2.06
A3		2.06
Discount, students in full-time education		half rate
Plan printing per copy (A2 to A0) done off-site		
- first		10.30
- subsequent (at same time)		10.30
Photography		
Digital Images		
Minimum charge per A4 or A3 size copy (per 15/20 mins)		7.21
Additional manipulation i.e. cropping, colour correction and some image sharpening		26.78

We have a digital camera and a scanner with which we are able to produce digital images from glass plate negatives and items that cannot be photocopied without risking damage. Images can be supplied in hard copy on a range of papers or as files on CD.

Research fees		
General research work (e.g. family history) and transcription, charge per hour (exclusive of copying charges - per hour)		26.78
30 Minutes Research		15.45
Specialist research for business or professional purposes (per hour)		77.25
Internal charge to BCC (per hour)		51.50
Certificates and Certified Copies (for verified entries not involving a search)		
Baptism certificate (statutory fee)		
Marriage certificate (statutory fee)		
General certification of documents (non-statutory)		10.30
Group visits to the archives office (evenings or daytime) involving special arrangements.		
Talks by staff, stackroom tours, documents out in advance. (minimum)		51.50
Charge for lectures (exclusive of travelling costs for lectures outside 25 mile radius) (minimum)		51.50
Reproduction Fees		
Use of Premises and/or documents for commercial photography		
Still photography (per 7 hour day):		288.40
Filming (per 7 hour day):		576.80
Hourly charge pro rata: minimum charge - 2hrs		
English Language or Single Language Rights		
UK Rights		51.50
World Rights		103.00

Educational or Academic Use		
UK Rights		41.20
World Rights		82.40
Local History Publications		
£5-20 per image depending on quantity used		
Book jackets, Cover illustrations		
(e.g. audio cassettes, CDs, etc), and other packaging, CD Roms		
UK Rights		61.60
World Rights		123.60
Advertising, Photo décor (murals, wall displays, etc)		
£50 per image up to 2sq.m. larger images pro rata		
UK Rights		51.50
World Rights		103.00
Television: First Flash		
UK Rights		51.50
World Rights		103.00
Second flash - 50% of fee for first flash		
Re-use as video - additional 100% of appropriate fee for first flash		
Re-use as video		
MUSIC SERVICE	TBA	
Lesson Setting (Per Term)		
Lower Schools - Group and Individual		
Middle, Upper and Community		
	Group	

	Individual 20 mins		
Middle and Upper			
	Individual 60 mins		
Out of County and non-LEA schools	Group		
	Individual 20 mins		
	Individual 30 mins		
RIGHTS OF WAY			
Public documents			
Viewing any documents			
	per Copy A4	2.47	2.06
	per copy A3	4.94	4.12
	per copy: 60 x 80 cm	12.10	10.30
Definitive Statement		0.65	0.52
Confirmed orders		3.64	3.09
Policy statements – OAIP, Business Plan, etc		12.10	10.30
Documents/requests relating to statutory procedures			
Completed user evidence forms		0.65	0.52
Witness interview write-ups		0.65	0.52
Statutory declarations by Council officers (per hour)		36.43	30.90
Certified true copy of Definitive Statement		0.65	0.52
Certified true copy of Definitive Map			
per copy A4		6.11	5.15
per copy A3		12.10	10.30
per copy 60x80cm		24.68	20.60
Copies of pieces of evidence relating to current (i.e. unconfirmed) modification orders		0.65	0.52

Documents not originating from the Council		
Inspectors' decision letters	4.82	4.12
Other		
One-off Definitive Map searches / enquiries for planning / development etc.	44.65	37.52
Produce plan	36.43	30.90
Administration associated with processing public path orders	38.78	32.71
LEIGHTON BUZZARD THEATRE		
A - CHARGES TO CHARITY AND VOLUNTARY ORGANISATIONS		
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Technician (No VAT on Room Hire)		
Mon/ Tuesday		
	0930 - 1620	189.00
	1730 - 2300	249.00
	0930 - 2300	433.00
		189.37
		248.85
		432.81
Wed/ Thursday		
	0930 - 1630	189.00
	1730 - 2300	319.00
	0930 - 2300	498.00
		189.37
		319.15
		497.75
Fri/ Saturday		
	0930 -1630	189.00
	1730 - 2300	373.00
	09.30 - 2300	563.00
		189.37
		373.32
		562.69
	Monday / Wednesday 4 hour slot	120.00

	0930-1730	200.00	
	1730-2300	298.50	
	0930-2300	458.50	
	Thursday/Sunday 4 hour slot	168.00	
	0930-1730	296.00	
	1730-2300	425.00	
	0930-2300	674.00	
	Extra Hours (per hour) Morn / Aft	25.00	
	Evening	40.00	
	Late Vacating	50.00	
	Sunday Get In / Get Out (per hour)	40.00	
ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Technician (No VAT on Room Hire)			
Mon/ Tuesday			
	0930 - 1620	341.00	340.83
	1730 - 2300	368.00	367.92
	0930 - 2300	703.00	703.34
Wed/ Thursday			
	0930 - 1630	341.00	340.83
	1730 - 2300	433.00	432.81
	0930 - 2300	768.00	768.28
Fri/ Saturday			
	0930 -1630	341.00	340.83
	1730 - 2300	492.00	492.34
	09.30 - 2300	833.00	833.22
Monday / Wednesday			
	4 hour slot	160.00	
	0930-1730	320.00	

	1730-2300	368.50	
	0930-2300	688.50	
Thursday/Sunday	4 hour slot	208.00	
	0930-1730	416.00	
	1730-2300	495.00	
	0930-2300	904.50	
	Extra Hours (per hour) Morn / Aft	25.00	
	Evening	40.00	
	Late Vacating	50.00	
	Sunday Get In / Get Out (per hour)	40.00	
Lounge	09.30 - 23.00	19.00	18.90
	09.30-17.30	12.00	
	18.00-23.00	14.00	
Meeting Room	09.30 - 23.00	13.00	
	09.30-17.30	8.00	
	18.00-23.00	10.00	12.98
Theatre	09.30 - 23.00	26.00	
	09.30-17.30	25.00	
	18.00-23.00	27.00	25.96
B - CHARGES TO COMMERCIAL ORGANISATIONS			
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Tech(No VAT on Room Hire)			
Mon/ Tuesday			

	0930 - 1620	314.00	313.79
	1730 - 2300	373.00	373.32
	0930 - 2300	498.00	497.75
Wed/ Thursday	0930 - 1630	314.00	313.79
	1730 - 2300	373.00	373.32
	0930 - 2300	563.00	562.69
Fri/ Saturday	0930 -1630	314.00	313.79
	1730 - 2300	433.00	432.81
	09.30 - 2300	622.00	622.17
Monday / Wednesday	4 hour slot	128.00	
	0930-1730	216.00	
	1730-2300	326.00	
	0930-2300	499.00	
Thursday/Sunday4 hour slot	4 hour slot	180.00	
	0930-1730	320.00	
	1730-2300	463.50	
	0930-2300	742.00	
	Extra Hours (per hour) Morn / Aft	27.50	
	Evening	44.00	
	Late Vacating	55.00	
	Sunday Get In / Get Out (per hour)	11.00	
ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Tech(No VAT on Room Hire)			
Mon/ Tuesday			

0930 - 1620		465.00	465.30
1730 - 2300		492.00	492.34
0930 - 2300		768.00	768.28
Wed/ Thursday			
0930 - 1630		465.00	465.30
1730 - 2300		492.00	492.34
0930 - 2300		833.00	833.22
Fri/ Saturday			
0930 -1630		465.00	465.30
1730 - 2300		552.00	551.87
09.30 - 2300		893.00	892.70
Monday / Wednesday			
	4 hour slot	168.00	
	0930-1730	336.00	
	1730-2300	396.00	
	0930-2300	729.00	
Thursday/Sunday			
	4 hour slot	220.00	
	0930-1730	440.00	
	1730-2300	533.50	
	0930-2300	972.00	
	Extra Hours (per hour) Morn / Aft	27.50	
	Evening	44.00	
	Late Vacating	55.00	
	Sunday Get In / Get Out (per hour)	44.00	
iii) Hire Charges for NON PERFORMANCES EVENT in ALL AREAS(No VAT on Room Hire)			
Lounge			

	09.30 - 23.00	26.00	25.96
	09.30-17.30	14.00	
	18.00-23.00	16.00	
Meeting Room	09.30 - 23.00	19.00	18.90
	09.30-17.30	10.00	
	18.00-23.00	12.00	
Theatre	09.30 - 23.00	38.00	37.85
	09.30-17.30	30.00	
	18.00-23.00	40.00	

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Meeting: Executive
Date: 10 November 2009
Subject: Fees and Charges 2010/11
Report of: Cllr Maurice Jones, Portfolio Holder for Corporate Resources
Summary: Following the work of the Fees and Charges Member Working Group, this report sets out the Fees and Charges recommended to apply from 1 April 2010.

Advising Officer: Clive Heaphy, Director of Corporate Resources
Contact Officer: Matt Bowmer, Assistant Director Financial Services 0300 300 6147
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** To enable the Council to publish its Fees and Charges for 2010/11 as soon as possible.

CORPORATE IMPLICATIONS

Council Priorities:

The application of Fees and Charges in a fair and equitable manner will aid the Council in achieving its aspirations around levels of Council Tax.

Financial:

The Council is under a duty to set a balanced budget each year and the application of discretionary Fees and Charges helps achieve that aim.

Legal:

Fees and Charges are applied and comply with powers conferred under the Local Government Act 2003.

Risk Management:

The Member Working Group outcomes reduce the risk of an inconsistent approach to application of fees and charges and help ensure a fair and equitable approach to all customers.

Staffing (including Trades Unions):

None

Equalities/Human Rights:

Under the terms of equality legislation, when developing proposals and making policy decisions, including those about finance and service provision, public authorities must ensure that decisions are made in such a way as to minimise unfairness, and that they do not have a disproportionately negative effect on people from different ethnic groups, disabled people, and men and women.

Fees and Charges have been reviewed to obtain consistency to ensure there are no disproportionate negative effects.

Community Safety:

None

Sustainability:

None

RECOMMENDATIONS:

that the Fees and Charges schedule outlined in Annex 2 of this report be agreed subject to Council approval of the Fees and Charges Policy at its next meeting

Reason for Recommendations: To enable the Council to publish its Fees and Charges for 2010/11 as soon as possible.

Background

1. The Council recently set up a Member Working Group to consider and recommend a new Fees and Charges Policy to the Council as well as review proposals for Fees and Charges that should apply for 2010/11. This report deals only with the proposed fees and charges to apply from 1st April 2010.
2. For information the Fees and Charges Member Working Group (FCWG) was attended by the following Members whose contributions and considerable efforts over the summer period are gratefully acknowledged:
Cllr. A. Fahn (Chair)
Cllr. A. Barker
Cllr. L. Birt
Cllr. R. Egan
Cllr. B. Wells
3. The Fees and Charges being considered today are all discretionary and have been compiled following extensive investigation and discussion with a number of service managers at various meetings held by the FCWG. As such, Members are respectfully requested to confine discussion to points of principle or policy as opposed to querying or re-visiting individual charges.

4. Due to the Committee timing process, today's fees and charges can only be agreed subject to Council approving the Fees and Charges Policy at its meeting of 19th November 2009. Members will recall the Policy was considered at the meeting of Executive on 13th October 2009, but there has been no Council meeting in the meantime. This situation will only apply in this first year of the new Council.

Fees and Charges Working Group

5. Aside from the setting of Policy the FCWG had three main priorities:
 - Resolve the harmonisation of charges that were left over into 2009/10
 - Determine an appropriate rate of inflation to apply for 2010/11
 - Institute a new template for individual services that sets out in detail a number of key points for individual charges.
6. The latter has the advantage of providing Members with detail around individual fees in a standard format that can be updated at each annual review of charges. These have been constructed from scratch and are available of request. Appendix 1 to this report provides a summary of all of the fees and charges.
7. The FCWG quickly came to the conclusion that it is impossible to carry out a fundamental review of every fee or charge in one year, hence the Policy allows for a fundamental review of individual charges over a 3 year cycle. For 2010/11 the FCWG carried out a fundamental review in the following areas:
 - Animal Licences – Riding Establishments
 - Zoos – Granting of new and renewed licences
 - Sex Shop Licences
 - Car Parking
 - Pest Control
 - Dog Control
 - Bulky Waste
 - End of Life Vehicles
 - Fridge and Freezer Collection
 - Registration Service
 - Libraries
8. For clarity the deliberations of the FCWG had a direct impact on the proposed setting of the above charges. However, there were several other areas where the FCWG carried out extensive consultation that resulted in little or no change as the Members were content with the current position or were content that proper actions were in place to review the charges.
 - Housing (HRA) charges
 - Local Land Charges
 - Transport Charges
 - Music Fees
 - Rights of Way

9. There are additional areas that require special mention. The charges for Adult Community Learning are undergoing review by the respective services and the Registration, Outdoor Centres and Archive services are shared services with the Borough Council and as such will be subject to separate reports that will come through the democratic process in the usual way. Charges subsequently agreed in this area, will be included in the published fees and charges schedule as soon as possible.
10. In addition it has been recognised that all charges around Children's Services are internal recharges figure between the corporate 'centre' and the Schools themselves. They are not charges that are borne by the public for use of a service and as such, whilst they need to be calculated annually, they are not appropriate for the publicly distributed schedule of fees and charges. In due course they will appear on the Intranet and be accessible to Schools for their own financial management purposes.
11. It is, of course, not practical within this report to set out all the detail behind the extensive deliberations of the FCWG, suffice to say that the charges set in respect of those services outlined in para. 9 above have been set following extensive examination and discussion with Service Manager's by the FCWG.
12. In respect of harmonisation of charges, nearly all such issues were tackled as part of the work carried out in the areas above and with one exception those charges were set followed a detailed examination of how much officer time went into the activity and ensured those charges were fair and not used to make unacceptable 'profit' from the activity as prescribed in the Local Government Act 2003.
13. In respect of outstanding harmonisation issues that did not warrant detailed review, the FCWG agreed that the harmonisation strategy that was agreed by the Central Bedfordshire Shadow Authority on 16th December 2008 should be applied. In the main these were around relatively minor areas such as charges for photocopies or planning documents with the exception being charges for food inspection service which is set out in the 'Food' template with appropriate notes.
14. The individual templates contain appropriate notes around the determined allocation of charges where necessary.

Budget implications

15. In broad terms the review of fees and charges does no more that allocate an assumed inflation rate of 1.8% for 2010/11. This is based upon the prevalent rate of Consumer Price Index (CPI) at the time of writing, and was felt by the FCWG to be the most persuasive in terms of justification.

16. It was felt that “crystal ball gazing” as to what level of CPI might be more appropriate either by January 2010 when the budget report is finalised or even at April 2010, when the new charges come into force was too speculative, hence the decision to apply 1.8%. For practical purposes, especially around lower scale charges, the inflation uplift varies from between 1.6 – 2%, but on average is applied at 1.8%. Where harmonisation has taken place a clear calculation of inflation uplift is not possible.
17. In respect of the budget the proposals in the report today are likely to prove neutral in overall income terms. Discretionary charges are relatively small scale compared to statutory charges in areas like Planning, and could never in themselves do more than make a minor contribution to any budget savings target. Members may be assured that the individual consequences will be built into each cost centre for the purposes of budget setting and initial indications of the budget impact for each area are shown on the templates in Appendix A.
18. The FCWG has had to take balanced view of charges weighed against both statutory obligations and the need to generate more income. The current economic situation precludes any wholesale increase in Fees and Charges, which in any event would have to be justifiable, but Members were mindful of the Council’s own budget situation and have not sought to review charges in a manner that might lead to any substantial loss of income either.

General

19. It is historically the case that Members prefer to see Fee and Charge prices rounded as far as possible. Broadly speaking the Fees and Charges being considered today have been rounded at the VAT inclusive level where it applies and which is the amount the customer pays. This means that on the templates a number of the ex VAT charges are by definition not rounded. The alternative is to round the Ex VAT charges but by adding VAT at 17½ %, a non-rounded charge is inevitably the result.
20. Members are asked to accept that the proposed charges to be paid by the public are as “customer friendly” on rounded amounts as possible, but that this may not be the case for all areas.

Appendices:

Appendix A – Published list of Fees and Charges

Background Papers (open to public inspection):

Audit Commission’s “Positively Charged” report of 2008
CIPFA Practical Guide for LA’s on Income Generation – Fully Revised 2nd Edition 2008
Central Bedfordshire Fees and Charges Policy (Council 19th Nov 2009)
Service templates of Fees and Charges

Location of papers: Priory House, Chicksands

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SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Business Transformation		
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable		
	2009/10 Rate	2010/11 Rate
	£	£
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	450.00	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
Paper Documents first sheet	see photocopying and printing document charges	see photocopying and printing document charges
CD / DVD per disk	5.00	5.00
Inspection facilities. Calculated per request requirements. Minimum charge	16.00	16.00
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Friday	69.00	TBA
Local Authority Venue Saturday	92.00	TBA

Outside Venue Monday - Friday	363.00	TBA
Outside Venue Saturday	424.00	TBA
Outside Venue Sunday and Bank Holidays	481.00	TBA
Civil Partnership Registrations - Approved Premises	311.00	TBA
Outside Venue Monday - Friday	345.00	TBA
Outside Venue Saturday	379.00	TBA
Outside Venue Sunday and Bank Holidays		
Celebratory Services - Approved Premises - Outside Venue	198.00	TBA
weekdays to 5 pm	214.00	TBA
weekdays after 5 pm	226.00	TBA
Saturdays to 5 pm	254.00	TBA
Saturdays after 5 pm	254.00	TBA
Sundays & Bk Hols to 5 pm	294.00	TBA
Sundays & Bk Hols after 5 pm		
Celebratory Services - Approved Premises - Local authority Venue		
weekdays to 5 pm	243.00	TBA
weekdays after 5 pm	276.00	TBA
Saturdays to 5 pm	294.00	TBA
Saturdays after 5 pm	344.00	TBA
Sundays & Bk Hols to 5 pm	344.00	TBA
Sundays & Bk Hols after 5 pm	417.00	TBA
Citizenship Ceremonies - Individual Ceremony	29.00	TBA
Approved Premises Licence Fee (Three year)	1179.00	TBA

Civil Funerals	155.00	TBA
Fees set by General Register Office (per item)		
Notice of Marriage	30.00	TBA
Notice of Civil Partnership	30.00	TBA
Register Office Marriage	40.00	TBA
Register Office Civil Partnership Registration	40.00	TBA
Birth, death marriage cert - from closed register	7.00	TBA
Short birth cert from closed register	5.50	TBA
Birth, death marriage cert - from open register	3.50	TBA
General Search of the Indexes	18.00	TBA
Attendance to take a notice - housebound or detained (e.g. prison)	40.00	TBA
Attendance of SR to conduct marriage or CP - housebound or detained	47.00	TBA
Register marriage at Church, housebound or detained - Registrar's fee	47.00	TBA
Certificate of worship (to licence a building for worship)	28.00	TBA
Licence a religious building for marriage	120.00	TBA
Coroners		
Supply of transcript of inquest on CD	26.78	27.50
Additional copies	8.24	12.50

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate Corporate Resources	2009/10 Rate	2010/11 Rate
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	£	£
Committee Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	10p per sheet
Legal Services		
Photocopies of Documents		
Up to 50 sheets	No charge	No charge
Over 50 sheets	10p per sheet	10p per sheet
Elections		
For each register per 1000 names or part thereof	Statutory Fee	Statutory Fee
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00

Part II optional		15.00	15.00
Solicitors own question		25.00	25.00
Additional parcel of land		13.50	13.50
Personal Search		22.00	11.00
Copy documents		2.00	2.00
Local Taxation			
Cost of Collection			
Administration charge on Court Costs			
	Council Tax	63.00	63.00
	NNDR	83.00	83.00
Photocopies of Documents			
Rating List			
Up to 50 sheets		No charge	No charge
Over 50 sheets		10p per sheet	10p per sheet
Criminal Records Bureau (CRB) Checks			
Cost Per CRB check		36.00	36.00
Administrative Charge		17.63	15.00

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Social Care Health and Housing	2009/10 Rate	2010/11 Rate
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	£	£
Housing		
Service Charges (VAT n/a)		
Door Entry Systems (48 weeks)	0.17	0.18
Communal Heating (48 weeks)	0.10 – 3.77	0.10 – 3.85
Communal Cleaning (48 weeks)	0.36 – 5.47	0.36 – 5.58
Communal Electric (48 Weeks)	0.08-6.30	0.08 – 6.43
Window Cleaning	0.22	0.23
General Management for sheltered and mini schemes	0.09 – 3.20	0.10 – 3.20
Staircase Lighting - General Dwellings	0.11-1.32	0.11 – 1.34
Supporting People Charges (VAT n/a)		
Red House Court (48 weeks)	17.87	17.87
Other sheltered accommodation (48 weeks)	17.74	17.74
Designated elderly person dwellings (48 weeks)	6.33	6.33
Community Alarm System (48 weeks)		
persons in council sheltered accommodation or disabled	3.42	3.42
not in council sheltered accommodation (includes VAT)	3.42	4.02
Guest Rooms		

Per night		
	single	7.06
	Double	11.06
Laundry - per let or week whichever is the shorter		6.00
Garages		
Per week exclusive of rates (48 weeks)		
	Council Tenant (VAT n/a)	8.75
	Not Council Tenant	8.75
Quarterly charge (VAT n/a)		14.20
Cesspit Charges		
per week (48 weeks) (VAT n/a)		3.76
Bed & Breakfast Accommodation		
52 week basis (VAT n/a)		138.00
Breakfast per person (any age) per week (VAT n/a)		3.00
Short Term Leased Properties		
52 week basis (VAT n/a)		134.00
Homeless Hostel		
Scheme Manager per week (52 wks)		33.45
Communal Heating per week (52 wks)		1.41
Communal Electric per week (52 wks)		2.77
Communal Heating & Domestic Hot Water per week (52 wks)		3.48-5.20
TV per week (52 wks)		0.15
Access Licences pa (VAT n/a)		57.60

Leasehold Enquiries	64.00	66.00
Communal Television		
48 week basis (VAT n/a)	0.16	0.17
Careline		
Emergency Response (48 week basis) (VAT n/a)	2.45	2.50
Home Loss Payments		
Prescribed amount - Home Loss regulations 2008	max £1,500	£4,700
Housing		
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee	100.00	100.00
Land Registry Search Fee	3.00	4.00
Charges for reference to banks & building societies	25.50	26.01
Retrospective Consent Applications (RTB)	37.75	38.51
Consent for Cable Installations	111.00	113.22
Disturbance and Removal Allowances		
Based on actual removal of costs	500.00	500.00
Housing Act 2004 Enforcement		
Recipient of Housing Act Enforcement Notice (per person)	full cost recovery	TBA
Houses of Multiple Occupation		
Licensing Scheme (per property)	349.30	356.29

Adult Social Care		
Homes for Adults with Learning Disabilities (per week)	721	735.42
Homes for Young People with Multiple Disabilities (per week)	1736.58	1771.74
People recovering from Mental Illness (per week)	578.86	590.58
Barford Avenue Day Centre (per day)	46.35	46.92
Day Centres for Adults with Learning Disabilities incl transport (per day)	58.71	60.18
Day Centres for Adults with Learning Disabilities excl. transport (per day)	48.41	48.96
Social Centres for Older People - per day incl. transport (per day)	40.17	40.8
Social Centres for Older People excl. Transport (per day)	26.78	27.54
Group Homes Trial Periods not exceeding 48 Hours (per day)	3.55	4.08
Group Homes Rental Charge – Standard Room (per week)	52.38	53.04
Group Homes Rental Charge – Small Room (per week)	47.95	48.96
Lettings:		
Side Room / Small Room		
up to 4 hours	18.9	19.38
additional hour	4.84	4.90
Main Hall		
up to 4 hours	37.9	38.45
additional hour	9.58	9.79
Kitchen		
up to 4 hours	12.57	12.85
Meals:		
Frozen meal (per meal)	3.04	3.06
Hot meal (per meal)	3.19	3.26
Meals at day centres - clients and staff not on duty (per meal)	3.19	3.26
Telephones Rentals - CSDPA (per quarter)	5.92	6.02

Family Based Respite Care			
Respite			
	up to 6 hours	20.09	20.50
	6 to 12 hours	34.04	34.68
	12 to 24 hours	44.39	45.29
Home Care			
Home Care (per hour)		16.63	16.93
Transport Charges - Staff			
Social Service Driver/Escort/Carer (per hour)			
	0700-1730 Mon - Fri	12.20	12.44
	1730-1700 Mon - Fri	18.30	18.67
	0001 - 2359 Saturday	18.30	18.67
	0001 - 2359 Sunday	24.40	24.89
Social Service Escort/Carer (per hour)			
	0700-1730 Mon - Fri	11.80	12.04
	1730-1700 Mon - Fri	17.70	18.05
	0001 - 2359 Saturday	17.70	18.05
	0001 - 2359 Sunday	23.60	24.07

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:		
Statutory Charge		
Directorate: Sustainable Communities		
Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable	2009/10 Rate	2010/11 Rate
Miscellaneous	£	£
Skin Piercing, Including Tatooning, Acupuncture, Electrolysis and Ear Piercing One-off Registration fees:		
Premises	113.82	136.40
Person	109.18	130.40
Preparation of Report for Accident Investigation	52.16	62.20
Production of Housing specialist report	52.16	62.20
Voluntary Surrender Certificate	79.31	94.50
Water Sampling	Cost Recovery	Cost Recovery
Food		
Food Export Certificate	72.10	47.80
Food Hygiene Course Lecturing	69.53	58.75
Food Premises Register		
Full	751.90	900.00
Single Entry	14.42	18.00
Pest Control		
Rats, Mice, Bedbugs, Cockroaches	25.00	1st visit Free, then 50.00

Concession	free	1st visit Free, then 50% of above
Ants and fleas	45.00	50.00
Concession	22.50	50% of above
Wasps	45.00	45.00
Concession	free	50% of above
Dog Control		
Veterinary Fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged		25.00
Owner collects from kennels	35.00	50.00
Kennelling (per night)	8.00	10.00
Warden collects dog from kennels and returns to owner		100.00
Kennelling (per night)		10.00
Licences - Animals		
Riding Establishments		
Full Licence	230.72	235.00
Provisional Licence	25% of full	25% of full
Dangerous Wild Animals	450.11	538.00
Pet Shops	177.16	215.50
Dog Breeders	169.95	203.50
Animal Boarding Establishments	206.00	245.00
Zoos		
Grant / New	689.07	955.00
Renewal	509.85	597.00
Zoo's with dispensation status from DEFRA - Grant/New		50% of Grant / New
Zoo's with dispensation status from DEFRA - Renewal		50% of Renewal
Licensing of Hackney Cabs & Private Hire Vehicles		

Licence Fee (12 months or less)		
Private Hire		240.00
Hackney Carriage		290.00
Replacement Plate		25.00
Variation/withdrawal/application Administration fee		25.00
Private Hire Vehicle and Taxi Driver Licence		
New or Renewal Combined 1 year Drivers Licence		90.00
3 year Drivers Licence		170.00
Driver Knowledge Test		25.50
Replacement Badge		19.50
CRB check		36.00
CRB check administration fee		15.00
Variation/withdrawal/application Administration fee		25.00
Private Hire Operators Licence		
New Private Hire Operators Licence		195.50
Renewal Private Hire Operators Licence		72.00
Variation/withdrawal/application Administration fee		25.00
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licenced by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application		
Where the vehicle licence is transferred and is to remain in force until its expiry date		110.00
South Bedfordshire Zone		
Hackney Carriage		
Vehicle Licence	266.00	Harmonised as above
Replacement Vehicle Testing Fee	80.00	Harmonised as above

Cancellation of test Without Due Notice, Reappointment Fee	60.00	Harmonised as above
Substantial Re-test following failure for major defects	80.00	Harmonised as above
Test following suspension of Vehicle Licence	80.00	Harmonised as above
Replacement Plate	30.00	Harmonised as above
		Harmonised as above
Private Hire Vehicle		
Vehicle Licence	266.00	Harmonised as above
Plate Deposit (refundable on surrender of plate)	60.00	Harmonised as above
Replacement vehicle Testing Fee	80.00	Harmonised as above
Cancellation of Test without due notice, reappointment fee	60.00	Harmonised as above
Substantial Re-test following failure for major defects	80.00	Harmonised as above
Test following suspension of Vehicle Licence	80.00	Harmonised as above
Replacement Plate	30.00	Harmonised as above
Dual Hackney Carriage and Private Hire Drivers Licence		
Annual Fee	82.00	Harmonised as above
Three Year Licence	158.00	Harmonised as above
Replacement Badge	12.00	Harmonised as above
Private Hire Operators Licence		
Charge per vehicle	164.00	Harmonised as above
Horse drawn Carriage	208.00	Harmonised as above
Licensing of Hackney Cabs & Private Hire Vehicles		
Mid Bedfordshire Zone		
Operators		
Grant of Private Hire Operators Licence (1 year)	193.90	Harmonised as above
Renewal of Private Hire Operators Licence	66.70	Harmonised as above
Administration Fee for Application withdrawal variation	17.80	Harmonised as above

Licensing of Hackney Cabs & Private Hire Vehicles		
Drivers		
Grant of Private Hire Drivers / Hackney Carriages Drivers Licence	53.50	Harmonised as above
Knowledge Test	19.80	Harmonised as above
Application Deposit Fee	10.00	Harmonised as above
DVLA Enquiry	6.75	Harmonised as above
Criminal Records Bureau Enquiry	42.25	Harmonised as above
Private Hire / Hackney Carriage Drivers Badge, issue, renewal, replacement	8.00	Harmonised as above
Deposit on New Drivers Badge	10.00	Harmonised as above
Renewal of Hackney Carriage / Private Hire Drivers Licence	34.40	Harmonised as above
Application Withdrawal Administration Licence Variation Fees	17.80	Harmonised as above
Vehicle		
Grant of Private Hire / Hackney Carriage Vehicle Licence (1 year)	148.00	Harmonised as above
Issue of Private Hire / Hackney Carriage Vehicle Licence Plate	12.00	Harmonised as above
New Plate (Deposit)	25.00	Harmonised as above
Fixing Bracket for Vehicle Licence plate	11.00	Harmonised as above
Issue of Private Hire / Hackney Carriage Vehicle Windscreen Badge	14.00	Harmonised as above
Issue of Windscreen Badge Holders	2.00	Harmonised as above
Renewal of Vehicle Licence (1 Year)	110.00	Harmonised as above
Replacement of Plate	12.00	Harmonised as above
Stretch Limousine		
Grant of Licence	148.00	Harmonised as above
Licence Plate	12.00	Harmonised as above
Plate Deposit	25.00	Harmonised as above
Windscreen Badge x 2	27.00	Harmonised as above
Windscreen Pouch x 2	4.00	Harmonised as above
Renewal of Licence	110.00	Harmonised as above
Other Licensing		

Pools / Tote Promoter	Statutory Fee	Statutory Fee
Lottery Cert		
Grant (Statutory fee / charge)	Statutory Fee	Statutory Fee
Renewal (statutory fee / charge)	Statutory Fee	Statutory Fee
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	450.00	538.00
Vary a Premises Licence	450.00	538.00
Transfer a Premises Licence	115.00	137.50
Re-instatement of a Premises Licence	205.00	245.00
Provisional Statement	450.00	538.00
Premises Licence with a Provisional Statement	80.00	96.00
Copy of Licence	Statutory Fee	Statutory Fee
Notification of Change of Address	25.00	30.00
Annual Premises Licence Fee	205.00	245.00
Amusements with prizes (£10+)	Statutory Fee	Statutory Fee
Amusements with prizes - Statutory	Statutory Fee	Statutory Fee
Sex Shop		
Grant	2861.86	2415.00
Renewal	1816.41	1621.50
Transfer or Variation	1411.10/2221.71	1621.50
Motor Salvage Operator (3 Years)	70.00	83.75
CRB (set by CRB)	Statutory Fee	Statutory Fee
CRB for other organisations (set by CRB)	Statutory Fee	Statutory Fee
Copy Documents		
<i>Photocopying and Printing of Documents A4 size</i>		
Single request up to 50 sheets		
1st sheet	No charge	No charge
every additional sheet	10p per sheet	10p per sheet
Contaminated Land		

Contaminated Land Enquiries To provide additional information to solicitors, developers etc.	68.00	81.50
Concessionary Fares		
Replacement concessionary travel permits	5.00	5.00
Community Safety - Fixed Penalty Notices	Maximum / Discounted	Maximum / Discounted
Nuisance Parking - Cars for Sale and Repair	99 / 60	100 / 60
Abandoning a Vehicle	199 / 140	200 / 140
Litter	79 / 50	80 / 50
Street litter control notices and litter clearing notices	99 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and Fly Posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to produce documentation (Waste Carrier Licence)	300 / 200	300 / 200
Offence in relation to Waste Receptacles	99 / 60	100 / 60
Offences under Dog Control Orders	79 / 50	80 / 50
Failure to nominate keyholder and inform Local Authority	79 / 50	80 / 50
Noise from licences premises under Noise Act 1996	Not adopted	Not adopted
Car Parking Charges		
Free Sites		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hour time limit)	Free	Free
Tithe Farm Road (3 hour time limit)	Free	Free
Leighton Buzzard		
Baker Street (2hr time limit)	Free	Free

Linslade New Road (2hr time limit)		Free	Free
Pay & Display Sites			
Up to 2 hours		0.50	0.50
Up to 3 hours		0.80	0.80
Up to 5 hours		1.50	1.50
Up to 10 hours		4.00	4.00
Disabled Badge Holders		Free in marked bays	Free in marked bays
7 day permit		12.00	12.00
Multi Story Car Park Leighton Buzzard			
Up to 1 hour		0.50	0.50
Up to 2 hours		0.80	0.80
Up to 3 hours		1.20	1.20
Up to 5 hours		3.00	3.00
Up to 10 hours		5.00	5.00
Disabled Badge Holders		3hrs Free in marked bays	3hrs Free in marked bays
Permits			
Commercial (for town centre businesses)	12 months	360.00	360.00
Employee (for town centre workers)	12 months	360.00	360.00
	3 months	120.00	120.00
	1 month	48.00	48.00
Market Trader - per pitch per market day	12 months	60.00	60.00
	1 day	3.00	3.00
Penalty Charge Notices	Standard Rate	71 or 50	70 or 50

	Discounted Rate	36 or 25 if paid within 14 days	35 or 25 if paid within 14 days
	Enhanced Rate	76 or 105 if unpaid after 2 months	75 or 105 if unpaid after 2 months
	Court / Bailiff Rate	81 or 110 plus costs (over 3 months)	80 or 110 plus costs (over 3 months)
Planning Service			
High Hedges			
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social behaviour Act 2003		385.00	458.25
Concession for applicants on means tested benefit		150.00	50% reduction
Street Naming			
Existing Property - House Name Change		54.5	55.00
New Property - Naming / Numbering			
	1-5 Plots	120.00	143.35
	6-25 Plots	216.00	258.50
	26-75 Plots	540.00	646.25
	76+ Plots	755.50	904.75
Additional Charge where this includes naming a building (e.g. block of flats)		162.00	193.87
Existing Street - Rename		208.50	250.27
Existing Street - Rename - additional charge per property		38.00	45.47
New Street - Additional charge to house numbering where this includes naming of a street		162.00	193.87
Public Path Orders			
Processing where no objection received		Cost Recovery	Cost Recovery
Processing where an objection is received		Cost Recovery	Cost Recovery
Advertising Costs		Cost Recovery	Cost Recovery

Development & Building Control			
Supply of weekly list of Planning and Building Regulation Applications - Former Mid Beds area	125.00	127.25	
Photocopies - <div style="text-align: right; padding-right: 20px;"> Planning Decisions Building Regulations Decisions Section 106 Agreement </div> Up to 50 sheets (A4) Over 50 sheets (A4)	1.00 10p per sheet	0.00 10p per sheet	
Section 106 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	
Appeal Decisions <div style="text-align: right; padding-right: 20px;"> Decision Letter Inspector Reports </div> Up to 50 sheets (A4) Over 50 sheets (A4)	1.00 10p per sheet	0.00 10p per sheet	
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	
Completion Certificates <div style="text-align: right; padding-right: 20px;"> if not previously issued duplicate certificate </div>	Free 18.00	Free 19.25	
Letter of confirmation of satisfactory completion of works (Building Regs)	18.00	19.25	
Sale of Plans			
		10p per sheet (Free up to 50)	10p per sheet (Free up to 50)
	A4	5.00	
	A3	6.50	6.60
	A2	8.40	8.60
	A1	10.50	10.70
	A0	13.25	13.50
Photocopies of other documents <div style="text-align: right; padding-right: 20px;"> 1st 50 A4 copies </div>	Free	Free	

	each	10p per sheet	10p per sheet
Planning Service			
Drainage Certificates		25.00	delete
Letter of Comfort		120.00	delete
Development & Building Control			
S106 Town & Country Planning Act 1990 Agreements charging introduced Sept 2002 (Rate for straightforward agreements and thereafter at the fee earners hourly rate)		620.00	630.00
Waste Related Charges			
Bulky Waste			
To collect bulky waste from domestic premises (per load or part thereof) - First Collection in year			20.00
To collect bulky waste from domestic premises (per load or part thereof) - Subsequent Collections in year		38.00	45.00
Concession		1 free per year	50% reduction on above
Cement Bound Asbestos			
<i>To collect cement-bound asbestos from domestic premises:</i>			
up to 8 sheets or equivalent		160.00	TBA
any number of sheets above 8 sheets or equivalent up to a maximum of 16 sheets in total be subject to an additional charge of (per sheet - a sheet being approx 2m x 1m)		£7 per sheet	TBA
Persons in receipt of means tested benefit		full cost	50% of above
Abandoned / End-of-life vehicles			
To collect and dispose of end-of-life vehicles from domestic premises		Free	Free

To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises		15.00	25.00
Fridges & Freezers			
To collect fridges and Freezers from domestic premises		26.00	1 free, subsequently 35.25
Persons in receipt of means tested benefit		1 free per year	1 Free, subsequently 50% of above
Department for Planning & Control			
Highway Enquiry & Search Letters : per enquiry		32.57	39.36
Minerals Letters: per enquiry		32.57	39.36
DSC Reports			
	Initial Search	30.90	37.01
	Per Application	0.05	0.05
GIS Maps			
	A4	2.85	3.47
	A3	5.67	6.70
	A2	11.31	13.51
	A1	14.16	17.04
	A0	37.08	44.18
Scanner			
	Internal Annual Fee: unlimited use	329.60	394.80
	One-off: per copy	26.78	32.31
	External: Unlimited use	329.60	394.80
	External: per copy	26.78	32.31
Commons Searches (CR21)		14.42	16.74
Photocopying Charges			
	A4 per copy	0.10	0.11
	A3 per copy	0.21	0.23
Mineral & Landfill Monitoring Fees - Current Site			
	Current Site	297.00	354.85

Dormant Site	100.00	119.85
Transport Fleet		
Yellow Coach Hire - Term Time during 9.30am - 2.30pm Monday to Friday (for the first 50 miles, then 40p per mile thereafter is added)		
1 Hour	75.00	89.89
2 Hours	120.00	143.35
3 Hours	160.00	191.52
4 Hours	200.00	239.70
5 Hours	240.00	286.70
Yellow Coach Hire - Term Time anytime after 4.30pm Monday to Friday and all day Saturday. (Charge per hour - minimum of 2 hours + 40p per mile)	50.00	59.92
Yellow Coach Hire - Sunday. (Charge per hour minimum of 2 hours + 40p per mile)	60.00	71.67
School Transport		
Concessions & Post 16 bus pass		
per term	112.27	133.95
half term	56.14	66.97
year	303.85	364.25
Replacement Bus Pass	12.36	5.00
Heritage		
Trees	Cost Price	Cost Price
Use of Historic Environmental Records (HER). Per hour	36.05	43.00
Photocopying	0.10	0.10
Highways Maintenance Services		
Highways		

Temporary notices up to 21 days duration	927.00	1109.20
Temporary Traffic Regulation Orders	927.00	1109.20
Emergency Order up to 5 days duration	463.50	554.60
Emergency Order up to 21 days duration	463.50	554.60
Temporary Traffic Regulation Order up to 18 months duration	927.00	1109.20
Additional costs for possible extension of 18 months order	927.00	1109.20
Road Traffic Regulation Orders for Special Events	927.00	1109.20
Temporary Traffic Signs	103.00	123.37
(AA & RAC)	No charge	No charge
Licenses		
Permission to erect portacabins/huts, scaffolding, hording, temporary crossovers & excavation on the highway	77.25	92.24
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Deposit for temporary crossovers	No charge	No charge
Consent to deposit materials on the highway	25.75	31.14
Oversailing of crane over the highway	77.25	92.24
Permission to place skip on highway	25.75	31.14
Provision of Quotation for Construction of crossover	No charge	No charge
Supervision & Inspection fees for vehicle crossing over a footway or verge	Cost	Cost
Extension of cover	No charge	No charge
Permission - Table/chairs on highway	Under Review	Under Review
Licenses		
Cultivation of verge Licence	25.75	31.14
NRSWA		
S50 SW Licence	206.00	246.75
Licence Deposit up to 5m2	412.00	493.50
Licence Deposit up to 5m2 and above (additional per m2)	77.25	92.24
Provision of H bar road markings	Cost	Cost

Provision of written information enquiries		Cost	No charge
Charges for Damaged Highway Plant		Cost	Cost
Renew Concrete Bollard	08.00-17.00 hrs	Cost	Cost
	17.01-07.59 hrs	Cost	Cost
Publications			
Highway General Specification Aid		5.36	6.46
Highway Design Guide		Free	Free
TRADING STANDARDS			
Annual Membership Fee		142.16	170.00
Renewal Fee for Existing Member		107.15	128.00
UKTC Membership Fee		118.82	142.50
UKTC Renewal Fee		118.82	142.50
Trading Standards Approved Stickers	per 100	9.55	12.00
	per 500	13.79	16.75
	per 1000	19.10	22.75
Consumer Guide Leaflet	per 100	23.34	27.50
	per 500	57.29	68.25
	per 1000	115.64	138.75
Trading Standards Approved Plaque		28.64	34.75
Replacement/Additional Membership Certificate		9.55	12.00
WEIGHTS AND MEASURES ACT 1985			
I -Hire of Weights			
Charge per weight per week or part thereof		4.7	5.60
J - Duplicate Petroleum Licence		20.87	25.00
K - Performing Animals			

Performing Animals (per licence)	24.93	30.00
L - Milton Keynes Scales *		
Pass (per item)	9.93	10.00
Fail (per item)	4.78	5.00
<p>* VAT may or may not be applied depending on the reason for testing. The application of VAT to weights and measures activities is currently the subject of national discussion.</p>		

SCHEDULE OF FEES AND CHARGES - CENTRAL BEDFORDSHIRE COUNCIL - 2010/11

Colour Key:				
Statutory Charge				
Directorate: Children, Families and Learning Except where indicated, all figures <u>include</u> VAT which will be levied at the prevailing rate where applicable			2009/10 Rate	2010/11 Rate
			£	£
OUTDOOR CENTRES - Fees jointly agreed with Beds Borough under a Service Level Agreement				
Kempston Outdoor Centre				
	Half day		13.39	TBA
	Full Day		20.29	TBA
Mobile Climbing Tower School & Community Use				
	Half day		190.55	TBA
	Full Day		309.00	TBA
Blue Peris Mountain Centre				
40 Students				
	Autumn		278.10	TBA
	Winter		248.23	TBA
	Spring		278.10	TBA
	Summer Peak period		319.30	TBA
	Summer (excl peak)		303.85	TBA
Less than 40 Students				
	Autumn		307.97	TBA
	Winter		273.98	TBA
	Spring		307.97	TBA
	Summer (excl peak)		307.97	TBA

Transport Charges - Staff		
Education Driver/Escort/Carer (per hour)		
	0700-1730 Mon - Fri	16.30
	1730-1700 Mon - Fri	20.38
	0001 - 2359 Saturday	20.38
	0001 - 2359 Sunday	27.28
Transport Charges - Vehicles		
1st 24 hours - Accessible		67.00
Accessible (per mile)		0.89
1st 24 hours - Minibus/MPV/Car		26.00
Minibus/MPV/Car (per mile)		0.89
LIBRARIES		
1 - Letting Charges (non VAT)		
i) Fitwick, Houghton Regis, Leighton Buzzard - Hourly charge:		
Within opening hours		
	Commercial	10.93
	Community	9.55
Outside opening hours		
	Commercial	31.85
	Community	22.30
ii) Other Libraries - Hourly charge		
Within opening hours		
	Commercial	12.75
	Community	6.40
Outside opening hours		

	Commercial	25.50	24.25
	Community	19.15	18.50
NB: Where a block booking of 10 or more sessions is made, a discount may be offered at the discretion of the Library Services Manager. Equipment, e.g. flipchart, may be available at some libraries on request.			
2 - Audio Visual (non VAT) (per item)			
CDs - per week			
	Standard rate	1.00	1.00
	Concessions	0.50	0.50
	Registered blind, partially sighted and hearing impaired people	Free	Free
Videos - per week			
	Standard rate	0.60	1.50
	Concessions & children's Videos	0.30	0.75
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	free	Free
DVD's - per week			
	Standard rate	2.70	2.20
	Concessions and children's DVDs	1.35	1.10
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
Spoken Word CDs and Cassettes (3 week loan period)			
	Standard rate	1.20	1.20
	Concessions	0.60	0.60
	Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
3 - Fines			
Standard			

	per day open	0.21	0.22
	Maximum (after 5 weeks)	6.30	6.60
Concessions			
	per day open	0.11	0.11
	Maximum (after 5 weeks)	3.30	3.30
Children's Tickets and Children's Books			
	per day open	0.05	0.05
	Maximum (after 5 weeks)	1.50	1.50
CD's, DVD's and Videos.			Further hire charge is made
4 - Lost and Damaged items (Full replacement cost of items is charged if higher than the minimum charge)			
Adult Fiction (hardback)		16.55	16.55
Children's Fiction (hardback and paperback)		4.35	4.35
Adult Non-Fiction (hardback and paperback)		17.95	17.95
Children's Non-Fiction		6.65	6.65
Adult Fiction Paperbacks		6.89	6.90
Cassettes		8.68	8.70
CDs		17.24	17.20
Adult Spoken Word CD's		17.23	17.20
Adult Spoken Word Cassettes Double or single		8.94	8.90
Each additional cassette		4.54	4.55
Children's Spoken Word Cassettes		4.54	4.55
Children's Spoken Word CD's (per CD)			10.40
Adult Videos		11.15	11.20
Children's Videos		8.54	8.50
Adult DVDs		19.34	19.40
Children's DVDs		11.25	11.25
Magazines - charged at face value plus			0.50
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged			

5 - British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual	Actual + 3.00 admin fee
6 - Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.00	1.00
Children's rate	No charge	No charge
Concessions	0.50	0.50
Additional charge for books borrowed from outside Bedfordshire	1.50	1.50
Vocal scores : per set of 5 - 30	5.50	5.50
Vocal scores per set of 31+	11.01	11.00
Request charges for 16 – 18 year olds are at the concessionary rate.		
7 - Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.00
8 - Picture Hanging Service		
Charge per item sold 20% commission +VAT on sales price		
9 - Photocopies and Print Outs		
i) Black and white photocopies, Fax, CD-ROM and Internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microform reader/printers		
Per copy A4	0.25	0.25
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.35	0.35
iv) Colour photocopies		

	Per copy A4	1.00	1.00
	A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)			
10 - Fax charges per copy sent			
UK	first sheet	1.25	1.25
	subsequent sheets	0.65	0.65
Europe & N America	first sheet	2.55	2.55
	subsequent sheets	1.30	1.30
Rest of world	first sheet	3.90	3.90
	subsequent sheets	1.95	1.95
Receiving faxes (per sheet)		0.68	0.75
Receiving faxes from premium rate lines			
	standard charge	2.65	3.00
	plus price per sheet		0.75
Sale of 1GB USB drives			6.00
Public Record Office Vouchers (per voucher)		5.00	5.00
'Occasional' local publications (to be agreed with OPS Manager) at cost + commission			
11 - Display of Commercial Posters			
All charges to be for a maximum display period of 4 weeks. Charge per week			
	A3	22.45	27.00
	A4	13.25	16.45

	A5	7.75	10.00
	Postcard size	3.25	4.70
ARCHIVES (Fees jointly agreed with Beds Borough under a Service Level Agreement)			
Photocopying			
Minimum charge for copies ordered by post (including postage and packaging)- UK AND Overseas (per copy)		5.15	TBA
Straightforward copying e.g. searchroom library items (per copy)		0.52	TBA
Complex copying (postal only) e.g. most items ordered from the stacks, such as wills; copies from census microfilm and pre-1813 parish register entries		1.03	TBA
Discounts per copy (A4 or A3)			
Students in full-time education (must be present)		half rate	TBA
Bulk e.g. succession of pages from archive		half rate	TBA
Colour photocopying			
A4		2.06	TBA
A3		2.06	TBA
Discount, students in full-time education		half rate	
Plan printing per copy (A2 to A0) done off-site			
- first		10.30	TBA
- subsequent (at same time)		10.30	TBA
Photography			
Digital Images			
Minimum charge per A4 or A3 size copy (per 15/20 mins)		7.21	TBA
Additional manipulation i.e. cropping, colour correction and some image sharpening		26.78	TBA

We have a digital camera and a scanner with which we are able to produce digital images from glass plate negatives and items that cannot be photocopied without risking damage. Images can be supplied in hard copy on a range of		
Research fees		
General research work (e.g. family history) and transcription, charge per hour (exclusive of copying charges - per hour)	26.78	TBA
30 Minutes Research	15.45	TBA
Specialist research for business or professional purposes (per hour)	77.25	TBA
Internal charge to BCC (per hour)	51.50	TBA
Certificates and Certified Copies (for verified entries not involving a search)		
Baptism certificate	Statutory Fee	Statutory Fee
Marriage certificate	Statutory Fee	Statutory Fee
General certification of documents (non-statutory)	10.30	TBA
Group visits to the archives office (evenings or daytime) involving special arrangements.		
Talks by staff, stackroom tours, documents out in advance. (minimum)	51.50	TBA
Charge for lectures (exclusive of travelling costs for lectures outside 25 mile radius) (minimum)	51.50	TBA
Reproduction Fees		
Use of Premises and/or documents for commercial photography		
Still photography (per 7 hour day):	288.40	TBA
Filming (per 7 hour day):	576.80	TBA
Hourly charge pro rata: minimum charge - 2hrs		
English Language or Single Language Rights		
UK Rights	51.50	TBA
World Rights	103.00	TBA

Educational or Academic Use		
UK Rights	41.20	TBA
World Rights	82.40	TBA
Local History Publications		
£5-20 per image depending on quantity used		
Book jackets, Cover illustrations		
(e.g. audio cassettes, CDs, etc), and other packaging, CD Roms		
UK Rights	61.60	TBA
World Rights	123.60	TBA
Advertising, Photo décor (murals, wall displays, etc)		
£50 per image up to 2sq.m. larger images pro rata		
UK Rights	51.50	TBA
World Rights	103.00	TBA
Television: First Flash		
UK Rights	51.50	TBA
World Rights	103.00	TBA
Second flash - 50% of fee for first flash		
Re-use as video - additional 100% of appropriate fee for first flash		
Re-use as video		
MUSIC SERVICE		
Lesson Setting (Per Term)		
Lower Schools - Group and Individual	70.00	TBA
Middle, Upper and Community		
Group	70.00	TBA

	Individual 20 mins	105.00	TBA
Middle and Upper			
	Individual 60 mins	314.00	TBA
Out of County and non-LEA schools			
	Group	76.00	TBA
	Individual 20 mins	115.00	TBA
	Individual 30 mins	172.00	TBA
RIGHTS OF WAY			
Public documents			
Viewing any documents			
	per Copy A4	2.06	2.47
	per copy A3	4.12	4.94
	per copy: 60 x 80 cm	10.30	12.10
Definitive Statement		0.52	0.65
Confirmed orders		3.09	3.64
Policy statements – OAIP, Business Plan, etc		10.30	12.10
Documents/requests relating to statutory procedures			
Completed user evidence forms		0.52	0.65
Witness interview write-ups		0.52	0.65
Statutory declarations by Council officers (per hour)		30.90	36.43
Certified true copy of Definitive Statement		0.52	0.65
Certified true copy of Definitive Map			
per copy A4		5.15	6.11
per copy A3		10.30	12.10
per copy 60x80cm		20.60	24.68
Copies of pieces of evidence relating to current (i.e. unconfirmed) modification orders		0.52	0.65

Documents not originating from the Council			
Inspectors' decision letters		4.12	4.82
Other			
One-off Definitive Map searches / enquiries for planning / development etc.		37.52	44.65
Produce plan		30.90	36.43
Administration associated with processing public path orders		32.71	38.78
LEIGHTON BUZZARD THEATRE			
A - CHARGES TO CHARITY AND VOLUNTARY ORGANISATIONS			
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Technician (No VAT on Room Hire)			
Mon/ Tuesday			
	0930 - 1620	189.37	189.00
	1730 - 2300	248.85	249.00
	0930 - 2300	432.81	433.00
Wed/ Thursday			
	0930 - 1630	189.37	189.00
	1730 - 2300	319.15	319.00
	0930 - 2300	497.75	498.00
Fri/ Saturday			
	0930 -1630	189.37	189.00
	1730 - 2300	373.32	373.00
	09.30 - 2300	562.69	563.00
Monday / Wednesday 4 hour slot			120.00

	0930-1730		200.00
	1730-2300		298.50
	0930-2300		458.50
	Thursday/Sunday 4 hour slot		168.00
	0930-1730		296.00
	1730-2300		425.00
	0930-2300		674.00
	Extra Hours (per hour) Morn / Aft		25.00
	Evening		40.00
	Late Vacating		50.00
	Sunday Get In / Get Out (per hour)		40.00
ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Technician (No VAT on Room Hire)			
Mon/ Tuesday			
	0930 - 1620	340.83	341.00
	1730 - 2300	367.92	368.00
	0930 - 2300	703.34	703.00
Wed/ Thursday			
	0930 - 1630	340.83	341.00
	1730 - 2300	432.81	433.00
	0930 - 2300	768.28	768.00
Fri/ Saturday			
	0930 -1630	340.83	341.00
	1730 - 2300	492.34	492.00
	09.30 - 2300	833.22	833.00
Monday / Wednesday			
	4 hour slot		160.00
	0930-1730		320.00

	1730-2300		368.50
	0930-2300		688.50
Thursday/Sunday	4 hour slot		208.00
	0930-1730		416.00
	1730-2300		495.00
	0930-2300		904.50
	Extra Hours (per hour) Morn / Aft		25.00
	Evening		40.00
	Late Vacating		50.00
	Sunday Get In / Get Out (per hour)		40.00
Lounge	09.30 - 23.00	18.90	19.00
	09.30-17.30		12.00
	18.00-23.00		14.00
Meeting Room	09.30 - 23.00		13.00
	09.30-17.30		8.00
	18.00-23.00	12.98	10.00
Theatre	09.30 - 23.00		26.00
	09.30-17.30		25.00
	18.00-23.00	25.96	27.00
B - CHARGES TO COMMERCIAL ORGANISATIONS			
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Tech(No VAT on Room Hire)			
Mon/ Tuesday			

	0930 - 1620	313.79	314.00
	1730 - 2300	373.32	373.00
	0930 - 2300	497.75	498.00
Wed/ Thursday	0930 - 1630	313.79	314.00
	1730 - 2300	373.32	373.00
	0930 - 2300	562.69	563.00
Fri/ Saturday	0930 -1630	313.79	314.00
	1730 - 2300	432.81	433.00
	09.30 - 2300	622.17	622.00
Monday / Wednesday	4 hour slot		128.00
	0930-1730		216.00
	1730-2300		326.00
	0930-2300		499.00
Thursday/Sunday4 hour slot	4 hour slot		180.00
	0930-1730		320.00
	1730-2300		463.50
	0930-2300		742.00
	Extra Hours (per hour) Morn / Aft		27.50
	Evening		44.00
	Late Vacating		55.00
	Sunday Get In / Get Out (per hour)		11.00
ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Tech(No VAT on Room Hire)			
Mon/ Tuesday			

0930 - 1620		465.30	465.00
1730 - 2300		492.34	492.00
0930 - 2300		768.28	768.00
Wed/ Thursday			
0930 - 1630		465.30	465.00
1730 - 2300		492.34	492.00
0930 - 2300		833.22	833.00
Fri/ Saturday			
0930 -1630		465.30	465.00
1730 - 2300		551.87	552.00
09.30 - 2300		892.70	893.00
Monday / Wednesday			
	4 hour slot		168.00
	0930-1730		336.00
	1730-2300		396.00
	0930-2300		729.00
Thursday/Sunday			
	4 hour slot		220.00
	0930-1730		440.00
	1730-2300		533.50
	0930-2300		972.00
	Extra Hours (per hour) Morn / Aft		27.50
	Evening		44.00
	Late Vacating		55.00
	Sunday Get In / Get Out (per hour)		44.00
iii) Hire Charges for NON PERFORMANCES EVENT in ALL AREAS(No VAT on Room Hire)			
Lounge			

	09.30 - 23.00	25.96	26.00
	09.30-17.30		14.00
	18.00-23.00		16.00
Meeting Room	09.30 - 23.00	18.90	19.00
	09.30-17.30		10.00
	18.00-23.00		12.00
Theatre	09.30 - 23.00	37.85	38.00
	09.30-17.30		30.00
	18.00-23.00		40.00

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 December 2009 to 30 November 2010**

- 1) During the period from **1 December 2009 to 30 November 2010**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Member	Portfolio
Cllr Mrs Tricia Turner MBE	Chairman of the Executive and Leader of the Council
Cllr Richard Stay	Vice-Chairman of the Executive and Deputy Leader of the Council and Portfolio Holder for Business Transformation
Cllr Mrs Rita Drinkwater	Portfolio Holder for Housing
Cllr Mrs Carole Hegley	Portfolio Holder for Social Care and Health & Portfolio Champion for Business Transformation
Cllr Maurice Jones	Portfolio Holder for Corporate Resources
Cllr Mrs Anita Lewis	Portfolio Holder for Children’s Services
Cllr Steve Male	Portfolio Holder for Culture and Skills & Portfolio Champion for Business Transformation
Cllr Ken Matthews	Portfolio Holder for Economic Growth and Regeneration
Cllr David McVicar	Portfolio Holder for Safer and Stronger Communities
Cllr Tom Nicols	Portfolio Holder for Sustainable Development & Portfolio Champion for Business Transformation

3) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Head of Democratic Services, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.

4) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
12 May 2009	01 May 2009
23 June 2009	15 June 2009
21 July 2009	13 July 2009
18 August 2009	10 August 2009
15 September 2009	7 September 2009
13 October 2009	5 October 2009
10 November 2009	2 November 2009
8 December 2009	30 November 2009
12 January 2010	4 January 2010
9 February 2010	1 February 2010
9 March 2010	1 March 2010
6 April 2010	25 March 2010

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 December 2009 to 30 November 2010

Key Decisions

Date of Publication: 5 November 2009

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Luton-Dunstable Guided Busway -	To agree to support the scheme as it progresses to the award of a contract.	8 December 2009		Report	Cllr Tom Nicols Comments by 10/11/09 to Contact Officer: Paul Cook, Head of Transport Strategy paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
2.	Asset Management -	To agree the CBC Asset Management Strategy and the CBC Asset Management Plan.	8 December 2009		Report	Cllr Maurice R Jones Comments by 10/11/09 to Contact Officer: Caroline Carruthers, Assistant Director Property & ICT caroline.carruthers@centralbedfordshire.gov.uk Tel: 01234 288595 / 07825034761
3.	Future Jobs Fund Implementation Plan for Central Bedfordshire -	Approval of the Future Jobs Fund Implementation Plan for Central Bedfordshire	8 December 2009	LSP and Thematic Partnership for Environment & Economy EEDA Members Bulletin and Cabinet Briefing Note	report	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tek: 0300 300 6166

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	<p>Authorisation for Birmingham City Council to undertake investigations in Central Bedfordshire -</p>	<p>The report seeks approval for Central Bedfordshire Council to authorise Birmingham City Council to investigate and institute proceedings against illegal money lenders operating within the Central Bedfordshire Council area as part of an investigation they are undertaking. A number of other local authorities have agreed this request as a result of which investigations have ensued and subsequent action taken.</p>	<p>8 December 2009</p>		<p>report and Protocol for Illegal Money Lending Team Investigations</p>	<p>Cllr David McVicar Comments by 10/11/09 to Contact Officer: Sandra Moore, Head of Public Protection (South) sandra.moore@centralbedfordshire.gov.uk Tel: 0300 300 5298</p>
5.	<p>Award of the re-roofing contract to housing properties council wide -</p>	<p>To approve the awarding of the contract to housing properties council wide.</p>	<p>8 December 2009</p>	<p>Assistant Director Housing Services</p>	<p>Report</p>	<p>Cllr Mrs Rita J Drinkwater Comments by 10/11/09 to Contact Officer: Ian Johnson, Housing Asset Manager ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	BEaR Project - Private Finance Initiative Credits -	To review the funding profile of the Bedfordshire Energy and Recycling Project to deliver a sustainable waste management solution for the council and to approve a funding strategy that optimises the level of Private Finance Initiative credits awarded to reduce the cost of the project to the council.	8 December 2009	A special meeting of the Sustainable Communities Overview and Scrutiny Committee will be held to consider the item with an invitation to all Members of the Council to attend.	Report	Cllr David McVicar Comments by 10/11/09 to Contact Officer: Alan Fleming, Project Director, Sustainable Communities alan.fleming@centralbedfordshire.gov.uk Tel: 01234 228608
7.	Developing Ultra Low Carbon Vehicle Technologies -	To approve the action plan to promote and develop the employment opportunities in the low carbon technology sector and promote the early adoption of ultra low carbon vehicles across the area as a response to climate change and reduction of greenhouse gas emissions.	8 December 2009	LSP Carbon Reduction Working Group Key Stakeholders and Portfolio Members	Report	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration liz.wade@centralbedfordshire.gov.uk Tel: 01234 228972

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	8 December 2009		Report	Cllr Maurice R Jones Comments by 10/11/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
9.	Eligibility for financial support policies -	The report proposes the adoption of policies setting out the eligibility criteria for financial support for Adoption, Special Guardianship and Residence Orders.	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
10.	Approval of Economic Participation Programme Investment Strategy 2010/11 -	To approve the priorities and plan to spend the Economic Participation funds for 2010/11 provided by EEDA to support people into employment.	8 December 2009	LSP and Thematic Partnership for Environment and Economy	Report and Draft Investment Strategy	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer: Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166
11.	Annual Performance Report of Adult Social Care for 2008/09 -	To receive a report produced by the Care Quality Commission.	8 December 2009		Available on the Care Quality Commission website	Cllr Mrs Carole Hegley Comments by 10/11/09 to Contact Officer: Julie Ogley, Director of Social Care, Health & Housing julie.ogley@centralbedfordshire.gov.uk Tel: 01462 611221

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Draft Budget Report -	To consider the draft budget report	8 December 2009		Report	Cllr Maurice R Jones Comments by 10/11/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 4254
13.	Statutory Consultation on Holmemead Middle School, Biggleswade -	This report will seek approval of statutory proposals to provide specialist autism provision at Holmemead Middle School, Biggleswade.	8 December 2009	Statutory Consultees - consultation carried out in April/May 2009 and Statutory Notices published June 2009.	Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 01234 276226
14.	Future of Special Schooling in the East of the Authority -	To decide on the future of special schooling in the east of the Authority following consultation.	8 December 2009	Formal Consultation 14/09/09 - 23/10/09	None.	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel:01234 276226
15.	Procurement of new premises for All Saints' Academy, Dunstable -	To agree to include the procurement of new premises for All Saints' Academy Dunstable in the Council's capital programme	8 December 2009		Guidance on Academy procurement from Partnerships for Schools	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Bedfordshire East Schools Trust Co-Location Project -	To approve the project initiation document for the Bedfordshire East Schools Trust Co-Location Project	8 December 2009	Bedfordshire East Schools Trust; Bedfordshire Police; NHS Bedfordshire; School Centred Initial Teacher Training Co-operative Group	None.	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
17.	Approval of 2009/10 Revenue Funding for Town Centre Management Committees -	To ask the Executive to approve the revenue funding.	8 December 2009	All Town Centre Management Committees	Report	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer: Helen Shore, Head of Business Growth helen.shore@centralbedfordshire.gov.uk Tel: 0300 300 6527
18.	Highways Contract Novation -	Following the paper received on 14 April 2009, this paper updates the Executive on progress made on negotiations with Bedford Borough Council (BBC) to secure highways services in Central Bedfordshire. The paper will inform members of expected dates for novating the existing highways contract and identify any risks/costs to service provision.	8 December 2009		Report	Cllr David McVicar Comments by 10/11/09 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228601

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
19.	Medium Term Accommodation Programme -	To note the latest position and approve necessary contract awards related to the Programme.	8 December 2009	Medium Term Accommodation Programme Board	Report	Cllr Maurice R Jones Comments by 10/11/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 0300 300 5609
20.	Approval of the Strategic Risk Register -	To seek approval of the Strategic Risk Register for Central Bedfordshire.	12 January 2010	CMT regularly to produce document	Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Nick Murley, Assistant Director Audit & Risk nick.murley@centralbedfordshire.gov.uk Tel: 0300 300 4605
21.	Local Delivery Vehicles and Growth Area Fund Programmes -	To approve funding for the Local Delivery Vehicles and to approve the revised growth area fund programmes in the two growth areas in the light of Government's reductions to the capital allocations in 2010/11.	12 January 2010	Key Partners (Luton Gateway, Luton BC, Renaissance Bedford and Bedford BC)	Report	Cllr Ken C Matthews Comments by 10/12/09 to Contact Officer: Jon Cliff, Head of Growth Programme jon.cliff@centralbedfordshire.gov.uk Tel: 0300 300 4373

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Raising Achievement Policy -	To agree the policy which outlines how resources within the council will be targeted to improve provision in schools and early years settings and raise achievement especially that of children and young people in vulnerable circumstances.	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Central Bedfordshire CQC 2008-09 Annual Performance Assessment (APA) -	Executive are required to receive the Annual Performance Assessment of the 2008/09 of Bedfordshire County Council's adult social care services at a public meeting before the end of January 2010. On this occasion a performance judgement is not provided as Central Bedfordshire Council is a new Council and Executive are asked to note the comments of the Care Quality Commission. In December 2010 Central Bedfordshire Council will receive the Annual Performance Assessment for 2009/10.	12 January 2010		Report	Cllr Mrs Carole Hegley Comments by 10/12/09 to Contact Officer: Julie Ogley, Director of Social Care, Health & Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4330
24.	Annual Assessment of Children's Services 2009 -	To report the outcome of Ofsted's Annual Assessment of children's services for 2009 and action to be taken to improve future assessment outcomes.	12 January 2010		None.	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	People Strategy -	To request the Executive to sign off the People Strategy for Central Bedfordshire.	12 January 2010	Draft Strategy will go through consultation with key stakeholders during November and early December 2009	People Strategy	Cllr Maurice R Jones Comments by 10/12/09 to Contact Officer: Gordon McFarlane, Acting Assistant Director Human Resources and Organisational Development gordon.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 6651
26.	European Social Fund Prospectus 2010 - 2011 for Central Bedfordshire and Bedford -	Approval of the European Social Fund Prospectus 2010 - 2011 for Central Bedfordshire and Bedford	12 January 2010	LSP and Thematic Partnership for Environment and Economy EEDA Members Bulletin and Cabinet Briefing Note Consultation Events	report	Cllr Ken C Matthews Comments by 10/12/09 to Contact Officer: Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tek: 0300 300 6166
27.	Central Bedfordshire Sub-regional Plan for the European Regional Development Fund and Pipeline Projects -	Approval of the Central Bedfordshire Sub-regional Plan for the European Regional Development Fund and Pipeline Projects	12 January 2010	LSP and Thematic Partnership for Environment and Economy EEDA Members Bulletin and Cabinet Briefing Note Consultation events 6 November 2009	Draft sub-regional plan	Cllr Ken C Matthews Comments by 10/12/09 to Contact Officer: Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166
28.	Award of Grass Cutting (North) Contract -	Request for the Executive to award the Grass Cutting (North) Contract.	12 January 2010		Report	Cllr David McVicar Comments by 10/12/09 to Contact Officer: Steve Whittaker, Contract Services Manager steve.whittaker@centralbedfordshire.gov.uk Tel: 0300 300 4344

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
29.	Business Transformation Strategy -	To set out ambition, priorities and outcomes for the Council's Transformation over the next 5 years.	12 January 2010		Report	Cllr Richard Stay Comments by 10/12/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168
30.	Development of a Uniformed Presence for Central Bedfordshire -	To consider the options available for Central Bedfordshire to undertake enforcement of a range of environmental and community safety legislation (including the Environmental Protection Act (EPA) and Clean Neighbourhoods and Environment Act (CNEA)) and exploring the role that a uniformed team has in that respect.	12 January 2010	Relevant Portfolio Holders Key Stakeholders Sustainable Communities Overview & Scrutiny Committee – 22 December 2009	Report	Cllr David McVicar Comments by 10/12/09 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
31.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	12 January 2010		Report	Cllr Maurice R Jones Comments by 10/12/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Local Development Framework: District Wide Design Guide for Central Bedfordshire -	To approve a new district-wide design guide. The guide will be used to provide clear design guidelines against which planning applications will be determined and is intended to significantly raise the quality of new development.	12 January 2010	Member workshop 10 September 2009 Formal Public Consultation October 2009 for 6 weeks Stakeholder Event October 2009	Report	Cllr Tom Nicols Comments by 10/12/09 to Contact Officer: Fiona Webb, Team Leader, Conservation Project Design fiona.webb@centralbedfordshire.gov.uk Tel: 0300 300 4405
33.	Children's Workforce Development Strategy -	To agree the strategy which sets out how Central Bedfordshire is going to develop the children's workforce locally to create a worldclass workforce.	12 January 2010	Stakeholders and the Children's Trust	Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk tel: 0300 300 6821
34.	Early Childhood Intervention and Prevention Policy -	To agree the policy which outlines how resources will be used to improve the outcomes of all children, especially the most disadvantaged, by enabling, developing and supporting universal and targeted services, delivered by a range of partners.	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Glen Denham, Assistant Director Integrated Services 0-19 glen.denham@centralbedfordshire.gov.uk Tel: 0300 300 6125

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
35.	Fostering, Adoption and Private Fostering Policy -	To agree the policy which sets out what as an authority we will do to ensure that children who become looked after have their permanence secured through fostering or adoption and how we support these placements.	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
36.	Environmental Protection Act - report -	To consider the available options with regard to the enforcement of the Environmental Protection Act and other Environmental Legislation and agree a harmonised approach for Central Bedfordshire	12 January 2010	Portfolio Holder for Safer and Stronger Communities Key Stakeholders Sustainable Communities	Report	Cllr David McVicar Comments by 10/12/09 Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
37.	Total Place - Final Report -	To endorse the Total Place Final Report	12 January 2010		Report	Cllr Richard Stay Comments by 10/01/2010 Sue Nelson, Head of Business Transformation sue.nelson@centralbedfordshire.gov.uk Tel: 0300 300 4305

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
38.	Bedfordshire Music Service -	To consider options with regard to future governance and management arrangements for the Bedfordshire Music Service	9 February 2010		Report	Cllr Stephen F Male Comments by 10/01/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
39.	European Social Fund Plan for 2011-2013 for Central Bedfordshire and Bedford -	Approval of the European Social Fund Plan for 2011-2013 for Central Bedfordshire and Bedford	9 February 2010	LSP and Thematic Partnership for Environment and Economy EEEDA Members Bulletin and Cabinet Briefing Note Consultation Events	Report	Cllr Ken C Matthews Comments by 10/01/10 to Contact Officer Sarah Hughes, Head of Regeneration and Skills Sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166
40.	Transforming Teaching and Learning: Central Bedfordshire's Educational Vision -	To approve Central Bedfordshire's Educational Vision which sets out the challenges to learning transformation and options for the future realisation of our aspirations.	9 February 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/01/10 to Contact Officer Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821
41.	Adoption of Central Bedfordshire Council Private Sector Housing Renewal Strategy -	To agree the adoption of the Renewal Strategy for Central Bedfordshire	9 February 2010		Draft document	Cllr Mrs Rita J Drinkwater Comments by 10/01/2010 Nick Costin, Head Private Sector Housing nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
42.	Homelessness Strategy -	Recommend adoption of statutory strategy for Central Bedfordshire	9 February 2010		Report	Cllr Mrs Rita J Drinkwater Comments by 10/01/2010 to Contact Officer: Julie Ogley, Director of Social Care, Health & Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221
43.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	9 February 2010		Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
44.	CCTV Service Options -	To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	9 February 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders Sustainable Communities Overview and Scrutiny Committee – January 2010	Report	Cllr David McVicar Comments by 10/01/10 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
45.	Property Acquisitions and Disposals Monitoring -	Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions.	9 February 2010	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG)	Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
46.	Revenue Budget -	Determination of the Revenue Budget for 2010/11.	9 February 2010		Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 4254
47.	Flitwick Community Football Development Centre and Flitwick Leisure Centre Redevelopment -	To approve a detailed business case for football development, and an outline business case for the provision of the leisure centre. To award design and build contract for football development.	9 February 2010	Sport England Redborne Upper School Flitwick Eagles Football Club The Football Association Flitwick Town Council meeting with PFH on 16 July 2009 agreed current approach to citing the football facilities.	Report	Cllr Stephen F Male Comments by 10/01/10 to Contact Officer Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
48.	Planning Obligations Supplementary Planning Document for Central Bedfordshire -	Adoption of the Planning Obligations Strategy as a Supplementary Planning Document for Central Bedfordshire, following the updating and combination of the adopted Mid Bedfordshire Planning Obligations Strategy and the emerging South Bedfordshire Strategy.	9 February 2010		None.	Cllr Tom Nicols Comments by 10/01/10 to Contact Officer: Pru Khimasia, Senior Planning Officer pru.khimasia@centralbedfordshire.gov.uk Tel: 01462 611473

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
49.	Equalities Scheme -	Approval of the Council's Equality and Diversity Scheme which sets out the Council's vision and approach to ensuring all sections of the community get high quality services appropriate to their need and also sets out how the Council will meet its legal responsibilities to ensure equality and diversity is integrated in to its service planning, delivery and human resource systems.	9 March 2010	Portfolio Holder for Business Transformation Divisional Management Teams CBC Equalities Forum Officer Workshops (June - October 2009) The development of the Scheme has included consideration of national and local consultation evidence relating to the nature of inequality.	Report Draft Scheme and Action Plan	Cllr Richard Stay Comments by 10/02/10 to Contact Officer: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Tel: 01234 228269
50.	Play Strategy -	To agree the strategy which will improve the lives of children and young people by delivering high quality and innovative play opportunities and experiences across Central Bedfordshire.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
51.	Child Poverty Strategy -	To agree the strategy which sets out how the Local Authorities and its partners intend to reduce child poverty by 2020. This includes 4 targets (relative low income, material deprivation, absolute poverty and persistent poverty). This includes a needs assessment to describe the characteristics of child and family within Central Bedfordshire and a joint child poverty strategy which will outline the steps and accountability for the Local Authority and partners.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 Glen Denham, Assistant Director Integrated Services 0-19 glen.denham@centralbedfordshire.gov.uk Tel: 0300 300 6125

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
52.	Transitions Policy -	To agree the policy which sets out how the Local Authority will work with children transferring from Children's Specialist Services either to service provision within Adult Social Care or to independent adult life to ensure that they are given the support necessary as they move into adulthood.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
53.	Looked After Children and Young People Policy -	To adopt the care Matters pledge which sets out the minimum standards and commitments of Central Bedfordshire to children in its care in line with the Children Act 1989, the Children and Young Persons Act 2008 and the Leaving Care Act 2000.	9 March 2010	Children and Young People Children in Care Council Corporate Parenting Panel	Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
54.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	9 March 2010		Report	Cllr Maurice R Jones Comments by 10/02/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
55.	Children Missing Education Policy -	To agree the policy which sets out how the local authority will meet its statutory duties relating to the provision of education and to safeguarding and promoting the welfare of children.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821
56.	Agreement of Statutory Regulatory Service Plans -	To agree the Plans for food law, health & safety and underage sales.	9 March 2010	tbc	Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
57.	Agreement of Statutory Community Safety Plans -	To agree the Community Safety Plans and associated plans and strategies including domestic abuse, drugs and alcohol.	9 March 2010	Theamatic Partners Key Stakeholders Responsible Authorities	Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
58.	Contaminated Land Strategy -	To agree the risk rating for contaminated land sites in Central Bedfordshire and approve the strategy.	9 March 2010	tbc	Report and Strategy	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
59.	Climate Strategy -	Adoption of the Climate Strategy and approach of the Council to tackling climate change. Agreement and adoption of carbon footprint reduction targets for the Council's services and operations.	9 March 2010	Business Transformation Overview & Scrutiny Committee - 21 December 2009 Key staff consulted via Climate Change Management Board	Report and supporting documents	Cllr Richard Stay Comments by 10/02/10 to Contact Officers: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Stephen.mooring@centralbedfordshire.gov.uk
60.	Community Engagement Strategy and Delivery Plan -	Approval of the finalised Strategy and Delivery Plan which follows the key principles agreed at the October Executive.	9 March 2010		Report	Cllr Mrs Carole Hegley Comments by 10/02/10 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
61.	Local Area Agreement (LAA) Refresh -	We will be reviewing the LAA following the publication of the CAA area assessment for Central Bedfordshire to determine whether delivery plans for certain matters have to be strengthened or otherwise amended and we have an opportunity to add in any additional indicators / targets or, in exceptional circumstances, to renegotiate existing targets following the LAA review.	9 March 2010		Report	Cllr Richard Stay Comments by 10/02/10 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529
62.	Child in Need Policy -	To agree the policy which sets out the eligibility criteria for services based on the levels of need of children and their families. It responds to the statutory duties to support children in need.	6 April 2010		None.	Cllr Mrs Anita M Lewis Comments by 10/03/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
63.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and to agree the latest position.	6 April 2010		Report	Cllr Maurice R Jones Comments by 10/03/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
64.	Safeguarding Annual Report of the Local Safeguarding Children Board -	To receive the report of the LCSB which sets out how the Central Bedfordshire and Partners have met their statutory duties of the authority and how we will work with partner agencies locally to ensure that children are safe.	4 May 2010		Report	Cllr Mrs Anita M Lewis Comments by 07/04/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
65.	Gypsy and Traveller DPD for Submission -	To agree the Gypsy and Traveller DPD for Submission. This relates to the LDF North area.	4 May 2010	Stakeholders Members of the public Sustainable Communities Overview and Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 07/04/2010 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
66.	Cultural Strategy -	To agree the strategy which encapsulates the vision for cultural entitlement for all citizens in Central Bedfordshire moving to a strategic commissioning and entitlement model and recognises the cross cutting nature of cultural entitlement.	9 June 2010		Report	Cllr Stephen F Male Comments by 12/05/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 3004239

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
67.	Adoption of the Central Bedfordshire Housing Strategy 2010 -	The Executive are asked to give approval for the adoption of the strategy and the detailed action plan following consideration of the following points: 1. draft Central Bedfordshire Housing Strategy 2010 2. the consultation responses 3. whether the Housing Strategy will meet the housing needs for Central Bedfordshire 4. any recommendation by the Overview and Scrutiny Committee for Sustainable Communities	9 June 2010	15 January 2010: Key Stakeholders and Partners 28 January 2010: members consultation event Web based consultation December 2009 - February 2010	The Central Bedfordshire Housing Strategy 2010	Cllr Tom Nicols Comments by 12/05/10 to Contact Officer: Zoe Cox, Housing Research & Policy Officer zoe.cox@centralbedfordshire.gov.uk Tel: 0300 300 4479

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

The following table sets out the dates on which the Central Bedfordshire Council Forward Plan will be published in 2009/10:

Date of Publication	Period of Plan
08.05.09	1 June 2009 – 31 May 2010
15.06.09	1 July 2009 – 30 June 2010
15.07.09	1 August 2009 – 31 July 2010
13.08.09	1 September 2009 – 31 August 2010
10.09.09	1 October 2009 – 30 September 2010
08.10.09	1 November 2009 – 31 October 2010
05.11.09	1 December 2009 – 30 November 2010
03.12.09	1 January – 31 December 2010
07.01.10	1 February 2010 – 31 January 2011
04.02.10	1 March 2010 – 28 February 2011
04.03.10	1 April 2010 – 31 March 2011
31.03.10	1 May 2010 – 30 April 2011