

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



please ask for Bernard Carter
direct line 0300 300 4175
date 10 January 2013

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 22 January 2013 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), Miss A Sparrow (Vice-Chairman), L Birt,
Mrs R J Drinkwater, Dr R Egan, C C Gomm, R W Johnstone, J Murray and
Mrs M Mustoe

[Named Substitutes:

Mrs C F Chapman MBE, D Jones, B Saunders and M A Smith]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 18 December 2012 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	Draft Budget 2013/14, Medium Term Financial Plan 2013 - 2017 and Capital Programme 2013/14 to 2016/17	* 15 - 16
	<p>The report allows Members the opportunity to review the Council's draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 8 January 2013.</p> <p>Members are requested to bring their 8 January Executive papers (Items 8 & 9) to this Committee meeting.</p>	
10	Draft Budget Report for the Housing Revenue Account (Landlord Service) Business Plan	* 17 - 18
	<p>The report sets out the financial position of the Housing Revenue Account (HRA) during the first year of the Self Financing regime and presents the proposed 30 year Landlord Service Business Plan.</p> <p>Members are requested to bring their 8 January Executive papers (Item 10) to this Committee meeting.</p>	
11	Fees and Charges 2013/14	* 19 - 68
	<p>The report proposes the revised fees and charges rates to be effective from 1 April 2013 and identifies those charges where increases are different from the 2% advisory increase as per the 2013/14 Budget Strategy.</p>	
12	Work Programme 2012 - 2013 & Executive Forward Plan	* 69 - 94
	<p>The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.</p>	

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 18 December 2012.

PRESENT

Cllr P A Duckett (Chairman)
Cllr Miss A Sparrow (Vice-Chairman)

Cllrs L Birt
Mrs R J Drinkwater
Dr R Egan
C C Gomm

Cllrs R W Johnstone
Mrs M Mustoe
I Shingler

Apologies for Absence: Cllrs

Substitutes: Cllrs

Members in Attendance: Cllrs P N Aldis
R D Berry
Mrs C F Chapman MBE
D J Hopkin
M R Jones
B Saunders
Deputy Executive
Member for Corporate
Resources
Deputy Leader and
Executive Member for
Corporate Resources

Officers in Attendance: Mrs K Aspinall – Consultation Manager
Mr B Carter – Corporate Policy & Scrutiny
Manager
Ms D Clarke – Assistant Chief Executive (People
& Organisation)
Mr P Fraser – Head of Partnerships & Community
Engagement
Mr R Gould – Head of Financial Control
Mr G Muskett – Head of Revenues & Benefits
Mr C Warboys – Chief Finance Officer

Others in
Attendance

CR/12/60 **Minutes**

RESOLVED

That the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 23 October 2012 be confirmed and signed by the Chairman as a correct record.

CR/12/61 **Members' Interests**

There were no declarations of interest or political whip in relation to any agenda items.

CR/12/62 **Chairman's Announcements and Communications**

The Chairman had no announcements.

CR/12/63 **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part D2 of the Constitution.

CR/12/64 **Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

CR/12/65 **Call-In**

The Committee were advised that no decisions of the Executive had been referred to them under the Call-in Procedures set out in Appendix A to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

CR/12/66 **Requested Items**

No items were referred to the Committee for consideration at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

CR/12/67 **Executive Member Update**

The Deputy Leader and Executive Member for Corporate Resources provided the Committee with an update on current activities pertaining to his portfolio, which were not already included on today's agenda and which covered the following issues:-

- The successful completion of the Council's move to a new data centre;
- The imminent upgrade of the Council's Citrix environment, to version 6.5, which would provide a more reliable and faster user desktop experience.

During the update Members of the Committee raised two further issues, namely:-

- The status of the post of Director of Children's Services and whether the holder of such a post could legally hold other positions at the same time. The Deputy Leader agreed to provide a response at the next meeting;
- The use and availability of paper copies of consultations undertaken on the Council's website. The Communications Manager confirmed that paper copies were always available upon request and agreed to ensure the Communications Team actively promoted this medium as an alternative to electronic consultation.

CR/12/68 **Council Tax Support**

The Deputy Leader and Executive Member for Corporate Resources delivered a presentation, which provided the Committee with the outcomes flowing from the public consultation on the draft policy on localised Council Tax support. Specifically, the presentation covered:-

- Reasons for the change from the current system;
- A summary of the Council's initial proposals, covering key principles and features;
- Details of the consultation process;
- A summary of the public response to the consultation;
- Proposed changes to the Council's initial proposals;
- Details of the government's £100M transitional support available to local authorities nationally for "doing the right thing";
- The financial model, outlining best and worst case scenarios; and
- A summary of conclusions reached regarding finances.

A further presentation was delivered by the Consultation Manager, which provided more detail regarding the consultation results by question asked.

Members of the Committee raised a number of queries during each presentation regarding the following issues, which were addressed by the Deputy Leader and officers in attendance:-

- The risks inherent in the financial model, particularly with regard to uncollected Council Tax. The Chief Finance Officer acknowledged the risk, and the uncertainties the new scheme would bring but confirmed that the financial model did include an allowance for uncollected Council Tax in both best and worse case scenarios;
- The ability of the Council to collect Council Tax due from uninhabited properties. The Head of Revenues and Benefits confirmed that whilst it would be a challenge, he was confident that such sums could be pursued and recovered; and
- The importance of ensuring the Council was seen to be taking effective action to recover Council Tax discounts, which were proposed to be removed.

Finally, the Deputy Leader paid tribute to the hard work of the Chief Finance Officer, Head of Revenues & Benefits and the Consultation Manager in preparing the draft policy and managing the consultation to a successful conclusion, a sentiment which Members of the Committee were happy to support.

RECOMMENDATION:

- 1. That the Committee endorses the draft policy on localised Council Tax Support for approval and adoption by Executive and full Council respectively.**

CR/12/69 **Community Engagement Strategy**

The Deputy Executive Member for Corporate Resources introduced this report, which outlined the process and timetable for the preparation of the Community Engagement Strategy 2013-2016. He specifically referred to the five key principles of the existing Strategy, the options for the new Strategy and next steps. This introduction was supplemented by further detail regarding the process used to develop the new Strategy from the Head of Partnerships & Community Engagement.

Members of the Committee raised a number of queries during discussion of the report regarding the following issues, which were addressed by the Deputy Executive Member and Officer in attendance:-

- The continuing lack of sufficient and timely engagement with Ward Members regarding events happening within their communities. The Deputy Executive Member acknowledged the issue and confirmed that work was progressing with Directorates to improve communication with Ward Members in future;
- The need to consider the format of Town & Parish Council forums, possibly providing separate forums for the larger Town Councils;
- The need to manage expectations regarding the Localism Act and to sell its benefits more intelligently; and
- The need to support the new Police & Crime Commissioner in his role delivering policing strategy across the whole of Bedfordshire. Mention was also made of the role of the Police & Crime Panel, whose meetings were open to the public and in this respect, the Head of Partnerships & Community Engagement agreed to provide Committee Members with the dates of forthcoming meetings.

RECOMMENDATION:

That the Committee endorses the continuing principles and new options contained within the Community Engagement Strategy 2013-2016 and supports the next steps outlined within the report.

CR/12/70 **Face to Face Service Review**

The Deputy Leader and Executive Member for Corporate Resources introduced this report, which detailed the outcome of further consultation with relevant Ward Members regarding the reduction in opening days of Leighton Buzzard Customer Services Centre and confirmed that the Centre would close for two days a week.

Members commented that the further consultation had been constructive and had provided Ward Members with the necessary information upon which to endorse the proposal to close the Centre for two days a week.

RECOMMENDATION:

That the Committee endorses the closure of Leighton Buzzard Customer Services Centre for two days a week.

CR/12/71 **Customer Perception**

The Interim Assistant Chief Executive delivered a presentation, which provided the Committee with an update on the latest residents tracker survey results. Specifically, the presentation covered:-

- The rationale for the research;
- The programme of research up to 2014;
- Details of the questions asked;
- A summary of the results covering issues such as satisfaction, value for money, drivers of satisfaction and universal services;
- Target rates; and
- A summary action plan to maintain customer satisfaction.

Members of the Committee raised a number of queries during the presentation regarding the following issues:-

- The need to be assured that the sample was representative of all residents and that the methodology used was appropriate. In this respect, the Interim Assistant Chief Executive agreed to arrange a meeting between Cllr R Egan and an officer within the Communications Team to explain further the methodology used;
- The difficulty of improving residents perception of value for money in the current difficult economic climate, with cuts to public services; and
- The value of comparing the Council's performance in this area with peer authorities. In this respect, the Interim Assistant Chief Executive agreed to provide comparative data the next time survey results were presented to the Committee.

RECOMMENDATION:

That the presentation be noted.

CR/12/72 **Treasury Management**

The Deputy Leader and Executive Member for Corporate Resources introduced this report, which provided a brief summary of the changes to the Council's Treasury Management Strategy, a Strategy which underpinned the Medium Term Financial Plan.

Members of the Committee raised a number of queries during discussion of the report regarding the following issues, which were addressed by the Deputy Executive Member and Officers in attendance:-

- The need to provide appropriate training in treasury management (and financial management generally) to Members. In this respect, the Chief Finance Officer agreed to consider the addition of such training as part of the Member development programme; and
- The Council's ability to earn market leading rates of interest on its investments and the rationale behind the inclusion of those financial institutions placed on the Counterparty List at Annex D of the Strategy. In this respect, the Deputy Leader confirmed that it was the Council's objective to place security before high returns when taking investment decisions. Notwithstanding this point, the Chief Finance Officer was pleased to report that the Council's performance in this area continued to be better than its peers, with investment interest rates higher than average and loan rates lower than average. He also confirmed that the Counterparty List was reviewed monthly in collaboration with the Council's external advisors, Arlingclose.

RECOMMENDATION:

That the Committee endorses the Treasury Management Strategy and Treasury Policy for approval and adoption by the Executive and full Council respectively.

CR/12/73 **Quarter 2 Performance Monitoring**

The Deputy Leader and Executive Member for Corporate Resources presented the second quarterly performance report for Corporate Services, which provided an overview of performance in 2012/13 for the period to 30 September 2012 for those corporate health indicators presented to this Committee. He further stated that, despite the ongoing efficiency savings and continued pressure on budgets, Council performance generally was good and improving.

Members of the Committee were content with the performance reported.

RECOMMENDATION:

That the report be noted.

CR/12/74 **Q2 Revenue Report 2012/13**

The Deputy Leader and Executive Member for Corporate Resources presented this report, which set out the Council's revenue position for 2012/13 as at the end of September (Quarter 2) and detailed spend to date against profiled budget and the forecast revenue outturn. He further explained that the forecast revenue outturn for 2012/13 was a £1.4M over spend against budget.

Members of the Committee discussed the contents of the report in detail and raised the following issues, which were addressed by the Executive Member and officers in attendance:-

- The Council's strategy with regard to short term investments over 3 months. The Chief Finance Officer confirmed that the Council held a mix of investments over differing periods as part of its overall strategy of seeking the best available rates of interest within a robust, secure and flexible framework;
- The current position with regard to unfilled social worker posts within Children's Services. It was confirmed that the recruitment of qualified social workers to fill vacancies was an ongoing activity;
- The ability of Albion Archaeology to realise a surplus on each project in an increasingly competitive market. The Chief Finance Officer explained that the intention is for the service to recover its full costs;
- The reason for the under spend in ICT. The Chief Finance Officer confirmed that this under spend represented savings against superannuation costs as a result of some ICT staff choosing not to join the local government pension scheme;
- The under spend in Leisure Services relating to additional income from the physical activity programme. The Chief Finance Officer agreed to provide further detail regarding this issue to the Member concerned;
- The unachievable income target within HR as a result of the Council ceasing its trading activities with schools;

In conclusion, the Committee paid tribute to the hard work of officers in maintaining sound financial management and noted the report.

RECOMMENDATION:

That the report be noted.

CR/12/75 **Q2 Capital Report 2012/13**

The Deputy Leader and Executive Member for Corporate Resources presented this report, which set out the Council's capital position for 2012/13 as at the end of September (Quarter 2) and detailed spend to date against profiled budget and the forecast outturn position. He further explained however that the report had been superseded by the recent report to full Council on the 29 November 2012 regarding the Capital Programme Review.

Members of the Committee were content to acknowledge this point and noted the report.

RECOMMENDATION:

That the report be noted.

CR/12/76 Q2 Housing Revenue Account (HRA) Revenue & Capital Report 2012/13

The Deputy Leader and Executive Member for Corporate Resources presented this report, which set out the revenue and capital position for the Council's Housing Revenue Account (HRA) for 2012/13 as at the end of September (Quarter 2), and detailed spend to date against profiled budget and the forecast revenue outturn. He further explained that this was the first time such a report had been presented to this Committee due to the fact that funding of the HRA had changed recently from a model of subsidy to one of self finance. This meant that in return for the Council retaining its housing rents, it had been required to take on a debt of £165M.

Members of the Committee were happy to note the contents of the report with the exception of one specific issue regarding tenant rent arrears and the possibility that the situation might deteriorate due to the current economic climate. Cllr R Drinkwater (in her capacity as Chairman of the Social Care, Health & Housing Overview & Scrutiny Committee) agreed to provide further detail regarding this issue to the Member concerned.

RECOMMENDATION:

That the report be noted.

CR/12/77 Q2 Revenue Report 2012/13 - Corporate Services

The Deputy Leader and Executive Member for Corporate Resources presented this report, which set out the revenue position for Corporate Services as at the end of September (Quarter 2) and detailed spend to date against profiled budget and the forecast revenue outturn. He further explained that the forecast revenue outturn for 2012/13 was a £0.126M under spend against budget.

Members of the Committee discussed the contents of the report in detail and raised a number of minor issues, all of which were addressed by the Executive Member and officers in attendance:-

RECOMMENDATION:

That the report be noted.

CR/12/78 Q2 Capital Report 2012/13 - Corporate Services

The Deputy Leader and Executive Member for Corporate Resources presented this report, which set out the capital position for Corporate Services as at the end of September (Quarter 2) and detailed spend to date against profiled budget and the forecast outturn position. He further explained that the forecast spend for 2012/13 was £11.738M, against an approved budget of £14.055M, with slippage expected to be £2.006M.

Members of the Committee discussed the contents of the report in detail and raised a specific issue regarding transparency of the reasons behind forecast slippage. The Chief Finance Officer agreed to provide a note explaining such slippage in future reports.

RECOMMENDATION:

That the report be noted.

CR/12/79

Work Programme 2012 - 2013 & Executive Forward Plan

The Committee considered its current work programme and the latest Executive Forward Plan and agreed to the following amendments:-

- The expansion of the 2013/14 Draft Budget item due for consideration at the 22 January meeting to include both revenue and capital, together with an update on the local government financial settlement; and
- The postponement of consideration of the ICT Framework to the 30 April meeting.

RESOLVED

That the Committee's Work Programme be updated to include the above mentioned amendments.

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.50 p.m.)

Chairman.....

Date.....

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 22 January 2013
Subject: Draft Budget 2013/14, Medium Term Financial Plan 2013 – 2017 and Capital Programme 2013/14 to 2016/17
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report allows Members the opportunity to review the Council's draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 8 January 2013.

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

1. Please see Executive Report (circulated separately).

Financial:

2. Please see Executive Report (circulated separately).

Legal:

3. Please see Executive Report (circulated separately).

Risk Management:

4. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

5. Please see Executive Report (circulated separately).

Equalities/Human Rights:

6. Please see Executive Report (circulated separately).

Public Health

7. Please see Executive Report (circulated separately).

Community Safety:

8. Please see Executive Report (circulated separately).

Sustainability:

9. Please see Executive Report (circulated separately).

Procurement:

10. Please see Executive Report (circulated separately).

Overview and Scrutiny:

11. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

1. **consider the Council's Draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme 2013/14 to 2016/17; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Corporate Resources proposals, to the meeting of the Executive on 5 February 2013.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 8 January 2013 to this Committee meeting:

1. Draft Budget 2013/14 and Medium Term Financial Plan 2013 – 2017 (Executive Item 8); and
2. Capital Programme 2013/14 to 2016/17 (Executive Item 9).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 22 January 2013
Subject: Draft Budget report for the Housing Revenue Account (Landlord Service) Business Plan

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources and Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The report sets out the financial position of the Housing Revenue Account (HRA) during the first year of the Self Financing regime and presents the proposed 30 year Landlord Service Business Plan. The report also looks at the budget setting process for 2013/14, and the assumptions that have been made in arriving at the projections in the Plan, to create the financial framework for the Landlord Service to operate within. There is a further proposal concerning the average increase to tenants' rents.

Within this report, recommendations are made concerning debt repayment over the Medium Term Financial Plan (MTFP), together with proposals that will effectively make resources available, to enable the Council to achieve the ambitions proposed in the developing Housing Asset Management Strategy (HAMS).

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing and Charles Warboys, Chief Finance Officer
Contact Officer: Tony Keaveney, Assistant Director Housing
Public/Exempt: Public
Wards Affected: Those in which council houses are situated, entirely in the south of Central Bedfordshire.
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Please see Executive Report (circulated separately).

Financial:

1. Please see Executive Report (circulated separately).

Legal:

2. Please see Executive Report (circulated separately).

Risk Management:

3. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

4. Please see Executive Report (circulated separately).

Equalities/Human Rights:

5. Please see Executive Report (circulated separately).

Public Health

6. Please see Executive Report (circulated separately).

Community Safety:

7. Please see Executive Report (circulated separately).

Sustainability:

8. Please see Executive Report (circulated separately).

Procurement:

9. Please see Executive Report (circulated separately).

Overview and Scrutiny:

10. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

1. **consider the Council's Draft Budget report for the Housing Revenue Account (Landlord Service) Business Plan; and**
2. **submit its comments, observations and recommendations in respect of the proposals to the meeting of the Executive on 5 February 2013.**

Executive Summary

Members are requested to bring to this meeting the papers issued for the meeting of the Executive on 8 January 2013 in respect of the draft budget report for the Housing Revenue Account (Landlord Service) Business Plan (Item 10).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 22 January 2013
Subject: Fees and Charges 2013/14
Report of: Cllr Maurice Jones , Deputy Leader and Executive Member for Corporate Resources

Summary: The report proposes the revised fees and charges rates to be effective from 1 April 2013 and identifies those charges where increases are different from the 2% advisory increase as per the 2013/14 Budget Strategy.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Denis Galvin, Head of Financial Performance
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:

- Enhancing Central Bedfordshire
- Improved Educational Attainment
- Better Infrastructure
- Great universal services
- Value for money

Financial:

2. The financial implications are set out in the report. The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

Legal:

3. The Council has various powers to charge for aspects of the services it

provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.
- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.
- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Consider the report and schedule of proposed fees and charges and comment as necessary to the Executive.**

Background

10. The Council's Charging Policy states that *'All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.'*
11. It also states that *'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).'* This was undertaken in 2010/11 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter. The next review is scheduled for autumn 2013.
12. In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been significant variations from this advisory level these have been identified separately in this report.

The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

General 2% increase

13. For the majority of services there will be a 2% increase for 2013/14. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out in Appendix A.
14. Social Care Health and Housing

Adult Social Care charges have been increased by 2% in line with the Council's budget strategy. It is usual practice to increase these charges in line with the DWP statutory increase in benefits and pensions. The inflation rate that is expected to be applied is 2.2% (based on CPI for September 2012) but this is subject to final confirmation by the government. If this is confirmed then the 2% proposals would stand. If not the charges can be reviewed again once the announcement is made.
15. As part of the Landlord Services' plans to develop an Outreach Service to non-tenants a new charge is proposed that will combine the provision of a Careline Emergency Response facility with one or more visits from a Sheltered Housing Officer per week.

16. In Learning Disabilities it is considered that the charge for Linsell House is no longer representative of the costs involved in providing the service. An initial evaluation is being conducted by the Head of Learning Disabilities and Mental Health and the Finance Manager to determine the level of disparity and to make recommendations for the level of increase which may differ from the 2% currently proposed

17. In Mental Health services consideration over 2013/14 will be given to the advisability of implementing the charge for adult customers with mental health needs attending day centres provided by the NHS

18. Children's Services

Music Services

Children's Services are recommending to hold prices for music services at the 2012/13 rate. The service was redesigned in 2011 to be a front end cost neutral provision.

19. Sustainable Communities

Key Changes include:

20. Public Protection

Licences:

Riding establishments – it is proposed to vary the cost of the licence based on the number of horses. This means that those who have the highest risk pay the most. The variances will better reflect the cost to the Council and reduce burden on businesses.

Dangerous wild animals and renewal of dangerous wild animals, Pet shops, Animal breeders and Animal Boarding Establishments – it is proposed to reduce the cost of the licence so that they better reflect the cost to the Council and reduce burden on businesses.

Animals Boarding and Breeding – where animal breeders and animal boarding are carried out on the same site, it is proposed to charge a reduced combined rate to reflect the reduced cost to the Council.

Animal Home Boarding – it is proposed to introduce a new charge due to an increase in the number of home run boarders.

Zoos – it is proposed to change the way this licence is charged for to better reflect the amount of officer time required.

Licensing of Hackney Cabs and Private Hire Vehicles – following consultation with the Licensing Committee and the trade, it is proposed to freeze the charges.

Acupuncturists – a new charge for acupuncturists already registered with a recognised professional body is proposed to be introduced due to the reduction in work required by the Council.

21. Building Control

High Hedges – it is proposed to increase the charge to better reflect the cost of the service including the need to run any potential appeals

22. Highways and Transport

Off street parking hourly charges, penalty charge notices and permits (except annual – see below) are proposed to be held at 2012/13 rates.

Parking permits – following requests from Members it is proposed to decrease the Residents permit per annum.

Book 25 visitors day tickets – due to the low take up it is proposed to reduce this charge. It will also be offered in conjunction with the first permit to try and increase take up.

Replacement of concessionary travel permits and Travel Aid Scheme – it is proposed to increase these charges to better reflect the true cost and bring the Council in line with other Concessionary Fare Authorities.

Construction of Crossover – it is proposed to charge a 10% admin fee to cover the costs of administration

23. Rights of Way

Documents – it is proposed to add £2 for postage and packing for documents when a request is made to post them.

24. Libraries

Following benchmarking it is proposed to freeze the following library charges:

- CDs
- Videos
- Fines
- Lost and damaged items
- Requests (apart from Additional charge for books borrowed from outside Bedfordshire)
- Lost ticket replacement
- Colour CD-ROM and internet prints
- Colour photocopies
- UK faxes

Picture hanging service – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests).

Display of commercial posters and Libraries sale items – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). More fundamentally, the service wants to use library wall space to create attractive displays for library events and activities and promote their own services in order to increase usage.

Charity and commercial group sales – it is proposed to delete this

charging structure as it is not required (i.e. the service does not receive requests). It was originally set up when the library service used to receive requests from charities to operate charity Christmas card sales. This has not happened for many years.

Meeting Room Hire – it is proposed to harmonise the Leighton Buzzard Theatre meeting room hire charge, with the Leighton Buzzard (and Flitwick) Libraries” room hire charge.

25 Planning

Pre application advice - This has now been replaced by a new charging scheme due to user feedback. The future scheme will make a simpler charging regime and one which does not discourage larger developments.

26. Corporate Resources

27. The Registration Service is provided for Bedford Borough Council via a Service Level Agreement and both authorities must agree those fees which are set locally.

28. Fees for marriages and civil partnerships use at Local Authority premises have been held at 2012/13 levels.

29. Fees for Celebratory Ceremonies have been reduced as a consequence of a change of process which has reduced costs.

30. Local Land Charges are required by a statutory instrument to be non profit making and the current set fees are at an appropriate level to comply with this.

31. Charges for Freedom of Information (FOI) requests that require more than 18 hours to collate and extract information to complete are subject to the FOI Act Fees Regulations where the charge can be no more than £25 per hour.

Fees and Charges Schedule

32. The full revised schedule is shown at Appendix A.

Appendices:

Appendix A – Fees and Charges Schedule

Background papers and their location: (open to public inspection)

None

Note: Yellow highlighting indicates statutory charges not subject to discretionary increases.

	2012/13 Rate	2013/14 Rate
Directorate: Corporate Resources	£	£
		rounded to nearest 0.10p where applicable
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
CD / DVD per disk	5.50	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	170.00
Outside Venue Monday - Friday	390.00	400.00
Outside Venue Saturday	465.00	475.00
Outside Venue Sunday	520.00	530.00
Civil Partnership Registrations - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	170.00
Outside Venue Monday - Friday	340.00	345.00
Outside Venue Saturday	395.00	400.00
Outside Venue Sunday	455.00	465.00
Celebratory Services - Approved Premises - Outside Venue		
weekdays	255.00	200.00
Saturdays	315.00	260.00
Sundays	370.00	315.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	270.00	215.00
Saturdays	325.00	270.00

Directorate: Corporate Resources	2012/13 Rate	2013/14 Rate
	£	£
Nationality Checking Service		
Adults who submit a single application pays one fee	60.00	60.00
Husband and wife living together who apply at the same time pay one fee	100.00	100.00
Childrens applications	30.00	30.00
Settlement Checking Service	N/A	85.00
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	110.00	110.00
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,310.00	1335.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	960.00	980.00
Civil Funerals	200.00	205.00
Express Certificates (includes statutory fee)	21.00	21.00
Postage for certificates	1.00	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage	45.00	45.00
Register Office Civil Partnership Registration	45.00	45.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
Attendance to take a notice - housebound or detained (e.g. prison)	46.00	46.00
Attendance to take a notice - detained (e.g. prison)	67.00	67.00
Attendance of SR to conduct marriage or CP - housebound or detained	82.00	82.00
Attendance of SR to conduct marriage or CP - detained	93.00	93.00
Register marriage at Church, housebound or detained - Registrar's fee	84.00	84.00
Register marriage at Church, housebound - Registrar's fee	79.00	79.00
Register marriage at Church, detained eg prison - Registrar's fee	86.00	86.00
Certificate of worship (to licence a building for worship)	28.00	28.00
Licence a religious building for marriage	120.00	120.00
General Search of the Indexes	18.00	18.00

Directorate: Corporate Resources	2012/13 Rate	2013/14 Rate
	£	£
Coroners		
Supply of transcript of inquest on CD	32.20	33.00
Additional copies	10.80	11.02
Statutory charge for paper copies (per sheet)	1.10	1.10
Elections		
For each register per 1000 names or part thereof	1.50	
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	Free	Free
Copy documents	2.20	2.24
Human resources		
Criminal Records Bureau (CRB) Checks		
Cost Per CRB check		
Standard	26.00	26.00
Enhanced	44.00	44.00
Administrative Charge	20.00	20.40

Directorate: Corporate Resources	2012/13 Rate	2013/14 Rate
	£	£
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	83.00	83.00
NDR	83.00	83.00
Communications		
Advertising in News Central		
Full page	1,499.00	1,600.00
Half page	999.00	950.00
Quarter page	499.00	550.00
Eighth of page	269.00	280.00
Legal Services		
S38	152.40 per hour, minimum charge 1000.00	£133 (not inc VAT) minimum charge £1100.
S278	198.00 per hour	£173 (not inc VAT)
Planning Agreements	198.00 per hour	£173 (not inc VAT)
Unilateral Undertaking (VAT n/a)	Fixed Fee 400.00	Minimum charge £500
Notice of Registration (VAT n/a)	Fixed Fee 75.00	£90 (not inc VAT)
Consent to Postpone (VAT n/a)	Fixed Fee 75.00	£90 (not inc VAT)
Deed of Covenant (VAT n/a)	Fixed Fee 75.00	£90 (not inc VAT)
Consent to Sub-let (VAT n/a)	Fixed Fee 75.00	£90 (not inc VAT)
Deferred Payment Charge	200.00	225(not incl VAT)
ANO Paying	152.40 per hour	£133 (not inc VAT)
Leashold enquiries	152.40 per hour, minimum charge 152.40	£133 (not inc VAT)
Photocopying (external solicitors and other parties)	0.30 per sheet plus £5 admin	25p per sheet plus £5 admin

Directorate: Children's Services	2012/13 Rate	2013/14 Rate
	£	£
Music Service VAT (n/a)		
Lesson Setting (Per Term)	Direct Debit	Direct Debit
Lower Schools		
Group	86.90	86.90
Individual	130.50	130.50
Middle, Upper and Community		
Group	86.90	86.90
Individual 20 mins	130.50	130.50
Middle and Upper		
Individual 30 mins	195.60	195.60
Individual 40 mins	260.80	260.80
Out of County and non-LEA schools		
Group	92.50 - 90.70 by DD	92.50 - 90.70 by DD
Individual 20 mins	144.20 - 141.40 by DD	144.20 - 141.40 by DD
Individual 30 mins	216.30 - 212.10 by DD	216.30 - 212.10 by DD
School Transport		
Concessions & Post 16 bus pass		
per term	146.90	149.80
half term	73.30	74.75
year	398.80	406.80
Replacement Bus Pass	tour operators charge plus a handling fee of £10	tour operators charge plus a handling fee of £10

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Adults Social Care

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
		Upper
Housing		
Service Charges (VAT n/a) - per week (48 week basis)		
Door Entry Systems	0.20	0.20
District Heating	3.70 - 19.20	3.80 - 19.60
Communal Heating	0.10 - 4.10	0.10 - 4.20
Communal Cleaning	0.40 - 5.90	0.40 - 6.00
Communal Electric	0.10 - 6.80	0.10 - 6.90
Window Cleaning	0.30	0.30
General Management for sheltered and mini schemes	0.10 - 2.90	0.10 - 3.00
Staircase Lighting - General Dwellings	0.10 - 1.50	0.10 - 1.50
Supporting People Charges (VAT n/a) - per week (48 week basis)		
Red House Court	19.10	19.50
Other sheltered accommodation	19.00	19.40
Designated elderly person dwellings	6.80	6.90
Community Alarm System		
persons in council sheltered accommodation or disabled	3.70	3.80
not in council sheltered accommodation (includes VAT)	4.40	4.50
Guest Rooms		
Per night		
Single	9.30	9.50
Double	14.50	14.80
Laundry - per let or week whichever is the shorter	6.60	6.70

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Garages VAT n/a		
Per week exclusive of rates (48 week basis)		
Council Tenant	9.60	9.80
Not Council Tenant (includes VAT)	11.50	11.70
Cesspit Charges (VAT n/a) - per week (48 week basis)	4.00	4.10
Emergency Accommodation Management Fee (VAT n/a)		
Self contained accommodation	n/a	3.50
Shared accommodation single person	n/a	3.50
Shared accommodation family of 2	n/a	4.00
Shared accommodation family of 3+	n/a	4.50
Short Term Leased Properties (VAT n/a) - per week (52 weeks)	146.40	149.30
Homeless Hostel (VAT n/a) - per week (52 weeks)		
Scheme Manager	36.50	37.20
Communal Heating	1.50	1.50
Communal Electric	3.00	3.10
Heating & Domestic Hot Water	3.80 - 5.70	3.90 - 5.80
TV	0.30	0.30
Communal Cleaning	2.30	2.30
Window Cleaning	0.30	0.30
Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30
Careline Emergency Response (VAT n/a) - per week (48 week basis)	2.70	2.80
Outreach Service (VAT n/a)		
Careline + 1 visit from Sheltered Housing Officer per week	n/a	4.50
Careline + 2 visits from Sheltered Housing Officer per week	n/a	6.00
Careline + 3 visits from Sheltered Housing Officer per week	n/a	8.00

	2012/13 Rate	2013/14 Rate
Directorate: Social Care Health and Housing	£	£
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee (VAT n/a) - one off fee	107.10	109.20
Land Registry Search Fee (VAT n/a) - one off fee	4.00	4.00
Charges for reference to banks & building societies (VAT n/a)	27.90	28.50
Retrospective Consent Applications (RTB) (VAT n/a)	41.20	42.00
Consent for Cable Installations (VAT n/a)	121.30	123.70
Housing Act 2004 Enforcement (VAT n/a)		
Recipient of Housing Act Enforcement Notice (per person)	204.00	208.10
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	389.70	397.50
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	95.20	97.10
Double pitch	103.80	105.90
Service charges	9.43	9.60
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	12.90	13.20
Careline Response Charge (VAT n/a - per response)	20.40	20.80
Big Button Telephone (VAT n/a) - supply and fit	14.30	14.60

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Charges to Customers and Individuals <i>Maximum Applicable charge following Financial Assessment</i>		
Residential Care (VAT n/a) Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,863.20	1,900.50
Day Opportunities and Day Care (VAT n/a) Day Centres for Adults with Learning Disabilities (per day)	51.50	52.50
Day Centres for Adults with Mental Health Needs (per day)		TBA
Day and Social Centres for Older People (per day)	28.90	29.50
Travel to Day Centre (per journey)	1.50	1.50
Domiciliary Care Home Care (per hour) (VAT n/a)	17.80	18.20
Care provided in Supported Living units (per hour) (VAT n/a)	17.80	18.20
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.80	18.20
Telecare Services Telecare Service provided to meet eligible social care needs per week (VAT	4.00	4.10
Flat rate charge Meals: (VAT n/a) Frozen meal (per meal)	3.20	3.30
Hot meal (per meal)*	3.60	3.70
Meals at day centres (per meal)*	3.60	3.70

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Telecare Services		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.00	4.10
Telecare Service provided outside social care eligibility criteria	4.80	4.90
Fee for Issue of a Blue Badge	10.00	10.00
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,863.20	1,900.50
Day Centres for Adults with Learning Disabilities incl. transport (per day)	63.20	64.50
Day Centres for Adults with Learning Disabilities excl. transport (per day)	51.50	52.50
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	42.90	43.80
Day Centres for Older People excl. Transport (per day) (VAT n/a)	28.90	29.50
Lettings: (VAT n/a)		
Side Room / Small Room		
up to 4 hours	28.80	29.40
additional hour	5.20	5.30
Main Hall		
up to 4 hours	41.20	42.00
additional hour	10.50	10.70
Kitchen		
up to 4 hours	13.80	14.10

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Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Public Protection			
Licences			
Riding Establishments	Full Licence	257.00	
1-5 Horses			120.00
6-12 Horses			180.00
13+ Horses			250.00
	Provisional Licence	25% of full	25% of relevant full fee
Dangerous Wild Animals		588.50	190.00
Renewal of Dangerous Wild Animals			80.00
Pet Shops		235.60	190.00
Animal Breeders		222.40	175.00
Animal Boarding Establishments		268.30	120.00
Animal Home Boarding			175.00
Animal Boarding and Breeding			225.00
Zoos	Grant / New	1,045.50	50.00 Plus costs calculated on basis of officer hourly rate for each hour spent Hourly rate = 45.00
	Renewal	652.80	
	Zoos with dispensation status from DEFRA - Grant/New	50% of Grant / New	
	Zoos with dispensation status from DEFRA - Renewal	50% of Renewal	

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Licensing of Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	240.00
Private Hire - Renew	162.00	162.00
Hackney Carriage - New	290.00	290.00
Hackney Carriage - Renew	220.00	220.00
Replacement Plate	25.00	25.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	90.00
Variation / withdrawal / application administration fee	25.00	25.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	150.00
New or renewal combined 1 year driver's licence	90.00	90.00
Driver Knowledge Test	25.00	25.00
Replacement badge	20.00	20.00
CRB Check - Standard	26.00 (at cost and subject to CRB uplift)	26.00 (at cost and subject to CRB uplift)
CRB Check - Enhanced	44.00 (at cost and subject to CRB uplift)	44.00 (at cost and subject to CRB uplift)
CRB check administration fee	15.00	15.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	195.00
Renewal Private Hire Operators Licence	72.00	72.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Hackney cab and private hire vehicle licence - pre- application advice Per hour	25.00	25.00
Transfer of Ownership of Vehicles Where the ownership of a vehicle already licensed 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	110.00
Other Licensing Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Performing Animals (per licence)	32.60	33.00
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	148.90	155.00
Person	142.80	145.00
Person(if member of accredited body)		45.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Lottery Cert			
	Grant (statutory fee / charge)	40.00	40.00
	Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:			
	New Premises Licence	588.50	610.00
	Vary a Premises Licence	588.50	610.00
	Transfer a Premises Licence	151.00	160.00
	Re-instatement of a Premises Licence	268.30	280.00
	Provisional Statement	588.50	610.00
	Premises Licence with a Provisional Statement	105.10	110.00
	Copy of Licence	20.00	20.00
	Notification of Change of Address	32.60	35.00
	Annual Premises Licence Fee	268.30	275.00
Sex Shop/Cinema			
	Grant	581.40	600.00
	Renewal	408.00	420.00
	Transfer or Variation	408.00	420.00
Sexual Entertainment Venues			
	Grant	1,366.80	1,400.00
	Renewal	979.20	1,000.00
	Transfer or Variation	979.20	1,000.00
Motor Salvage Operator (3 Years)		91.80	100.00
Poisons Act 1972:			
	New entry or change of name on list	33.30	34.00
	Subsequent renewal of name on list	17.60	18.00
	Alteration to premises (where listed person is entitled to sell)	9.00	9.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Explosives Manufacture and Storage of Explosives Regulations 2005 (VAT N/A)		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	88.70	95.00
Food		
Food Export Certificate	52.00	53.00
Food Hygiene Course Lecturing	64.30	66.00
Food Premises Register		
Full	989.40	1,010.00
Single Entry	19.40	20.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate £	2013/14 Rate £
Other - Public Protection	Full Cost Recovery	Full Cost Recovery
Water Sampling	103.00	105.00
Voluntary Surrender Certificate	68.30	70.00
Preparation of report for accident investigation	382.50	391.00
Street Trading - annual	85.70	88.00
Street Trading - One off event		
Trading Standards		
Annual Membership Fee	185.60	190.00
Renewal Fee for Existing Member	139.70	145.00
United Kingdom Trade Confederation Membership Fee	156.10	160.00
United Kingdom Trade Confederation Renewal Fee	156.10	160.00
Trading Standards Approved Stickers		
per 100	13.30	14.00
per 500	18.40	19.00
per 1000	24.50	25.00
Consumer Guide Leaflet		
per 100	29.60	30.00
per 500	74.50	76.00
Trading Standards Approved Plaque	37.70	39.00
Replacement/Additional Membership Certificate	13.30	14.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Community Safety		
Community Safety - Fixed Penalty Notices (VAT n/a) - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 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 possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Pest Control		
Rats (First infestation treated in a twelve month period)	0.00	0.00
Rats (Subsequent infestation treated in a twelve month period)	56.10	57.00
Rats Concession	28.10	29.00
Mice (First infestation treated in a twelve month period)	0.00	0.00
Mice (Subsequent infestation treated in a twelve month period)	56.10	57.00
Mice Concession	28.10	29.00
Bedbugs (First infestation treated in a twelve month period)	0.00	0.00
Bed Bugs (Subsequent infestation treated in a twelve month period)	56.10	57.00
Bedbugs Concession	28.10	29.00
Cockroach (First infestation treated in a twelve month period)	0.00	0.00
Cockroaches (Subsequent infestation treated in a twelve month period)	56.10	57.00
Cockroach Concession	28.10	29.00
Wasps (First nest)	61.20	62.00
Wasps (Concession)	30.60	31.00
Ants	66.30	68.00
Ant (Concession)	33.20	34.00
Fleas	66.30	68.00
Flea (Concession)	33.20	34.00
Dog Control - No VAT		
Veterinary fee	Full Cost Recovery	Full Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.00	28.00
Owner collects from kennels	53.60	55.00
Kennelling (per night)	10.70	11.00
Warden collects dog from kennels and returns to owner	107.10	109.00
Kennelling (per night)	10.70	11.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Waste		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	49.00	50.00
Concession	24.50	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	38.30	39.00
Concession	19.20	19.50
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	Free (except caravans - contact the service)
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	27.50	28.00
Planning		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	29.50
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	29.50

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs) (VAT n/a)	59.50	59.50
Sale of Plans		
A2	9.20	10.00
A1	11.70	12.00
A0	14.80	16.00
Street Naming (VAT n/a)		
Existing Property - House Name Change	60.20	60.20
New Property - Naming / Numbering		
1-5 Plots	180.50	180.50
6-25 Plots	301.90	301.90
26-75 Plots	725.20	725.20
76+ Plots	997.60	997.60
Additional charge where this includes naming a building (e.g. block of flats)	241.70	241.70
Existing Street - Rename	301.90	301.90
Existing Street - Rename - additional charge per property	60.20	60.20
New Street - Additional charge to house numbering where this includes naming of a street	241.70	241.70

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Development Management		
High Hedges High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003 Concession for applicants on means tested benefit	500.80 50% reduction	700.00 50% reduction
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates (VAT n/a)		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :		
Unilateral Undertakings	350.00	360.00
Agreements	459.00	470.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11%	11%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.50%	8.50%
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Highway Enquiry and Search letters: per standard enquiry (VAT N/A)	15.70	16.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	48.20	49.00
Minerals Letters: per enquiry	42.80	44.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	Charges set nationally
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	288.00	
Dormant Site	96.00	
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	45.90	47.00
Per hour by remote enquiry	66.30	68.00
Highways and Transportation		
Highways Maintenance (VAT N/A)		
Temporary Traffic Regulation Orders either through Highways or Countyside Access Teams		
Orders from companies	1,224.00	1,250.00
Orders from individuals	734.00	750.00
Temporary Traffic Regulation Orders for special events		
	1,224.00	1,250.00
Special Events Orders for charities and local authorities		
	153.00	155.00
Emergency Traffic Regulation Orders either through Highways or Countryside Access Teams		
Orders from companies	612.00	625.00
Orders from individuals	367.00	375.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Scaffold Licences, excavation of carriageway and hoarding	102.00	105.00
Streetworks Licences	255.00	260.00
Road Opening Permit Fee (non refundable)	91.80	95.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	450.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	90.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	30.00 per m2
Developer Directional Signage - per application (non refundable)	127.50	140.00
Developer Directional Signage (per sign) refundable deposit	60.00	60.00
Off Street Car Parking Charges		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Parking Charges		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross			
	1 Hour	0.50	0.50
	2 Hour	0.50	0.50
	3 Hour	1.50	1.50
	5 Hour	3.50	3.50
	All Day	6.00	6.00
Penalty Charge Notices - No VAT Charges set by government as national standard and cannot be changed without the direction of the government			
	Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
	Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
	Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
	Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits			
	Resident Permit per annum	50.00	10.00
	Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
	Resident Permit: Incremental increased fee - 3rd vehicle	90.00	90.00
	Commercial Permit (for town centre businesses) (for use in CBC car parks) 12 months	386.00	386.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Book 25 visitor's day tickets	50.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only
Highway Licences (VAT N/A)		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	33.70	35.00
Oversailing of crane over the highway	101.00	105.00
Permission to place skip on highway	33.70	35.00
Provision of estimate for construction of crossover	99.50	105.00
Construction of crossover	Full Cost Recovery	Full Cost Recovery (including 10% admin fee)
Mobile Food Trading		
First application inspection fee	50.00	51.00
Annual fee	500.00	510.00
Provision of H bar road markings	Full Cost Recovery	Full Cost Recovery
Charges for damaged highway plant	Full Cost Recovery	Full Cost Recovery
Renew concrete bollard	Full Cost Recovery	Full Cost Recovery

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Concessionary Fares		
Replacement concessionary travel permits	5.60	10.00
Travel Aid Scheme	1.00	5.00
Rights of Way		
Public Path/Town & Country Planning Act Orders		
Processing where no objection received	Full Cost Recovery	Full Cost Recovery
Processing where an objection is received	Full Cost Recovery	Full Cost Recovery
Advertising costs	Full Cost Recovery	Full Cost Recovery
Public documents		
Definitive Statement	0.60	0.62 (+£2 P&P where posted)
Confirmed Orders	3.60	3.70 (+£2 P&P where posted)
Policy statements	11.20	11.40 (+£2 P&P where posted)
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.60	0.62 (+£2 P&P where posted)
Witness interview write ups	0.60	0.62 (+£2 P&P where posted)
Statutory declarations by Council officers [per hour]	34.70	35.40 (+£2 P&P where posted)
Certified true copy of Definitive Statement	0.60	0.62 (+£2 P&P where posted)
Certified true copy of Definitive Map		
per copy A4	22.50	22.50 (+£2 P&P where posted)
per copy A3	30.00	30.00 (+£2 P&P where posted)
per copy 60x80cm	40.00	40.00 (+£2 P&P where posted)

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
GIS Maps	A4	3.60	3.70 (+£2 P&P where posted)
	A3	7.10	7.20 (+£2 P&P where posted)
	A2	14.80	15.10 (+£2 P&P where posted)
	A1	18.90	19.30 (+£2 P&P where posted)
	A0	48.50	49.50 (+£2 P&P where posted)
Documents not originating from CBC			
Inspectors' decision letters		4.40	4.50 (+£2 P&P where posted)
Other			
One-off Definitive Map searches, planning enquiries etc		57.00	58.10 (+£2 P&P where posted)
Produce plan		34.70	35.40 (+£2 P&P where posted)
Administration associated with processing public path orders (per hour)		43.90	44.80 (+£2 P&P where posted)
Libraries			
Room Hire Charges (non VAT)			
i) Flitwick, Leighton Buzzard - Hourly charge:			
Within opening hours			
	Commercial	19.40	20.00
	Community	9.70	10.00
Outside opening hours			
	Commercial	32.60	34.00
	Community	23.00	24.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
ii) All Other Libraries - Hourly charge Within opening hours	Commercial	13.30	14.00
	Community	6.60	7.00
Outside opening hours	Commercial	25.50	26.00
	Community	19.40	20.00
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	1.50
	Concessions & children's Videos	0.80	0.80
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
DVD's - per week	Standard rate	2.30	2.35
	Concessions and children's DVDs	1.20	1.25
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.30	1.35
Concessions	0.70	0.75
Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
Library Fines		
Standard		
per day open	0.25	0.25
Maximum (after 5 weeks)	7.50	7.50
Concessions		
per day open	0.12	0.12
Maximum (after 5 weeks)	3.60	3.60
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	Further hire charge is made
Lost and Damaged items		
	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.60	0.00
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.		

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
British Library Lost Book Charge (50% remission if subsequently returned)	Actual + 3.30 admin fee	Actual + 3.40 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.00	2.20
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate		
Lost Ticket Replacement		
Charge per lost ticket (Adult Only)	1.00	1.00
Picture Hanging Service		
	Display charge of £10.00 per week where items are for sale	Delete
Libraries - 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	0.30	0.35
iii) Colour CD-ROM and Internet prints		
containing photographs, artwork or charts	0.50	0.50

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate £	2013/14 Rate £
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)		
Libraries fax charges per copy sent		
UK		
first sheet	1.50	1.50
subsequent sheets	0.70	0.70
Europe & N America		
first sheet	2.80	2.90
subsequent sheets	1.50	1.50
Rest of world		
first sheet	4.10	4.20
subsequent sheets	2.10	2.10
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.30	3.40
plus price per sheet	1.00	1.00
Occasional local publications (to be agreed with Operations Manager) at cost + commission		
Display of Commercial Posters		
All charges to be for a maximum display period of 4 weeks. Charge per week		
A3	29.60	Delete
A4	17.90	Delete
A5	10.70	Delete
Postcard size	5.10	Delete

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Libraries Sales items Occasional local publications (to be agreed with Operations Manager) at cost + commission charge of	10%	Delete
Charity and Commercial Group Sales Biggleswade Dunstable, Flitwick, Houghton Regis, Leighton Buzzard Other Libraries	18.40 per day 12.20 per day	Delete Delete
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		
Leighton Buzzard Theatre Prices		
Lounge		
Non Commercial per hour	18.00	19.00
Commercial per hour	25.00	26.00
Meeting Room		
Non Commercial per hour	13.00	10.00
Commercial per hour	20.00	20.00
Auditorium Non Performance		
Non Commercial per hour	30.00	31.00
Commercial per hour	40.00	41.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate £	2013/14 Rate £
Auditorium Performance		
Mon-Wed per hour 4 hours min non commercial	40.00	41.00
Mon-Wed per hour 4 hours min commercial	45.00	46.00
Mon-Wed 9.30 to 23.00 non commercial	500.00	510.00
Mon-Wed 9.30 to 23.00 commercial	580.00	592.00
Thur-Sat per hour 4 hours min non-commercial	50.00	51.00
Thur-Sat per hour 4 hours min commercial	55.00	56.00
Thur-Sat 9.30 to 23.00 non commercial	550.00	561.00
Thur-Sat 9.30 to 23.00 commercial	650.00	663.00
Late Vacating per 1/2hr or portion thereof	30.00	30.00
Sunday per hour	50.00	50.00
Technician per hour	20.00	20.00
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Notes - All room hire - non VAT . Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		

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PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £500 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £150 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£175 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£75**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£175 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its own merits.

**Directorate: Sustainable Communities
Building Regulation Charges**

2013/14 Rates

Standard Charges for the creation or conversion to New Dwellings

No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

2013/14 Rates					
Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands	175.00	Nil	175.00	
		Estimated Cost up to £5000	175.00	150.00	325.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	300.00	475.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	360.00	535.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

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Pre-Application Advice – Charging & Information 2013-14

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 2 January 2013
Subject: Work Programme 2012 – 2013 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Bernard Carter, Corporate Policy & Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Safety:

n/a

Sustainability:

n/a

RECOMMENDATION(S):

1. **that the Corporate Resources Overview & Scrutiny Committee**
 - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Work Programme

1. Attached at Appendix A is the currently drafted work programme for the Committee.
2. Also attached at Appendix B is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in light grey.
3. The Committee is now requested to consider the work programme attached and amend or add to it as necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Task Forces

4. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work.

Work Programme for Corporate Resources Overview & Scrutiny Committee 2012 – 2013

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	22 January 2013	<p>Executive Member Update</p> <p>2013/14 Draft Budget</p> <p>2013/14 Draft HRA Budget</p> <p>Fees & Charges</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To consider the 2013/14 draft capital and revenue budget, and receive an update regarding the local government financial settlement.</p> <p>To consider the 2013/14 draft budget for the Housing Revenue Account.</p> <p>To consider proposed fees and charges relating to Corporate Services for 2013/14.</p>	
2.	5 March 2013	<p>Executive Member Update</p> <p>Farm Management Strategy</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive a report regarding the Council's proposed farm management strategy.</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
3.	30 April 2013	<p>Executive Member Update</p> <p>ICT Framework</p> <p>Quarter 3 Budget Monitoring</p> <p>Quarter 3 Performance Monitoring</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive the quarterly progress report regarding implementation of the ICT Framework.</p> <p>To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2012/13, together with specific information for Corporate Services.</p> <p>To consider performance monitoring information for the 3rd quarter of 12/13.</p>	

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 January 2013 to 31 December 2013**

- 1) During the period from **1 January 2013 to 31 December 2013**, 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:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) 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 Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
15 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 January 2013 to 31 December 2013

Key Decisions

Date of Publication: 29 November 2012

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.	Central Bedfordshire CCTV Strategy -	To agree the CCTV Strategy for Central Bedfordshire.	8 January 2013	Key strategic partners will be consulted on the draft Strategy during July 2012. Further consultation on elements of the Strategy will be undertaken once the Strategy is agreed. Sustainable Communities Overview and Scrutiny Committee will consider the draft Strategy on 26 September 2012.	Report and draft Strategy	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: jeanette.keyte@centralbedfordshire.gov.uk Tel: 0300 300 5257

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)
2.	Approval of Award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. -	In line with corporate procurement procedures, the Executive is required to approve contract values exceeding £500k. Intended decision: Approval of award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. Please note that this is a joint procurement exercise.	8 January 2013		Evaluation and Moderation Report - Exempt under Paragraph 3	Executive Member for Social Care, Health and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Alan Fleming, Service Director - Business Services Email: alan.fleming@centralbedfordshire.gov.uk Tel: 0300 300 6968
3.	Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties -	To award the preferred contractor for this service.	8 January 2013		Report on tenders Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 07/12/12 to Contact Officers: Ian Johnson, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5205 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118

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.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	<p>Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages.</p> <p>Consultation on emerging issues April 2012.</p> <p>Consultation on issues and options October – December 2012.</p>	Leisure Facility Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Jill Dickinson, Head of Leisure Services</p> <p>Email: jill.dickinson@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4258</p>
5.	School Funding Reforms -	To consider and comment on the work undertaken to implement the School Funding Reforms.	8 January 2013	<p>Central Bedfordshire Council has responded to three Department for Education Funding Consultations, 2 in 2011 and 1 in March 2012.</p> <p>Consultation with stakeholders between 4 and 28 September 2012.</p>	Report	<p>Executive Member for Children's Services</p> <p>Comments by 07/12/13 to Contact Officer:</p> <p>Helen Redding, Head of Learning and School Support</p> <p>Email: helen.redding@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6057</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.	Commissioning Healthwatch Central Bedfordshire -	To adopt the approach being taken to commissioning Healthwatch Central Bedfordshire.	8 January 2013	<p>LINK Workshop – June 2011</p> <p>Community Stakeholders Conference – September 2011</p> <p>Healthwatch Steering Group (LINK, CBC, NHS) Workshop – March 2012</p> <p>Monthly updates to LINK Board and to public via LINK Bulletin since June 2012</p> <p>Voluntary and Community Sector Provider Workshop - August 2012</p> <p>Monthly 'Pathfinder' meetings of voluntary and community organisations and LINK since September 2012.</p>	Report	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>James Robinson-Morley, Lead Commissioner (Carers & Service User Engagement)</p> <p>Email: james.robinson-morley@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6681</p>
7.	A1 South Biggleswade Roundabout -	To consider the proposed development of an enlarged roundabout on the A1 at the South Biggleswade junction.	8 January 2013		Exempt Report - Exempt Paragraph 3	<p>Deputy Leader and Executive Member for Corporate Resources</p> <p>Comments by 07/12/2012 to Contact Officer:</p> <p>Peter Burt, MRICS, Head of Property Assets</p> <p>Email: peter.burt@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5257</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)
8.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the development of alternative provision to replace what is currently delivered by the discretionary aspects of the Social Fund.	5 February 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Tim Hoyle, Head of Business Systems Email: tim.hoyle@centralbedfordshire.gov.uk Tel: 0300 300 6065
9.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	5 February 2013		Report Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: John Holman, Head of Housing Asset Management or Ian Johnson, Housing Asset Manager Email: john.holman@centralbedfordshire.gov.uk Tel: 0300 300 5069 or ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202

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)
10.	Service Level Agreement for Fostering and Adoption with Bedford Borough Council -	To consider the future of the Service Level Agreement for Fostering and Adoption with Bedford Borough Council.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Fiona Mackirdy, Interim Head of Adoption and Fostering Email: fiona.mackirdy@centralbedfordshire.gov.uk Tel: 0300 300 6752
11.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To adopt the Local Lettings Policy for Rural Exception Sites for Central Bedfordshire Council.	5 February 2013	A wide ranging public and stakeholder consultation has taken place between February 2012 and May 2012. Method via questionnaires and consultation workshop in April 2012. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 17 December 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369

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.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203
13.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	5 February 2013		Report	Deputy Executive Members for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203

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)
14.	Land Rear of Central Garage, Cranfield Development Brief -	To endorse the Land Rear of Central Garage, Cranfield Development Brief for Development Management purposes.	5 February 2013	Members and Officers briefed from August 2012. Members and Officers briefed on 4 September 2012 at West Placemaking. Public exhibition on 13 November 2012. Public consultation between 13 November and 13 December 2012.	Land Rear of Central Garage, Cranfield Development Brief Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/01/13 to Contact Officer: Stuart Robinson, Planning Officer (Project Support/Admin) Email: stuart.robinson@centralbedfordshire.gov.uk Tel: 0300 300 4236
15.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linlade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	19 March 2013	Consultation carried out with Leighton Linlade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258

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.	Property Joint Ventures -	To consider property joint ventures.	19 March 2013		Report Joint Venture Examples	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281
17.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
18.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@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)
19.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	19 March 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 18/02/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 0300 300 5510
20.	Draft Gypsy and Traveller Plan -	To recommend to Council the draft Gypsy and Traveller Plan for approval prior to submission.	19 March 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: 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)
21.	East Leighton Linslade Framework Plan -	To consider the east Leighton Linslade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	19 March 2013	<p>September 2012 – Placemaking meeting to take place at which the Landowners are to offer a presentation on the Draft Framework Plan.</p> <p>October 2012 – Executive Member and Director of Sustainable Communities to sign off the Draft Framework Plan for the purposes of public consultation.</p> <p>October 2012 – A 7 week public consultation to begin that will include a 2 day public exhibition event. Consultation with residents, councillors and statutory consultees. Consultation will be conducted using letters, emails, the Council’s consultation services, including Central Bedfordshire Council updates and the Member’s bulletin.</p> <p>February 2013 – A presentation on the Framework Plan (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Framework Plan and the Framework Plan supplementary written document	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 18/02/13 to Contact Officer:</p> <p>Mark Saccoccio, Local Planning and Housing Team Leader</p> <p>Email: mark.saccoccio@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5510</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)
22.	Local Area Transport Plans -	To endorse the third round of Local Area Transport Plans (LATP) (covering Potton, Chiltern, Haynes and Old Warden) and which form part of the Local Transport Plan adopted in April 2011, together with endorsement of updates to the Arlesey and Stotfold and Biggleswade and Sandy LATPs that formed part of the first round of plans.	19 March 2013	Public consultation between 1 August 2012 – 23 November 2012.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Ben King, Principal Transport Planner - Transport Strategy Team Email: ben.king@centralbedfordshire.gov.uk Tel: 0300 300 4824
23.	Draft Supplementary Planning Document : Wind Turbine Development in Central Bedfordshire -	To adopt the guidance for development management purposes.	19 March 2013	Public consultation due to take place in January 2013.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Sue Frost, Senior Planning Officer Email: sue.frost@centralbedfordshire.gov.uk Tel: 0300 300 4952

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)
24.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	7 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 06/04/13 to Contact Officer: Peter Joslin, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: peter.joslin@centralbedfordshire.gov.uk Tel: 0300 300 5395 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118
25.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@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)
26.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	September 2013	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	<p>Executive Member for Sustainable Communities - Services Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: iain.finnigan@centralbedfordshire.gov.uk Tel: 0300 300 4351</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)
NON KEY DECISIONS						
27.	Draft Revenue and Capital Budget 2013/14 -	To consider the first draft of the revenue budget for 2013/14.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
28.	Draft Budget Report for the Housing Revenue Account (Landlord Service) Business Plan. -	To consider the draft budget report for the Housing Revenue Account (Landlord Service) Business Plan.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 07/12/13 to Contact Officer: Tony Keaveney, Assistant Director Housing Services or Charles Warboys, Chief Finance Officer Email: tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210 or charles.warboys@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)
29.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649
30.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and the Treasury Management Strategy.	8 January 2013	The draft strategy will be considered by Corporate Resources Overview and Scrutiny Committee on 18 December 2012.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
31.	Localisation of Council Tax Support Scheme -	To recommend to Council the approval of the Localisation of the Council Tax Support Scheme.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@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.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer or Tony Keaveney, Assistant Director Housing Services Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210
33.	Budget 2013/14 and Medium Term Financial Plan -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> • Revenue budget • Capital budget • Fees and Charges 	5 February 2013	Draft budget proposals have been considered by Overview and Scrutiny Committees.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: charles.warboys@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)
34.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
35.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	7 May 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: roy.romans@centralbedfordshire.gov.uk Tel: 0300 300 6039

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**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

Date of Publication	Period of Plan
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
05.10.12	1 November 2012 – 31 October 2013
30.10.12	1 December 2012 – 30 November 2013
30.11.12	1 January 2013 – 31 December 2013
28.12.12	1 February 2013 – 31 January 2014
30.01.13	1 March 2013 – 28 February 2014
28.02.13	1 April 2013 – 31 March 2014

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