

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

**This meeting  
will be filmed.\***



**Central  
Bedfordshire**

**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 27 September 2018

## **NOTICE OF MEETING**

### **EXECUTIVE**

Date & Time

**Tuesday, 9 October 2018 at 9.30 a.m.**

Venue at

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	R Wenham	– Deputy Leader and Executive Member for Corporate Resources
	I Dalgarno	– Executive Member for Community Services
	S Dixon	– Executive Member for Families, Education and Children and Lead Member for Children's Services
	E Ghent	– Executive Member for Assets and Housing Delivery
	Ms C Hegley	– Executive Member for Adults, Social Care and Housing Operations (HRA)
	B Spurr	– Executive Member for Health
	N Young	– Executive Member for Regeneration

All other Members of the Council - on request

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

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**Phones and other equipment may also be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not under the Council's control.**

# AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meetings of the Executive held on 7 August 2018 and 11 September 2018 (the exempt minutes are attached at the end of the Agenda).

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

- Save the Bus Shelter in Caddington
- Demolish Dangerous Disused Bus Shelter in Caddington

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 November 2018 to 31 October 2019.

## Decisions

**Item Subject**

8. **Farm Estate Plan – Adoption of Plan**

To present the outcome of the public consultation on the draft Farms Estate Plan and to adopt a Farms Estate Plan for CBC's farm Estate.

9. **Fees and Charges 2019**

To approve the Central Bedfordshire Charging Policy and the proposed fees and charges pricing schedule for January 2019.

10. **Recommissioning Support Services for Children and Young People**

To outline the approach that has been taken and the rationale for the proposed option for recommissioning support services for children and young people.

11. **Purchase of Properties for use as Transitional Accommodation**

The report seeks approval for the Council's Housing Revenue Account (HRA) to purchase residential accommodation identified in exempt appendix 1. The supporting rationale is to provide transitional accommodation to clients presenting as homeless (CBC has a statutory obligation to provide accommodation).

**Monitoring Matters**

**Item Subject**

12. **2018/19 Quarter 1 Performance Report**

To receive the 2018/19 quarter 1 performance monitoring report.

13. **Exclusion of the Press and Public**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

**Exempt Appendices**

**Item Subject**

**Exempt Para.**

14. **Purchase of Property for use as Transitional Accommodation**

\* 3

To receive the exempt Appendix.

15. **Exempt Minutes from 11 September 2018**

\* 3

To receive the exempt minutes from the Executive meeting on 11 September 2018.

## CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 7 August 2018.

### PRESENT

Cllr J G Jamieson (Chairman)  
Cllr R D Wenham (Vice-Chairman)

Executive Members:	Cllrs	I Dalgarno S Dixon E Ghent	Cllrs	Ms C Hegley B J Spurr J N Young
Deputy Executive Members:	Cllrs	A D Brown K M Collins Mrs T Stock	Cllrs	G Tubb S Watkins B Wells
Apologies for Absence:	Cllrs	Mrs S Clark Mrs A L Dodwell Ms C Maudlin		
Members in Attendance:	Cllrs	R D Berry M C Blair D Bowater F Firth C C Gomm Mrs S A Goodchild	Cllrs	Ms A M W Graham R W Johnstone K C Matthews R Morris T Nicols
Officers in Attendance		Mr R Carr Mr A Davie  Mr P Fraser Mrs S Hobbs Mr C Kiernan Mr P Mason Mrs J Ogley  Mr S Rix Mrs M Scott Mr C Warboys		Chief Executive Development Infrastructure Group Manager Assistant Director Education Senior Committee Services Officer Interim Head of School Improvement Assistant Director Highways Director of Social Care, Health and Housing Interim Monitoring Officer Director of Public Health Director of Resources

E/18/19

### Minutes

### RESOLVED

**that the minutes of the meeting held on 12 June 2018 be confirmed as a correct record and signed by the Chairman.**

E/18/20 **Members' Interests**

None were declared.

E/18/21 **Chairman's Announcements**

Item 6 'Public Participation would be considered after item 7 'Forward Plan of Key Decisions'.

E/18/22 **Petitions**

**Better Infrastructure for Shefford**

Ms Bromley presented an e-petition, signed by 187 residents, requesting improvements to the infrastructure in Shefford before any further development took place, specifically the conversion of The Birches Residential Home into temporary housing. She explained that access to the site and car parking needed to be improved, the requirement for a larger doctors' surgery, better transport links and the need for pot holes to be repaired.

The Executive Member for Adults, Social Care and Housing Operations had met with local residents to discuss the proposal for the conversion of The Birches Residential Home into 17 units for temporary accommodation. She explained that residents' concerns had been considered in the development of the plans. A planning application had been submitted and would shortly be available to view on the Council's website. A frequently asked questions fact sheet had been prepared for circulation to local residents.

The Council was aware of the pressures on infrastructure across Central Bedfordshire. The Council was working with the NHS to try to enhance health facilities in the area.

Numerous roads in Shefford were due to receive planned maintenance and she requested that any pot holes could be reported on the Council's website.

E/18/23 **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 September 2018 to 31 August 2019 be noted.**

E/18/24 **Public Participation**

The Chairman invited the public speakers to make their statements in accordance with the Public Participation Scheme.

### **Shelton Lower School, Marston Moretaine**

Ms Drew spoke about the financial viability of the school and explained why she had no confidence in the Council's projections. She felt that the school could be educationally and financially successful and would be viable in the future as there were children wanting to attend the school.

Ms Drew read out a statement on behalf Ms Woods that contended that the consultation had not been carried out correctly, proper evidence had not been provided to the decision-maker and that alternative options had not been considered. She felt that the consultation was flawed as statutory guidance had not been followed. The Chiltern Learning and the Wootton Multi-Academy Trusts had not been consulted.

Mr Miller also contended that the Council's financial estimates and pupil projections were inaccurate. He felt that the Council had predetermined the decision to close the school, the consultation had been flawed and that historic data had not been considered. Parents had already identified that there would be children wanting to attend the school up until 2019/20. Wootton Parish Council did not support the closure and was now promoting the school. Children living in Bedford should not be discriminated against coming to a school in Central Bedfordshire.

Mr Lloyd, Chairman of Wootton Parish Council, explained that there had been an increase in housing in Wootton and there was a need for additional pupil places. Wootton Lower School was due to be expanded with an additional 6 new classes when originally it was hoped to have 10 new classes. The Parish Council would do everything to support the school and felt that it could be viable.

Ms Gardner referred to the delegation in the Council's Constitution to the Director of Children's Services to approve the closure of the school and believed that the Director did not have the power to do so as it should be an Executive decision. She felt that the consultation had been commenced incorrectly and the Director had predetermined the decision. All the options for the school had not been considered.

Councillor Morris, spoke as a member of Marston Moretaine Parish Council, referred to the development in the Marston Moretaine area and felt that the school should not be closed as it could be a sustainable asset. Closing the school would have an impact on the community and the children currently attending it. The school was a good one and provided pupils with high quality education.

The Executive Member for Families, Education and Children responded to the public's concerns under item 8 'Proposal to Close Shelton Lower School, Marston Moretaine'.

E/18/25

### **Proposal to Close Shelton Lower School, Marston Moretaine, Bedfordshire**

The Executive considered a report from the Executive Member for Families, Education and Children that proposed the closure of Shelton Lower School due to falling pupil numbers over the last two years. It was projected that the number of pupils would continue to fall in the future, leaving the school financially unviable.

In response to the concerns raised earlier, the Executive Member confirmed that the consultation process had been followed correctly and explained that there was overwhelming evidence to support the closure of the school. Legal advice had been sought as well as advice from the Department for Education. The school had been in financial trouble since February 2018 when the Council had provided a cash advance to ensure that it met its financial obligations and ensure pupils continued to have full access to the curriculum.

In response to Members questions, the Executive Member for Families, Education and Children explained that a full consultation exercise had taken place, which had included engagement with Wootton Lower School and the Department for Education. He explained that all options had been explored before proposing that the school be closed.

Reason for decision: The school was financially unviable due to the falling number of pupils attending it. It had a budget deficit that was projected to increase between now and 2021/22 and there was no credible recovery plan in place.

#### **RESOLVED**

**that the closure of Shelton Lower School on 31 August 2019 be approved.**

The decision was unanimous.

E/18/26

### **Cranfield Community Building**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the transfer of Cranfield Community Building, all future liabilities and responsibilities for the building, from Persimmon Plc to Cranfield Parish Council.

Reason for decision: To enable Cranfield Parish Council to manage the Community Building and sports facilities.

#### **RESOLVED**

- 1. that Cranfield Parish Council be nominated to accept the offer of the Cranfield Community Building, comprising a community hall, meeting rooms, community space, reception area, changing rooms, 1 junior football pitch, 2 intermediate size football pitches and cricket square with outfield, kitchen and other ancillary facilities, from Persimmon Plc. This being subject to the following:**



- a. **submission of a satisfactory Building Management Plan by Cranfield Parish Council indicating how it would manage all future responsibilities and liabilities associated with the community building;**
  - b. **approval by CBC of the football and cricket pitch construction specifications;**
  - c. **satisfactory completion of the construction of the sports pitches named in (b); and**
  - d. **satisfactory completion of the car park**
2. **to authorise the Director of Community Services, in consultation with the Executive Member for Corporate Resources, to consider the Community Building Management Plan for approval when submitted by Cranfield Parish Council;**
  3. **subject to (1) and (2) above approve the payment of the community building commuted sum to Cranfield Parish Council and the Parish Council be invited to consider the need to raise their precept to contribute towards the operation of the building; and**
  4. **that the approved draft transfer deed of the Cranfield Community Building contain a restrictive covenant to protect the use of the site for the purposes of a community hall and that all future responsibilities and liabilities associated with the community building lie within Cranfield Parish Council.**

The decision was unanimous.

E/18/27

### **Central Area Growth Board**

The Executive considered a report from the Executive Member for Regeneration that sought endorsement for Central Bedfordshire to become a full member of the Central Area Growth Board and the adoption of the proposed terms of reference. The Council would then work collaboratively with the other neighbouring local authorities and be an active partner within the Cambridge-Oxford Corridor.

In response to questions, the Executive Member for Regeneration explained that the Board would not have any delegated decision-making powers from councils. Any decisions required would need to be ratified by each of the constituent authorities. Regional assemblies had been disbanded, but working collaboratively with neighbouring authorities would help shape the area's future and help access funding for infrastructure.

Reason for decision: To enable the Council to actively participate in contributing to shaping and driving the agenda on strategic planning, economic development and infrastructure planning at the sub-regional level.

## RESOLVED

1. that the significance of the National Infrastructure Commission and Government focus on the Cambridge – Milton Keynes – Oxford Corridor be noted; and
2. that an associated contribution of £5k of ongoing revenue to support the work of the Central Area Growth Board be approved.

### *RECOMMENDED to Council*

1. *that Central Bedfordshire Council become a full member of the Central Area Growth Board by adopting the Terms of Reference, as set out in Appendix A to the Executive report;*
2. *that the creation of the Central Area Growth Board as a joint committee under section 101(5), 102 Local Government Act 1972 and section 9EB of the Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012 be approved;*
3. *that the additions to the Constitution, as set out in Appendix B to the Executive report, be approved.*
4. *that the Executive Member for Regeneration be appointed as the Council's representative on the Central Area Growth Board.*

The decision was unanimous.

E/18/28

## Highways Service Incentive Fund Bid

The Executive considered a report from the Executive Member for Community Services that set out the:

- Highways Service Communications Strategy
- Highways Asset Management Framework
- Highways Service Trees Policy.

In response to a question, the Assistant Director Highways advised that the Network Maintenance Management Plan was being updated in response to the Well Managed Highways Infrastructure Code of Practice published by the Department for Transport. This was a risk based approach to help understand the defects and their impact on highway users, including cyclists.

Reason for decision: To enable the Council to maintain its status as a Band 3 authority in 2019/20 and secure the maximum possible Highways Maintenance Capital Funding from the Department for Transport's Incentive Fund.

## RESOLVED

1. **that the following key documents be adopted:**
  - **Highways Service Communications Strategy, set out in Appendix A to the report**
  - **Highways Asset Management Framework, set out in Appendix B to the report**
  - **Highways Service Trees Policy, set out in Appendix C to the report**
  
2. **to authorise the Director for Community Services, in consultation with the Executive Member for Community Services, to adopt the following documents that are currently being prepared:**
  - **Highways Asset Condition Survey Regime**
  - **Network Maintenance Management Plan (NMMP)**
  - **Highways Asset Performance Management Framework.**

The decision was unanimous.

E/18/29

### **Executive Response to Overview and Scrutiny Enquiry on Pupil Attainment**

The Executive considered a report from the Executive Member for Families, Education and Children that set out the Executive's response to the recommendations from the task force enquiry into pupil attainment. The recommendations had been prioritised and work had already commenced on implementing them.

In response to a question, the Executive Member for Families, Education and Children explained that the Council needed to create an identity that supported the recruitment of the best teachers. He acknowledged that there was a need to deliver better and more affordable housing for key workers. A list of key workers would need to be considered, as well as those in education.

Reason for decision: To enable the recommendations, where applicable, to be implemented.

## RESOLVED

**that the Executive's response to the enquiry into Pupil Attainment, as set out in Appendix A to the report, be approved.**

The decision was unanimous.

E/18/30

## **Schools for the Future**

The Executive considered a report from the Executive Member for Families, Education and Children that set out the approach being proposed for meeting the demand for school places over a 15-20 year period. The school landscape was very mixed with lower, middle, upper, primary and secondary schools. Around 40,000 new homes were due to be built in Central Bedfordshire by 2035 and it was estimated that there would be an additional 9,700 children requiring a school place over the next 5 years.

It was proposed to support those schools that wanted to work towards a primary and secondary model and to actively promote that any new schools being built would be primary or secondary.

In response to questions, the Executive Member for Families, Education and Children confirmed that the Executive had approved an increase in pupil yield from 0.04 to 0.06 pupils per dwelling, per academic year group. The plan for schools for the future would be aligned with the Local Plan. The Council would help facilitate, coordinate and support any schools that wanted to change and as yet the cost implications were unknown. The Special Education Needs and Disability provision was also being considered to enhance that provision.

Reason for decision: To enable the Council to develop a longer term coherent and transparent plan for future educational provision, shaped by the schools and to ensure the Council was best placed to deal with the growth agenda.

### **RESOLVED**

- 1. that the position reached on planning for schools for the future be noted; and**
- 2. that the following policy be approved:**
  - To support schools and clusters that want to work towards a primary and secondary model, based on:**
    - the appropriate resources being in place to do so;**
    - change being coordinated; and**
    - change supports improvements in educational outcomes.**
  - To actively promote that any new schools that are built be primary or secondary.**

The decision was unanimous.

E/18/31

## **Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the framework for the Medium-Term Financial Plan 2019/2020 – 2022/23 with the updated planning assumptions.

Reason for decision: To enable the Council to have a framework to meet the financial challenges faced over the medium term.

### **RESOLVED**

- 1. that the proposed framework for the updating of the Medium-Term Financial Plan 2019/20 – 2022/23 and the preparation of the a Budget for 2019/20 be endorsed; and**
- 2. that the approach to consultation for 2018/19 be approved.**

The decision was unanimous.

E/18/32

### **The Day Offer for Older People and Adults with Disabilities**

The Executive considered a report from the Executive Member for Adult, Social Care and Housing Operations that set out the options for the future of Ampthill Day Centre for Older People and sought authorisation for the commencement of consultation on the proposals set out in the report.

Reason for decision: To enable the Council to commence consultation on the proposals and report back to the Executive in December 2018 with recommendations about the future of Ampthill Day Centre.

### **RESOLVED**

- 1. that the work under way to explore improvements in the variety, flexibility and sustainability of day services for older people in West Mid Beds in line with the new Day Offer adopted by the Council be noted;**
- 2. to authorise the commencement of formal consultation on proposals for the future of Ampthill Day Centre for Older People, as set out in paragraphs 17 to 27 of the report; and**
- 3. that a report be submitted to a future meeting of the Executive advising of the outcome of the consultation and making recommendations about the future of the Centre.**

The decision was unanimous.

E/18/33

### **Arrangements for the Supply of Agency Staff to the Council**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the requirement to re-procure the contract for agency workers and the proposed approach and timescale.

Reason for decision: To enable the Council to re-procure the contract for the supply of agency workers.

## **RESOLVED**

- 1. that the award of an interim contract for the supply of agency staff to the current supplier for a period not exceeding nine months, as set out in paragraphs 21 to 23 in the report, be approved;**
- 2. that a report detailing the options for procurement be taken to Corporate Resources Overview and Scrutiny Committee before the delegated authority below be exercised;**
- 3. to authorise the Director of Resources, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to determine the most appropriate consortium framework from within which to procure agency services to follow on from the interim arrangements set out in resolution 1;**
- 4. to authorise the Director of Resources, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to award a contract to the supplier selected as a result of the process set out in resolution 3; and**
- 5. to authorise the Director of Resources, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to award a contract to the supplier as selected as a result of the process set out in resolution 4.**

The decision was unanimous.

E/18/34

### **Insurance Retender**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that outlined the approach to meeting the Council's insurance requirements for April 2019.

Reason for decision: To enable the Council to re-procure the insurance contract.

## **RESOLVED**

**to authorise the Director of Resources, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to conduct the tender process and award appropriate contracts.**

The decision was unanimous.

E/18/35 **Revenue Budget Monitoring 2018/19 - Quarter 1**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the forecast revenue outturn position for Quarter 1 in 2018/19. The forecast position was an overspend of £0.8m.

Reason for decision: To maintain rigour and transparency through the Executive's regular monitoring of the revenue budget.

**RESOLVED**

- 1. that the revenue forecast outturn position of an overspend of £0.8M, be noted;**
- 2. to note that the budget includes £2.1M of contingency against which no call has been made as yet. If this contingency was released then this results in an underspend of £1.3M; and**
- 3. to request officers to continue to look for compensatory savings in order to deliver a balanced budget.**

The decision was unanimous.

E/18/36 **Capital Budget Monitoring - Quarter 1**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the forecast capital outturn position for Quarter 1 in 2018/19.

Reason for decision: To maintain rigour and transparency through the Executive's regular monitoring of the revenue budget.

**RESOLVED**

**to note that the capital gross forecast is a spend of £109.7M (£63.2M in 2017/18), demonstrating the continued significant capital investment made by Central Bedfordshire to support its community.**

The decision was unanimous.

E/18/37 **Housing Revenue Account Budget Monitoring Report - Quarter 1**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the Housing Revenue Account projected revenue and capital outturn position for Quarter 1 in 2018/19.

Reason for decision: To maintain rigour and transparency through the Executive's regular monitoring of the revenue budget.

**RESOLVED**

- 1. that the revenue forecast of a balanced budget with a contribution to HRA Reserves of £6.493M, be noted thus strengthening the Council's ability to invest and improve its stock of Council Houses;**
- 2. to note that the capital forecast position indicates a net outturn on budget of £25.130M; and**
- 3. that Right to Buy (RtB) sales would be monitored for the possible impact on predicted surpluses in the medium to longer term.**

The decision is unanimous.

(Note: The meeting commenced at 9.30 a.m. and concluded at 12.45 p.m.)

Chairman .....

Dated .....



## CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 11 September 2018.

### PRESENT

Cllr J G Jamieson (Chairman)  
Cllr R D Wenham (Vice-Chairman)

Executive Members:	Cllrs	I Dalgarno S Dixon E Ghent	Cllrs	Ms C Hegley B J Spurr J N Young
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Deputy Executive Members:	Cllrs	A D Brown Mrs A L Dodwell Ms C Maudlin	Cllrs	Mrs T Stock B Wells
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Apologies for Absence:	Cllrs	Mrs S Clark K M Collins G Tubb S Watkins
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Members in Attendance:	Cllrs	R D Berry D Bowater F Firth Mrs S A Goodchild	Cllrs	K C Matthews B Saunders M A G Versallion
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Officers in Attendance	Mr R Carr Mr M Coiffait Mrs S Hobbs Mr P Keates Mrs J Ogley  Mr S Rix Mrs M Scott Mr C Warboys	Chief Executive Director of Community Services Senior Committee Services Officer Head of Development and Regulation Director of Social Care, Health and Housing Interim Monitoring Officer Director of Public Health Director of Resources
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#### E/18/38 **Members' Interests**

Councillor Dixon was not present for items 4 and 7 'Independent Living Scheme at Houghton Regis Central' due to a potential pecuniary interest in the items.

#### E/18/39 **Public Participation**

No members of the public had registered to speak.

E/18/40

### **Houghton Regis Central: Award of Contract**

The Executive considered a report from the Executive Member for Assets and Housing Delivery that sought approval in principle to award the contract for the design and build of the Houghton Regis Central Extra Care Housing Scheme.

In response to a question, the Director of Community Services explained that the appointed contractor would be announced publicly once the contract had been signed. Further discussions were due to take place with Homes England over their funding contribution as this could be affected by the longer timescale, however the Director was confident the majority would be received.

In response to a question, the Executive Member for Adults, Social Care and Housing Operations advised that a stakeholder group would be set up and it would include representation from Red House Court. This Group would look at issues such as renaming the development.

Reason for decision: To enable the Council to progress with the Scheme and award the Contract to Contractor A.

#### **RESOLVED**

- 1. that the award of the contract to design and build the Houghton Regis Central Extra Care Housing Development to Contractor A be approved in principle;**
- 2. to authorise the Director of Community Services, in consultation with the Executive Member for Assets and Housing Delivery, to make the final award subject to Homes England funding being clarified; and**
- 3. that the maximum budget specified in the exempt Appendix A be approved.**

The decision was unanimous.

E/18/41

### **Affordable Housing Guidance Note (South Central Bedfordshire)**

The Executive considered a report from the Executive Member for Regeneration that set out the revised Affordable Housing Guidance Note for endorsement as planning guidance. This covered the affordable housing target in the south of Central Bedfordshire.

Reason for decision: To ensure that that the Council was not at risk of challenge if it sought to secure affordable housing in line with the identified need.

**RESOLVED**

- 1. that the Affordable Housing Guidance Note (South Central Bedfordshire) be endorsed as planning guidance for Development Management purposes; and**
- 2. to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to make any minor amendments to the Affordable Housing Guidance Note.**

The decision was unanimous.

E/18/42 **Exclusion of the Press and Public**

**RESOLVED**

**to exclude the press and public from the meeting for the following item of business on the grounds that its consideration was likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

E/18/43 **Houghton Regis Central: Award of Contract**

Minute E/18/43 related to exempt business. See minute E/18/40 for details.

(Note: The meeting commenced at 2.30 p.m. and concluded at 3.10 p.m.)

Chairman .....

Dated .....

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**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 November 2018 to 31 October 2019**

- 1) During the period from **1 November 2018 to 31 October 2019**, 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 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.

\*Savings are significant if they exceed £200,000 per annum (revenue) or £5000,000 whole life cost (capital). Expenditure is significant if it exceeds, in respect of revenue contracts: (i) £300,000 per annum; and (ii) £1m total cost; and (iii) 5 years duration (including contract extension periods); or £750,000 financial commitment (capital).

There are exceptions to these criteria which is set out in Part 2 Article 12 paragraph 1.3 in the Council's Constitution. Specifically, expenditure which is identified in the approved Council revenue and capital budgets are not key decisions.

- 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:

Councillor James Jamieson	Leader of the Council
Councillor Richard Wenham	Deputy Leader and Executive Member for Corporate Resources
Councillor Ian Dalgarno	Executive Member for Community Services
Councillor Steven Dixon	Executive Member for Families, Education and Children and Lead Member for Children's Services
Councillor Eugene Ghent	Executive Member for Assets and Housing Delivery
Councillor Carole Hegley	Executive Member for Adults, Social Care and Housing Operations (HRA)
Councillor Brian Spurr	Executive Member for Health
Councillor Nigel Young	Executive Member for Regeneration

- 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
3 April 2018	22 March 2018
12 June 2018	31 May 2018
7 August 2018	26 July 2018
9 October 2018	27 September 2018
4 December 2018	22 November 2018
8 January 2019	20 December 2018
5 February 2019	24 January 2019
2 April 2019	21 March 2019

**Central Bedfordshire Council**

**Forward Plan of Key Decisions for the period 1 November 2018 to 31 October 2019**

**Key Decisions**

**Date of Publication: 27 September 2018**

<b>Ref No.</b>	<b>Issue for Key Decision by the Executive</b>	<b>Intended Decision</b>	<b>Indicative Meeting Date</b>	<b>Consultees and Date/Method</b>	<b>Documents which may be considered</b>	<b>Contact officer (method of comment and closing date)</b>
1.	Discharge of Duty to Provide a Suitable Home Policy -	To approve the Discharge of Duty to Provide a Suitable Home Policy.	4 December 2018	Social Care, Health and Housing Overview and Scrutiny Committee on 17 September 2018.	Open  Discharge of Duty to Provide a Suitable Home Policy	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: Nick Costin, Head of Housing Service Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	Using Compulsory Purchase Orders to bring Empty Homes back into Occupation -	The report presents a case to use compulsory purchase order (CPO) powers to bring empty homes back into occupation. The report recommends the use of CPO for a particular long term empty home but also seeks delegated authority to take all necessary steps to complete the process.	4 December 2018		Open	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: Nick Costin, Head of Housing Service Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219
3.	The Future of Ampthill Day Centre for Older People -	To consider the outcome of the consultation on the options for Ampthill Day Centre for Older People and make a decision about its future.	4 December 2018	Customers, carers, members of the public, statutory organisations, voluntary organisations. Formal public consultation.	Open  The Future of Ampthill Day Centre for Older People	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: Tim Hoyle, Assistant Director of Strategic Commissioning Email: <a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a> Tel: 0300 300 6065



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.	Consultation on the Council's Admission Arrangements for the Academic Year 2020/21 -	To approve the commencement of the Council's consultation on admission arrangements to ensure the statutory requirement for admissions consultation is met. The Council is the admissions authority for Community and Voluntary Controlled schools.	4 December 2018		Open	Families, Education and Children - Executive Member and Lead Member for Children's Services Comments by 04/11/2018 to Contact Officer: Jessica Mortimer Email: <a href="mailto:jessica.mortimer@centralbedfordshire.gov.uk">jessica.mortimer@centralbedfordshire.gov.uk</a> Tel: 0300 300 4766
5.	Home to School Travel Assistance Policies Review -	Adoption of the Travel Assistance Policies.	4 December 2018	Sustainable Communities Overview and Scrutiny Committee – 22 November 2018.	Open	Community Services - Executive Member Comments by 04/11/2018 to Contact Officer: Susan Childerhouse, Assistant Director Public Protection & Transport Email: <a href="mailto:susan.childerhouse@centralbedfordshire.gov.uk">susan.childerhouse@centralbedfordshire.gov.uk</a> Tel: 0300 300 4394

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.	Biggleswade Skate Park -	Capital investment in a replacement facility and agreement to pursue the ability to devolve the future management of the skate park and associated play area to Biggleswade Town Council.	4 December 2018		Open	Community Services - Executive Member Comments by 04/11/2018 to Contact Officer: Howard Hughes, Active Lifestyles Manager Email: <a href="mailto:Howard.Hughes@centralbedfordshire.gov.uk">Howard.Hughes@centralbedfordshire.gov.uk</a> Tel: 0300 300 6163
7.	Procurement of Facilities Management Contracts -	To seek approval to re-procure hard and soft facilities management contracts for the maintenance of the Council's estate.	4 December 2018		Open	Assets and Housing Delivery - Executive Member Comments by 04/11/2018 to Contact Officer: Gavin Coombs, Head of Facilities Management Email: <a href="mailto:gavin.coombs@centralbedfordshire.gov.uk">gavin.coombs@centralbedfordshire.gov.uk</a> Tel: 0300 300 4656

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.	Gypsy and Traveller Responsiveness -	To set out a new approach to respond to gypsy and traveller issues and seek agreement for the use of Temporary Stopping Sites in Central Bedfordshire.	4 December 2018	Key stakeholders via meetings and discussion - Police, Town Councils and interested commercial partners Planning permission will need to be sought for a temporary stopping site and the associated planning consultation will be carried out.	Open	Community Services - Executive Member Comments by 04/11/2018 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: <a href="mailto:jeanette.keyte@centralbedfordshire.gov.uk">jeanette.keyte@centralbedfordshire.gov.uk</a> Tel: 0300 300 5252
9.	Regional Adoption Agency -	Agree that CBC host a Regional Adoption Agency operating jointly with Milton Keynes Council.	4 December 2018	Children's Services Overview and Scrutiny Committee on 11 September 2018.	Open	Families, Education and Children - Executive Member and Lead Member for Children's Services Comments by 04/11/2018 to Contact Officer: Sue Harrison, Director of Children's Services Email: <a href="mailto:sue.harrison@centralbedfordshire.gov.uk">sue.harrison@centralbedfordshire.gov.uk</a> Tel: 0300 300 4229

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.	New Housing Repair and Maintenance Delivery Model -	To set out how a long term partnering arrangement has been devised as the basis of a modernised, digitised approach to the Repairs Service that is more sustainable, offers better value for money and overall provides a more responsive customer offer, to achieve objectives set out within the Housing Asset Management Strategy.	4 December 2018		Open	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: James Yeomans, Routine Maintenance Manager Email: <a href="mailto:james.yeomans@centralbedfordshire.gov.uk">james.yeomans@centralbedfordshire.gov.uk</a> Tel: 0300 300 5957

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)
11.	Award of Contract: Repairs Maintenance and Capital Works -	To award the contract for repair, maintenance and capital works to the Council's housing stock.	4 December 2018		Part exempt	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: James Yeomans, Routine Maintenance Manager Email: <a href="mailto:james.yeomans@centralbedfordshire.gov.uk">james.yeomans@centralbedfordshire.gov.uk</a> Tel: 0300 300 5957
12.	Housing Development Company -	To seek approval to the establishment of a wholly owned Development Company.	4 December 2018		Part exempt	Assets and Housing Delivery - Executive Member Comments by 04/11/2018 to Contact Officer: Elaine Bradbury, Development Manager Email: <a href="mailto:elaine.bradbury@centralbedfordshire.gov.uk">elaine.bradbury@centralbedfordshire.gov.uk</a> Tel: 0300 300 4026

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)
13.	Adult Social Care Business System -	To approve the award of contract for the Adult Social Care Business system.	4 December 2018	Business stakeholders consulted throughout 2016 and re-engaged from April 2018.	Part exempt Commercial Sensitivity	Adults, Social Care & Housing Operations (HRA) - Executive Member, Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Nick Murley, Assistant Director Resources Email: <a href="mailto:nick.murley@centralbedfordshire.gov.uk">nick.murley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4605
14.	Land North of Luton -	To approve the Heads of Terms for the Land North of Luton development and agree to consider the structure of the developer contribution from this and the potential Sundon Rail Freight Interchange towards the balance of delivering the new M1-A6 link road.	4 December 2018		Fully exempt	Regeneration - Executive Member Comments by 04/11/2018 to Contact Officer: Andrew Gordon, Head of Estate Management, Stephen Mooring, Head of Place Delivery Email: <a href="mailto:andrew.gordon@centralbedfordshire.gov.uk">andrew.gordon@centralbedfordshire.gov.uk</a> , <a href="mailto:stephen.mooring@centralbedfordshire.gov.uk">stephen.mooring@centralbedfordshire.gov.uk</a> Tel: 0300 300 5882, Tel: 0300 300 6241

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)
15.	Community Safety Partnership Priorities 2019-2022 -	To consider the emerging priorities identified by the Community Safety Partnership.	8 January 2019		Open	Community Services - Executive Member Comments by 08/12/2018 to Contact Officer: Lisa Scott, Community Safety Strategy Officer Email: <a href="mailto:lisa.scott@centralbedfordshire.gov.uk">lisa.scott@centralbedfordshire.gov.uk</a> Tel: 0300 300 5733
16.	Foster Carers Loans Policy -	To seek approval for the introduction of a Council loans policy for foster carers.	8 January 2019	Corporate Parenting Panel – 25 October 2018 Children's Services Overview and Scrutiny Committee – 20 November 2018	Open	Families, Education and Children - Executive Member and Lead Member for Children's Services Comments by 08/12/2018 to Contact Officer: Micky Pompa, Finance Manager Email: <a href="mailto:Micky.Pompa@centralbedfordshire.gov.uk">Micky.Pompa@centralbedfordshire.gov.uk</a> Tel: 0300 300 6822

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)
17.	Decision Making Arrangements for Removing BT Payphones in Central Bedfordshire -	To authorise the Director of Community Services / Parish Council regarding the removal / alternative use for payphones in Central Bedfordshire that we had previously objected to in January 2017.	5 February 2019		Open	Community Services - Executive Member Comments by 05/01/2019 to Contact Officer: Sarah Hughes, Community Engagement Manager Email: <a href="mailto:sarah.hughes@centralbedfordshire.gov.uk">sarah.hughes@centralbedfordshire.gov.uk</a> Tel: 0300 300 6166
18.	Flitwick Station Area Regeneration -	To confirm the delivery mechanism and approve the progression.	5 February 2019	Flitwick Town Council – September 2018.	Open	Regeneration - Executive Member, Assets and Housing Delivery - Executive Member Comments by 05/01/19 to Contact Officer: Sam Caldbeck, Major Projects Officer Email: <a href="mailto:samuel.caldbeck@centralbedfordshire.gov.uk">samuel.caldbeck@centralbedfordshire.gov.uk</a> Tel: 0300 300 4410



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.	Parking Management Strategy -	To seek agreement for the implementation of a Council Parking Management Strategy from 1 April 2019.	5 February 2019		Open	Community Services - Executive Member Comments by 05/01/2019 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: <a href="mailto:jeanette.keyte@centralbedfordshire.gov.uk">jeanette.keyte@centralbedfordshire.gov.uk</a> Tel: 0300 300 5252
<b>NON KEY DECISIONS</b>						
20.	Equality Strategy and Action Plan 2018-2021 -	To recommend the draft Equality Strategy and Action Plan 2018-2021 to Council for approval.	4 December 2018	Central Bedfordshire Equalities Forum – September 2018 Corporate Resources Overview and Scrutiny Committee – 29 November 2018	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Clare Harding, Community Intelligence Manager Email: <a href="mailto:clare.harding@centralbedfordshire.gov.uk">clare.harding@centralbedfordshire.gov.uk</a>

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.	Council Tax Support Scheme 2019/20 -	To recommend to Council the approval of the Local Council Tax Support Scheme 2019/20.	4 December 2018	Corporate Resources Overview and Scrutiny Committee on 20 November 2018.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Gary Muskett, Head of Revenues & Benefits Email: <a href="mailto:gary.muskett@centralbedfordshire.gov.uk">gary.muskett@centralbedfordshire.gov.uk</a> Tel: 0300 300 4097
22.	Revenue Budget Monitoring 2018/19 - Quarter 2 -	To report the quarter 2 revenue budget monitoring 2018/19 report.	4 December 2018	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Capital Budget Monitoring 2018/19 - Quarter 2 -	To report the quarter 2 capital budget monitoring 2018/19 report.	4 December 2018	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
24.	Housing Revenue Account Budget Monitoring 2018/19 - Quarter 2 -	To report the quarter 2 housing revenue account budget monitoring 2018/19 report.	4 December 2018	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	Quarter 2 Performance Report 2018/19 -	To receive the 2018/19 quarter 2 performance report.	4 December 2018		Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 04/11/18 to Contact Officer: Jackie Woods, Head of Knowledge and Insight Email: <a href="mailto:jackie.woods@centralbedfordshire.gov.uk">jackie.woods@centralbedfordshire.gov.uk</a> Tel: 0300 300 5655
26.	Draft Revenue Budget 2019/20 -	To set out the draft revenue budget for 2019/20 and update the Medium Term Financial Plan.	8 January 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comment by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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)
27.	Draft Capital Budget 2019/20 -	To set out the draft capital budget for 2019/20.	8 January 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
28.	Draft Housing Revenue Account Budget 2019/20 -	To set out the draft housing revenue account budget for 2019/20.	8 January 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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.	Final Revenue Budget 2019/20 -	To recommend the final revenue budget for 2019/20 to Council for approval on 21 February 2019.	5 February 2019		Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
30.	Final Capital Budget 2019/20 -	To recommend the final capital budget for 2019/20 to Council on 21 February 2019.	5 February 2019	Executive on 8 January 2019. Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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)
31.	Final Housing Revenue Account Budget 2019/20 -	To recommend the final housing revenue account budget for 2019/20 to Council for approval on 21 February 2019.	5 February 2019	Executive on 8 January 2019. Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
32.	Social Care, Health and Housing Fees and Charges 2019/20 -	To recommend to Council on 21 February 2019 the approval of the fees and charges for social care, health and housing for 2019/20.	5 February 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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)
33.	Proposed Charges for Traded Services to Schools and Academies 2019/20 -	To recommend to Council on 21 February 2019 the approval of the charges for traded services to schools and academies for 2019/20.	5 February 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
34.	Treasury Management Strategy and Treasury Management Policy 2019/20 -	To recommend to Council on 21 February 2019 the approval of the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Policy for 2019/20.	5 February 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
35.	Capital Strategy 2019/20 -	To recommend to Council the approval of the Capital Strategy for 2019/20.	5 February 2019	Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
36.	Housing Revenue Budget Monitoring 2018/19 - Quarter 3 -	To report the quarter 3 housing revenue account budget monitoring 2018/19 report.	2 April 2019	Corporate Resources Overview and Scrutiny Committee on 30 May 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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)
37.	Capital Budget Monitoring 2018/19 - Quarter 3 -	To report the quarter 2 capital budget monitoring 2018/19 report.	2 April 2019	Corporate Resources Overview and Scrutiny Committee on 30 May 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
38.	Revenue Budget Monitoring 2018/19 - Quarter 3 -	To report the quarter 3 revenue budget monitoring 2018/19 report.	2 April 2019	Corporate Resources Overview and Scrutiny Committee on 30 May 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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)
39.	Quarter 3 Performance Report 2018/19 -	To receive the 2018/19 quarter 3 performance monitoring report.	2 April 2019		Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 02/03/19 to Contact Officer: Jackie Woods, Head of Knowledge and Insight Email: <a href="mailto:jackie.woods@centralbedfordshire.gov.uk">jackie.woods@centralbedfordshire.gov.uk</a> Tel: 0300 300 5655

**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 2017/18 the Forward Plan will be published on the following dates:

<b>Period of Plan</b>	<b>Date of Publication</b>
1 May 2018 – 30 April 2019	22 March 2018
1 June 2018 – 31 May 2019	3 May 2018
1 July 2018 – 30 June 2019	31 May 2018
1 August 2018 – 31 July 2019	2 July 2018
1 September 2018 – 31 August 2019	26 July 2018
1 October 2018 – 30 September 2019	31 August 2018
1 November 2018 – 31 October 2019	27 September 2018
1 December 2018 – 30 November 2019	1 November 2018
1 January 2019 – 31 December 2019	22 November 2018
1 February 2019 – 31 January 2020	20 December 2018
1 March 2019 – 28 February 2020	24 January 2019
1 April 2019 – 31 March 2020	1 March 2019
1 May 2019 – 30 April 2020	21 March 2019

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## Central Bedfordshire Council

Executive

9 October 2018

### Farm Estate Plan – Adoption of Plan

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**Report of:** Cllr Eugene Ghent, Executive Member for Assets and Housing

[eugene.ghent@centralbedfordshire.gov.uk](mailto:eugene.ghent@centralbedfordshire.gov.uk)

**Responsible Director(s):** Marcel Coiffait, Director of Community Services

[marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk)

**This report relates to a decision that is Key**

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### Purpose of this report

1. To provide feedback on the public consultation, present the final Farms Estate Plan, and to seek approval from Executive to adopt the Plan.

### RECOMMENDATIONS

The Executive is asked to:

1. **note the results of the public consultation on the Draft Farms Estate Plan; and**
2. **adopt the Farms Estate Plan.**

### Overview and Scrutiny Comments/Recommendations

2. Verbal updates were provided to the Corporate Resources Overview and Scrutiny Committee on the 27<sup>th</sup> July 2017 and the 22<sup>nd</sup> of March 2018. A draft report to Executive in June 2018 was reviewed by the Corporate Resources Overview and Scrutiny Committee on the 31<sup>st</sup> of May and comments from the Committee were circulated to Executive. An update was provided on 28<sup>th</sup> August and the report proceeds with the full endorsement of the committee.

## Issues

### Background Information

3. A draft Farms Estate Plan was approved for public consultation by Executive in June. A copy of the Executive report is provided at Appendix A.
4. The option approved at the Executive meeting in June was:  
*Retention and proactive management – retaining land to meet wider Council objectives and generate revenue income, through fewer but larger holdings, with a diversified mix of farming*  
*Reason recommended:*  
*Proactive management of an estate retained at a viable size, with acquisition of land as required to achieve this will ensure the Council meets the priorities set out below and provide an improved framework to meet the challenges and opportunities within the rural economy over the next 10 years.*
5. The chosen option is broadly consistent with the current approach to the management of the estate, with greater focus on certain objectives. The draft Farms Estate Plan will help to formalise, direct and provide structure to the work which Assets currently undertake.
6. The public consultation was launched on Monday 25<sup>th</sup> June and closed on 19<sup>th</sup> August. A total of 333 responses were received and the majority broadly support the Draft Farms Estate Plan.
7. A summary of the proposals contained in the Draft Farms Estate Plan was provided on the Council's website together with a questionnaire (attached for information at Appendix B). Key stakeholders were identified, invited to respond to the consultation and to discuss the proposals with Council officers. Existing farm tenants were written to prior to the start of the consultation, informed of the Draft Plan and invited to respond to the questionnaire and discuss with officers.

### **Public Consultation - Interim outcome and analysis**

#### Summary of responses and profile

8. The questionnaire is attached at Appendix B. A total of 333 responses were received by the close of the consultation on Sunday 19<sup>th</sup> August and are currently being analysed; but appear to be broadly consistent with the interim response.
9. Respondents were broadly supportive of the Draft Farms Estate Plan, although concerns were expressed regarding the sale of land for future development and providing fewer, larger holdings and their suitability for new entrants. The full report on the consultation is attached at Appendix D, which concludes that the Farms Estate is definitely seen as a positive for most respondents and as a valuable asset for the area.



## 10. Profile of respondents

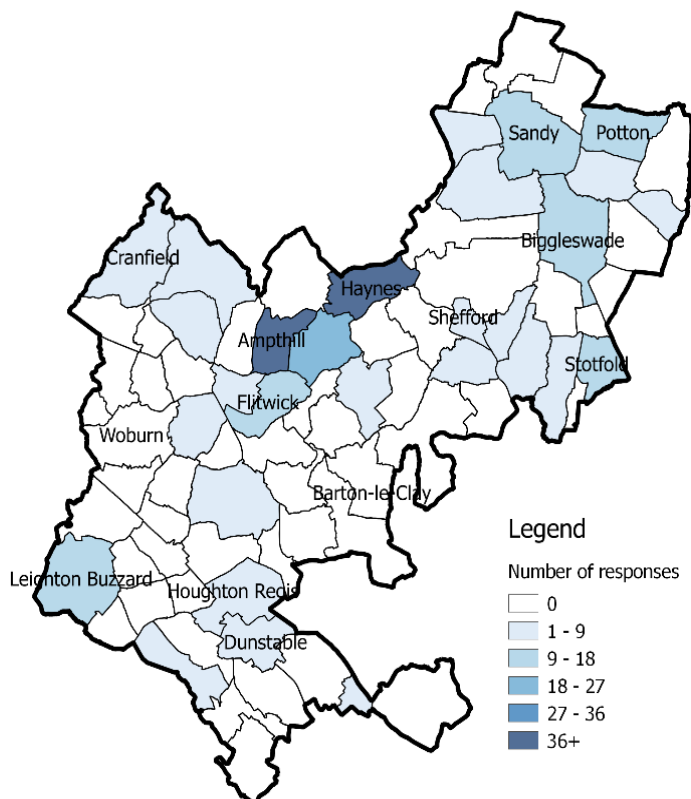
333 responses were received to the questionnaire of which:

- 79% were from local residents
- 8% from local businesses
- 5% from tenant farmers
- 2% from farm employees
- 2% from voluntary or community organisations.

No responses were received from Town & Parish Councils and 4% of responses were outside any of the aforementioned categories.

The level of response provides a sufficient number to analyse trends.

Of those respondents who provided their location, the map taken from the consultation responses report below shows the concentration of responses by parish.



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This shows the highest concentration of responses in the Haynes and Amphill areas, with high concentrations in Maulden, Stotfold, Biggleswade, Sandy, Potton, Leighton Buzzard and Flitwick, which in general reflects the areas where the majority of the existing estate is located.

Analysis of responses and outcome

11. Response to specific questions are shown below:

- **Estate Priorities**

Respondents were asked to rank 4 priorities; from level 1 (most important) to level 4 (least important), as to why maintaining a farm estate is important to the Council. The preference is towards enabling people to get into farming and promoting access to the countryside. Biodiversity and environmental benefits were the second highest scoring preference. Maintaining an income from the estate was considered least important.

The Plan states in paras 1.7 and 5.2 that these objectives may not apply equally in every case. The Council will therefore balance these key objectives in its decision-making when leasing, buying and selling parts of its estate. The Action Plan which will follow the adoption of this Plan will encompass these objectives and guide case-by-case decision-making.

- **Farms Estate Plan objectives**

Respondents were asked how far they agreed or disagreed with the key objectives in the Draft Farms Estate Plan. The results are shown below.

Summary of objective in questionnaire	Result
Support farmers to encourage access to the countryside for health and wellbeing	92% agree or strongly agree 3% disagree or strongly disagree 5% neither
Support farmers to promote biodiversity	85% agree or strongly agree 8% disagree or strongly disagree 7% neither
Encourage farm diversification alongside traditional farming	64% agree or strongly agree 18% disagree or strongly disagree 18% neither
Maintain a farms estate of no less than 2000 ha	55% agree or strongly agree 31% disagree or strongly disagree 14% neither
Consolidate and merge farms when tenancy arrangements end to provide approx. 30 well-equipped and financially attractive farms	31% agree or strongly agree 54% disagree or strongly disagree 15% neither
Sell, retain and acquire land that meets the Council's objectives, such as influencing the pace of development	33% agree or strongly agree 47% disagree or strongly disagree 20% neither

The first 4 objectives listed in the table above were supported by the majority or an overwhelming majority of respondents. The objectives regarding the consolidation and merging of farms and the sale, retention and acquisition were less well supported; further comments on these 2 objectives are provided below.

***Objective - occupation of around 30 land holdings of well equipped, well maintained holdings with modern tenancy terms, at market rents.***

A key part of this objective is to provide holdings which are viable for both tenants and the Council. For tenants, this means a holding where farming contributes a significant part of the income to the holding, whilst for the Council, the management and maintenance costs of a more consolidated estate make retention and enhancement of the estate possible. As detailed in para. 3.10 of the Plan, most farm holdings in the UK are over 100 acres (250 ha) and a viable level for arable production in the East of England is considered to be 400 ha (1000 acres). Currently, the majority of holdings on the estate are between 30 acres (12 ha) and 100 acres (250 ha).

Part of this objective will involve rationalising the holdings themselves. A number of holdings have scattered parcels of land, with additional fields and landblocks having been added over time. Whilst significant progress has been made to rationalise holdings to-date, there is still more work to do to provide consolidated holdings which make farming operations more convenient and cost-effective.

One of the themes expressed in the comments provided (as detailed further below in 'Views on the Farm Estate Plan') was that there will be a reduced opportunity for new entrants to get into farming, with a bias towards larger farmers and corporations.

The Council will retain a range of holdings (size and type) in order to provide opportunities for new entrants, established tenants and contract farmers, as set out in the Plan (para 1.6). The estate will continue to provide equipped holdings (with buildings and or a farmhouse) and bare land. The Council does not currently have any large-scale commercial farming companies as tenant and given the objective to provide around 30 holdings across a 2000 ha estate, it does not expect this position to change.

***Objective - Retain and acquire land that meets the Council's wider objectives for place making.***

As stated in the Plan (para 5.17), holding the farm estate allows the Council to retain control and influence over the Countryside; in particular, control over the pace and type of development that takes place to meet local housing and employment need, whilst still delivering the other objectives in the Plan.

Respondents expressed concern regarding the sale of land for development. The Council must balance its ability to influence development and its duty as a public landowner to obtain best value for its assets whilst providing land for housing and employment.

Where the Council sells its land with, for example, an outline planning permission for development, the permission will be subject to the planning process where competing objectives will be taken into account in the approved scheme; including for example enhanced rights of way, areas for increased biodiversity and green space for public access.

As a landowner with a long-term view and Plan, the Council can exert a greater degree of control over development than other land owners are able to through the ownership of individual or isolated sites i.e. take a more holistic view to place making.

Using the areas of land it holds in the three significant land blocks around settlements, the Council can also provide buffering and green space around development.

Fundamentally the Council recognises that where land is sold for development or an alternative use, land must be replaced to ensure a viable estate; at a level of not less than 2000 ha, is maintained. Where possible and practicable (and at market levels), land will be acquired to augment existing landblocks, ahead of land being sold, to sustain holdings.

- **Views on the Farms Estate Plan**

The questionnaire contained a comments box for respondents to provide views. The views are grouped into themes and summarised below:

Theme	No. of comments
Don't sell to develop	57
Keep/have more small farms	56
Selling/merging farms will make it harder to get into farming	20
Encourage diversification	17
Should maintain/increase amount of farmland owned	12
Leave things as they are	12
Ensure access to the land	9

Support farmers	8
The council don't own the land – the public do	8
Concern about forcing existing tenants off	7
Council shouldn't be involved in owning farmland	5
Build on brownfield instead	5
Support for larger farms	4
Other	75
<b>Total comments</b>	<b>220</b>

The themes within the top three levels of response are discussed above: the sale of land for development, amalgamation of holdings and size of farms.

The next two largest groups of comments within the top six groups of comments are regarding encouraging diversification and that CBC should maintain/increase the amount of farmland owned, in line with the policies set out in the Plan.

The final group of comments within the top 6 is that things should be left as they are. It is not considered viable that the Council could manage the estate on this basis or have a viable Plan without the flexibility to change to meet the current opportunities and constraints facing the Council, its tenants and stakeholders; particularly within a relatively highly populated and economically active area. The Plan seeks to manage change, which is inevitable and balance key objectives.

- **Key Stakeholder feedback and detailed written responses**

Two of the key stakeholders attended a meeting to feedback their comments on the Plan.

The Country Land and Business Association (CLA) met with Council officers and confirmed support for the Plan. The CLA was keen to emphasise links to the government's recent consultation paper on the future of food, farming and environment, as well as future and emerging uses for land and diversification.

The Tenant Farmers' Association (TFA) also met with Council officers. There was overall support for the Plan from members of the association, with an emphasis on the themes set out in the TFA's written response (further detailed below and in Appendix D), as well as further discussion themes including the impact of Brexit, expectations for both the Council and its tenants under tenancy agreements and further opportunities for co-operation between tenants on the estate.

Further details are provided at Appendix D.

Written and verbal responses were received from a number of farm tenants, groups, charities and individuals and these are summarised below:

#### Farm tenant responses

In addition to the questionnaire, a number of existing farm tenants contacted the Council to discuss their views on the plan.

Farm tenant 1 - thought the strategy was out of touch with the reality of farming and that many of the items were not realistic within the constraints of farming. He feels the farms have been poorly run with little input from the Council for a number of years, for example, with regard to the condition of buildings. The tenant has some ideas for the improved running of the estate in line with some of the objectives in the plan and a meeting is being set up to discuss.

Farm tenant 2 - was concerned that the strategy appears to be a reversal in policy following a number of disposals which involved land being taken from tenants and not replaced. He expressed concern about letting land to larger farm contractors and that tenancies were only for a short term, meaning that investment in the land is curtailed. The tenant is very keen to take additional land to make his tenancy more viable.

Farm tenant 3 – Also expressed concern about tenancies for larger farm contractors and is similarly keen to take on more land to increase his viability.

#### Written feedback from Groups, Charities and Individuals

Central Bedfordshire and Luton Joint Local Access Forum – the group expressed concerns about existing tenants losing out as a result of the amalgamation of holdings and of holdings being too large for new starters, suggested farmland might be bought in the west of the CB area where there is none at present and highlighted the impact of development on rights of way along with suggestions to mitigate this.

Bedfordshire Rural Communities Charity – this group emphasised the importance of Green Wheels and were pleased to see their inclusion in the Plan but wanted acknowledgement of the partner organisations who helped create them. Suggestions were made for future rights of way improvements, work on soil improvement and water quality (the importance of the assessment of natural capital) and concern expressed about the loss of land from the estate.

Tenant Farmers' Association (TFA) – the TFA supported the proposal to increase and maintain an estate of 2000ha and the proposal to create larger, more sustainable holdings. A suggestion was made to set out how the 30 holdings may be formed. The TFA emphasised the need for longer term tenancies, and for CBC to review its selection criteria for tenants. It welcomed the Council's commitment to repair and maintain, and acknowledged the role of public access but emphasised the need for good management of this including consultation with tenants. They raised the issue of tenant liaison, consultation and accountability for the objectives set out in the Plan.

Bedfordshire Masonic Fishing Charity – the charity provided a written response with a request for a lake for their use on behalf of children and young adults with special needs.

Herts and District Metal Detecting Society – the Society provided details of their activities, along with a request for the use of farms for Society rallies.

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire – encouraged the Council to use its farm estate to influence where and what type of green space is provided, using it to protect biodiversity areas, provide an important ecological network and allow public access to the countryside. The Trust also stated that the Council should consider less tangible benefits from the land – using a natural capital approach to value. It went on to suggest that the plan needs more detail regarding how the Council decides which land is retained, sold or bought. The Trust wanted to see certain land managed sensitively for biodiversity and heritage, rather than solely for agriculture, and suggested a number of key initiatives, policies and strategies had not been mentioned in the plan.

National Farmers' Union (NFU) - the NFU highlighted the positive step in increasing the size of the CBC Farm Estate, as well as the excellent investment and disposal opportunities the estate offers. The NFU's response reflected concerns regarding the future of farming and the need to support new entrants into agriculture. They highlighted potential threats and opportunities that decreasing the number of holdings would represent to current and future tenants and a need to consider current tenant farmers' individual circumstances when decision-making. They acknowledged that the Plan must support profitable farming businesses and allow for diversification. The NFU recognised that well-managed relationships between tenant farmers, CBC and the wider public will deliver value to the rural economy and community and that the plan should support common environmental objectives.

Bedfordshire Local Nature Partnership - the Partnership stated that they fully support the development of a strategic approach to the estate. However, they would like more detail about how it links with the aims and objectives of the Government's 25-year Environmental Plan, and a natural capital-led approach to decision making.

The Partnership emphasised that the Farm Estate has the potential to deliver green space and countryside access benefits as part of development. The Partnership further considered that the Farms Estate could potentially contribute to the Council's various land-based initiatives emphasising the need for Best Environmental Practice and what that should include. Concerns were expressed regarding how changes to the size and management of the Farms Estate would impact young and new entrants.

The Greensand Trust - supports the development of a Farm Estates Plan. They requested further detail on the Plan's aim to invest in environmental enhancement, and what 'place making' means in terms of the Council's wider objectives for it. They also hoped that more information could be provided on the less tangible benefits of the CBC Farms, and if such benefits are unknown, the Plan should investigate this. Questions regarding themes contained in the Plan such as access to the countryside, the Local Plan, and environmental responsibilities were also raised. Finally, the Trust commented that the Farms Estate has certain statutory environmental responsibilities, and the Plan provides an ideal opportunity to deliver on proposals in the UK Government's 25 Year Environmental Plan.

Network Rail – concerned the fact that any farms adjacent to railway level crossings under the Farm Plan will pose a safety risk if redeveloped or developed to allow public usage. They requested further consultation in respect of developments related to this issue.

Local Resident from Shillington – emphasised the need for new entrants to the industry to be provided with tenant farms as a stepping stone for the development of their business. Did not agree with acquiring more land due to financial implications to the Council and amalgamating farms would mean farms were too large for new entrants.

The Action Plan which will follow the adoption of the Farms Estate Plan will be the opportunity to provide further detail on how the objectives relating to the environment and public access will be met in practical terms. The Action Plan will also address some of the concerns raised by farm tenants including the Council's objective to purchase additional land, providing opportunities for existing tenants and new entrants. Detail relating to the locations for future acquisition and disposal cannot be provided, but the acquisition of land in the west of the area will be given consideration. This is dependent on market availability and the need to augment existing land blocks.

Network Rail would be consulted on any development related issues adjacent any level crossings as part of the planning process.

The Action Plan will also set out plans for ongoing consultation with tenants.



## Options for consideration

12. Four options for the future of the Farms Estate were set out in the Executive report of June 2018 and the recommended option agreed was: -

Retention and proactive management – retaining land to meet wider Council objectives and generate revenue income, through fewer but larger holdings, with a diversified mix of farming.

*Reason recommended:*

Proactive management of an estate retained at a viable size, with acquisition of land as required to achieve this will ensure the Council meets the priorities set out below and provide an improved framework to meet the challenges and opportunities within the rural economy over the next 10 years.

## Reason/s for decision

13. To adopt a plan that directs how the Council will manage its Farms Estate.

## Council Priorities

14. The Farms Estate Plan outlines how holding Farms Estate can provide greater access to the Countryside for residents; can provide more control over the pace and type of development that takes place to meet local housing and employment needs; contributes to the supply of minerals to meet national and regional supply, and local development needs; provides greater influence and control over the environment; and provides the Council with a source of income. The Farms Estates Plan therefore supports the following priorities:

- Enhancing Central Bedfordshire
- Improving education and skills
- Creating stronger communities
- A more efficient and responsive Council.

## Corporate Implications

## Legal Implications

15. Section 120 of the Local Government Act 1972 ('LGA') permits the Council to acquire land for any of their statutory functions, or for the benefit, improvement or development of their area, and the land may lie within the boundary of another authority.

16. Section 123 LGA permits the Council to dispose of any of their land as they choose but, except in the case of a short tenancy, the consent of the Secretary of State is required if it is intended to dispose of land at less than the best consideration that can reasonably be obtained. A failure to obtain ministerial consent under this section (or under s.32(2), Housing Act 1985) may make an agreement for the disposal of land ultra vires. If the land is open space within the meaning of the Town and Country Planning Act, the disposal is subject to the requirements in subs.123(2A).
17. The Plan refers to lettings being made up of 15 Agricultural Holdings Act agreements, 42 farm Business Tenancies and 7 other agreements. Each tenant will have certain protections set out in their written tenancy agreement (if there is one) and implied by statute. If the Plan is adopted officers will need to take into account the individual tenants contractual and implied statutory rights when implementing the Plan insofar as it affects an individual tenant.
18. The consultation obligation imposes a duty on the Council to take into account the consultation responses before reaching its decision. The Council is not obliged to change a proposal because a majority of those consulted opposed it. However, in reaching its decision in such a situation the Council must act in a way that is 'Wednesbury' reasonable, rational and proportionate.

## **Financial and Risk Implications**

19. The Farms Estate has delivered £50M gross of capital receipts from land sale over the last five years. The Council has a target in the MTFP to deliver further £10M, £10M, £8M and £8M from the whole CBC estate over the next four years.
20. The Council made provision for £8M of capital to be available of which £7.870M remains for the acquisition of land to replenish Council Farms Estate that has been disposed of.
21. If additional works on the Farms Estate are required over and above the existing capital budget then a proposal for increasing this will be submitted as part of the Medium Term Financial Plan (MTFP) process.
22. The proposed approach to move to a smaller number of holdings of a larger size with more proactive management should reduce the risk of bad debt.
23. It should be noted that Central Bedfordshire Council and Bedford Borough Council entered a Disaggregation Agreement from the 1st of April 2009 to 2030 which apportions of net rental income and net capital receipts from identified disposals 63% to Central Bedfordshire Council and 37% to Bedford Borough Council. From 2030 to 2050 Central Bedfordshire Council's proportion increases incrementally over time to 81.5% with a corresponding reduction to Bedford Borough Council. From 2050, Central Bedfordshire Council will receive 100%.

## **Equalities Implications**

24. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
25. As discussed above, the consultation indicated some concern relating to larger holdings and their suitability for new entrants.

## **Conclusion and next Steps**

26. The public consultation has provided valuable feedback on the Draft Farms Estate Plan. Responses are broadly in support and nothing has been raised that would require the Draft Plan to be significantly revised. Feedback will be considered and incorporated into an Action Plan, which will direct work on the Farms Estate. The Action Plan will be reviewed on an annual basis and the Farms Estate Plan will be reviewed after 5 years.
27. Executive is asked to adopt the Farms Estate Plan.

## **Appendices**

**Appendix A: Executive Report of 12<sup>th</sup> June 2018**

**Appendix B: Farms Estate Plan – questionnaire**

**Appendix C: Farms Estate Plan – consultation results**

**Appendix D: Summary of stakeholder meeting and written responses**

**Appendix E: Farms Estate Plan – final draft for adoption**

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## Appendix A

### Central Bedfordshire Council

Executive

12 June 2018

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## Farm Estate Plan

Report of: Cllr Eugene Ghent, Executive Member for Assets and Housing Delivery ([eugene.ghent@centralbedfordshire.gov.uk](mailto:eugene.ghent@centralbedfordshire.gov.uk))

Responsible Director: Marcel Coiffait, Director Community Services ([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk))

**This report relates to a decision that is Key**

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### Purpose of this report

1. To present the draft Farms Estate Plan and to seek approval from Executive.

### RECOMMENDATIONS

**The Executive is asked to:**

1. **approve the draft Farms Estate Plan; and**
2. **approve commencing a public consultation on the draft Farms Estate Plan.**

### Overview and Scrutiny Comments/Recommendations

2. Verbal updates were provided to the Corporate Resources Overview and Scrutiny Committee on the 27 July 2017 and 22 March 2018. This report will be reviewed by the Corporate Resources Overview and Scrutiny Committee on the 31 May 2018 and comments from the Committee will be circulated.

### Issues

3. There is no current Farms Estate plan, and Central Bedfordshire Council has not held one since its formation. There is no strategy detailing the Council's ambitions for its Farm Estate. For example, why retain farms, what size they should be, how many farms is optimal to hold etc to direct work so the Council can be effective in managing, maintaining, acquiring and disposing of farms.

## Options

### 4. Options considered when drafting the plan included:

- a. Outright sale – sale of whole estate in a single offering in lots to the open market. Including all houses, cottages, buildings and non-agricultural part of the estate, income projected is c£62M (sales would be subject to future development clawback clauses).

*Reasons discounted:*

Loss of annual income of c£900k pa, loss of influence over the countryside, recreational opportunities, environmental control, ability to influence development.

- b. Phased sale – retain only the land that enables influence over development. Sell the remaining land holding by holding at the optimum time to maximise receipts with vacant possession when tenancies come to an end.

*Reasons discounted:*

Loss of majority of current c£900k pa income, greatly reduced estate over time losing significant influence over the countryside, providing recreational opportunities and exercising environmental control. Any further ability to influence development would be lost. Estate would fall well below what is considered a minimum viability level of 2000 ha.

- c. Retention and rationalisation – reduce and simplify the number of holdings. Dispose of land at optimum time to achieve strong capital receipts without replacing land sold.

*Reasons discounted:*

Estate is already slightly below the viability level at 1900 ha, meaning the management cost of holding the estate is proportionally higher as land is sold off, and provides less opportunity and flexibility to both the Council and tenants to create suitable holdings.

- d. Retention and proactive management – retaining land to meet wider Council objectives and generate revenue income, through fewer but larger holdings, with a diversified mix of farming.

*Reason recommended:*

Proactive management of an estate retained at a viable size, with acquisition of land as required to achieve this will ensure the Council meets the priorities set out below and provide an improved framework to meet the challenges and opportunities within the rural economy over the next 10 years.

### **Reason/s for decision**

5. To enable the Council to adopt a plan that directs how the Council will manage its Farms Estate.

### **Council Priorities**

6. The draft Farms Estates plan outlines how holding Farms Estate can provide greater access to the Countryside for residents; can provide more control over the pace and type of development that takes place to meet local housing and employment needs; contributes to the supply of minerals to meet national and regional supply, and local development needs; provides greater influence and control over the environment; and provides the Council with a source of income.

### **Corporate Implications**

#### **Legal Implications**

7. Section 120 of the Local Government Act 1972 ('LGA') permits the Council to acquire land for any of their statutory functions, or for the benefit, improvement or development of their area, and the land may lie within the boundary of another authority.
8. Section 123 LGA permits the Council to dispose of any of their land as they choose but, except in the case of a short tenancy, the consent of the Secretary of State is required if it is intended to dispose of land at less than the best consideration that can reasonably be obtained. A failure to obtain ministerial consent under this section (or under s.32(2), Housing Act 1985) may make an agreement for the disposal of land ultra vires. If the land is open space within the meaning of the Town and Country Planning Act, the disposal is subject to the requirements in subs.123(2A).
9. The draft Plan refers to lettings being made up of 15 Agricultural Holdings Act agreements, 42 farm Business Tenancies and 7 other agreements. Each tenant will have certain protections set out in their written tenancy agreement (if there is one) and implied by statute. If and when the Plan is adopted officers will need to take into account the individual tenants contractual and implied statutory rights when implementing the Plan insofar as it affects an individual tenant.
10. With regard to the proposed public consultation there is no general obligation at common law to consult. The obligation will arise either as a result of express statutory requirement or as a result of a legitimate expectation. In this case the consultation is non-statutory.

11. Once a decision is taken to consult the obligation to consult comprises the following:
12. The essence of the exercise is the communication of a genuine invitation to the consulted body to give advice, and a genuine receipt of that advice by the consulting body, at a time when proposals are still at their formative stage.
13. Accordingly, the duty of consultation requires the provision to the consulted body of sufficient information to enable it to consider the proposals intelligently and to tender an intelligent response, or helpful advice, in sufficient time for it to do so.
14. There must then be sufficient time for the product of consultation to be taken into account before reaching the relevant decision.

### **Financial and Risk Implications**

15. This paper is seeking authorisation to start a public consultation. There are no specific financial implications arising at present.
16. The Farms Estate has delivered £50M gross of capital receipts from land sales over the last five years. The Council has a target in the MTFP to deliver a further £10M, £10M, £8M and £8M from all CBC estate over the next four years.
17. The Council made provision for £8M of capital to be available of which £7.870M remains for the acquisition of land to replenish Council Farms Estate that has been disposed of.
18. If additional works on the Farms Estate are required over and above the existing capital budget then a proposal for increasing this will be submitted as part of the Medium Term Financial Plan (MTFP) process.
19. The proposed approach to move to a smaller number of holdings of a larger size with more proactive management should reduce the risk of bad debt.
20. It should be noted that Central Bedfordshire Council and Bedford Borough Council entered a Disaggregation Agreement from the 1st of April 2009 to 2030 which apportions of net rental income and net capital receipts from identified disposals 63% to Central Bedfordshire Council and 37% to Bedford Borough Council. From 2030 to 2050 Central Bedfordshire Council's proportion increases incrementally over time to 81.5% with a corresponding reduction to Bedford Borough Council. From 2050, Central Bedfordshire Council will receive 100%.



### **Equalities Implications**

21. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
22. Through the consultation the extent to which there are any potential equality implications arising from the proposals will be identified.

### **Conclusion and next Steps**

23. It is requested that the Executive Committee approves starting an eight-week public consultation on the draft Farms Estate plan as presented. The consultation will be published through the Councils consultation webpages and consultation meetings will be arranged with key stakeholders during this period.
24. The outcome of the consultation will be presented back to Executive Committee in October 2018 for consideration and adoption.

### **Appendices**

**Appendix A:** Farms Estate Plan

### **Background Papers**

None

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# Farms Estate Plan



Find us online [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations) [www.facebook.com/letstalkcentral](https://www.facebook.com/letstalkcentral) @letstalkcentral

Central Bedfordshire Council has set out its ambitions and approach to managing and maintaining its farms over the next 10 years in a draft Farms Estate Plan. The council wants to hear your views about the proposed approach.

Please send us your response by Sunday 19 August 2018.

Q1 The Council wants to continue to maintain a network of farms across Central Bedfordshire for the following reasons, please prioritise the below where 1 is most important and 4 is least important.

	1	2	3	4
Enable people to get into farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain an income from the estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote access to the countryside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biodiversity and environmental benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2 The proposed Farms Estate Plan sets out the following approach, please tell us how far you agree or disagree with each objective:

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Maintain a farms estate of no less than 2,000ha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consolidate and merge farms when tenancy arrangements end to approximately 30 well-equipped and financially attractive farms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage farm diversification (eg encouraging other rural businesses alongside traditional farming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support farmers to promote biodiversity (to have a variety of wildlife and/or plant life on farms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support farmers to encourage access to the countryside for health and wellbeing (via rights of way, access to Green Wheels, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell, retain and acquire land that meets the council's objectives, such as influencing the pace of development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3 Do you have any comments about the Council's Farms Estate Plan?

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### About You

This section is about you. The following information will help us when considering your opinions and to make sure that we're getting views of all members of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q4 Are you responding as: (please select one)

- A resident
- A tenant farmer
- A farm employee
- Town or Parish Council
- Local Business
- Voluntary or Community Organisation
- Other

Please specify:

---

Q5 Are you: (please select one)

- Male
- Female

Q6 What is your age? (please select one)

- Under 16 yrs
- 16-19 yrs
- 20-29 yrs
- 30-44 yrs
- 45-59 yrs
- 60- 64 yrs
- 65-74 yrs
- 75+ yrs

Q7 Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes
- No

Q8 To which of these groups do you consider you belong? (please select one)

White British

Mixed ethnicity

Black or Black British

Other ethnic group

Asian or Asian British

If other, please specify:

---

Q9 What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

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Q10 If you would like to receive alerts for any new consultations, please provide your email address below to be added our database, this will not be used or shared in any other capacity:

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**Thank you.**

**Please return your completed form by 19 August 2018 to:  
Freepost RSJS GBBZ SRZT (you do not need a stamp)  
Farms Estate Consultation  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ**

**Data Protection Act 2018**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of this survey. The information collected may be disclosed to officers and members of the Council and its' partners involved in this survey. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. If you do not wish to have your personal details retained for the purposes given, please contact [consultations@centralbedfordshire.gov.uk](mailto:consultations@centralbedfordshire.gov.uk) who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.

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## **Appendix C – summary of written responses and consultation meetings**

### **Meetings**

#### **Meeting with the Country Land and Business Association (CLA) – 24<sup>th</sup> July 2018**

The CLA were keen to emphasise the importance of the government's recent consultation paper, 'Health and Harmony – the future for food, farming and the environment in a Green Brexit' in terms of driving future policy. This in turn emphasises the need for farmers to have the flexibility to provide 'public goods', which will be the cornerstone of new policies, for example through increasing biodiversity, improving soil health through increasing soil carbon, practicing conservation agriculture, providing public access, conserving water and mitigating flood risk. These themes provide a link to the concept of natural capital, the opportunity for innovation (eg. opportunities from increased rural recreation) and collaboration (eg. machinery sharing between farms). The importance of woodland planting and management was also noted.

#### **Meeting with the Tenant Farmers' Association (TFA) – 29<sup>th</sup> August 2018**

Discussions were generally based on the written response which is detailed further below. Various Local Authorities are reviewing their farm estates at present, or have reviewed them recently. The TFA urged CBC to provide clear expectations on the outcome of the review and start to map out what the 30 holdings might look like. There was acknowledgement of CBC's aspirations for further public access on the estate, but the TFA pointed out that this need to be controlled, and there was discussion over how CBC and tenants could prevent unauthorised access. The idea of 'no agenda' visits to holdings were suggested by the TFA in order to engage with tenants at their farm on a range of subjects they might want to discuss; a programme of such visits was initiated by CBC several years ago and could be reinstated. There was discussion on the backlog of maintenance works and the need to prioritise key works, the need for longer term tenancies, the need for bad debt to be managed and reduced, and opportunities for co-operation between tenants. There was further discussion over the impact of Brexit, the potential for improved communication and feedback between CBC and its tenants and opportunities for farm tenants to acquire new skills through training.

### **Written responses**

#### **Central Bedfordshire and Luton Joint Local Access Forum – 17<sup>th</sup> July 2018**

General comments were concerns in regard to the proposed policy of creating fewer, larger holdings. They questioned whether existing tenant farmers would loose out, and if the policy would defeat the concept of the holdings being available to new starters. A comment was made regarding the opportunity to acquire land in the west of the CBC area as well as the east, where the majority of land is at present. The group were positive about the proposed policy of acquiring more land, although concerned it should be for farming and not for 'profit' (and to be stated as such if this is to be the case). The group were also concerned with the impact on rights of way where land is sold, and suggest green corridors to help protect rights of way. The strategy to maximise rights of way and public open space opportunities was endorsed together with the creation of new rights of

way; providing 'missing links' and upgrading existing rights of way. Where land is developed, the opportunity should be taken to consolidate and provide additional countryside sites / nature reserves, including setting aside land for this use a number of years prior to development, allowing vegetation to mature.

### **Tenant Farmers' Association - 13 August 2018**

This stakeholder fed back an endorsement of the local authority's review of its estate. There was support for an increase in the size of the estate and the proposal to merge units into a small number of larger and more sustainable businesses. However, the stakeholder noted that it may take longer than the proposed ten-year period to do so. The stakeholder also questioned the length of time different tenants would need to establish their businesses properly, as short tenancies provide little security for businesses looking to invest for the long term. Questions regarding the Council's potential use of Notice to Quit procedures and the Council's tenant selection criteria were also raised. The stakeholder welcomed commitment to deal with repairs and maintenance on the estate. They also supported the local authority's awareness of changes expected in agricultural policy following Brexit. Further, public access was noted as an important consideration, whereby public access must achieve a balance between rights and responsibility and tenants affected by public access must be consulted. Finally, the stakeholder recognised that the local authority should engage with farm tenants to ensure ongoing dialogue regarding issues of mutual concern, and a review of tenant representation in the local authority's decision making should take place. The TFA requested a meeting with the Council.

### **The Wildlife Trust - 16 August 2018**

The written response from this stakeholder raised four general comments. Firstly, they encouraged the Council to use their extensive Farm Estate land around certain major settlements to influence where and what type of green space is provided. They suggested the Council use the Farm Estate as a buffer to protect biodiversity areas, provide an important ecological network and allow public access to the countryside. Secondly, this stakeholder stated that the Council should consider less tangible benefits from the land that can ensure a viable business other than residential, agricultural, food chain, rural retail and recreational facilities mentioned in the plan. Thirdly, it was recognised that the plan needs more detail regarding how it decides which land is sold, retained or acquired. The stakeholder acknowledged that some of the land in the Farms Estate provides significant environmental benefits if managed sensitively for biodiversity and heritage, so would be better served for these purposes rather than being managed solely for agricultural interests. Finally, the stakeholder welcomed the Council's recognition of its Statutory Duty for biodiversity, but suggested some key initiatives, policies and strategies have not been mentioned in the plan.

### **Bedfordshire Local Nature Partnership - 20 August 2018**

The stakeholder stated that they fully support the development of a strategic approach to Central Bedfordshire Council's Farm Estate. However, they believe that more detail is required on how such an approach will link its aims and objectives in the Environmental



Plan and a natural capital-led approach to decision making. For example, they questioned how the plan will embrace investing in environmental enhancement. They also highlighted that there should be more recognition of less tangible benefits provided by the Farm Estate, that countryside access should be included in assessing natural capital benefits, and that the Farm Estate has the potential to deliver green space and countryside access benefits as part of development. The stakeholder further considered that the Farm Estate could potentially contribute to the Council's various land-based initiatives, and suggested that the Farm Estate Strategy should refer to how it will meet the objectives of such initiatives. Suggestions regarding what Best Environmental Practice should include were also mentioned, as were concerns regarding how changes to the size/management of the Farm Estate would impact young/new entrants.

#### **Bedfordshire Rural Communities Council - 14 August 2018**

The comments fed back by this stakeholder largely concerned the potential for the Farm Estate to contribute to Green Wheels. The stakeholder welcomed the CBC's acknowledgement of how the Farm Estate can play a role in the development of Green Wheels through creating public access for pedestrians, cyclists and horse riders. The stakeholder believes that the CBC should attempt to maximise public benefits of the land, whilst considering the needs of farm tenants. The stakeholder views Green Wheels as also benefiting habit creation, management and diversification. Other comments by the stakeholder included their encouragement of the CBC and its tenants to engage with the Upper & Bedford Ouse Catchment Partnership, and their encouragement of the Council to adopt a natural capital investment approach in assessing the value of its current and potential future land holdings. They cautioned against future net loss of land and believe that the benefits of a well-managed Farm Estate should be prioritised over short-term revenue generation.

#### **Bedfordshire Branch Masonic Fishing Charity - 11 August 2018**

This stakeholder's primary concern is with preserving and developing land to allow for the success and sustainability of their charity providing fishing trips and countryside experiences to children with special needs. They suggested that the Farm Estate land could be used to develop a lake to be used for their fishing activities. The stakeholder stated that controlling their own lake would reduce their overheads, and they would not require financial assistance from the CBC other than through their provision of a lake or land to develop on. They asserted that if the Farm Estate Plan is to have consideration for Disabled and Special Needs Children/Adults to be able to access the Bedfordshire countryside, their request should be considered in the plan.

#### **Local resident from Shillington - 14 August 2018**

The stakeholder welcomed the council's consultation regarding the future of farmland under their care and control. However, concerns regarding opportunities to enter the farming profession, as well as the costs of acquiring land and the ability to efficiently farm were raised. The stakeholder stated that young people need to be encouraged to carry the farming industry forwards, especially in light of the ageing farming population and

production demands and Brexit. They suggested that tenancies of a smaller farm would allow young people to enter the industry, and were concerned that the potential short term economic benefits of reducing the number of holdings would reduce opportunities for young people. Moreover, the stakeholder claimed that the proposal to buy more land at the current price of arable land would drain the council's financial resources and would disrupt diversification and sustainability.

### **National Farmers' Union - 19 August 2018**

The response of this stakeholder to the Plan reflects their concerns regarding the future of farmers and the need to support new entrants into agriculture through the farm estate under the control of CBC. In particular, they highlighted the positive step in increasing the size of the CBC Farm Estate, as well as the excellent return on investment and asset management opportunities with strategic disposals offered by the CBC providing long-term income and investment prospects. They considered potential threats and opportunities that decreasing the number of holdings would represent to current and future tenants, as well as the need to support new entrants into farming to help tackle long-term food security concerns. Moreover, they suggested a need to consider current tenant farmers' individual circumstances when decision-making, and asserted that any plan's provisions and conditions must support profitable farming businesses and allow for diversification opportunities. Further, the stakeholder recognised that well-managed relationships will deliver value to the rural economy and community and any suitable plan should support common environmental objectives. Finally, the stakeholder claimed that small council holdings can allow tenants to earn additional income outside the holding if necessary.

### **Network Rail – 16 August 2018**

The comments made by this stakeholder in relation to the Plan concerned railway level crossings. More specifically, the stakeholder observed that farms adjacent to railway lines include railway level crossings to provide a link to fields on opposing sides of the railway, and such crossings generally do not carry a public right of way. The stakeholder was therefore concerned that should farms under the Estates Plan be redeveloped or become open to public usage, farms with level crossings would be a safety risk. They emphasised the paramount importance of level crossing safety, and so expect further consultation in respect of developments under the Farm Estates Plan related to this issue.

### **The Greensand Trust – 16 August 2018**

This stakeholder supports the development of a Farm Estates Plan and offers the following comments. Firstly, they requested further detail on the Plan's aim to invest in environmental enhancement, and what 'place making' means in terms of the Council's wider objectives for it. Secondly, they recognised that the UK Government's 25 Year Environmental Plan clearly supports a natural capital approach in valuing the less tangible benefits of land. The stakeholder thus hopes more information can be provided on the less tangible benefits of the CBC Farms Estate as well, and if such benefits are unknown, the Plan should investigate this. Thirdly, the stakeholder also questioned themes contained in the Plan such as access to the countryside, the Local Plan, and environmental

responsibilities. Regarding access to the countryside, the stakeholder suggested it be included in a natural capital assessment and corrected the fact that the Greensand Trust is a local, not a national body. Regarding the Local Plan, it was acknowledged that the CBC can influence sustainable development and certain information should be understandable to those without a planning background. The stakeholder also commented that the Farms Estate has certain statutory environmental responsibilities, and the Plan provides an ideal opportunity to deliver on proposals in the UK Government's 25 Year Environmental Plan.

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**Appendix D**

# Farms Estate Plan

Consultation results

By

Community Intelligence

## Purpose of consultation

To get feedback on the proposed plan:

1. Increase the council's overall farms estate to at least 2,000 hectares (5,000 acres). This may include purchasing more farmland in the future.
2. Consolidate and merge farms to reduce the number of farms but increase the size of farms to make them more financially viable, when the current tenancies come up.
3. Ensure farms are available on modern tenancy agreements set at market rents.
4. Enable the farms to create increased income from farm diversification. Diversification means encouraging other rural businesses alongside traditional farming, such as income from horse livery yards, open farms, farm shops and rural retail, and leisure accommodation etc.
5. Ensure best environmental practice, in line with the government's new 25-year environmental policy. This could include permissive rights of ways on our farmland; creating or restoring wildlife habitats; and maintaining the traditional look of the countryside (with laid hedges etc.).
6. Maintain a network of farms in the area that enhance the environment; improve residents' enjoyment of the countryside, recreation, health and wellbeing; and encourages visitors
7. Sell, retain and acquire farmland that meets the council's objectives.

## Feedback on proposal

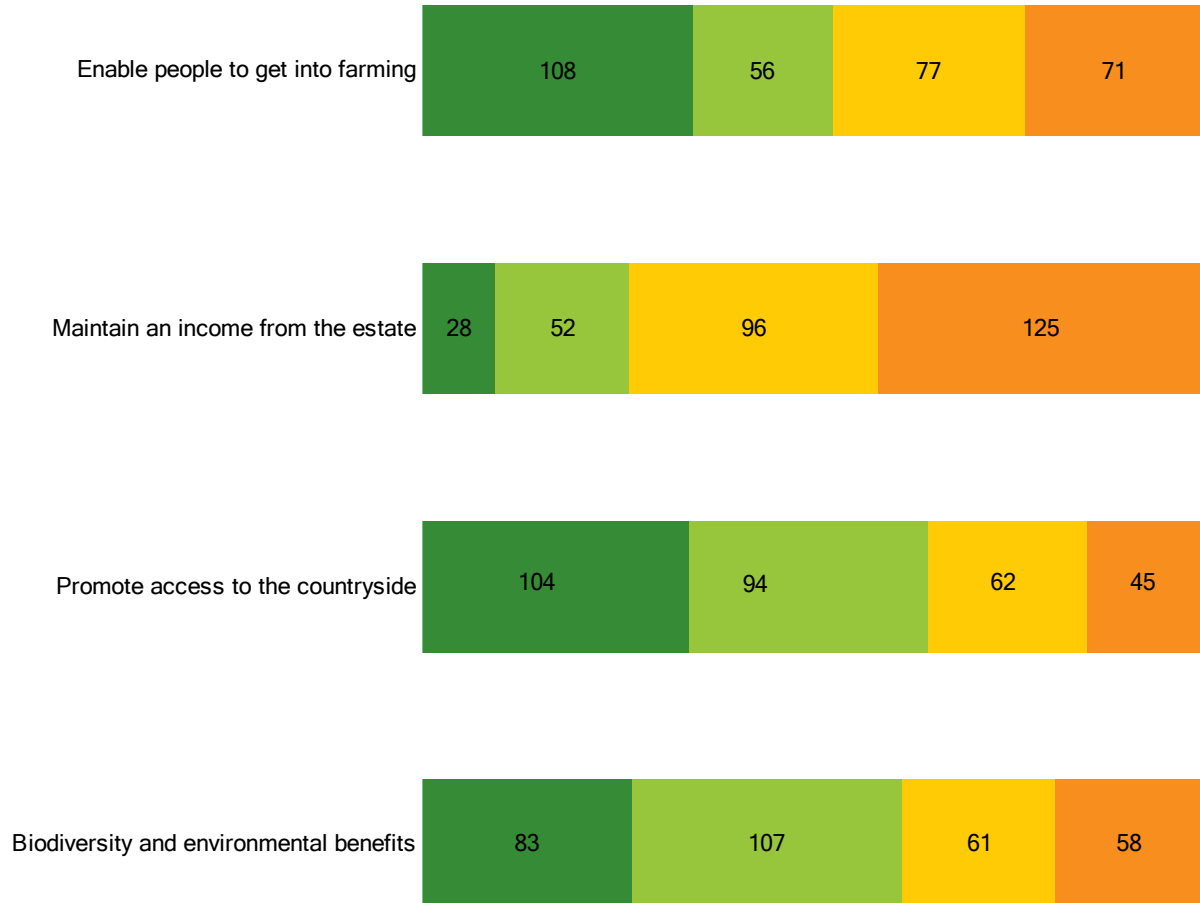
333 responses were received for the consultation via the questionnaire. The consultation questionnaire (online survey and pdf), as well as summary documents were available online and in libraries for 8 weeks.

The consultation was promoted across social media, email bulletin, press release, Member's Information Bulletin and Staff Central. There was also an interview on Look East with a tenant farmer and the Council. We saw spikes in responses when the email bulletin went out, and over the weekend after the Look East interview (which aired on a Friday).

## Questionnaire Analysis

**Question 1** asked respondents to rank the priorities, which were based around why keeping a farms estate is important for the council.

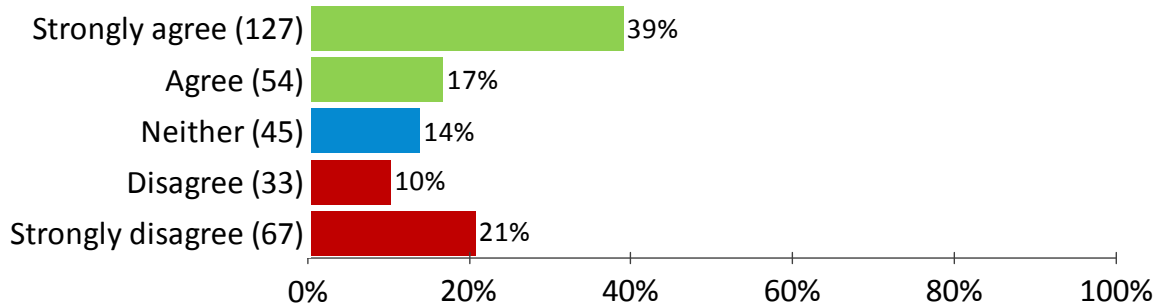
The council wants to continue to maintain a network of farms across Central Bedfordshire for the following reasons, please prioritise the below where 1 is most important and 4 is least important.



The main priorities identified (using the total of those who selected either 1 or 2 to demonstrate top priorities) were promoting access to the countryside (198) and biodiversity and environmental benefits (190). Comments about this were also identified at question 3 in the free text question. The least important aim was deemed to be maintaining an income from the estate.

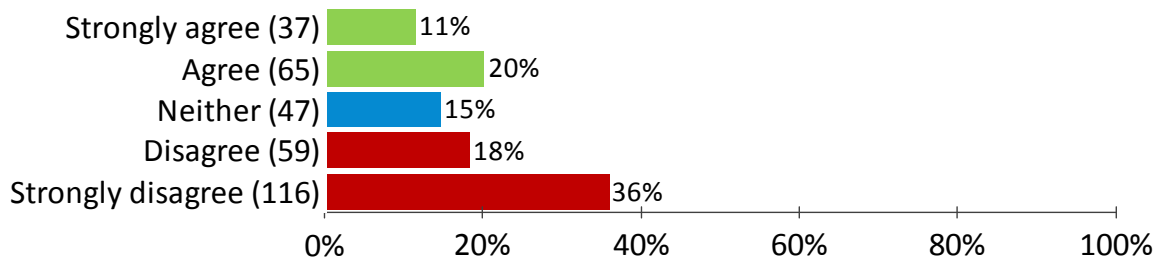
**Question 2** asked respondents about the objectives within the proposed strategy and how far they agreed or disagreed with each.

### Maintain a farms estate of no less than 2,000ha



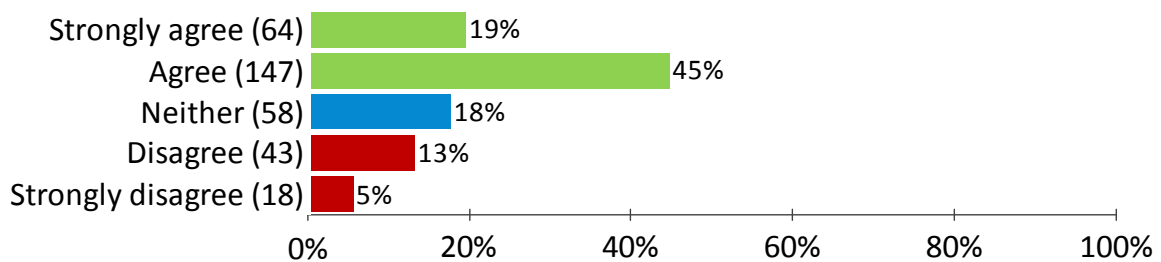
Just over half (56%) supported the objective to maintain a farms estate of no less than 2,000ha.

### Consolidate and merge farms when tenancy arrangements end to approximately 30 well-equipped and financially attractive farms



Only 31% supported the objective to consolidate and merge farms. This was identified in the free text comments with concerns around forcing off existing tenants, and the need for smaller farms (or at least, variations in the size of farms) being identified.

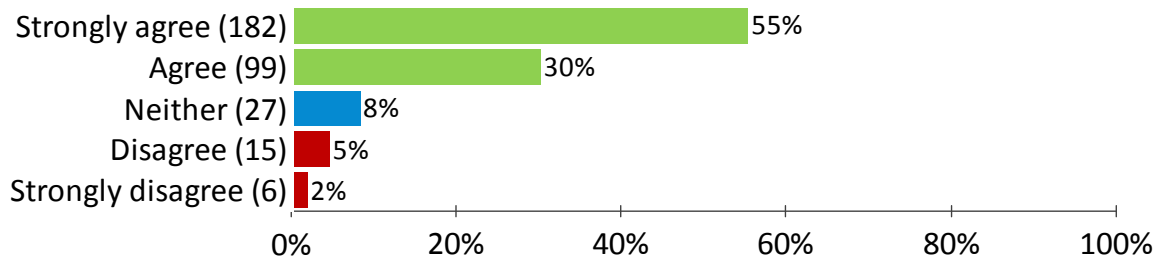
### Encourage farm diversification (eg encouraging other rural businesses alongside traditional farming)





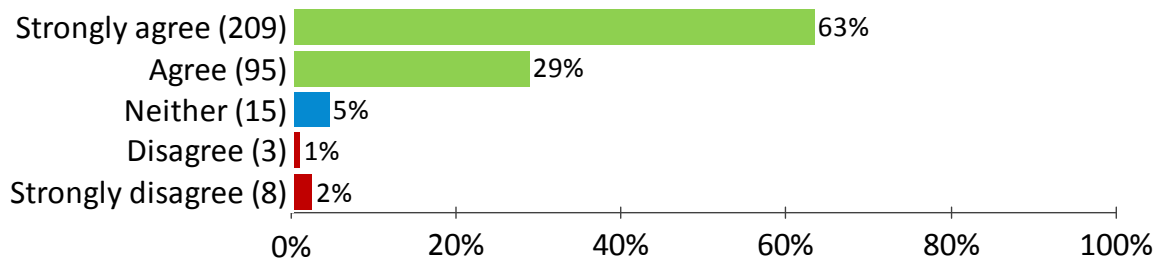
64% of respondents supported the objective to encourage farm diversification. This featured highly in the free text comments with suggestions around farm shops and other small enterprises. This was also picked up in the free text question with comments relating to small farms and the important role they play in the diversification of crops/animals.

### Support farmers to promote biodiversity (to have a variety of wildlife and/or plant life on farms)



A total of 85% supported the objective to support farms to promote biodiversity. Again, this was linked to in the free text comments with small farms playing an important role in biodiversity with the use of hedgerows to separate farmland and the use of farmers knowledge to care for land in the wider context.

### Support farmers to encourage access to the countryside for health and wellbeing (via rights of way, access to Green Wheels, etc)



92% supported with the objective to support farmers to encourage access to the countryside. This was also picked up in the free text comments with respondents highlighting the need for access, particularly for bridleways for the safety of horses and horse riders. There were also comments about the loss of countryside due to development, so continuing access to existing farmland is important.

Overall, respondents are supportive of all but one objective, with the least supported being consolidating and merging farms.

**Question 3** asked respondent's views about the proposed strategy. Key themes from respondents included not selling land to build on it, and comments around selling/merging farms will make it harder for people to get into farming and the importance of keeping smaller farms in the estate.

Theme	No. of comments
Don't sell to develop	57
Keep/have more small farms	56
Selling/merging farms will make it harder to get into farming	20
Encourage diversification	17
Should maintain/increase amount of farmland owned	12
Leave things as they are	12
Ensure access to the land	9
Support farmers	8
The council don't own the land – the public do	8
Concern about forcing existing tenants off	7
Council shouldn't be involved in owning farmland	5
Build on brownfield instead	5
Support for larger farms	4
Other	75
<b>Total comments</b>	<b>220</b>

*"I broadly agree with the Council's Farms Estate Plan, but would not want to see the current Tenants of small farm holdings being forced to leave their farm at the end of their tenancy just so that the Council can sell their farm for development. It will be difficult for people to get into farming if they have to take on a huge farm estate."*

*"Small family run farms should be the backbone of the plans not financially motivated multi-million pound concerns with not love for farming"*

*"I feel that it is irresponsible for the Council to be even considering selling off any of the publicly owned farm land that forms part of the estate. Getting into agriculture is almost impossible for anyone without large amounts of capital, regardless of their passion and knowledge, but Council farms offer a glimmer of hope to a specific lucky few. Further*

*decreasing opportunity to encourage people into agriculture, and maintain enthusiasm within the sector would be wrong, in my opinion.”*

*“It’s important to maintain farm estates to maintain access to countryside and promote farming!”*

*“Should also look to maintain the ‘green belt’ ‘lungs of the county”*

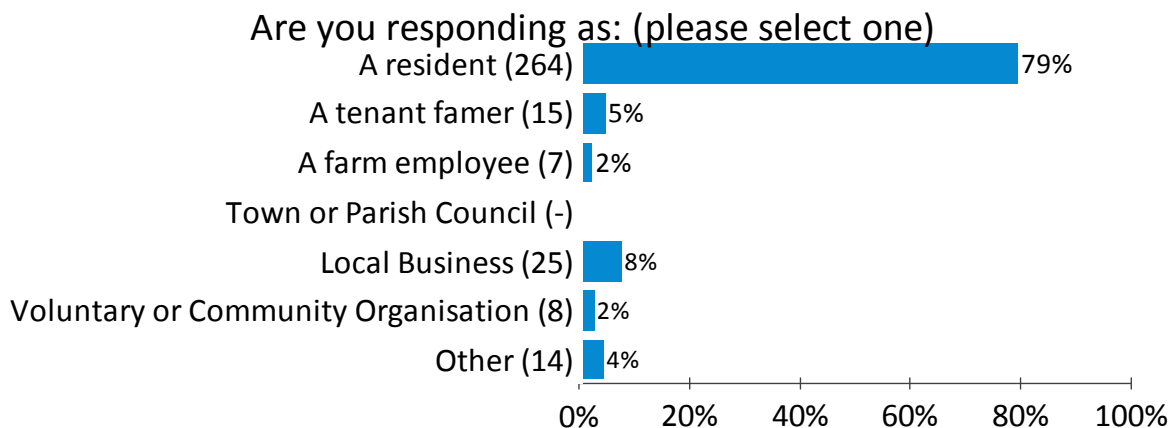
*“Although I think it’s a sensible plan to hold Estate Farms of an economic size I think farm land of a smaller acreage could also be of use for the proposed rural diversification and should be retained.”*

*“I think the established practice of having small tenant farms was and remains a great idea. I think it is very sad that a small tenant farm in Maulden has been sold off - I fear this will be used for yet more, excessive levels of new housing. I hope the Council will urgently reconsider this policy and put on hold plans to sell off other traditional tenant farms.”*

*“I can see the need for this plan but do wonder how farms will be selected for enlargement or merger with neighbouring farms when tenancy agreements end. Also, offering opportunities for new entrants is a very positive initiative but it wouldn't necessarily encourage younger persons to 'come on board' without good financial support. Selling off land to related industries is acceptable but surely not to housing developers etc. to give in to the pressure on the council to provide a Luton overspill.”*

## About You

We asked our standard demographic questions in the questionnaire, with the addition of asking about the context in which people were responding. This distinction was in order to determine participation from voluntary or community organisations, as well as ensuring the views of tenant farmers were being captured.



The voluntary or community organisations that responded and provided details were:

### Voluntary/Community Organisations:

Potton Allotment association

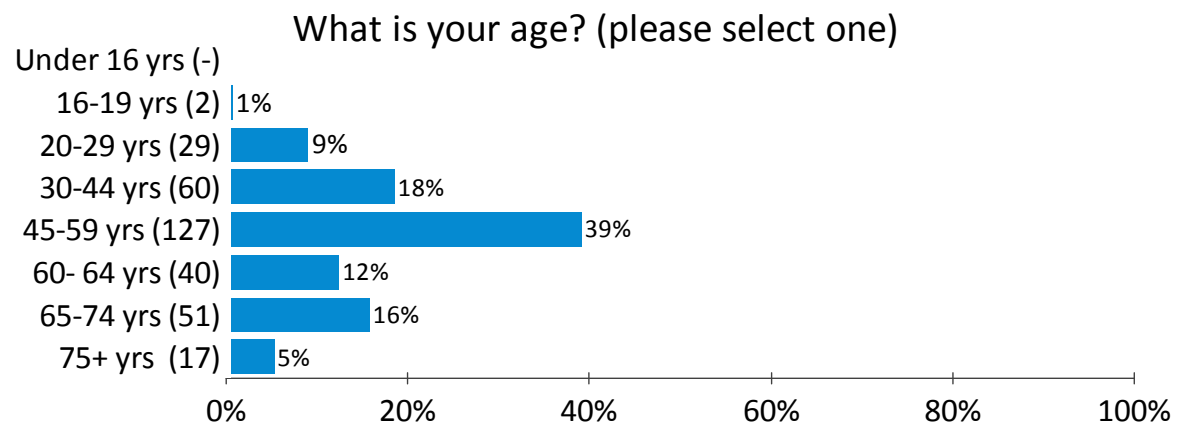
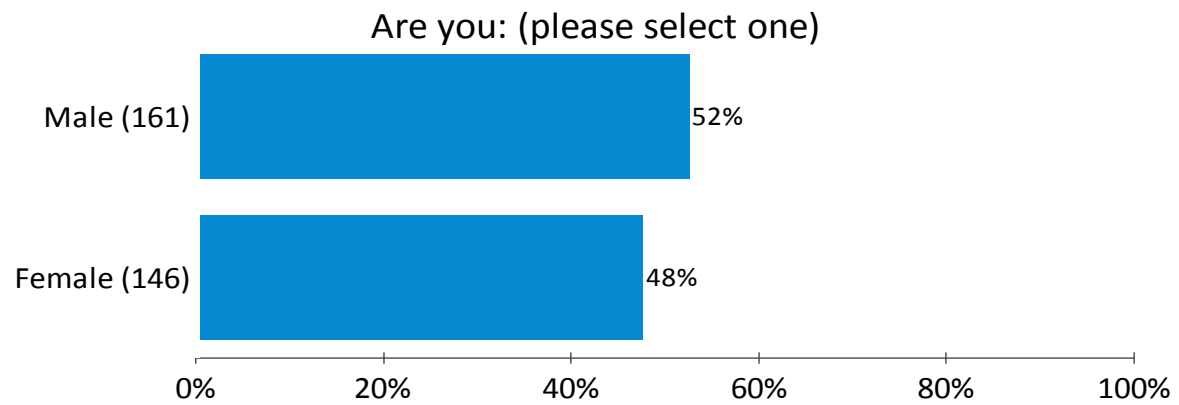
Wildlife Trust BCN

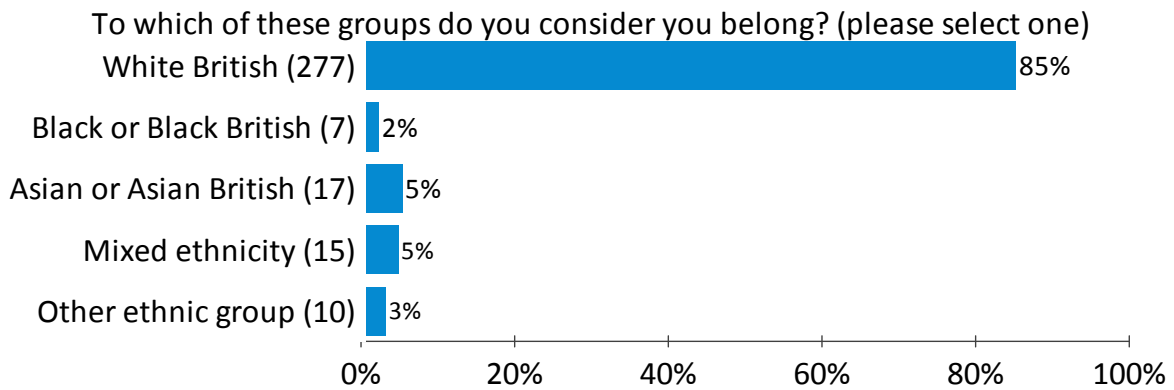
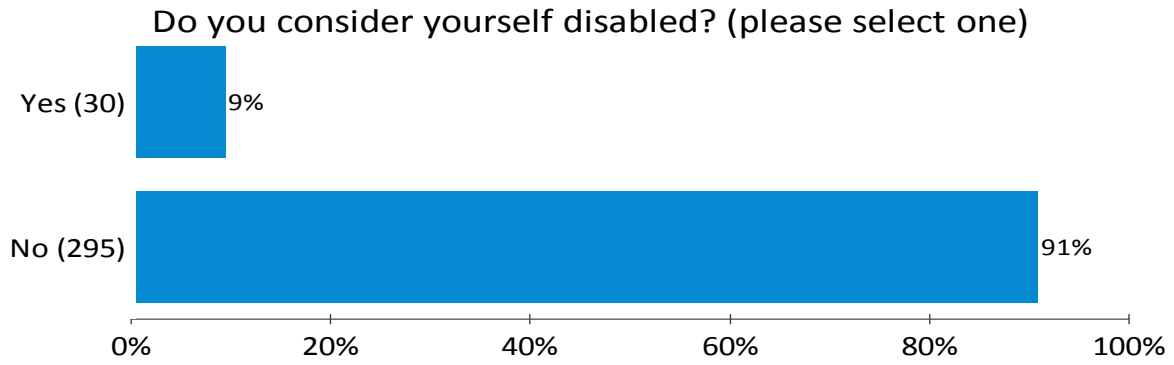
Charity

The Ramblers

The other responses that specified who they are were:

- Other:
- A resident and a volunteer with the Farming Community Network employee in Central Bedfordshire
- Just a woman from the countryside
- Sustrans
- Ex county councilor
- I live in Ampthill surrounded by such farm land
- Former resident
- Bedford Borough Council
- a local visitor
- Retired tenant farmer
- Concerned individual

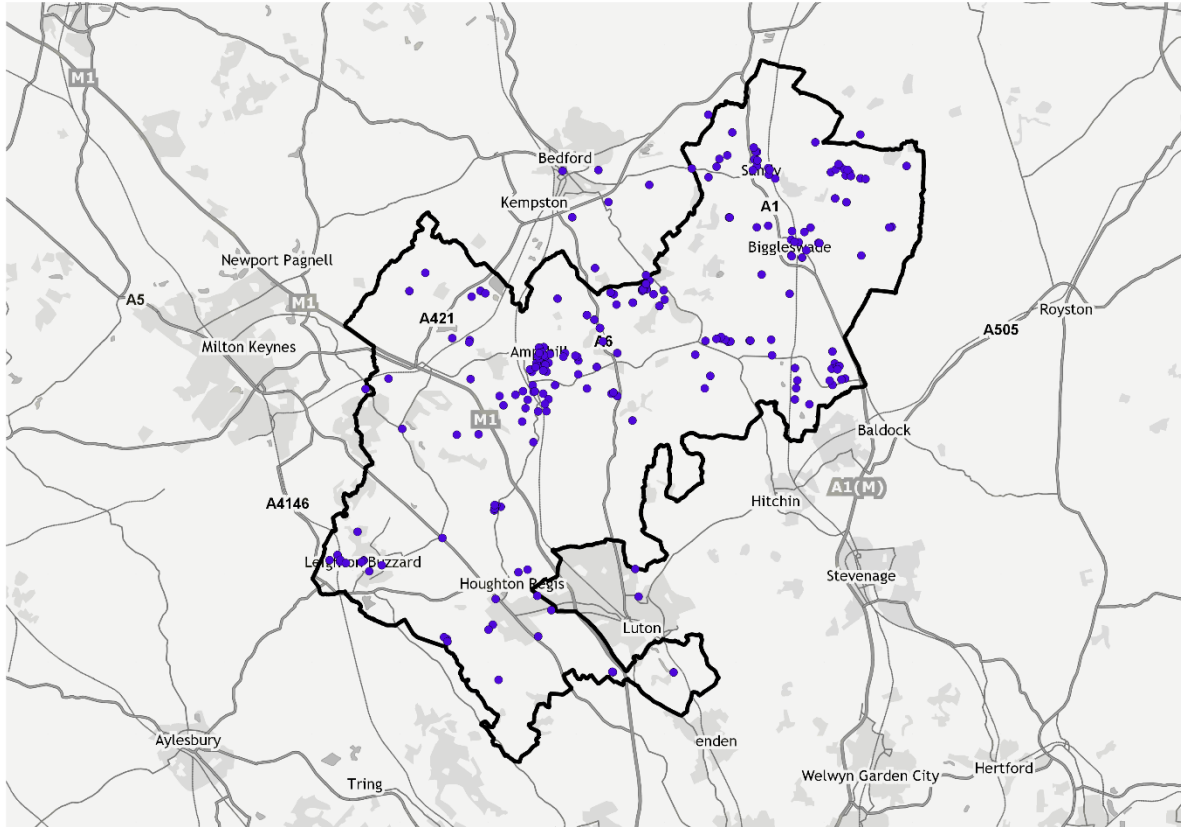




Demographics of responses are broadly representative of the population of CBC (aside from age).

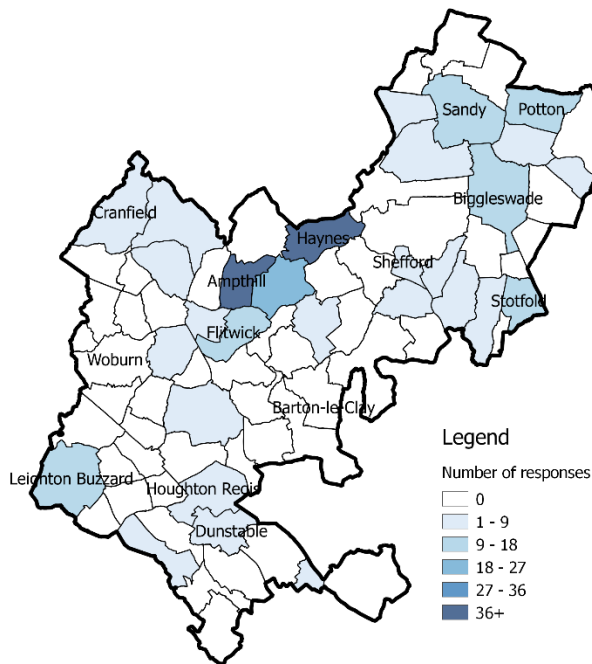
## Postcode analysis

This map identifies each dot as a response, showing a spread of responses across the area, although focused in Ivel Valley. This was also identified in the free text comments, with Maulden specified in responses.



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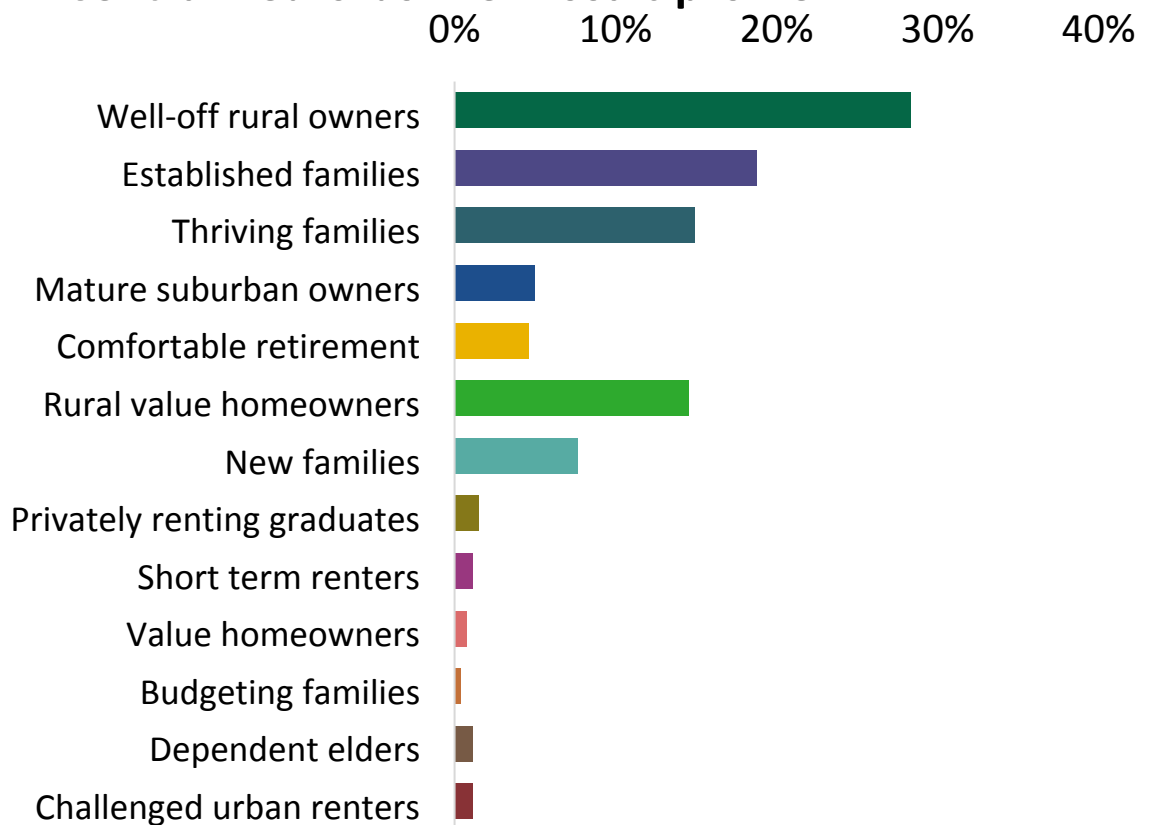
The second map shows the number of responses per parish, with a concentration of responses in the Amptill and Haynes area, with another group of responses in the Biggleswade area. Again, this has been identified in the free text comments.



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**Mosaic analysis**

**Central Bedfordshire Mosaic profile**



Responses were mainly from the more affluent groups, with the biggest number from 'well-off rural owners' (74). This is the biggest 'rural' group in Central Bedfordshire. There was also a sizeable response from 'Rural value homeowners' (38) who are the less well-off rural households. Through this analysis, we can see that we have received responses from those located in the more rural areas who are most likely to be affected by any changes, and access to the farms estate.

The number of responses from more deprived household groups was very low, this is unsurprising as the more deprived households tend to be in urban locations, so may feel that the Farms Estate does not directly affect them.

## Conclusions

Respondents were generally supportive of the proposed Farms Estate plan, with the main concerns around development of farm land when sold off and reducing the access to affordable farms for farmers. Over 25% of responses to the open-ended question included a comment about not selling land for development. This is a particularly hot topic for the Central Bedfordshire area so perhaps unsurprising that it featured so highly.

The Farms estate is definitely seen as a positive for most respondents and as a valuable asset for the area.



# **Central Bedfordshire in contact**

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Central Bedfordshire Council

# Farms Estate Plan

## Contents

1. [Introduction](#)
2. [The Asset Management Strategy - Setting the Farms Estate Plan in context](#)
3. [The Councils current Farms Estate](#)
4. [Strategic themes](#)
5. [Central Bedfordshire's Farms Estate plan](#)

## 1. Introduction

- 1.1. This document, Central Bedfordshire Council's (the Council's) Farms Estate Plan, is part of a new suite of documents developed by the Council, to establish and articulate its holistic approach to asset management.
- 1.2. The purpose of this suite of documents is to establish how the Council's asset portfolio will become better aligned to support the delivery of its corporate aims and objectives.
- 1.3. The Farms Estate Plan is a specific element of Central Bedfordshire's Asset Management Strategy (AMS) and articulates the Council's approach to its farm estate.



- 1.4. The Farms Estate Plan outlines how the Council will effectively and efficiently manage and develop its farms estate over a 10-year Plan period and beyond. Its scope extends to all the building and land assets owned or leased by the Council in the performance of its role as a smallholdings authority.
- 1.5. Farms owned and managed by Local Authorities are an important strategic and national asset. These farms can assist Local Authorities in meeting wider regional economic, countryside and environmental objectives and provide an essential route into farming for new entrants.

- 1.6. This Farms Estate Plan provides a plan for the effective management of the farm estate over a 10-year period by enabling:
- Opportunities for new entrants and established farmers to contribute to the food chain, rural business and providing access to the countryside on an estate of not less than 2,000 hectares (ha).
  - Occupation of around 30 land holdings of well equipped, well maintained holdings with modern tenancy terms, at market rents.
  - Best environmental practice in accordance with the new Government's 25-year Environmental Policy – to provide 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes.
  - A network of holdings through the Council's area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
  - Retain, acquire and dispose of land that meets the Council's wider objectives for place making.
- 1.7. These objectives may not apply equally in every case. The Council will balance these key objectives by taking them into account in its decision-making regarding re-letting, acquisition and disposal of parts of its estate.

## 2. The Asset Management Strategy - Setting the Farms Estate Plan in context

### ***Why produce an Asset Management Strategy***

- 2.1. The Council has developed an Asset Management Strategy to provide a template and framework for how the Council will seek to utilise its property and land assets as a corporate resource.
- 2.2. Property is expensive to procure, run and maintain, especially when budgets are under ever increasing pressure. As a result, assets need to be carefully managed over their lives to ensure best value in terms of use, maintenance and financial return, whilst still ensuring quality in service delivery.
- 2.3. The Asset Management Strategy provides an overarching asset management approach enabling delivery of the corporate priorities and service objectives, whilst ensuring the Council remains compliant with legislative requirements.
- 2.4. The Asset Management Strategy incorporates the Council's key principles, which guide the corporate approach to asset management generally. How the property portfolio will play a vital role in the provision of these services is the key output of the Asset Management Strategy. This incorporates the Council's approach to its farm estate.

### ***Asset Management Strategy Objectives***

- 2.5. The Council's asset portfolio plays a key role in supporting the delivery of the Council's vision and key priorities. The Council's overriding aim for its asset base is:  
  
*'To promote the best use of the Council's assets for service delivery, deliver an optimum return from our commercial and agricultural investments, and facilitate regeneration and development'*
- 2.6. Through the development and successful implementation of the Asset Management Strategy, the Council's asset portfolio is assessed and reviewed such that balanced and strategic decisions can be made on its future composition.
- 2.7. Reflecting the Council's asset management aim, eight asset management objectives have been adopted:
  1. Develop a five-year vision and strategic approach to managing the Council's property assets that supports the Council's Corporate Plan;
  2. Review and revise the Council's operational estate to optimise ways of working, optimise operational space, achieve revenue savings and focus on service provision;
  3. Ensure that operational properties are appropriately located, fit for purpose, provide flexible accommodation, in good condition, within an efficient cost envelope that is appropriately accessible to customers;

4. Deliver cost effective and efficient acquisition, disposal and management of property and land to meet safe service delivery, community benefit and investment needs.
  5. Maximise the delivery of capital returns from the disposal of property and land to support the Council's capital programme (this may include the Council acting as a promoter and/or developer of its sites in order to maximise receipts and income);
  6. Where appropriate utilise assets to kick start, enhance or underpin economic regeneration;
  7. Actively consider and implement innovative use of assets to address specific financial, housing, service and development challenges, building on innovative models being developed across the local government sector; and
  8. Maximise revenue income from the rents, leases and 'traded' services.
- 2.8. The Council's approach to managing its farms estate takes account of:
- The provision of farms to enable new entrants to develop a career in agriculture and amalgamate holdings to create more viable farm lettings;
  - Statutory requirement;
  - Income generation;
  - Capital receipts generation and commercial management;
  - Leisure and Community facilities for Central Bedfordshire;
  - Environmental responsibilities and Statutory Requirements.
- 2.9. When reviewing the farm estate, a number of elements needed to be considered including:
- Why does the Council hold a farm estate?
  - Does the farm estate add value by supporting the Council's wider objectives?
- 2.10. Flexibility is important, and the Council's Farms Estate Plan must be able to adapt to and support changes in the Council's policies, legislation and the effects of Brexit.



### 3. The Councils current Farms Estate

- 3.1. The Councils Farms Estate has a current asset value of circa £62 million<sup>1</sup>, and comprises 1,900 ha (4,700 acres) of land. The estate has generated in excess of £50 million in land sales in the past 5 years.
- 3.2. The history to the 'accumulation' of a farm estate stems from the Smallholdings and Allotments Acts 1907 and 1908. As a consequence, all Councils had a duty to meet the demand of applications by young persons to enter into farming. The Agriculture Act 1970 replaced the Smallholdings legislation and sets the framework for Councils to provide opportunities to people with agricultural experience to farm in their own right.
- 3.3. Central Bedfordshire Council's Farms Estate is formed from 92% of the legacy Bedfordshire County Council farms estate. Central Bedfordshire Council and Bedford Borough Council entered into a Disaggregation Agreement from the 1<sup>st</sup> of April 2009 to 2030 which apportions of net rental income and net capital receipts from identified disposals between the authorities.
- 3.4. The Bedfordshire County Council estate was rationalised in the late 1990's with core holdings located near main population holdings being retained and surplus or non-core property being sold.
- 3.5. The current Farms Estate is situated throughout the area of Central Bedfordshire Council. Smallholdings are generally close to three areas around the market towns or settlements of Flitwick, Maulden and Ampthill and the outlying settlements to the east and south of Biggleswade and Sandy and to the south of Arlesey and Stotfold. There are a number of smaller isolated holdings throughout the Central Bedfordshire area.

<sup>1</sup> Based on 2015 full estate valuation - including all houses, cottages and buildings, and non-agricultural parts of the estate - and allowing for recent land sales.

**Map to show Farms estate**



**Size and Tenancy Type**

3.6. The farms estate is let under 64 separate lettings to 58 different tenants. The lettings are made up of 15 Agricultural Holdings Act agreements, 42 Farm Business Tenancies and 7 other agreements. 24 lettings include one or more houses and 30 include farm buildings.

**Table to show lettings by lease type**

Lease Type	Number
AHA	15
Allotment Agreement	2
FBT - More than two years	31
FBT - Two years or less	11
Grazing Agreement	2
Grazing Licence - Agr	2
Grazing Licence - Non Agr	1
<b>Total</b>	<b>64</b>

- 3.7. The number of Agricultural Holdings Act Tenancies are decreasing as these tenants retire. There are two AHA tenancies with specific retirement clauses, where the tenancies will end when the tenant reaches age 65. There are an increasing number of Farm Business Tenancies with a term of two years or less.

**Table to show when tenancies are expected to end**

Vacant Possession within	%
5 years	65
10 years	14
Not within 5 or 10 years	21
<b>Total</b>	<b>100</b>

- 3.8. There are a number of other non-agricultural tenancies within the portfolio, including fishing licences, grazing licences and agreements, allotment agreements, access agreements, garden agreements and shooting licences. The time periods to gain vacant possession on these varies between the agreements.
- 3.9. The tenancies range in size from 0.31 ha (0.76 acres – smaller than a football pitch) to 130 ha (321 acres – equivalent of around 320 football pitches), with the majority being between 12 ha (29 acres) and 100 ha (247 acres).
- 3.10. Most holdings are small by modern farming standards which reduces their commercial viability<sup>2</sup>. Having a greater number of smaller holdings also increases the cost to the Council to maintain and run them in comparison with a smaller number of larger holdings.

<sup>2</sup> In the UK most agricultural farm holdings are over 100 ha (250 acres). 400 ha (1,000 acres) is considered the optimum size for viable arable production in the East of England.

## ***Built Farm Assets***

### **Farmhouses**

- 3.11. Farmhouses range from traditional three or four-bedroom farmhouses to the more modern council-built three-bedroom detached houses typical of those built in the 1950s. The majority of these properties require some updating and maintenance; with some lacking central heating systems, insulation and double glazing. Some properties are listed, so are governed by more restrictive planning conditions and levels of upkeep with associated costs.
- 3.12. Examples of the different types of farmhouses within the portfolio are shown below:



***Top left: Five-bedroom house, split into two properties, Top right: Detached three-bedroom farmhouse, Bottom left: Detached three-bedroom farmhouse, Bottom right: Grade II listed two-bedroom farmhouse***

### Agricultural Buildings

- 3.13. The following table shows the number of lettings with buildings (30), with most of these benefitting from modern type buildings.

Type of building	Count of Modern/Traditional
Modern	11
Modern and traditional	16
Traditional	3
<b>Total</b>	<b>30</b>

- 3.14. The farm buildings range from traditional brick-built farmyards with little use for modern agriculture, to more modern buildings with asbestos clad roofs. There are a very few newer agricultural buildings, and these have generally been provided where development or other land uses have taken buildings from the farm tenancies and necessitated the replacement of the building.
- 3.15. Most of the traditional buildings have fallen into disrepair due to their limited use for modern agricultural practices and lack of maintenance, however these are generally still in use by tenants for storage purposes.
- 3.16. The more modern buildings range in condition depending on the tenant, their lease terms and method of farming.

### Total Repairs and Maintenance Costs

- 3.17. A rolling programme of building condition surveys is carried out as part of the Council's Asset Management Plan. This informs a programme for capital investment that is reviewed annually to prioritise work.
- 3.18. The farm estate is carrying a backlog of capital works of circa £300,000 (to be completed in 2018/19 financial year) and has an annual revenue budget of circa £50,000 - £70,000 per annum for ongoing repair and maintenance.

## **Financials**

### **Value of Farmed Estate**

- 3.19. The whole estate was valued in 2015 and one fifth of the estate is valued annually on a rolling programme. The value of the whole estate in 2015 was an average value for the estate of £29,600 per hectare (£11,978 per acre). Allowing for recent disposals, this places the value of the Farms Estate at circa £62m.
- 3.20. This value includes:
- Land with development opportunity 36%
  - Residential elements 10%
  - Farmland 48%
  - Other (including minerals, business, woodland etc.) 5%
- 3.21. Capital receipts in excess of £50m have been generated from the sale of surplus or redundant land and buildings and land sold for development in the last 5 years.

### **Income**

- 3.22. Gross income for the estate in 2017 was £900,000. The rental income is approximately £700,000 pa, with a further £150,000 - 250,000 income from minerals per annum which could be sustained for a further 2 years.
- 3.23. Rent from the farms is related to the following:
- The residential element, i.e. the benefit of the house to the tenancy or the subletting income from this; these are not equivalent to, but are indirectly linked to, rental values on the open market and it will broadly follows trends in residential letting values.
  - Farmland, the value of which is linked to profitability and agricultural commodity prices. For Agricultural Holdings Act tenancies, the rent is directly related to profit via the statutory review formula; for Farm Business Tenancies rent reflects the demand for land which is greater if there are higher profits.
- 3.24. Rental income from the estate can be broken down into 3 core elements and has traditionally comprised; approximately 11% residential, 7% buildings and non-agricultural income and 82% land.
- 3.25. By contrast a recent new letting for a small diversified holding; including a farm shop, comprises; approximately 35% residential, 17% buildings and non-agricultural income and 48% land. Shifting the balance away from the land makes the income more resilient to world food prices which in turn makes the holding more sustainable.

### **The Common Agricultural Policy and Brexit**

- 3.26. A payment of approximately £200 per hectare is made to to all farmers under the Common Agricultural Policy in addition to any environmental scheme payment. The UK is withdrawing from the European Union and therefore the Common Agricultural Policy. Direct payments are likely to be phased out and replaced (post Brexit) by a scheme of payments based on delivering 'public goods'.
- 3.27. Most of the Council's Farms Estate tenants appear to rely on their basic payment to pay their rent or to live on as profit from the holdings. It will be important as the UK leaves the Common Agricultural Policy to ensure flexibility within Farm Business Tenancies to deal with any new regimes that will provide future support.
- 3.28. Higher performing farms that have focused on improving output and minimising costs will be more resilience to changes, and those that are able to deliver enhanced environmental and health benefits should be better placed to capitalise on the new regime.

## 4. Strategic themes

- 4.1. There are several themes, strategies and priorities that emerge from work to deliver the Council's vision, as well as government policy that relate to the Farms Estate.

### ***Access to the Countryside***

- 4.2. The Council aims to make countryside and open space as accessible as possible. Countryside and open space ranges from large areas of woodland and public managed grassland on the outskirts of settlements, to smaller and isolated areas of woodland often in remote locations. Residents tell us they visit these sites to walk and exercise, relax, for children to play, to walk the dog and for peace and tranquillity.
- 4.3. The strategy for Green Space and Countryside Access areas is under review and it is intended there will be rationalisation of ownership and management of sites, with the intention of concentrating on larger more accessible sites better related to settlements to provide more access for more people. The development outlined in the Local Plan will create a demand for extended green space. The Council has established Green Wheel routes around settlements to encourage exercise and healthy living.
- 4.4. By providing public rights of way through farmland, the Farms Estate can form part of a broader network joining up Countryside sites, parks and open space. Collaboration between holdings, neighbours and National bodies such as the Greensand Trust, RSPCA, National Trust can also provide opportunities for development of rural businesses and employment; providing facilities such as outdoor leisure and recreation, rural retail and catering and leisure accommodation.

### ***The Local Plan***

- 4.5. The Central Bedfordshire Local Plan is the key strategic planning document for Central Bedfordshire and will guide and support the delivery of new infrastructure, homes and jobs. It sets out the long-term vision and objectives for the area, what is going to happen, where and when and how this will be achieved and delivered up to 2035. The Local Plan, currently known as the pre-submission Plan, was formally submitted at the end of April 2018.
- 4.6. The lifespan of the Local Plan is 20 years, but it is anticipated that once adopted, elements will have to be reviewed earlier in able to respond to a number of emerging strategies; notably the Cambridge- Milton Keynes- Oxford Arc.
- 4.7. The pre-submission Plan seeks to deliver around 39,350 new homes (this includes 23,845 homes already planned for) through new villages and moderate extensions to existing towns (varying in size from 11 – 650 homes) located across Central Bedfordshire.



- 4.8. In Marston Vale new villages will accommodate up to 5,000 homes and East of Biggleswade around 1,500 homes. Around 4,000 homes will be allocated North of Luton and around 2,000 homes East of Arlesey. Housing delivery will be phased across several years, the expectation is new homes will come forward in Marston Vale from 2021/22, North of Luton from 2022/23 and East of Biggleswade and East of Arlesey from 2023/24.
- 4.9. The Farms Estate has significant land holdings around major settlements. By holding this land the Council has more control and influence over the Countryside, and more control over the pace and type of development that takes place to meet local housing and employment need.
- 4.10. Disposals of estate over the last five years has enabled significant job creation, increasing NNDR income to the Council as well as providing Capital Receipts. But it has also reduced the size of the Farms Estate by around 360 ha which will need to be replenished to maintain a viable holding.

### ***Supply of Minerals***

- 4.11. Central Bedfordshire, Bedford Borough and Luton Borough Councils have joint Minerals and Waste plan to make sure there is a steady and adequate supply of minerals to meet the needs of national and regional supply policy, and local development needs; and that Minerals are obtained from the most sustainable sources, and extraction sites will be planned, located and operated so as to protect the environment.
- 4.12. In Central Bedfordshire there are two safeguarded land classification areas; sand and gravels in the river (principally the Ouse) valleys and building sand on the Greensand ridge. Demand for building sand is increasing through residential development but there are limited reserves and a limited processing capacity in this sector.
- 4.13. The Council has land subject to sand quarrying at Potton and land at Willington Lock is subject to an option for working a reserve of approximately 0.5 million tonnes from circa 2030.
- 4.14. Any land located in a safeguarded area will considered for its future mineral potential as a key factor in any long-term decision regarding the land. This will enable an opportunity for mineral working to contribute to supply needs and generate income for the Council. Acquisition of land adjacent to existing holdings that unlocks the mineral potential will also be considered.

### ***Environmental responsibilities***

- 4.15. The Council has responsibilities under the Natural Environment and Rural Communities Act (2006) where all public authorities have to have regard to conserving biodiversity, for example by creating ecological networks, and buffering biodiversity sites and in 2018 the UK Government published "A Green Future" setting a series of goals and policy objectives.
- 4.16. The Farms Estate provides greater influence and control to maximise environmental benefits to Central Bedfordshire, whether this be improved ecological activity and biodiversity, protecting key landscapes or mitigation of flooding.

## 5. Central Bedfordshire's Farms Estate plan

- 5.1. This Farms Estate Plan provides a plan for the effective management of the farm estate over a 10-year period by enabling:
- Farming opportunities for new entrants, established tenants and contract farmers to contribute to the food chain and rural business on an estate of not less than 2,000 hectares.
  - Occupation of around 30 well-equipped and well-maintained holdings, on modern tenancy terms at market rents generating enhanced income from farm diversification.
  - Best environmental practice in accordance with the new Government 25-year environmental policy providing 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes.
  - A network of holdings through the Council's area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
  - Retain, acquire and dispose of land that meets the Council's wider objectives for place making.
- 5.2. These objectives may not apply equally in every case. The Council will balance these key objectives by taking them into account in its decision-making regarding re-letting, acquisition and disposal of parts of its estate.

### ***Farming opportunities for new entrants, established tenants and contract farmers to contribute to the food chain and rural business on an estate of not less than 2,000 hectares.***

- 5.3. Small 'agricultural only' holdings are not viable, although Farms Estate tenants should be able to benefit from delivery of public goods that will unlock continuing support payments.
- 5.4. Lettings will focus on diversified holdings with residential, agricultural, food chain, rural retail or recreational facilities as they may be more resilient, but will also be offered as equipped farms and or bare land (suitable for contract farming).
- 5.5. This will provide opportunities for smallholders and established farmers to have viable rural businesses.
- 5.6. The Estate is currently c. 1900 hectares following recent and impending development sales. A small estate is less cost effective and efficient to run and would be too small to make meaningful contributions to the rural economy or viable farming opportunities.
- 5.7. The Council will retain a Farms Estate of not less than 2,000 hectares to deliver a sustainable return from a range of diversified holdings.
- 5.8. To achieve this will require ongoing acquisition of appropriate landholdings to replace land that is disposed of.

***Occupation of around 30 well-equipped and well-maintained holdings, on modern tenancy terms at market rents generating enhanced income from farm diversification***

- 5.9. Within 10 years the majority of traditional tenancies and long term farm business tenancies will have ended and will be replaced by lettings on modern tenancies at market rents.
- 5.10. New lettings will amalgamate existing holdings to create fewer, but larger holdings. These will be offered on fixed term farm business tenancies; the term reflecting the principal purpose of the land holding.
- 5.11. New entrants will be offered a short term 'start up' tenancy of not less than 5 years to establish themselves. Lettings to existing tenants may be for a longer term but unlikely to exceed 12 years.

***Best environmental practice in accordance with the new Government 25-year environmental policy providing 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes***

- 5.12. Government environmental policy is focussing on improving natural capital and specific environmental goals, much of which will be delivered through management of rural land and the environment.
- 5.13. Holding Farm Land enables the Council to meet environmental objectives and will encourage tenants that wish to provide public goods, and benefit from the income streams that may emerge from them (eg Carbon credits scheme, health and well-being, sustainable development).

***A network of holdings throughout the Central Bedfordshire Area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing, and the visitor economy***

- 5.14. The Council will work towards establishing networks of holdings throughout the Central Bedfordshire Area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
- 5.15. When new tenancies are let they will safeguard and enhance public access to the Countryside, allowing more visitors to support diversified holdings with rural retail or recreational facilities.
- 5.16. When acquiring land consideration will be given to the existing countryside and open spaces and the opportunity to provide a connected recreational network between them.

***Retain and acquire land that meets the Council's wider objectives for place making***

- 5.17. Holding these assets allows the Council to achieve the other objectives of the Farms Estate plan whilst also retaining more control and influence over the Countryside, and more control over the pace and type of development that takes place to meet local housing and employment need.

# **Central Bedfordshire in contact**

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## Central Bedfordshire Council

**EXECUTIVE**

**9 October 2018**

### **Fees and Charges 2019**

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**Report of:** Richard Wenham, Deputy Leader and Executive member for Corporate Resources  
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**Responsible Director(s):** Charles Warboys, Director of Resources & S151 Officer  
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**This report relates to a decision that is Non-Key**

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### **Purpose of this report**

This report requests approval of the revised Fees and Charges for 2019.

<b>RECOMMENDATIONS</b>	
<b>The Executive is asked to consider and recommend to Council:</b>	
<b>1.</b>	<b>approve the pricing schedule and the inflationary rate to be applied (where applicable) for January 2019 Fees &amp; Charges (Appendices C to K); and</b>
<b>2.</b>	<b>to note and comment on the Fees &amp; Charges analysis (Appendices A &amp; B)</b>

### **Overview and Scrutiny Comments/Recommendations**

This report was considered by the Corporate Resources Overview & Scrutiny Committee on the 20 September 2018. The Committee recommended that the Fees and Charges for 2019 be recommended to the Executive for approval.

### **Issues**

#### **Background**

1. Fees & Charges (F&C) are subject to an annual review and any proposed increase to prices are subject to Council approval.

2. Fees & Charges price changes are due for implementation on the 1<sup>st</sup> January each year for most services, although some remain at 1<sup>st</sup> April (for example services to Schools/Academies, most of Adult Social Care and Housing) or as advised for statutory services.
3. To achieve a 1<sup>st</sup> January 2019 implementation date, the F&C will need to be presented to September 2018 Corporate Resources Overview & Scrutiny Committee, the October 2018 Executive and the November 2018 Council meeting.
4. The F&C Policy states that:
  - All fees and charges will be reviewed annually and adjusted as necessary in line with this policy. The Director of Resources will provide services with guidance each year as to the general inflation rate that may be applied.
  - All F&C 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 2015). This is so that Members may make informed choices on any revised level of charge to be set.
  - The result of such review should be included in the annual F&C report in that year in order that the Council is able to ensure that charges are fair, appropriate and comparable to local alternatives. This should include an accompanying financial statement to demonstrate that, taking one year with another, the income from charges does not exceed the cost of provision. The review should include an equalities impact assessment.
5. At the Executive meeting on 10 October 2017, the Executive recommended that an inflationary increase as at September of each year be applied to F&C. This was agreed at the full Council meeting that took place on 16 November 2017.
6. In May 2017, the Office for Budget Responsibility predicted that the UK inflation measured by the Consumer Prices Index (CPI) for September 2018 would be 2.5%. When the actual inflation rate for September 2018 is published then this will be reflected in the pricing for 2019 accordingly. Where there have been significant variations from this advisory level these have been identified below in paragraphs 14 to 31.

### **2017/18 Fees and Charges Analysis**

7. Last year the Finance team undertook a project to look at the income reporting (including F&C) process. One of the main purposes of this project was to identify and implement solutions that would improve financial reporting of income by increasing transparency and making it easier to recognise where income is derived from.

8. The new income reporting now includes volumetric data for F&C, which can be identified within SAP transactions for each individual F&C. The availability of this data significantly informs management decisions, in relation to income generation and costs related to F&C.
9. This will now enable the Council to have a detailed understanding of which fee or charge generates the most income, and will also help to identify new sources of income to consider through benchmarking with other local authorities.
10. In 2017/18 the Council had 807 different Fees and Charges (F&C). The total income derived from F&C in 2017/18 was £42.44M comprising 89,413 volumes/transactions. Appendix A shows a breakdown of income by each directorate and the volumes/transactions for each F&C Heading (where F&C are grouped based on the type of service).
11. Appendix A also gives estimates of the value increase from January 2019 (assuming the same volumes) based on the proposed increase from service areas, estimated value increase if an inflationary increase as at September is applied, currently 2.5%, and estimated value increase for every 1% increase. F&C that will remain at existing prices are show with nil % increase and value.
12. The analysis shows the estimated income to be generated as the result of the proposed increase would be £164k. The biggest increase relates to Resources and Community Services £81k and £69k respectively. The analysis also shows that if F & C were increased by inflation an additional £95k would be generated and for every 1% increase the additional income generated is estimated to be £38k.
13. Appendix B (which is an expansion of Appendix A) gives a breakdown of the income and volumes/transactions for 2017/18 based on the F&C description. In addition, this appendix includes references to proposed pricing schedules for 2019, which references all F&C listed on the appendix to pricing schedules for each services area.

### **Pricing for 2019**

14. The review of prices proposed for 2019 reflects three pricing options:
  - Prices remain at their 2018 level either because they are in line with other providers (Local Authorities) or because there is insufficient data available to support a price change or they reflect the current cost of provision.
  - Prices increased with inflation (As at September- currently forecast as 2.5%).
  - Prices increased by more than inflation if there is sufficient information to justify an increase.
15. Some statutory charges remain at the 2018 rate and will be revised once the authority has been advised of the rates applicable for 2019.
16. Except for Services to Schools, Social Care and Housing, the implementation date of the price changes for 2019 is the 1st January 2019 wherever possible.

## **Adult Social Care and Housing**

17. The majority of F&C for Adult Social Care (ASC) relate to Housing and are due for implementation from April 2019. Prices for fees and charges related to ACS which will be implemented from January 2019 are shown at Appendix C – Adult Social Care January 2019. Charges for Deferred Payment Agreement exclude VAT.

## **Community Services**

18. Proposed prices for fees and charges related to Community Services are shown at:  
Appendix D – Community Services January 2019 Discretionary.  
Appendix E – Community Services January 2019 Statutory.
19. Car parking charges were increased in 2016 and there is no proposed increase for 2019. The Council continues to invest in improving the technology and customer experience of our busiest car-parks which will see new ticketing machines and a move to 'pay on exit' rather than customers having to estimate how much parking time they need to pay for. This will also see greater enforcement capacity being released in order to manage on-street parking more effectively, helping compensate for the loss of Automatic Number Plate Recognition (ANPR) cars.
20. Room hire charges in Libraries have been reviewed by the service and as a result some of the old F&C will be replaced with new proposed charges. The service undertook an analysis of other local venues and a range of different public/private facilities. The new proposed pricing structure is simpler and will encourage longer bookings and also will bring these charges in line with room hire from other providers and neighboring authorities.
21. This review also resulted in some other fees and charges for Libraries to be increased by more than 2.5%. Photocopying, prints and scans will increase from 10p and 15p to 15p (50%) and 30p (100%) for A4 and A3 black and white respectively.
22. Library fines per day will increase from 26p and 7p to 28p (7.7%) and 8p (14.3%) for adults and children respectively. Internet charges for vocal scores (music parts for performances) will increase from £6.10 and £12.20 to £10.00 (63.9%) and £15.00 (23%), this is to bring these charges in line with neighbouring authorities. For the purpose of estimating the increase in value in 2019 (Appendix A and B) an average of 27.2% has been applied.
23. Theatre hire charges were fully reviewed and updated in 2018 and will remain unchanged for 2019. Charges introduced in 2017/18 were simplified and encouraged longer bookings; in some circumstances, this allowed the service to increase the income marginally without resulting in hire charges being unreasonable.
24. Prices for hire of meeting rooms at Houghton Hall are proposed to freeze at their 2018 level. This is on the basis that they are currently in line with other providers and that there is not sufficient data at this stage to make an informed decision to raise the prices in line with inflation or at an alternative rate having only been trading for less than 12 months.



25. Following a consultation on home to school transport which took place in Dec 17 to Jan 18 the service will be introducing a new fee to reflect the cost of transport of operation home to school routes. The charge will start from September 2018 and will apply to both mainstreamed and SEN pupils/students. This fee is listed on the Appendix K – New fees & charges.

### **Regeneration and Business Services**

26. Proposed prices for fees and charges related to Regeneration and Business Services are shown at:  
Appendix F – Building Control January 2019  
Appendix G – Planning January 2019  
Appendix H – Pre-Application Advice for Building and Minerals & Waste January 19 Non-Statutory.
27. Building Control charges remain at the same rate as in 2018. These are calculated using a CIPFA model and will need to be reviewed separately after all budgets have been agreed. Pre-Application Advice for Building and Minerals & Waste will increase by inflationary rate 2.5%. Non-Statutory F&C for Planning including Street Naming will also increase by 2.5%.
28. Following the new funding arrangements from Department for Education the service is consulting on F&C related to Employment and Skills Services (including Kingsland room hire) and these charges and will be published in due course.

### **Resources**

29. Proposed fees and charges related to Resources are shown at:  
Appendix I – Resources (including Registration Service) January 18 Discretionary  
Appendix J – Resources (including Registration Service) January 18 Statutory.
30. Charges for the hire of ceremony rooms for marriage and civil partnerships will remain the same as for 2018. From 30 September 2018 services related to Nationality Checking and Settlement Checking will be withdrawn by the Home Office. Local Land charges have been updated to include VAT. The proposed Legal Service charges have been reviewed to consider the seniority of the legal advisor.
31. Insurance charges to schools are being reviewed and the outcome will depend on the result of the insurance re-tendering exercise currently underway. The decision of re-tendering will be incorporated within revision of all Traded Services to Schools for 2019/20 due in November 2018.

### **New fees and charges for 2019**

32. New proposed fees and charges for 2019 along with a recommended price are shown at Appendix K – New fees & charges January 2019.

**Appendices:**

Appendix A – F&C Summary analysis

Appendix B – F&C Value and Volume analysis (expanded)

Appendix C – Adult Social Care January 2019

Appendix D – Community Services January 2019 Discretionary

Appendix E – Community Services January 2019 Statutory

Appendix F – Building Control January 2019 Statutory

Appendix G – Planning January 2019 Statutory

Appendix H – Pre-Application Advice for Building and Minerals & Waste January 19 Non-Statutory

Appendix I – Resources (including Registration Service) January 19 Discretionary

Appendix J – Resources (including Registration Service) January 19 Statutory

Appendix K – New fees & charges January 2019

Directorate	F&C Heading	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%
Children Services	Other Services/Contracts	1,349,782	870	0.0%	0	0	0
	Traded Services to Schools & Academies	1,924,001	9,435	0.0%	0	0	0
<b>Children Services Total</b>		<b>3,273,783</b>	<b>10,305</b>		<b>0</b>	<b>0</b>	<b>0</b>
Community Services	Highways	1,792,963	1,372	2.5%	33,750	33,750	13,500
	Libraries	54,779	1,648	0.0%	0	0	0
	Libraries Other	77,975	2,050	10.3%	8,006	1,949	780
	Licensing Statutory	257,228	2,625	0.0%	0	0	0
	Licensing Other	196,353	1,220	2.5%	4,909	4,909	1,964
	Parking	1,778,878	2,292	0.0%	0	0	0
	Public Safety (Statutory)	31,403	148	0.0%	0	0	0
	Public Safety (other)	163,650	399	2.5%	4,091	4,091	1,637
	Public Transport	146,690	480	2.5%	113	113	45
	Rental Income	3,033,013	1,107	0.0%	0	0	0
	Rights of Way	96,467	111	0.0%	0	0	0
	SEN Transport	195,232	385	0.0%	0	0	0
	Theatre	228,894	819	0.0%	0	0	0
	Traded Services to Schools & Academies	527,261	189	0.0%	0	0	0
Waste	724,191	2,059	2.5%	18,105	18,105	7,242	
<b>Community Services Total</b>		<b>9,304,977</b>	<b>16,904</b>		<b>68,975</b>	<b>62,918</b>	<b>25,167</b>
<b>Corporate Total</b>		<b>345,606</b>	<b>235</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Health Total</b>		<b>3,033,039</b>	<b>10</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Regeneration and Business Support	Albion Archaeology	2,029,715	258	0.0%	0	0	0
	Building Control	877,181	2,896	0.0%	0	0	0
	Minerals and Waste Team	206,725	95	2.5%	5,168	5,168	2,067
	Planning (Statutory)	2,994,761	3,989	0.0%	0	0	0
	Planning	254,512	90	2.5%	6,363	6,363	2,545
	Street Naming fee	33,303	227	2.5%	833	833	333
	Employment & Skills Services	120,488	20	0.0%	0	0	0
<b>Regeneration and Business Support Total</b>		<b>6,516,686</b>	<b>7,575</b>		<b>12,364</b>	<b>12,364</b>	<b>4,945</b>
Resources	Elections	152,865	29	0.0%	0	0	0
	HR Services	33,857	427	2.5%	846	846	339
	Insurance	30,330	85	0.0%	0	0	0
	Legal Services	304,329	493	2.5%	7,608	7,608	3,043
	Local Land Charges	400,588	3,532	18.0%	72,106	10,015	4,006
	Registration	481,156	4,540	0.0%	0	0	0
	Traded Services to Schools & Academies	671,126	127	0.0%	0	0	0
<b>Resources Total</b>		<b>2,074,252</b>	<b>9,233</b>		<b>80,561</b>	<b>18,469</b>	<b>7,388</b>
Social Care, Health & Housing	Blue Badge	40,860	2,380	0.0%	0	0	0
	Day Care Contributions	1,520,684	12,961	0.0%	0	0	0
	Deferred Payment Agreement Admin Fee	9,002	12	2.5%	225	225	90
	Disability Packages	3,104,283	390	0.0%	0	0	0
	Fairer Charging	1,943,107	13,489	0.0%	0	0	0
	Lettings	58,576	197	2.5%	1,464	1,464	586
	Meals Contract	121,239	33	0.0%	0	0	0
	Nursing	1,904,105	2,961	0.0%	0	0	0
	Other Local Authority Contributions	602,857	8	0.0%	0	0	0
	Procurement	794,169	15	0.0%	0	0	0
	Rents	672,756	92	0.0%	0	0	0
	Residential Contributions	6,246,436	8,844	0.0%	0	0	0
	Respite	284,028	1,190	0.0%	0	0	0
Service Charges	471,107	404	0.0%	0	0	0	
Telecare	119,628	2,175	0.0%	0	0	0	
<b>Social Care, Health &amp; Housing Total</b>		<b>17,892,835</b>	<b>45,151</b>		<b>1,689</b>	<b>1,689</b>	<b>676</b>
<b>Grand Total</b>		<b>42,441,177</b>	<b>89,413</b>		<b>163,588</b>	<b>95,440</b>	<b>38,176</b>

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Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%	
Children Services	Other Services/Contracts	CH2	Adoption Services	346,405	47	0.0%	0	0	0	
		CH5	Domestic Abuse Service	5,074	69	0.0%	0	0	0	
		CH8	Fostering Service	23,705	103	0.0%	0	0	0	
		CH9	Local Safeguarding Children Board - Training	257,392	629	0.0%	0	0	0	
		CH13	Residential Care Home Payments	106,872	10	0.0%	0	0	0	
		CH16	St Christopher's Contract	610,333	12	0.0%	0	0	0	
	<b>Other Services/Contracts Total</b>				<b>1,349,782</b>	<b>870</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Traded Services to Schools & Academies	CH1	Access and Inclusion - Academies	176,740	1,343	0.0%	0	0	0	
		CH3	Census Checks - Additional Support	1,655	11	0.0%	0	0	0	
		CH4	Children's Workforce Development	238,351	1,740	0.0%	0	0	0	
		CH6	Education Psychology, SEN and Disability	44,028	137	0.0%	0	0	0	
		CH7	Education Visits and Journeys	24,881	119	0.0%	0	0	0	
		CH10	Long Term Absence & Maternity Pool	484,639	85	0.0%	0	0	0	
		CH11	Music Service Operations	708,668	5,271	0.0%	0	0	0	
		CH12	Newly Qualified Teacher, Induction Support	69,728	115	0.0%	0	0	0	
		CH14	Schools Admissions Services	60,335	161	0.0%	0	0	0	
		CH15	Schools Governor Services	97,309	349	0.0%	0	0	0	
	CH17	The Jigsaw Centre Services	17,667	104	0.0%	0	0	0		
	<b>Traded Services to Schools &amp; Academies Total</b>				<b>1,924,001</b>	<b>9,435</b>		<b>0</b>	<b>0</b>	<b>0</b>
	<b>Children Services Total</b>				<b>3,273,783</b>	<b>10,305</b>		<b>0</b>	<b>0</b>	<b>0</b>
Community Services Cont....	Highways	COM1a	Private Vehicle Crossovers(VXO)	442,943	451	0.0%	0	0	0	
		COM1b	Private Vehicle Crossovers(VXO) Admin	25,000	12	2.5%	625	625	250	
		COM2	Commuted Sums secured from Developer	395,559	13	2.5%	9,889	9,889	3,956	
		COM3	Maintenance Policy	464,160	631	2.5%	11,604	11,604	4,642	
		COM4	New Roads and Street Works Act	465,301	265	2.5%	11,633	11,633	4,653	
	<b>Highways Total</b>				<b>1,792,963</b>	<b>1,372</b>		<b>33,750</b>	<b>33,750</b>	<b>13,500</b>
	Libraries	COM5	Ampthill Library	1,289	75	0.0%	0	0	0	
		COM6	Dunstable Library	10,110	168	0.0%	0	0	0	
		COM7	Barton Library	1,034	71	0.0%	0	0	0	
		COM8	Toddington Library	1,190	93	0.0%	0	0	0	
		COM9	Houghton Regis Library	6,257	107	0.0%	0	0	0	
		COM10	Potton Library	1,006	101	0.0%	0	0	0	
		COM11	Stotfold Library	1,120	58	0.0%	0	0	0	
		COM12	Sandy Library	3,850	194	0.0%	0	0	0	
		COM13	Shefford Library	2,158	134	0.0%	0	0	0	
		COM14	Leighton Buzzard Library	9,304	377	0.0%	0	0	0	
		COM15	Flitwick Library	12,070	168	0.0%	0	0	0	
		COM16	Biggleswade Library	5,390	102	0.0%	0	0	0	
COM17		Library Fines	57,786	711	7.7%	4,450	1,445	578		
COM18	Reservations Income	9,921	415	7.7%	764	248	99			

Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%
Community Services Cont....		COM19	AV Hire Income	10,268	924	27.2%	2,793	257	103
	<b>Libraries Total</b>			<b>132,754</b>	<b>3,698</b>		<b>8,006</b>	<b>1,949</b>	<b>780</b>
	Licensing	COM20	Licenses Charges	87,848	1,176	0.0%	0	0	0
		COM21	Premises Licensing & Certificates	152,689	1,190	0.0%	0	0	0
		COM22	Gambling & Lottery License fees	10,866	225	0.0%	0	0	0
		COM23	Private Hire-Hackney Vehicles	163,300	1,071	2.5%	4,082	4,082	1,633
		COM24	Other Licensing fees	17,952	57	2.5%	449	449	180
		COM25	Licensing - Animals	10,492	61	2.5%	262	262	105
		COM26	Piercing and Tattooing	1,248	4	2.5%	31	31	12
		COM27	Trading Standards Approved	3,361	27	2.5%	84	84	34
		COM28	Explosives Manufacture & Storage	1,948	18	0.0%	0	0	0
	COM29	Petrol Licensing Fee	3,877	16	0.0%	0	0	0	
	<b>Licensing Total</b>			<b>453,581</b>	<b>3,845</b>		<b>4,909</b>	<b>4,909</b>	<b>1,964</b>
	Parking	COM30	Car Park Management & Maintenance	1,738,384	1,745	0.0%	0	0	0
		COM31	Street Parking Permits	40,494	547	0.0%	0	0	0
	<b>Parking Total</b>			<b>1,778,878</b>	<b>2,292</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Public Safety	COM32	Food Safety and Standards	27,628	91	2.5%	691	691	276
		COM33	Consumer Affairs & Fair Trading	34,460	97	2.5%	862	862	346
		COM34	Pollution	31,403	148	0.0%	0	0	0
		COM35	Public Protection Other LA Services	37,471	26	2.5%	937	937	374
		COM36	Health & Safety (public protection)	27,062	105	2.5%	677	677	271
		COM37	Community Safety	20,654	55	2.5%	516	516	207
	COM38	Public Protection Business advice	16,375	25	2.5%	409	409	164	
	<b>Public Safety Total</b>			<b>195,053</b>	<b>547</b>		<b>4,091</b>	<b>4,091</b>	<b>1,637</b>
	Public Transport	COM39	Concessionary Fares	4,526	421	2.5%	113	113	45
		COM40	Service Transport - Fleet	117,662	38	0.0%	0	0	0
		COM41	Public Transport Enhancement	24,502	21	0.0%	0	0	0
	<b>Public Transport Total</b>			<b>146,690</b>	<b>480</b>		<b>113</b>	<b>113</b>	<b>45</b>
	Rental Income	COM42	Depots & storage facilities	58,541	8	n/a	0	0	0
		COM43	Houghton Hall	34,857	24	n/a	0	0	0
		COM44	Property Assets	69,418	36	n/a	0	0	0
		COM45	Industrial units and estates	339,773	272	n/a	0	0	0
COM46		Business Units	296,440	58	n/a	0	0	0	
COM47		Shops, Shopping Centres and Offices	634,279	193	n/a	0	0	0	
COM48		Community Leases & Licences	144,215	120	n/a	0	0	0	
COM49		Farm Estate	1,102,804	297	n/a	0	0	0	
COM50		Capital Development	102,796	36	n/a	0	0	0	
COM51		Dunstnabe District Offices	35,864	24	n/a	0	0	0	
COM52		Bedford Square, Houghton Regis	148,524	23	n/a	0	0	0	

Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%
Community Services		COM53	Bossard House LB	65,500	16	n/a	0	0	0
	<b>Rental Income Total</b>			<b>3,033,013</b>	<b>1,107</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Rights of Way Total</b>	COM54	<b>Rights of Way</b>	<b>96,467</b>	<b>111</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	SEN Transport	COM55	Mainstream Transport Schools	89,668	275	0.0%	0	0	0
		COM55	Transport & Meals Inc	82,836	53	0.0%	0	0	0
		COM56	Mainstream Transport - College	22,728	57	0.0%	0	0	0
	<b>SEN Transport Total</b>			<b>195,232</b>	<b>385</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Theatre Total</b>	COM57	<b>LBT Theatre</b>	<b>228,894</b>	<b>819</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Traded Services to Schools & Academies	COM58	Schools Network Services	508,921	154	0.0%	0	0	0
		COM59	Property Support Services	18,340	35	0.0%	0	0	0
	<b>Traded Services to Schools &amp; Academies Total</b>			<b>527,261</b>	<b>189</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Waste	COM60	Household Waste	256,655	24	2.5%	6,416	6,416	2,567
COM61		Waste Collection and Recycling	467,536	2,035	2.5%	11,688	11,688	4,675	
<b>Waste Total</b>			<b>724,191</b>	<b>2,059</b>		<b>18,104</b>	<b>18,104</b>	<b>7,242</b>	
<b>Community Services Total</b>				<b>9,304,976</b>	<b>16,904</b>		<b>68,975</b>	<b>62,918</b>	<b>25,167</b>
<b>Corporate Total</b>	<b>Interest Received Total</b>	CC1	<b>Interest Received</b>	<b>345,606</b>	<b>235</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Health</b>	<b>Public Health Total</b>	PH1	<b>Public Health - Shared Services Contributions</b>	<b>3,033,039</b>	<b>10</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Regeneration and Business Support	<b>Albion Archaeology Total</b>	REG1	<b>Albion Archaeology - Projects</b>	<b>2,029,715</b>	<b>258</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Building Control	REG2	Building Control - Fee Related	492,264	1,845	0.0%	0	0	0
		REG2	Building Control Fee	278,314	947	0.0%	0	0	0
		REG3	Building Control - Non Fee	106,603	104	0.0%	0	0	0
	<b>Building Control Total</b>			<b>877,181</b>	<b>2,896</b>		<b>0</b>	<b>0</b>	<b>0</b>
	<b>Minerals and Waste Total</b>	REG4	<b>Minerals and Waste Team</b>	<b>206,725</b>	<b>95</b>	<b>2.5%</b>	<b>5,168</b>	<b>5,168</b>	<b>2,067</b>
	Planning	REG5	Investment and Policy	59,694	6	0.0%	0	0	0
		REG6	Planning Application (Statutory)	2,712,232	3,464	0.0%	0	0	0
		REG7	Planning Application	37,380	29	2.5%	934	934	374
		REG8	Monitoring Fees	12,179	29	2.5%	304	304	122
		REG9	Planning Performance Agreements (PPAs)	204,953	32	2.5%	5,124	5,124	2,050
		REG10	Pre Application Charges	222,835	519	0.0%	0	0	0
	<b>Planning Total</b>			<b>3,249,274</b>	<b>4,079</b>		<b>6,363</b>	<b>6,363</b>	<b>2,545</b>
Street Naming fee	REG11	Street Naming fee	24,762	110	2.5%	619	619	248	
	REG12	Historic Environment Record Search Fee	8,541	117	2.5%	214	214	85	
<b>Street Naming fee Total</b>			<b>33,303</b>	<b>227</b>		<b>833</b>	<b>833</b>	<b>333</b>	
<b>Employment &amp; Skills Services Total</b>	REG13	<b>Provision of Employability Courses and Kingsland hire rooms</b>	<b>120,488</b>	<b>20</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Regeneration and Business Support Total</b>				<b>6,516,686</b>	<b>7,575</b>		<b>12,364</b>	<b>12,364</b>	<b>4,945</b>

Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%	
Resources	<b>Elections Total</b>	RES1	<b>Registration of Electors</b>	152,865	29	0.0%	0	0	0	
	<b>HR Services Total</b>	RES2	<b>DBS Checks</b>	33,857	427	2.5%	846	846	339	
	<b>Insurance Total</b>	RES3	<b>Insurance</b>	30,330	85	0.0%	0	0	0	
	<b>Legal Services Total</b>	RES4	<b>Legal Services</b>	304,329	493	2.5%	7,608	7,608	3,043	
	<b>Local Land Charges Total</b>	RES5	<b>Local Land Charges</b>	400,588	3,532	18.0%	72,106	10,015	4,006	
	Registration	RES6	Registration Notices & Services	215,390	2,463	0.0%	0	0	0	
		RES7	Other Registration Services (Celebratory/Certificates)	54,051	36	0.0%	0	0	0	
		RES8	Marriage & Civil Partnership	142,423	499	0.0%	0	0	0	
		RES9	Certificates-various	16,530	893	0.0%	0	0	0	
		RES10	Nationality Services	52,763	649	0.0%	0	0	0	
	<b>Registration Total</b>				<b>481,156</b>	<b>4,540</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Traded Services to Schools & Academies	RES11	Administration of Education Appeals	26,065	52	0.0%	0	0	0	
		RES12	Insurance Services to Schools	645,061	75	0.0%	0	0	0	
<b>Traded Services to Schools &amp; Academies Total</b>				<b>671,126</b>	<b>127</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Resources Total</b>				<b>2,074,252</b>	<b>9,233</b>		<b>80,561</b>	<b>18,469</b>	<b>7,388</b>	
Social Care, Health & Housing Cont..	<b>Blue Badge Total</b>	SCHH1	<b>Blue Badge (Disabled Parking)</b>	40,860	2,380	0.0%	0	0	0	
	Day Care Contributions	SCHH2	Ampthill Day Care Centre	28,627	669	0.0%	0	0	0	
		SCHH2	Biggleswade Centre	2,168	46	0.0%	0	0	0	
		SCHH2	Biggleswade Social Centre - Day Care Centre	22,150	626	0.0%	0	0	0	
		SCHH2	Evergreen	6,372	30	0.0%	0	0	0	
		SCHH2	Home/Day-care Contributions	1,374,593	10,625	0.0%	0	0	0	
		SCHH2	Houghton Regis Day Care Centre	37,143	421	0.0%	0	0	0	
		SCHH2	Leighton Buzzard Social Centre	28,560	342	0.0%	0	0	0	
		SCHH2	Priory View Day Centre	5,454	108	0.0%	0	0	0	
		SCHH2	Silsoe Day Centre	12,546	71	0.0%	0	0	0	
	SCHH2	Step Up Step Down South Beech	3,071	23	0.0%	0	0	0		
	<b>Day Care Contributions Total</b>				<b>1,520,684</b>	<b>12,961</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Deferred Payment Agreement Admin Fee	SCHH3a	Deferred Payment Agreement Admin Fee	3,018	2	2.5%	75	75	30	
		SCHH3b	Deferred Payment Agreement set up cost	5,984	10	2.5%	150	150	60	
	<b>Deferred Payment Agreement Admin Fee Total</b>				<b>9,002</b>	<b>12</b>		<b>225</b>	<b>225</b>	<b>90</b>
Disability Packages	SCHH4	Bedfordshire Clinical Commissioning Group Reimbursable	475,787	242	0.0%	0	0	0		
	SCHH4	Dementia Services	170,199	10	0.0%	0	0	0		
	SCHH4	LD Contracts	1,049,828	7	0.0%	0	0	0		
	SCHH4	Learning Disabilities Packages	1,361,869	114	0.0%	0	0	0		
	SCHH4	Physical Disability - Packages	46,599	17	0.0%	0	0	0		
<b>Disability Packages Total</b>				<b>3,104,283</b>	<b>390</b>		<b>0</b>	<b>0</b>	<b>0</b>	



Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%	
Social Care, Health & Housing Cont...	Fairer Charging	SCHH5	Day Opportunity -Fairer Charges	200,793	2,044	0.0%	0	0	0	
		SCHH5	Home/Care - Fairer Charging	1,728,924	10,255	0.0%	0	0	0	
		SCHH5	Transport-Fairer Charging	13,390	1,190	0.0%	0	0	0	
	<b>Fairer Charging Total</b>				<b>1,943,107</b>	<b>13,489</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Lettings	SCHH6	Amphill Day Care Centre	2,193	12	2.5%	55	55	22	
		SCHH6	Biggleswade Centre	497	11	2.5%	12	12	5	
		SCHH6	Houghton Regis Day Care Centre	2,219	21	2.5%	55	55	22	
		SCHH6	Housing Rent	23,313	44	2.5%	583	583	233	
		SCHH6	Leighton Buzzard Social Centre	7,669	46	2.5%	192	192	77	
		SCHH6	Priory View	19,234	26	2.5%	481	481	192	
		SCHH6	Silsoe Day Centre	3,452	37	2.5%	86	86	35	
	<b>Lettings Total</b>				<b>58,576</b>	<b>197</b>		<b>1,464</b>	<b>1,464</b>	<b>586</b>
	Meals Contract	SCHH7	Luncheon Club	7,826	16	0.0%	0	0	0	
		SCHH7	Meals Contract	113,413	17	0.0%	0	0	0	
	<b>Meals Contract Total</b>				<b>121,239</b>	<b>33</b>		<b>0</b>	<b>0</b>	<b>0</b>
	<b>Nursing Total</b>		SCHH8	<b>Nursing Care Contributions</b>	<b>1,904,105</b>	<b>2,961</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other Local Authority Contributions Total</b>		SCHH9	<b>Emergency Duty Team</b>	<b>602,857</b>	<b>8</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Procurement Total</b>		SCHH10	<b>Procurement</b>	<b>794,169</b>	<b>15</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Rents	SCHH11	Non-Dwelling Rents	664,431	12	0.0%	0	0	0	
		SCHH11	Room Hire	8,325	80	0.0%	0	0	0	
	<b>Rents Total</b>				<b>672,756</b>	<b>92</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Residential Contributions	SCHH12	Abbotsbury Residential	35,293	14	0.0%	0	0	0	
		SCHH12	Contributions	106,860	2	0.0%	0	0	0	
		SCHH12	Ferndale Residential	12,128	1	0.0%	0	0	0	
		SCHH12	In House 65+ Res Contributions	1,783,421	1,733	0.0%	0	0	0	
		SCHH12	Older People Amphill	21,072	13	0.0%	0	0	0	
		SCHH12	Older People Biggleswade	131,496	7	0.0%	0	0	0	
		SCHH12	Residential Contributions	4,096,363	7,071	0.0%	0	0	0	
	<b>Residential Contributions Total</b>				<b>6,246,436</b>	<b>8,844</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Respite	SCHH13	In House 65+ Respite Contributions	120,457	228	0.0%	0	0	0	
		SCHH13	Respite Contribution	163,571	962	0.0%	0	0	0	
	<b>Respite Total</b>				<b>284,028</b>	<b>1,190</b>		<b>0</b>	<b>0</b>	<b>0</b>
	SCHH20	Homelessness Expenditure	69,340	81	0.0%	0	0	0		
	SCHH20	Income Guest Suites	3,835	46	0.0%	0	0	0		
	SCHH20	Priory View	3,698	145	0.0%	0	0	0		
	SCHH20	Repairs	57,856	48	0.0%	0	0	0		
	SCHH20	Tenant Participation	3,435	2	0.0%	0	0	0		

Directorate	F&C Heading	Reference to pricing schedules	F&C Description	2017/18 Values (£)	2017/18 Volumes / Transactions	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 2.5%	Estimated Increase (£) for every 1%
Social Care, Health & Housing	Service Charges	SCHH15	Communal Cleansing	175,426	11	0.0%	0	0	0
		SCHH16	Communal Heating	20,570	20	0.0%	0	0	0
		SCHH17	Communal Electric	41,410	20	0.0%	0	0	0
		SCHH14	Central Heating	76,537	11	0.0%	0	0	0
		SCHH18	Window Cleaning	10,960	10	0.0%	0	0	0
		SCHH19	TV Charges	8,040	10	0.0%	0	0	0
	<b>Service Charges Total</b>			<b>471,107</b>	<b>404</b>		<b>0</b>	<b>0</b>	<b>0</b>
	Telecare	SCHH21	Supported Housing & Telecare	1,214	11	0.0%	0	0	0
		SCHH21	Telecare Equipment	118,414	2,164	0.0%	0	0	0
	<b>Telecare Total</b>			<b>119,628</b>	<b>2,175</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Social Care, Health &amp; Housing Total</b>				<b>17,892,835</b>	<b>45,151</b>		<b>1,689</b>	<b>1,689</b>	<b>676</b>
<b>Grand Total</b>				<b>42,441,176</b>	<b>89,413</b>		<b>163,588</b>	<b>95,440</b>	<b>38,176</b>

# 2019 Fees & Charges

## Adult Social Care

### Charges with effect from 1<sup>st</sup> January 2019

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
SCHH6	Lettings (VAT n/a) - Side room/ Small Room up to 4 hours	32.20	2.9%	33.00	2.5%
SCHH6	Lettings (VAT n/a) - Side room/ Small Room additional hour	5.90	2.9%	6.00	2.5%
SCHH6	Lettings (VAT n/a) - Main Hall up to 4 hours	46.10	2.9%	47.30	2.5%
SCHH6	Lettings (VAT n/a) - Main Hall additional hour	11.80	2.9%	12.10	2.5%
SCHH6	Lettings (VAT n/a) – Kitchen up to 4 hours	15.60	2.9%	16.00	2.5%
SCHH3b	Deferred Payment Agreement – set up costs (excluding VAT)	616.67	2.9%	632.10	2.5%
SCHH3a	Deferred Payment Agreement – Annual admin fee (excluding VAT)	101.67	2.9%	104.20	2.5%
SCHH3a/b	Brokerage fee for Self-Funders and Full Cost	112.20	2.9%	115.00	2.5%

### Contact us...

by email: [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

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

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# 2019 Fees & Charges

## Community Services

### 2019 Fees & Charges – Community Services. Charges with effect from 1<sup>st</sup> January 2019

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
	<b>Highway Licences:</b>				
N/A	Deposit for scaffolding on or over highway	No charge	n/a	No charge	n/a
N/A	Deposit for hoarding/fences on highway	No charge	n/a	No charge	n/a
N/A	Construction of crossover	At cost	n/a	At cost	n/a
N/A	Mobile Food Trading - First application inspection fee	0.00	n/a	0.00	n/a
N/A	Mobile Food Trading - Annual fee	0.00	n/a	0.00	n/a
COM2	Provision of estimate for construction of crossover	117.30	2.9%	120.20	2.5%
N/A	Provision of H bar road markings	Cost	n/a	Cost	n/a
COM1a&b	Over sailing of crane over the highway	115.40	2.9%		2.5%
N/A	Charges for damaged highway assets	Cost	n/a	Cost	n/a
	<b>Temporary Traffic Regulation Orders (including where orders extended by applicant)</b>				
COM2, 3&4	Orders from companies	1,574.40	2.9%	1,613.80	2.5%
COM2, 3&4	Orders from individuals	826.30	2.9%	847.00	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM3 &amp;4</b>	Temporary Traffic Regulation Orders for special events	1,574.40	2.9%	<b>1,613.80</b>	2.5%
<b>COM2</b>	Special Events Orders for charities and local authorities	168.80	2.9%	<b>173.00</b>	2.5%
<b>COM4</b>	Street works Licences	286.10	2.9%	<b>293.30</b>	2.5%
<b>COM4</b>	Road Opening Permit Fee (non-refundable)	103.90	2.9%	<b>106.50</b>	2.5%
<b>COM4</b>	Road Opening Permits (Refundable Bond) - less £100 inspection fee	493.90	2.9%	<b>506.20</b>	2.5%
<b>COM4</b>	Additional charge for above, over 5m2 (Refundable Bond) per m2	103.90	2.9%	<b>106.50</b>	2.5%
<b>COM3</b>	Tourist and Temporary Directional Signage - per application (non-refundable)	154.40 or cost if higher	2.9%	<b>158.30 or cost if higher</b>	2.5%
<b>COM4</b>	Developer Directional Signage - per application (non-refundable)	154.40 or cost if higher	2.9%	<b>158.30 or cost if higher</b>	2.5%

<b>Highways and Transportation</b>					
<b>COM3 &amp; 4</b>	Application for a temporary traffic regulation order on the highway - emergency (Companies)	787.20	2.9%	<b>806.90</b>	2.5%
<b>COM3 &amp; 4</b>	Application for a temporary traffic regulation order on the highway - emergency (Individuals)	403.40	2.9%	<b>413.50</b>	2.5%
<b>COM4</b>	Additional charge for excavations of footway or verge (Refundable Bond) per m2	32.90	2.9%	<b>33.70</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM3, & 4	Temporary Directional Signage (per sign) refundable deposit	67.90	2.9%	<b>69.60</b>	2.5%
COM3	Consent to deposit materials on the highway	39.50	2.9%	<b>40.50</b>	2.5%
COM3 & 4	Permission to place skip on highway	39.50	2.9%	<b>40.50</b>	2.5%
COM3 & 4	Scaffold licence	115.20	2.9%	<b>118.10</b>	2.5%

<b>Private Hire Vehicle and Hackney Cab Driver Licence:</b>					
COM23	New or renewal combined 1 year driver's licence	99.20	2.9%	<b>101.70</b>	2.5%
COM23	Private Hire & Hackney Cab - three-year licence	162.20	2.9%	<b>166.30</b>	2.5%
COM23	Driver knowledge check/test	27.90	2.9%	<b>28.60</b>	2.5%
COM23	Replacement badge	22.70	2.9%	<b>23.30</b>	2.5%
COM23	DBS enhanced check	44.00	2.9%	<b>45.10</b>	2.5%
COM23	Disclosure and Barring Scheme (admin fee)	15.80	2.9%	<b>16.20</b>	2.5%
COM23	Variation / withdrawal / application administration fee	27.90	2.9%	<b>28.60</b>	2.5%
COM23	DVLA enquiry fee	7.40	2.9%	<b>7.60</b>	2.5%
<b>Private Hire Operators Licence:</b>					
COM23	New Private Hire Operators Licence (1 year)	208.70	2.3%	<b>213.90</b>	2.5%
COM23	Renewal Private Hire Operators Licence (1 year)	78.80	2.3%	<b>80.80</b>	2.5%
COM23	New Private Hire Operator's Licence (5 years)	374.00	2.3%	<b>383.40</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM23	Renewal Private Hire Operator's Licence (5 years)	242.90	2.3%	<b>249.00</b>	2.5%
COM23	Hackney cab and private hire vehicle licence - pre-application advice Per hour	28.10	2.3%	<b>28.80</b>	2.5%
COM23	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	119.70	2.3%	<b>122.70</b>	2.5%
COM23	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date	119.70	2.3%	<b>122.70</b>	2.5%
<b>Hackney Cabs and Private Hire Vehicle - Licence Fee (12 months or less)</b>					
COM23	Private Hire Vehicle - Licence Fee	260.40	2.3%	<b>266.90</b>	2.5%
COM23	Private Hire Vehicle - Renewal	177.70	2.3%	<b>182.10</b>	2.5%
COM23	Hackney Carriage - New	313.00	2.3%	<b>320.80</b>	2.5%
COM23	Hackney Carriage - Renewal	239.70	2.3%	<b>245.70</b>	2.5%
COM23	Temporary Replacement Vehicle (3 Month Licence)	99.20	2.3%	<b>101.70</b>	2.5%
COM23	Replacement Plate	27.90	2.3%	<b>28.60</b>	2.5%
COM23	Variation / withdrawal / application administration fee	27.90	2.3%	<b>28.60</b>	2.5%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Public Protection</b>					
<b>Licences - Animals</b>					
COM25	Licences - Animals- Riding Establishments - full licence:1-5 Horses	128.60	2.9%	<b>131.80</b>	2.5%
COM25	Licences - Animals- Riding Establishments - full licence:6-12 Horses	193.50	2.9%	<b>198.30</b>	2.5%
COM25	Licences - Animals- Riding Establishments - full licence:13+ Horses	268.60	2.9%	<b>275.30</b>	2.5%
COM25	Licences - Animals- Riding Establishments: Provisional Licence	25% of relevant full fee	2.9%	<b>25% of relevant full fee</b>	n/a
COM25	Licences – Animals - Dangerous Wild Animals	203.70	2.9%	<b>208.80</b>	2.5%
COM25	Licences – Animals - Renewal of Dangerous Wild Animals	86.40	2.9%	<b>88.60</b>	2.5%
COM25	Licences – Animals - Pet Shops	204.80	2.9%	<b>209.90</b>	2.5%
COM25	Licences – Animals - Animal Breeders	189.30	2.9%	<b>194.00</b>	2.5%
COM25	Licences – Animals - Animal Boarding Establishments (including home boarders) 1 to 10 animals	130.00	New	<b>133.30</b>	2.5%
COM25	Licences – Animals - Animal Boarding Establishments: 11 to 20 animals	160.00	New	<b>164.00</b>	2.5%
COM25	Licences – Animals - Animal Boarding Establishments: more than 21 animals	190.00	New	<b>194.80</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM25	Licences – Animals - Animal Boarding and Breeding: 1 to 10 animals	180.00	New	<b>184.50</b>	2.5%
COM25	Licences – Animals - Animal Boarding and Breeding: 11 to 20 animals	210.00	New	<b>215.30</b>	2.5%
COM25	Licences – Animals - Animal Boarding and Breeding: more than 21 animals	240.00	New	<b>246.00</b>	2.5%
COM25	Licences - Animals: Performing Animals (per licence)	110.00	New	<b>112.80</b>	2.5%
COM25	Licences - Animals:- Zoos	50.00 Plus costs calculated on basis of officer	0%	<b>50.00 Plus costs calculated on basis of officer</b>	0.0%
COM25	Licences - Animals Grant / New	Hourly rate for each hour spent	0%	<b>Hourly rate for each hour spent</b>	0.0%
COM25	Licences - Animals Renewal	Hourly rate for each hour spent	0%	<b>Hourly rate for each hour spent</b>	0.0%
<b>Other Licensing</b>					
COM26	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises	163.60	2.9%	<b>167.70</b>	2.5%
COM26	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person	110.00	n/a	<b>112.80</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM26	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person (if member of accredited body or already registered with another local authority)	48.90	2.9%	<b>50.10</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: New Premises Licence	645.20	2.9%	<b>661.30</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence	645.20	2.9%	<b>661.30</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence	166.70	2.9%	<b>170.90</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence	294.30	2.9%	<b>301.70</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Provisional Statement	645.20	2.9%	<b>661.30</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement	115.20	2.9%	<b>118.10</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee	294.30	2.9%	<b>301.70</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Copy of Licence	22.80	2.9%	<b>23.40</b>	2.5%
COM21 & 22	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address	36.40	2.9%	<b>37.30</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM24	Sex Shop/Cinema licence: Grant	644.20	2.9%	<b>660.30</b>	2.5%
COM24	Sex Shop/Cinema licence: Renewal	446.60	2.9%	<b>457.80</b>	2.5%
COM24	Sex Shop/Cinema licence: Transfer or Variation	446.60	2.9%	<b>457.80</b>	2.5%
COM24	Sexual Entertainment Venues licence: Grant	1,501.30	2.9%	<b>1,538.80</b>	2.5%
COM24	Sexual Entertainment Venues licence: Renewal	1,075.30	2.9%	<b>1,102.20</b>	2.5%
COM24	Sexual Entertainment Venues licence: Transfer or Variation	1,075.30	2.9%	<b>1,102.20</b>	2.5%
COM34	Contaminated Land Enquiries	97.80	2.9%	<b>100.20</b>	2.5%
COM21 & 32	Food Premises Register: Full	1,080.50	2.9%	<b>1,107.50</b>	2.5%
COM21 & 32	Food Export Certificate	58.70	2.9%	<b>60.20</b>	2.5%
COM32	Food Premises Register: Single Entry	21.30	2.9%	<b>21.80</b>	2.5%
COM32	Preparation of report for accident investigation	76.10	2.9%	<b>78.00</b>	2.5%
COM32 & 33	Street Trading - annual	420.90	2.9%	<b>431.40</b>	2.5%
COM32 & 33	Street Trading - One off event	94.70	2.9%	<b>97.10</b>	2.5%
COM32	Voluntary Surrender Certificate	114.20	2.9%	<b>117.10</b>	2.5%
COM32 & 33	Food Hygiene Course Lecturing	70.00	2.9%	<b>71.80</b>	2.5%
N/A	Water Sampling	Cost Recovery	n/a	<b>Cost Recovery</b>	n/a
COM20	Scrap Metal Dealers Licence: Collectors Licence (3 years)	477.60	2.9%	<b>489.50</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM20	Scrap Metal Dealers Licence: Site Licence (3 years)	556.40	2.9%	<b>570.30</b>	2.5%
<b>Trading Standards</b>					
COM27	Trading Standards: Annual Membership Fee	198.60	2.9%	<b>203.60</b>	2.5%
COM27	Trading Standards: Renewal Fee for Existing Member	149.20	2.9%	<b>152.90</b>	2.5%
COM27	Trading Standards: United Kingdom Trade Confederation Membership Fee	167.70	2.9%	<b>171.90</b>	2.5%
COM27	Trading Standards: United Kingdom Trade Confederation Renewal Fee	167.70	2.9%	<b>171.90</b>	2.5%
COM27	Trading Standards Approved Stickers per 100	14.50	2.9%	<b>14.90</b>	2.5%
COM27	Trading Standards Approved Stickers per 500	20.30	2.9%	<b>20.80</b>	2.5%
COM27	Trading Standards Approved Stickers per 1000	27.10	2.9%	<b>27.80</b>	2.5%
COM27	Trading Standards Approved Plaque	41.60	2.9%	<b>42.60</b>	2.5%
COM27	Trading Standards Replacement/Add. Membership Certificate	14.50	2.9%	<b>14.90</b>	2.5%
COM27	Consumer Guide Leaflet per 100	32.20	2.9%	<b>33.00</b>	2.5%
COM27	Consumer Guide Leaflet per 500	81.60	2.9%	<b>83.60</b>	2.5%
COM27	Consumer Guide Leaflet per 1000	166.70	2.9%	<b>170.90</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Concessionary Fares</b>					
COM39	Concessionary Fares - Replacement concessionary travel permits	11.40	2.9%	<b>11.70</b>	2.5%
<b>Environmental Information Searches:</b>					
COM60	Searches relating to Environmental Information Regulations	47.30	2.9%	<b>48.50</b>	2.5%
<b>Waste - other charges</b>					
COM60 & 61	Fridge and freezer collection (Full price) - Domestic	43.10	2.9%	<b>44.20</b>	2.5%
COM60 &	Fridge and freezer collection (Concession) - Domestic	21.60	2.9%	<b>22.10</b>	2.5%
COM60 &	End of Life Caravan collection	182.10	2.9%	<b>186.70</b>	2.5%
COM60 &	Bulky waste collection (full price) - Domestic	54.50	2.9%	<b>55.90</b>	2.5%
COM60 &	Bulky waste collection - concessions – Domestic	27.30	2.9%	<b>28.00</b>	2.5%
<b>Dog Control</b>					
COM25	Collection of dogs from kennels	59.80	2.9%	<b>61.30</b>	2.5%
COM25	Collection of dogs from kennels (not chipped or information out of date and no permission to chip prior to release)	82.50	n/a	<b>84.60</b>	2.5%
COM25	Collection of dogs from kennels (not chipped, permission to chip prior to release, cost of chip included)	72.50	n/a	<b>74.30</b>	2.5%
COM25	Dog warden returns dog from kennels	119.40	2.9%	<b>122.40</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM25	Dog warden returns dog from kennels (not chipped or information out of date and no permission to chip prior to release)	141.80	n/a	<b>145.30</b>	2.5%
COM25	Dog warden returns dog from kennels (not chipped, permission to chip prior to release, cost of chip included)	131.80	n/a	<b>135.10</b>	2.5%
COM25	Direct return to owner where dogs are chipped / tagged	30.10	2.9%	<b>30.90</b>	2.5%
COM25	Kennelling of stray dogs	11.70	2.9%	<b>12.00</b>	2.5%
<b>Parking Charges</b>					
COM30 & 31	Parking: 30 minutes	0.50	0.0%	<b>0.50</b>	0.0%
COM30 & 31	Parking: Up to 1 hour	1.00	0.0%	<b>1.00</b>	0.0%
COM30 & 31	Parking: Up to 2 hours	1.50	0.0%	<b>1.50</b>	0.0%
COM30 & 31	Parking: Up to 3 hours	2.00	0.0%	<b>2.00</b>	0.0%
COM30 & 31	Parking: Up to 5 hours	3.50	0.0%	<b>3.50</b>	0.0%
COM30 & 31	Parking: Up 10 hours	6.50	0.0%	<b>6.50</b>	0.0%
COM30 & 31	Parking: 1 Week	15.00	0.0%	<b>15.00</b>	0.0%
COM30 & 31	Parking: Dispensation per vehicle - 1 day	6.50	0.0%	<b>6.50</b>	0.0%
COM30 & 31	Parking: Dispensation per vehicle - 1 week	25.00	0.0%	<b>25.00</b>	0.0%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM30 & 31	Parking: Market Trader Permit - 1 day	3.50	0.0%	<b>3.50</b>	0.0%
COM30 & 31	Parking: Market Trader Permit - 12 months	64.00	0.0%	<b>64.00</b>	0.0%
COM30 & 31	Employee Permit - 1 month	52.00	0.0%	<b>52.00</b>	0.0%
COM30 & 31	Employee Permit - 3 months	129.00	0.0%	<b>129.00</b>	0.0%
COM30 & 31	Employee Permit - 12 months	386.00	0.0%	<b>386.00</b>	0.0%
N/A	Disabled Badge Holders	Free in designated bays	0%	Free in designated bays only	0.0%
COM30 & 31	Parking: Steppingley Road - 1 Day (Mon-Fri)	5.00	0%	<b>5.00</b>	0.0%
COM30 & 31	Parking: Steppingley Road - 1 week (Mon-Sun)	25.00	0%	<b>25.00</b>	0.0%
COM30 & 31	Parking: Steppingley Road - 1 Day (Sat & Sun)	1.00	0%	<b>1.00</b>	0.0%
COM30 & 31	MSCP Sunday Parking - 1 day	2.00	0%	<b>2.00</b>	0.0%
COM30 & 31	Parking: Lost Token (MSCP only)	8.50	0%	<b>8.50</b>	0.0%
COM30 & 31	<b>Permits</b>				
COM30 & 31	Resident Permit per annum	10.00	0%	<b>10.00</b>	0.0%
COM30 & 31	Resident Permit: Incremental increased fee - 2nd vehicle	70.00	0%	<b>70.00</b>	0.0%
COM30 & 31	Resident Permit: Incremental increased fee - 3rd and subsequent vehicle	90.00	0%	<b>90.00</b>	0.0%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM30 & 31	Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months	386.00	0%	<b>386.00</b>	0.0%
COM30 & 31	Visiting Carers Permit	Free	0%	<b>Free</b>	0.0%
COM30 & 31	Book 25 visitor's day tickets	30.00	0%	<b>30.00</b>	0.0%
<b>Libraries: (Following F&amp;C review for Libraries the charges below will be introduced from January 2019 and will replace old charges noted further below)</b>					
<b>Hire charges - commercial</b>					
<b>Activities Rooms</b>					
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per hour		N/A	N/A	<b>10.40</b> N/A
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per session (4 hours)		N/A	N/A	<b>34.00</b> N/A
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per day (8 hours)		N/A	N/A	<b>68.00</b> N/A
<b>Meeting Rooms</b>					
N/A	Biggleswade Library/Potton Library/Houghton Regis Library/Leighton Buzzard Library Learning Room 1/Leighton Buzzard Library Lounge/Leighton Buzzard Library Theatre Meeting Room/Sandy/Shefford/Stotfold per hour		N/A	N/A	<b>14.50</b> N/A
N/A	Biggleswade Library/Potton Library/Houghton Regis Library/Leighton Buzzard Library Learning Room 1/Leighton Buzzard Library Lounge/Leighton Buzzard Library Theatre Meeting Room/Sandy/Shefford/Stotfold per session (4 hours)		N/A	N/A	<b>50.00</b> N/A

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
N/A	Biggleswade Library/Potton Library/Houghton Regis Library/Leighton Buzzard Library Learning Room 1/Leighton Buzzard Library Lounge/ Leighton Buzzard Library Theatre Meeting Room/Sandy/Shefford/Stotfold per day (8 hours)	N/A	N/A	100.00	N/A
N/A	Hire charges outside core hours (6p.m.-9a.m.) may incur an additional hourly fee. This will include the Flitwick and Leighton Buzzard Meeting Rooms.	N/A	N/A	16.00	N/A
<b>Learning Rooms</b>					
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per hour	N/A	N/A	21.70	N/A
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per session (4 hours)	N/A	N/A	79.00	N/A
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per day (8 hours)	N/A	N/A	158.00	N/A
<b>Hire Charges Community</b>					
<b>Activities Rooms</b>					
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per hour	N/A	N/A	5.20	N/A
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per session (4 hours)	N/A	N/A	17.00	N/A

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018		Proposed charge for 2019 (£)	Percentage Increase for 2019
N/A	Flitwick Library Activities Room / Leighton Buzzard Library Activities Room per day (8 hours)	N/A	N/A		34.00	N/A
<b>Meeting Rooms</b>						
N/A	Biggleswade/Potton/Houghton Regis/Leighton Buzzard Learning Room 1/Leighton Buzzard Lounge/Leighton Buzzard Theatre Meeting Room/Sandy/Shefford/Stotfold per hour*		N/A	N/A	7.30	N/A
N/A	Biggleswade/Potton/Houghton Regis/Leighton Buzzard Learning Room 1/Leighton Buzzard Lounge/Leighton Buzzard Theatre Meeting Room/Sandy/Shefford/Stotfold per session (4 hours) *		N/A	N/A	25.00	N/A
N/A	Biggleswade/Potton/Houghton Regis/Leighton Buzzard Learning Room 1/Leighton Buzzard Lounge/Leighton Buzzard Theatre Meeting Room/Sandy/Shefford/Stotfold per day (8 hours) *		N/A	N/A	50.00	N/A
<b>Learning Rooms</b>						
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per hour	N/A	N/A		10.90	N/A
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per session (4 hours)	N/A	N/A		36.00	N/A
N/A	Flitwick Library/Leighton Buzzard Learning Room 2 per day (8 hours)	N/A	N/A		72.00	N/A
*If a meeting room is hired for storage it will attract VAT. This applies particularly to the Leighton Buzzard Theatre Meeting Room.						



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Following the F&amp;C review for Libraries, charges below are no longer applicable and have been replaced with above charges.</b>					
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick within opening hours-Commercial	<b>21.70</b>	0.0%	No longer applicable and have been replaced with above charges.	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick within opening hours-Community	<b>10.60</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick outside opening hours-Commercial	<b>36.90</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick outside opening hours-Community	<b>25.80</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick small meeting room within opening hours-Commercial	<b>14.10</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Community	<b>7.10</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Commercial	<b>29.30</b>	0.0%	No longer applicable and have been replaced with above charges	
COM15	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Community	<b>22.20</b>	0.0%	No longer applicable and have been replaced with above charges	

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Biggleswade Ivel room within opening hours- Commercial	14.10	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Biggleswade Ivel room within opening hours- Community	7.10	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Biggleswade Ivel room outside opening hours- Commercial	29.30	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Biggleswade Ivel room outside opening hours- Community	22.20	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within opening hours- Commercial	14.10	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within opening hours- Community	7.10	0.0%	No longer applicable and have been replaced with above charges	
COM16	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside opening hours- Commercial	29.30	0%	No longer applicable and have been replaced with above charges	

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside opening hours-Community	22.20	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within opening hours-Commercial	20.20	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within opening hours-Community	10.10	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside opening hours-Commercial	35.40	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside opening hours-Community	25.30	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-Commercial	10.10	0.0%	No longer applicable and have been replaced with above charges	
COM14	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-Community	5.10	0.0%	No longer applicable and have been replaced with above charges	



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM14</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-Commercial	<b>25.30</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM14</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-Community	<b>20.20</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM12</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Sandy Library meeting Room within opening hours-Commercial	<b>14.10</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM12</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Sandy Library meeting Room within opening hours-Community	<b>7.10</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM9</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Houghton Regis Library meeting Room within opening hours-Commercial	<b>14.10</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM9</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Houghton Regis Library meeting Room within opening hours-Community	<b>7.10</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM6</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-Commercial	<b>14.10</b>	0.0%	No longer applicable and have been replaced with above charges	

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM6</b>	Libraries: Room Hire charges - hourly rate. Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-Community	<b>7.10</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial	<b>27.30</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community	<b>19.20</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial	<b>42.40</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community	<b>34.30</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial	<b>21.20</b>	0.0%	No longer applicable and have been replaced with above charges	
<b>COM57</b>	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community	<b>13.60</b>	0.0%	No longer applicable	



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM57	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial	36.40	0.0%		No longer applicable and have been replaced with above charges
COM57	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community	28.80	0.0%		No longer applicable and have been replaced with above charges
COM13	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room – within opening hours-Commercial	14.10	0.0%		No longer applicable and have been replaced with above charges
COM13	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room – within opening hours-Community	7.10	0.0%		No longer applicable and have been replaced with above charges
<b>Libraries – Other charges</b>					
COM18 & 19	Libraries: CDs (full price)	1.10	0.0%	<b>No longer required.</b>	Service stopped 1 April 2018.
COM18 & 19	Libraries: CDs - concessions	0.55	0.0%	<b>No longer required.</b>	Service stopped 1 April 2018.
COM18 & 19	Libraries: Spoken word (full price)	1.60	0.0%	<b>1.60</b>	0.0%
COM18 & 19	Libraries: Spoken word - concessions	0.80	0.0%	<b>0.80</b>	0.0%
COM18 & 19	Libraries: DVDs	2.50	0.0%	<b>2.50</b>	0.0%
COM18 & 19	Libraries: DVDs – concessions	1.25	0.0%	<b>1.25</b>	0.0%
COM18 & 19	Libraries: Requests	1.20	0.0%	<b>1.20</b>	0.0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM18 & 19	Libraries: Requests – concessions	0.60	0.0%	<b>0.60</b>	0.0%
COM18 & 19	Libraries: Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.0%	<b>0.60</b>	0.0%
<b>Libraries – Photocopies, Print Outs and Scans</b>					
COM18 & 19	Photocopies (black & white) - A4	0.10	0.0%	<b>0.15</b>	50%
COM18 & 19	Photocopies (black & white) - A3	0.15	0.0%	<b>0.30</b>	100%
COM18 & 19	Photocopies (colour) - A4	1.00	0.0%	<b>1.00</b>	0.0%
COM18 & 19	Photocopies (colour) - A3	1.50	0.0%	<b>1.50</b>	0.0%
<b>Libraries - fax charges per copy sent (no longer required for 2019)</b>					
COM18 & 19	Fax charges - UK (75p sub sheet)	1.55	0.0%	<b>No longer required</b>	All fax machines removed.
COM18 & 19	Fax charges - Europe (£1.60 sub sheet)	2.90	0.0%	<b>No longer required</b>	All fax machines removed.
COM18 & 19	Fax charges - Rest of World (£2.30 sub sheet)	4.20	0.0%	<b>No longer required</b>	All fax machines removed.
COM18 & 19	Receiving faxes (per sheet)	1.00	0.0%	<b>No longer required</b>	All fax machines removed.
COM18 & 19	Receiving faxes from premium rate lines - Standard charge	3.50	0.0%	<b>No longer required</b>	All fax machines removed.

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM18 & 19	Receiving faxes from premium rate lines - plus price per sheet	1.20	0.0%	<b>No longer required</b>	All fax machines removed.
	<b>Library Fines</b>				
COM17	Fines - per day adults (max £7.80)	0.26	0.0%	<b>0.28</b>	7.7%
COM17	Fines - per day children (max £2.10)	0.07	0.0%	<b>0.08</b>	14.3%
COM17	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 – 65	0.13	0.0%	<b>0.14</b>	7.7%
	<b>Library – Internet Access</b>				
COM18 to 19	Internet access - First 2 hours	Free	0.0%	<b>Free</b>	
COM18 to 19	Internet charges per additional hour (volume= sessions)	1.00	0.0%	<b>1.00</b>	0%
COM18 to 19	Lost and Damaged items (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).	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	
COM18 to 19	Magazines - charged at face value plus	0.65	0.0%	<b>0.70</b>	2.5%
COM18 to 19	Additional charge for books borrowed from outside Bedfordshire	2.55	0.0%	<b>2.60</b>	2.5%
COM18 to 19	Vocal scores: per set of 5 – 30	6.10	0.0%	<b>10.00</b>	63.9%
COM18 to 19	Vocal scores per set of 31+	12.20	0.0%	<b>15.00</b>	23.0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM18 to 19	Lost Ticket Replacement - Charge per lost ticket (Adult only)	1.50	0.0%	<b>1.50</b>	0.00
COM18 to 19	Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer		Charge to be determined as appropriate by the service for events and activities outside the core offer	
COM18 to 19	Refreshment facilities at Libraries	2.10	2.9%	<b>2.20</b>	2.5%
N/A	Sale of withdrawn items	New	N/A	Charge to be determined as appropriate by the service. Minimum charge of 20p	
<b>Theatre Hires - Community use charges</b>					
COM57	Auditorium - Private booking/Non-Performance per hour (NO VAT)	32.00	0.0%	<b>32.00</b>	0.0%
COM57	Auditorium - Private booking/Non-Performance-Sunday per hour - (Standard charge for 4 hours maximum). Sunday bookings by special arrangement only (NO VAT)	53.00	0.0%	<b>53.00</b>	0.0%
COM57	Auditorium - Rehearsals and set up: Mon-Sat per hour (4 hours minimum) PLUS VAT	32.00	0.0%	<b>32.00</b>	0.0%
COM57	Auditorium - Get-ins and Get outs: Sunday per hour (Standard charge for 4 hours maximum. Available only if full week is booked) PLUS VAT	53.00	0.0%	<b>53.00</b>	0.0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM57	Auditorium - Performance Mon-Sat per hour (4 hours minimum) PLUS VAT	53.00	0.0%	<b>53.00</b>	0.0%
COM57	Auditorium - Performance - Sunday per hour (4 hours minimum) PLUS VAT Sunday bookings by special arrangement only	74.00	0.0%	<b>74.00</b>	0.0%
<b>Commercial use charges</b>					
COM57	Auditorium - Private booking/Non-Performance per hour (NO VAT)	43.00	0.0%	<b>43.00</b>	0.0%
COM57	Auditorium - Private booking/Non-Performance-Sunday per hour - (Standard charge for 4 hours maximum). Sunday bookings by special arrangement only (NO VAT)	71.00	0.0%	<b>71.00</b>	0.0%
COM57	Auditorium - Rehearsals and set up: Mon-Sat per hour (4 hours minimum) PLUS VAT	43.00	0.0%	<b>43.00</b>	0.0%
COM57	Auditorium - Get-ins and Get outs: Sunday per hour (Standard charge for 4 hours maximum. Available only if full week is booked) PLUS VAT	71.00	0.0%	<b>71.00</b>	0.0%
COM57	Auditorium - Performance Mon-Sat per hour (4 hours minimum) PLUS VAT	71.00	0.0%	<b>71.00</b>	0.0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM57	Auditorium - Performance - Sunday per hour (4 hours minimum) PLUS VAT Sunday bookings by special arrangement only	99.00	0.0%	<b>99.00</b>	0.0%
COM57	<b>Theatre Hire - Other charges</b>				
COM57	Technician per hour - VAT applicable at standard rate	21.50	0.0%	<b>21.50</b>	0.0%
COM57	Late Vacating Fee	25.00	n/a	<b>25.00</b>	n/a
COM57	Black and white microfilm reader/printers - per copy A4	0.35	0.0%	<b>No longer required.</b>	0.0%
COM57	Colour CD-ROM and Internet prints - containing photographs, artwork or charts	0.50	0.0%	<b>No longer required.</b>	0.0%
<b>Houghton Hall Pak – Room Hire</b>					
	<b>Private Hire Rate</b>				
COM43	Monday to Friday per hour	13.00	New	<b>13.00</b>	0.0%
COM43	Half Day Rate – Morning (4 hours)	50.00	New	<b>50.00</b>	0.0%
COM43	Half Day Rate – Afternoon (4 hours)	50.00	New	<b>50.00</b>	0.0%
COM43	Full Day	95.00	New	<b>95.00</b>	0.0%
COM43	Weekends per hour	15.00	New	<b>15.00</b>	0.0%
COM43	Weekends: Half Day Rate – Morning (4 hours)	55.00	New	<b>55.00</b>	0.0%
COM43	Weekends: Half Day Rate – Afternoon (4 hours)	55.00	New	<b>55.00</b>	0.0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM43	Weekends Full Day	100.00	New	<b>100.00</b>	0.0%
<b>Community Groups &amp; Charity Rate</b>					
COM43	Monday to Friday per hour	11.00	New	<b>11.00</b>	0.0%
COM43	Half Day Rate – Morning (4 hours)	40.00	New	<b>40.00</b>	0.0%
COM43	Half Day Rate – Afternoon (4 hours)	40.00	New	<b>40.00</b>	0.0%
COM43	Full Day	75.00	New	<b>75.00</b>	0.0%
COM43	Weekends per hour	13.00	New	<b>13.00</b>	0.0%
COM43	Weekends: Half Day Rate – Morning (4 hours)	45.00	New	<b>45.00</b>	0.0%
COM43	Weekends: Half Day Rate – Afternoon (4 hours)	45.00	New	<b>45.00</b>	0.0%
COM43	Weekends Full Day	85.00	New	<b>85.00</b>	0.0%
<b>Pest Control</b>					
COM20 & 25	Pest Control: Rats (charge for each infestation treated in a twelve-month period)	40.60	2.9%	<b>41.60</b>	2.5%
COM20 & 25	Pest Control: Rats Concession	20.30	2.9%	<b>20.80</b>	2.5%
COM20 & 25	Pest Control: Mice (charge for each infestation treated in a twelve-month period)	40.60	2.9%	<b>41.60</b>	2.5%
COM20 & 25	Pest Control: Mice Concession	20.30	2.9%	<b>20.80</b>	2.5%
COM20 & 25	Pest Control: Bed Bugs (charge for each infestation treated in a twelve-month period)	80.30	2.9%	<b>82.30</b>	2.5%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM20 & 25	Pest Control: Bedbugs Concession	40.10	2.9%	<b>41.10</b>	2.5%
COM20 & 25	Pest Control: Cockroaches (charge for each infestation treated in a twelve-month period)	59.70	2.9%	<b>61.20</b>	2.5%
COM20 & 25	Pest Control: Cockroach Concession	29.80	2.9%	<b>30.50</b>	2.5%
COM20 & 25	Pest Control: Wasps	46.30	2.9%	<b>47.50</b>	2.5%
COM20 & 25	Pest Control: Wasps (Concession)	23.20	2.9%	<b>23.80</b>	2.5%
COM20 & 25	Pest Control: Ants	59.70	2.9%	<b>61.20</b>	2.5%
COM20 & 25	Pest Control: Ant (Concession)	29.80	2.9%	<b>30.50</b>	2.5%
COM20 & 25	Pest Control: Fleas	59.70	2.9%	<b>61.20</b>	2.5%
COM20 & 25	Pest Control: Flea (Concession)	29.80	2.9%	<b>30.50</b>	2.5%
COM20 & 25	Veterinary fee	Cost Recovery		<b>Cost Recovery</b>	
COM34, 36 & 38	To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service		<b>Assessed on individual case basis - contact the Service</b>	
COM34, 36 & 38	To collect cement-bound asbestos - Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service		<b>Assessed on individual case basis - contact the Service</b>	



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Rights of Way</b>					
<b>Growth and Infrastructure Act documents:</b>					
COM54	Processing applications:	Cost Recovery using flat rate fee of £50.00 per hour		<b>Cost Recovery using flat rate fee of £50.00 per hour</b>	
COM54	Additional site notices	£20.50 each + mileage and travel time at £50/ hour		<b>£20.50 each + mileage and travel time at £50.00/ hour</b>	
<b>Highways statements and declarations (Section 31 deposits)</b>					
COM3	Processing applications	327.20	2.9%	<b>335.40</b>	2.5%
COM3	Highway Enquiry & Search Letters: per non-standard enquiry including VAT	£53.70 (plus VAT)	2.9%	<b>£55.00 (plus VAT)</b>	2.5%
COM3	Highway Enquiry and Search letters: per standard enquiry	£31.20 (inc VAT)	2.9%	<b>£32.00 (inc VAT)</b>	2.5%
<b>Definitive Map Modification Orders</b>					
COM3	All aspects of processing applications	No Charge	0.0%	No Charge	0.0%
<b>Public Path Orders (Highways Act 1980 and Town &amp; Country Planning Act 1990)</b>					
COM3	Pre-application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery using flat rate fee of £50.00 per hour	0.0%	<b>Cost Recovery using flat rate fee of £50.00 per hour</b>	<b>0.0%</b>
COM3	Processing where no objection received	£2,131.10 or actual cost	2.9%	<b>£2,184.40 or actual cost if above this amount</b>	<b>2.50%</b>
COM3	Processing of applications for 4 or more paths where no objection received	£3,500 or actual cost if above this amount		<b>£3,600 or actual cost if above this amount</b>	<b>2.90%</b>

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM3	Processing past point where an objection is received	Actual cost based on hourly rate [set out in Deregulation Act]		Actual cost based on hourly rate [set out in Deregulation Act]	
COM3	Advertising costs	Cost Recovery based on charges from publishing paper		Cost Recovery based on charges from publishing paper	
COM3	Costs of works	Cost Recovery based on charges from Contractor		Cost Recovery based on charges from Contractor	
<b>Public documents: All copies listed below, sent by post, are subject to £2 P&amp;P charge.</b>					
<b>Documents/requests relating to statutory procedures</b>					
COM3	Definitive Statement	1.00	2.9%	<b>1.00</b>	2.5%
COM3	Confirmed Orders	4.10	2.9%	<b>4.20</b>	2.5%
COM3	Policy statements	12.30	2.9%	<b>12.60</b>	2.5%
COM3	Completed user evidence forms	3.00	0.0%	<b>3.10</b>	2.5%
COM3	Witness interview write ups	3.00	0.0%	<b>3.10</b>	2.5%
COM3	Statutory declarations by Council officers [per hour]	50.90	2.9%	<b>52.20</b>	2.5%
COM3	Certified true copy of Definitive Map - per copy A4	24.70	2.9%	<b>25.30</b>	2.5%
COM3	Certified true copy of Definitive Map - per copy A3	32.90	2.9%	<b>33.70</b>	2.5%
COM3	Certified true copy of Definitive Map - per copy 60x80cm	42.00	0.0%	<b>43.10</b>	2.5%
COM3	Certified true copy of Definitive Statement	1.00	0.0%	<b>1.00</b>	2.5%
COM3	GIS Maps - A4	4.10	2.9%	<b>4.20</b>	2.5%
COM3	GIS Maps - A3	8.20	2.9%	<b>8.40</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM3	GIS Maps - A2	16.50	2.9%	<b>16.90</b>	2.5%
COM3	GIS Maps - A1	20.60	2.9%	<b>21.10</b>	2.5%
COM3	GIS Maps - A0	53.50	2.9%	<b>54.80</b>	2.5%
<b>Other:</b>					
COM3	One-off Definitive Map searches, planning enquiries etc.	63.80	2.9%	<b>65.40</b>	2.5%
COM3	Produce plan	Cost Recovery using flat rate fee of £50.00 per hour	0.0%	<b>Cost Recovery using flat rate fee of £50.00 per hour</b>	n/a
<b>Highways Agreements under the Highways Act 1980:</b>					
COM3	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% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated		11% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated	
COM3	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.	8.5% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated.		8.5% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated.	
COM3	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%	0%	<b>7%</b>	0.0%
<b>Highways Development Management (Extent of the Highway Boundary Searches)</b>					
COM3	Highway Enquiry & Search Letters: per non-standard enquiry including VAT	£45.20 (inc VAT)	2.9%	<b>£46.30 (inc VAT)</b>	2.50%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM3	Highway Enquiry and Search letters: per standard enquiry	£18.20 (inc VAT)	2.9%	£18.70 (inc VAT)	2.50%
<b>School Transport (formerly Children's Services)</b>					
COM55 & 56	School Transport-Concessions & Post 16 bus pass: per term	162.00	2.9%	<b>162.00</b>	A new fee will be introduced in Sept 18 following the consultation in Dec17 to Jan18
COM55 & 56	School Transport-Concessions & Post 16 bus pass: half term	80.00	2.9%	<b>80.00</b>	
COM55 & 56	School Transport-Concessions & Post 16 bus pass: year	435.00	2.9%	<b>435.00</b>	
COM55 & 56	School Transport: Replacement Bus Pass	Tour operators charge plus a handling fee of £10.70	2.9%		

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# 2019 Fees & Charges

## Community Services

### 2019 Community Services Fees & Charges – Statutory. Charges with effect from 1st January 2019

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM20 & 21	Penalty Charge Notices: Standard Rate	70.00 (high level) 50.00 (low level)	0%	70.00 (high level) 50.00 (low level)	0%
COM20 & 21	Penalty Charge Notices: Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	0%	35.00 (high level) 25.00 (low level)	0%
COM20 & 21	Penalty Charge Notices: Charge Certificate stage	105.00 (high level) 75.00 (low level)	0%	105.00 (high level) 75.00 (low level)	0%
COM20 & 21	Penalty Charge Notices: Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus cost	0%	112.00 (high level) plus costs 82.00 (low level) plus cost	0%
COM20 & 21	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair	100 / 60	0%	<b>100 / 60</b>	0%
COM20 & 21	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle	200 / 140	0%	<b>200 / 140</b>	0%
COM20 & 21	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	80 / 50	0%	<b>80 / 50</b>	0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing notices	100 / 60	0%	<b>100 / 60</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature	80 / 50	0%	<b>80 / 50</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting	80 / 50	0%	<b>80 / 50</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer Notes)	300 / 200	0%	<b>300 / 200</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence	300 / 200	0%	<b>300 / 200</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles	100 / 60	0%	<b>100 / 60</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders	80 / 50	0%	<b>80 / 50</b>	0%
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local Authority	80 / 50	0%	<b>80 / 50</b>	0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM20 &amp; 21</b>	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00/no discount	0%	50.00/no discount	0%
<b>COM21</b>	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	70.00	0%	<b>70.00</b>	0%
<b>COM21</b>	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	180.00	0%	<b>180.00</b>	0%
<b>COM21</b>	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	295.00	0%	<b>295.00</b>	0%
<b>COM21</b>	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	320.00	0%	<b>320.00</b>	0%
<b>COM21</b>	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E	350.00	0%	<b>350.00</b>	0%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM21	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	100.00	0%	<b>100.00</b>	0%
COM21	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	190.00	0%	<b>190.00</b>	0%
COM21	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	315.00	0%	<b>315.00</b>	0%
COM21	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001 to £125k - band D	450.00	0%	<b>450.00</b>	0%
COM21	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001 and above - band E	635.00	0%	<b>635.00</b>	0%
COM21	Premises Licenses/Club certificates: Application - Minor variation of club certificate	89.00	0%	<b>89.00</b>	0%
COM21	Application - Replacement certificate or summary	10.50	0%	<b>10.50</b>	0%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
COM21	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club	10.50	0%	<b>10.50</b>	0%
COM21	Premises Licenses/Club certificates: Application - Change of relevant registered address of club	10.50	0%	<b>10.50</b>	0%
COM21	Notification of Interest	21.00	0%	<b>21.00</b>	0%
COM21	Application - Change of certificate holder's name or address	10.50	0%	<b>10.50</b>	0%
<b>In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:</b>					
COM21	Rateable value Band D (x2) - town centre pub application fee	900.00	0%	<b>900.00</b>	0%
COM21	Rateable value Band D (x2) - town centre pub annual charge	640.00	0%	<b>640.00</b>	0%
COM21	Rateable value Band E (x3) - town centre pub application fee	1,905.00	0%	<b>1,905.00</b>	0%
COM21	Rateable value Band E (x3) - town centre pub annual charge	1,050.00	0%	<b>1,050.00</b>	0%
COM20	Temporary Event Notices (TENS)	21.00	0%	<b>21.00</b>	0%
COM20	Variation of Designated Premises Supervisor (DPS)	23.00	0%	<b>23.00</b>	0%
COM20	Personal licence new/renewal	37.00	0%	<b>37.00</b>	0%
COM21 &23	Personal licence change name/address	10.50	0%	<b>10.50</b>	0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM21 &amp;23</b>	New or renewal combined 3-year driver's licence	155.00	0%	<b>155.00</b>	0%
<b>COM21 &amp;23</b>	Licence Fee (12 months or less): Private Hire - renew	170.00	0%	<b>170.00</b>	0%
<b>COM21 &amp;23</b>	Licence Fee (12 months or less): Private Hire - new	250.00	0%	<b>250.00</b>	0%
<b>COM21 &amp;23</b>	Licence Fee (12 months or less): Hackney Carriage - new	230.00	0%	<b>230.00</b>	0%
<b>COM29</b>	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	42.00	0%	<b>42.00</b>	0%
<b>COM29</b>	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	58.00	0%	<b>58.00</b>	0%
<b>COM29</b>	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	120.00	0%	<b>120.00</b>	0%
<b>COM29</b>	Petroleum Licence Fees: Transfer of Petroleum Licence	8.00	0%	<b>8.00</b>	0%
	<b>Other Licensing</b>				
<b>COM20 &amp; 21</b>	Lottery Certificate: Grant (statutory fee / charge)	40.00	0%	<b>40.00</b>	0%
<b>COM20 &amp; 21</b>	Lottery Certificate: Renewal (statutory fee / charge)	20.00	0%	<b>20.00</b>	0%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulation 2005 - Storage: New - one year licence	109.00	0%	<b>109.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two years licence	141.00	0%	<b>141.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – three years licence	173.00	0%	<b>173.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – four years licence	206.00	0%	<b>206.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – five years licence	238.00	0%	<b>238.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 – Registration: Renew - one year licence	54.00	0%	<b>54.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew – two-year licence	86.00	0%	<b>86.00</b>	0%
<b>COM28</b>	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Variations/Replacements/Transfers	36.00	0%	<b>36.00</b>	0%
<b>COM28</b>	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	0%	<b>500.00</b>	0%



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# 2019 Fees & Charges

## Regeneration and Business Services

### 2019 Fees & Charges – Building Control Statutory. Charges with effect from 1st January 2019

<b>Building Regulation 2019 Charges - no changes from 2018</b>				
<b>Standard Charges for the creation or conversion to New Dwellings</b>				
<b>Reference to App. B</b>	<b>No of Dwellings</b>	<b>Full Plans</b>		<b>Building Notice Charge</b>
		<b>Plan Charge</b>	<b>Inspection Charge</b>	
		<b>£</b>	<b>£</b>	<b>£</b>
<b>REG2, 3 and 6</b>	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

Reference to App. B	Domestic Extensions to a Single Building (with effect from 1st January 2019) - no changes from 2018					
	SINGLE STOREY EXTENSIONS					
	Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
			£	£	£	£
REG2, 3 and 6	1	Single Storey Extension floor area not exceeding 40m2	160	195	355	60
	2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160	285	445	60
	3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160	375	535	60
	4	Two Storey Extension floor area not exceeding 60m2	160	285	445	60
	5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160	375	535	60
	<b>LOFT CONVERSIONS</b>					
	6	Loft conversion not exceeding 40m2 floor area	160	255	415	60
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160	375	535	60	

Reference to App. B	GARAGES AND CARPORTS					
	Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
			£	£	£	£
REG2, 3 and 6	8	Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m2	160	140	300	60
	9	Conversion of a garage to a dwelling to a habitable room(s)	210	Nil	210	60
	10	Alterations to extend or create a basement up to 100m2	210	Nil	210	60

Reference to App. B	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
			£	£	£	£	£
REG 2, 3 and 6	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	Nil	265	50

Refer ence to App. B	Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension		
<b>REG 2, 3 and 6</b>	3	Renovation of a thermal element	Fixed Price	200	Nil	200	50		
	4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (if ancillary to the building of an extension no additional charge)	<b>Fixed Price Based on Estimated Cost Bands</b>						
			Estimated Cost up to £5000	175	Nil	175	n/a		
			Estimated Cost exceeding £5000 up to £25,000	175	150	325	n/a		
			Estimated cost exceeding £25,000 up to £50,000	175	300	475	n/a		
		Estimated cost exceeding £50,000 up to £75,000	175	360	535	n/a			
<b>REG 2, 3 and 6</b>	5	Window Replacement (non competent persons scheme)	<b>Fixed Price grouped by number of windows</b>						
			Per installation up to 20	125	Nil	125	50		
			Per Installation over 20	175	Nil	175	50		
	6	Electrical Work (not competent persons scheme)	<b>Fixed Price based on estimated cost bands</b>						
			Estimated cost up to £10,000	210	Nil	210	50		
		Estimated Cost exceeding £10,000	270	Nil	270	50			





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# 2019 Fees & Charges

## Regeneration and Business Services

### 2019 Fees & Charges – Planning. Charges with effect from 1st January 2019

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Street Naming</b>					
<b>REG11</b>	Street Naming and Numbering - Change/amendment of existing address	<b>66.00</b>	2.9%	<b>67.70</b>	2.5%
	Street Naming and Numbering new addresses: 1-5 Plots	<b>194.00</b>	2.9%	<b>198.90</b>	2.5%
	Street Naming and Numbering new addresses: 6-25 Plots	<b>325.00</b>	2.9%	<b>333.10</b>	2.5%
	Street Naming and Numbering new addresses: 26-75 Plots	<b>787.00</b>	2.9%	<b>806.70</b>	2.5%
	Street Naming and Numbering new addresses: 76+ Plots	<b>1,080.00</b>	2.9%	<b>1,107.00</b>	2.5%
	Additional charge where this includes naming a building (e.g. block of flats)	<b>263.00</b>	2.9%	<b>269.60</b>	2.5%
<b>REG12</b>	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour	<b>52.00</b>	2.9%	<b>53.30</b>	2.5%
	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): Remote/ hour	<b>75.00</b>	2.9%	<b>76.90</b>	2.5%

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
REG11	Existing Street - Rename	322.00	2.9%	330.10	2.5%
	Existing Street - Rename - additional charge per property	65.00	2.9%	66.60	2.5%
	New Street - Additional charge to house numbering where this includes naming of a street	260.00	2.9%	266.50	2.5%
<b>Building Control</b>					
REG2, 3, 6 and 9	Duplicate certificate - administration charge on projects prior to 1st April 2003	30.00	0.0%	30.80	2.5%
	Confirmation of satisfactory final inspection where certificate has not previously been issued	30.00	0.0%	30.80	2.5%
	Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	60.00	0.0%	61.50	2.5%
	Sale of Plans - VAT applicable at standard rate: A2	10.60	2.9%	10.90	2.5%
	Sale of Plans - VAT applicable at standard rate: A1	12.70	2.9%	13.00	2.5%
	Sale of Plans - VAT applicable at standard rate: A0	17.20	2.9%	17.60	2.5%
<b>Development Management</b>					
<b>High Hedges</b>					
REG2	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	748.00	2.9%	766.70	2.5%



Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase for 2019
<b>Concession for applicants on means tested benefit</b>					
<b>REG5 to 9</b>	Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost		<b>As A4 sheets + Plan Fee at cost</b>	
	Tree Preservation Orders	As A4 sheets + Plan Fee at cost		<b>As A4 sheets + Plan Fee at cost</b>	
	<b>Completion Certificates</b>				
	<b>Section 106 Town &amp; Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings):</b>				
	Unilateral Undertakings	From 2018 - fees to be negotiated on a case by case basis.		Fees to be negotiated on a case by case basis.	
	Agreements				
Minerals Letters: per enquiry					
<b>Employment and Skills Service</b>					
<b>REG13</b>	Room Hire - Kingsland - per hour-Within business hours: Commercial	<b>20.80</b>	2.9%	Following the new funding arrangements from Department for Education the service is consulting these charges and will be published in due course.	
	Room Hire - Kingsland - per hour - Within business hours: Community	<b>10.40</b>	2.9%		
	Room Hire - Kingsland - per hour- Outside business hours: Commercial	<b>31.20</b>	2.9%		
	Room Hire - Kingsland - per hour- Outside business hours: Community	<b>20.80</b>	2.9%		
	Employment and Skills Service - Provision of Employability Courses	Determined on an individual basis.		Learner contribution based on eligibility determined by external funding agency and qualification awarding body	



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# 2019 Fees & Charges

## Regeneration and Business Services

Ref to App. B	Pre-Application Advice - Charging & Information 2019						
	Cat egor y	Type of Development	2018/19 Fee (£)	2018/19 % Increase	Proposed 2019/20 Fee (£)	2019/20 % Increase	
REG 10	1	50 dwellings + Please speak to Planning Offices regarding a PPA.	2,000 + 100 per dwelling	0%	£2,050 + £103 per dwelling	2.5%	
	2	3000sqm + or 30-49 dwellings	2,000	0%	2,050	2.5%	
	3	2000sqm to 2999sqm or 20 to 29 dwellings	1,200	0%	1,230	2.5%	
	4	1000sqm to 1999sqm or 10 to 19 dwellings	800	0%	820	2.5%	
	5	Under 1000sqm to 2999sqm or 5 to 9 dwellings	500	0%	513	2.5%	
	6	2 to 4 dwellings	250	0%	256	2.5%	
	7	1 dwelling including replacement dwellings	150	0%	154	2.5%	
	8	Household extensions, alterations, outbuildings, Permitted Development (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	0%	72	2.5%
	1 - 4	8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees.					
	5 - 6	28-day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees.					
7	28-day process, a written response, full consultation with relevant planning consultees.						
8	28-day process, a written response, full consultation at case officer's discretion.						

**Free** - Listed Building Advice, Tree Preservation Advice, Request for Information

**PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1st January 2019)**

(Reference to Appendix B for all below charges is **REG4**)

**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.**

**All Pre-application charges are subject to VAT and therefore the proposed charges below have been increased by inflationary rate of 2.5% and include VAT.**

**A flat fee of £646 will be charged for pre-application advice on the following matters:**

1. Waste Management Development including landfilling, land raising, 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, Waste Electrical Equipment (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 land raising 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 **£196** 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:**

**£228** for attendance by up two officers for up to 2 hours. Each additional officer in attendance charged at **£101**.

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

**£228** 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.

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# 2019 Fees & Charges

## Resources Services

### 2019 Fees & Charges – Resources (inc Registration) - Charges with effect from 1st January 2019

Reference to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
<b>RES6</b>	Marriages - Outside Venue Monday - Friday	442.00	2.9%	<b>442.00</b>	0%
	Marriages - Outside Venue Saturday	520.00	2.9%	<b>520.00</b>	0%
	Marriages - Outside Venue Sunday	581.00	2.9%	<b>581.00</b>	0%
<b>RES8</b>	Marriages and Civil Partnerships - Ceremony Rooms: Monday - Friday	159.00	2.9%	<b>159.00</b>	0%
	Marriages and Civil Partnerships - Ceremony Rooms: Saturday	241.00	2.9% increase plus £30 to recover full cost	<b>241.00</b>	0%
	Marriages and Civil Partnerships - Ceremony Rooms Ampthill only- Sunday	313.00	2.9% increase plus £30 to recover full cost	<b>313.00</b>	0%
	Civil Partnerships - Outside Venue Monday - Friday	376.00	2.9%	<b>376.00</b>	0%
	Civil Partnerships - Outside Venue Saturday	442.00	2.9%	<b>442.00</b>	0%
	Civil Partnerships - Outside Venue Sunday	509.00	2.9%	<b>509.00</b>	0%
<b>RES6 and 7</b>	Celebratory Services - Approved Premises - outside venue - weekdays	221.00	2.9%	<b>221.00</b>	0%
	Celebratory Services - Approved Premises - outside venue Saturdays	288.00	2.9%	<b>288.00</b>	0%

Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
<b>RES6 and 7</b>	Celebratory Services - Approved Premises - Local Authority venue - weekdays	242.00	2.9%	<b>242.00</b>	0%
	Celebratory Services - Approved Premises - Local Authority venue - Saturdays	298.00	2.9%	<b>298.00</b>	0%
<b>Res6, 7 and 8</b>	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)	1,466.00	2.9%	<b>1,466.00</b>	0%
	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,075.00	2.9%	<b>1,075.00</b>	0%
	Celebratory Services - Approved Premises - outside venue - Sundays	345.00	2.9%	<b>345.00</b>	0%
<b>RES10</b>	Nationality Checking Service - Adults who submit a single application pays one fee	84.00	Charge reflects actual cost to CBC	<b>The Home Office is withdrawing this Service from all Local Authorities w.e.f 30/9/2018</b>	
	Nationality Checking Service - Children's applications	42.00			
	Citizenship Ceremonies - Individual Ceremony (VAT n/a)	118.00	2.9%	<b>118.00</b>	0%
	Settlement Checking Service	110.00	Charge reflects actual cost to CBC	<b>The Home Office is withdrawing this Service from all Local Authorities w.e.f 30/9/2018</b>	
	Settlement Checking Service – Children's Applications	18.00			
	European Passport Return	15.00			
<b>RES6, and 9</b>	Civil Funerals	221.00	2.9%	<b>Registration Services is withdrawing this Service</b>	
	Express Certificates (includes statutory fee)	22.00	2.9%	<b>22.00</b>	0%
	Postage for certificates	2.50	2.9%	<b>2.50</b>	0%

	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
	<b>Local Land Charges:</b>				
<b>RES5</b>	Full Residential Search (LLC1 and Con29)	133.00	0%	<b>155.60</b>	<b>17% in total</b> (20% added to £113 which is the Con29 element of the Full search).
	Full Commercial Search (LLC1 and Con29)	201.00	0%	<b>237.20</b>	<b>18% in total</b> (20% added to £181 which is the Con29 element of the Full search).
	LLC1 Certificate of Search	20.00	0%	<b>20.00</b>	0%
	Con 29 Local Enquiries (Residential)	113.00	0%	<b>135.60</b>	VAT added back on
	Con 29 Local Enquiries (Commercial)	181.00	0%	<b>217.20</b>	VAT added back on
	Part II optional	15.00	0%	<b>15.00</b>	0%
	Additional Question	18.00	n/a	<b>18.00</b>	0%
	Additional parcel of land	13.50	0%	<b>16.50</b>	22.2%
	Personal Search	Free		<b>Free</b>	n/a
	Copy documents	2.20	0%	<b>2.20</b>	0%
	<b>Human Resources:</b>				
	<b>Disclosure and Barring Service (DBS) Checks -</b>				
<b>RES2</b>	Administrative Charge	22.30	2.9%	N/A – this is done within each service areas	

Continues....

Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
<b>Local Taxation: Cost of Collection</b>					
N/A	Administration charge on Court Costs - Council Tax	83.00	0%	<b>83.00</b>	0.0%
	Administration charge on Court Costs - NNDR	83.00	0%	<b>83.00</b>	0.0%
<b>Legal Services (Note that these charges relate to the public and external organisations accessing our Legal Services. Not internal access):</b>					
RES4	S38 per hour	156.40	2.9%	<b>153-220</b>	Rate dependent on seniority of legal adviser
	S278 per hour	202.70	2.9%	<b>153-220</b>	
	Planning Agreements per hour	202.70	2.9%	<b>153-220</b>	
	Unilateral Undertaking (VAT n/a)	676.10	2.9%	<b>153-220</b>	
	Notice of Registration (VAT n/a)	109.10	2.9%	<b>112.00</b>	2.5%
	Consent to Postpone (VAT n/a)	109.10	2.9%	<b>112.00</b>	2.5%
	Deed of Covenant (VAT n/a)	109.10	2.9%	<b>112.00</b>	2.5%
	Consent to Sub-let (VAT n/a)	109.10	2.9%	<b>250-500</b>	Rate dependent on seniority of legal adviser
	Deferred Payment Charge	265.50	2.9%	<b>272.00</b>	2.5%
	Any Other Charge Rate / 3rd Party Charge Rate per hour	156.40	2.9%	<b>153-220</b>	Rate dependent on seniority of legal adviser
	Leasehold enquiries per hour	156.40	2.9%	<b>160.00</b>	2.5%
	Photocopying (external solicitors and other parties) - per sheet	0.30	2.9%	<b>No longer relevant</b>	
	Photocopying (external solicitors and other parties) - admin charge	7.30	2.9%	<b>No longer relevant</b>	



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# 2019 Fees & Charges

## Resources Services

### 2019 Resources Fees & Charges – Statutory. Charges with effect from 1st January 2019

Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
RES6	Notice of Marriage	35.00	0%	<b>35.00</b>	<b>0%</b>
	Notice of Civil Partnership	35.00	0%	<b>35.00</b>	<b>0%</b>
RES8	Attending a marriage at the register office	46.00	0%	<b>46.00</b>	<b>0%</b>
	Signing by the civil partnership registrar of the civil partnership schedule	46.00	0%	<b>46.00</b>	<b>0%</b>
RES9	Standard certificate of birth, death or marriage - from closed register	10.00	0%	<b>10.00</b>	<b>0%</b>
	Short birth cert from closed register	10.00	0%	<b>10.00</b>	<b>0%</b>
	Any other short birth cert issued at time of registration	4.00	0%	<b>4.00</b>	<b>0%</b>
	Any other short birth cert issued after the time of registration	7.00	0%	<b>7.00</b>	<b>0%</b>
	Standard certificate of birth, death or marriage - at the time of registration	4.00	0%	<b>4.00</b>	<b>0%</b>
	Standard certificate of birth, death or marriage - after the time of registration	7.00	0%	<b>7.00</b>	<b>0%</b>
	Civil Partnerships - certified copy or extract issued at the time of registration	4.00	0%	<b>4.00</b>	<b>0%</b>
	Civil Partnerships - certified copy or extract issued after the time of registration	10.00	0%	<b>10.00</b>	<b>0%</b>
	Attesting a notice of marriage away from his/her office for a housebound person.	47.00	0%	<b>47.00</b>	<b>0%</b>

Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
<b>RES6</b>	Attesting a notice of marriage away from his/her office for a detained person.	68.00	0%	<b>68.00</b>	<b>0%</b>
<b>RES7</b>	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound persons.	47.00	0%	<b>47.00</b>	<b>0%</b>
	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound persons.	68.00	0%	<b>68.00</b>	<b>0%</b>
	Superintendent Registrar attending a marriage at the residence of a housebound person.	84.00	0%	<b>84.00</b>	<b>0%</b>
	Superintendent Registrar attending a marriage at the residence of a detained person.	94.00	0%	<b>94.00</b>	<b>0%</b>
<b>RES6</b>	Attending a marriage at a registered building.	86.00	0%	<b>86.00</b>	<b>0%</b>
	Registrar attending a marriage at the residence of a housebound person.	81.00	0%	<b>81.00</b>	<b>0%</b>
	Registrar attending a marriage at the residence of a detained person.	88.00	0%	<b>88.00</b>	<b>0%</b>
	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound persons.	81.00	0%	<b>81.00</b>	<b>0%</b>
	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.	88.00	0%	<b>88.00</b>	<b>0%</b>

Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
<b>RES6</b>	Conversion of Civil Partnership to Marriage - Standard procedure	45.00	0%	<b>45.00</b>	<b>0%</b>
	Conversion of Civil Partnership to Marriage - Two stage procedure	27.00	0%	<b>27.00</b>	<b>0%</b>
	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.	4.00	0%	<b>4.00</b>	<b>0%</b>
	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.	10.00	0%	<b>10.00</b>	<b>0%</b>
<b>RES7</b>	Certificate of worship for religious worship	29.00	0%	<b>29.00</b>	<b>0%</b>
	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of same sex couples)	123.00	0%	<b>123.00</b>	<b>0%</b>
	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the solemnization of marriages between a man and a woman)	123.00	0%	<b>123.00</b>	<b>0%</b>
	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	123.00	0%	<b>123.00</b>	<b>0%</b>
	General Search of the Indexes	18.00	0%	<b>18.00</b>	<b>0%</b>
	Supply of transcript of inquest on CD	5.00	0%	<b>5.00</b>	<b>0%</b>
	Additional copies of CD	5.00	0%	<b>5.00</b>	<b>0%</b>
	Charge for paper copies per document of 10 pages or less	5.00	0%	<b>5.00</b>	<b>0%</b>
	Charge for paper copies for each additional page	0.50	0%	<b>0.50</b>	<b>0%</b>
	Fee for transcription of an inquest hearing of 360 words or less	6.20	0%	<b>6.20</b>	<b>0%</b>



Ref to App. B	Name of F&C	Charge for 2018 (£)	Percentage Increase for 2018	Proposed charge for 2019 (£)	Percentage Increase
RES7	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	0%	<b>13.10</b>	<b>0%</b>
	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	0%	<b>13.10</b>	<b>0%</b>
	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof	0.70	0%	<b>0.70</b>	<b>0%</b>

**Elections:**

RES1	For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	0%	<b>£20.00 plus £1.50 per 1,000 (or part thereof)</b>	<b>0%</b>
	For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	0%	<b>£10.00 plus £5.00 per 1,000 (or part thereof)</b>	<b>0%</b>

**Human Resources: Disclosure and Barring Services (DBS) – Cost per DBS check**

RES2	Standard	26.00	0%	N/A – this is done within each service areas
	Enhanced	44.00	0%	

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# 2019 Fees & Charges

## New fees & charges January 2019

### Charges with effect from 1<sup>st</sup> January 2019

Service area	Name of Fees & Charges	Proposed Charge for 2019 (£)	Notes
Community Services	Compulsory CSE Training	20.00	
Community Services	Private Hire and Hackney Carriage - Out of area applicant additional fee	TBC	
Community Services	Concessionary bus passes for mainstreamed and SEN	£800	Following a consultation on home to school transport which took place in Dec17 to Jan18 the charge will be introduced from September 2018 and will apply to both mainstreamed and SEN pupils/students
Community Services	Sale of withdrawn items (Libraries)	Minimum charge of 20p	Charge to be determined as appropriate by the service.

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## Central Bedfordshire Council

Executive

9 October 2018

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### **Recommissioning Support Services for Children and Young People**

Report of: Cllr Steven Dixon, Executive Member for Families, Education and Children, [Steven.Dixon@centralbedfordshire.gov.uk](mailto:Steven.Dixon@centralbedfordshire.gov.uk)

Responsible Director(s): Sue Harrison, Director of Children's Services, [sue.harrison@centralbedfordshire.give.uk](mailto:sue.harrison@centralbedfordshire.give.uk)

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#### **Purpose of this report**

1. To outline the approach that has been taken and the rationale for the proposed option for recommissioning support services for children and young people.

#### **RECOMMENDATIONS**

**The Executive is asked to:**

1. **consider and approve the proposed option for recommissioning support services for children and young people.**

#### **Recommendations/Comments from Overview and Scrutiny**

2. The Children's Overview and Scrutiny Committee noted the approach to date and RECOMMENDED that regular performance reports of those external providers commissioned to provide services on behalf of the Council be delivered to the Committee at future meetings.

#### **Issues**

#### **Introduction and background**

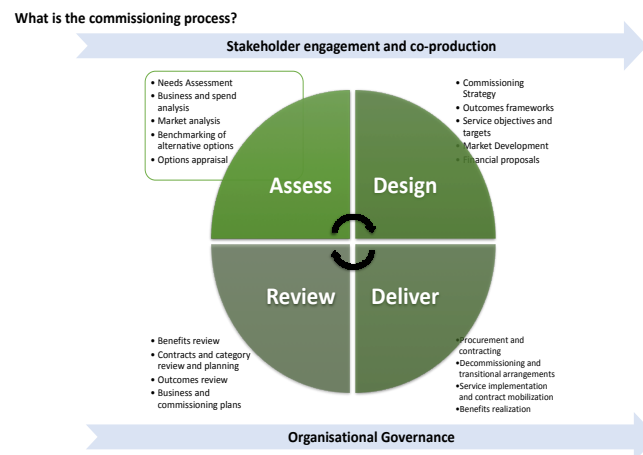
3. In January 2018 Central Bedfordshire Council Executive approved an approach recommended by the Children's Services Commissioning team for recommissioning a range of support and educational services for children and young people.

## Scope of services

- Children centres (Nine individual Children's Centres)
  - Supervised Contact (One statutory service to enable safe contact for children who are looked after by the Local Authority to have contact with their birth families)
  - Youth Work (Targeted youth work, Information, Information, Advice and Guidance (IAG), mentoring and Independent Visiting).
4. The original scope included some educational services for children with SEND, these have been removed to be considered under a separate alternative education project.

## Commissioning Approach

5. The approach to informing how we need to recommission these services has followed the Commissioning Cycle process as outlined below:



6. We have:
- Completed a needs analysis and service reviews
  - Reviewed the evidence base
  - Held a number of stakeholder engagement events and reached over a thousand people
  - Held a Provider Form for soft market testing
  - Carried out benchmarking of operating models in other areas
  - Completed indicative costings of potential options
  - Completed an Options Appraisal
  - Held a Public Consultation

## Key messages from Stakeholder Engagement

7. Central to informing the way forward are the views of our local service users and communities.



8. There is clearly much that is valued by local communities and partners about the current service delivery:
  - The recognition that there is support available
  - The high quality of the workforce
  - The sense of place and community that comes with fixed base provision
  - Access to learning opportunities for children, young people, parents and carers.
  - The role in helping to facilitate social networks
  - That most services are free or inexpensive to access.
  
9. However, as well as all that was valued a number of longer-term aspirations and opportunities to improve services and outcomes were identified throughout the engagement:
  - The need for more accessible and a wider range of venues with improved facilities
  - A greater range of activities across a number of services
  - More join up and communication between services to help create a 'one stop shop' approach.
  - More flexible delivery- this may apply to locations or the need to offer services at an earlier stage where needed
  - Better access to services- this referred to access to prevention and early intervention services as well as the issues of service thresholds and long waiting lists for some services
  - The need for more resources to address prevention and early intervention for emotional health and well-being and social issues.

### **Drivers for Change**

10. Our approach to recommissioning these services has helped to identify some very clear drivers for change:
  - More focus is needed on holistic family-based prevention and early intervention approaches to help reduce Adverse Childhood Experiences
  - Need for more flexibility to be able to respond to specific locality pressures and poorer outcomes to capture the differing needs
  - Interventions and services must be outcome focused to ensure they have the greatest possible impact whatever the demographic context
  - There are significant emotional health and wellbeing needs which are not currently being supported
  - Health inequalities persist across the Local Authority area.
  - Currently a quarter of pupils go nowhere to access information on growing up and body changes or about issues with social media-, we need digital and physical solutions

- With the exception of Children's Centres these services are used by a very small proportion of the population and all universal services are not used to the extent they could be.
- Missed opportunities to link with library and leisure centre provision.

## Service Model Approach

11. These drivers of change as well as the areas of opportunity and value identified and highlighted through engagement and analysis lead to very clear characteristics needed in an operating model:

Characteristic	Requires	Looks like
<b>Housing and population growth</b> Social isolation	Flexibility Resilience Sense of place and community	Integrated offer in each locality with <b>flexible</b> delivery points in local communities
<b>Needs</b> that are changing, varied, widespread and growing	Flexibility Increased capacity through different ways of working Awareness of unmet needs	Needs led services that are <b>flexible and adaptable</b>
<b>Fragmentation</b> in commissioning and service delivery- internal and external	Integration- within CBC and with partners	<b>Multi agency and multi disciplinary</b> approach with co location. Development of joint commissioning arrangements.
<b>Budget pressures-</b> MTFP- youth services, Supervised contact and high needs block overspends	Cost effectiveness and value for money, building community capacity and using community resources and assets	Partnership working <b>with local communities, building capacity</b> for self help, making best use of community buildings and facilities
<b>Education outcomes-</b> below what should be in some areas for EYFS,KS2 and KS4	Flexibility to target- child development and EET	Focus on outreach, development of knowledge and skills
<b>Health inequalities</b>	Focus on universal prevention and early intervention-targeted where needed- first 1000 days and by demography	<b>Accessible</b> , one stop shop delivery in the right place, at the right time
<b>Universal services</b> are not used to the extent they could be	Better communication and awareness raising	<b>Branding</b> of services under one umbrella to develop recognition and trust

12. There are some key factors in relation to our current operating model that need to be addressed to incorporate the characteristics described above:

- Services are operating separately without the required integration and holistic approach needed
- We need more services to be appropriately sharing information and data
- We need to develop more out of school support services for 6-12 year olds
- We are not consistently offering the services we should be up to 25 years for children and young people with SEND.

13. When considering the strategic aims of the children's service here in Central Bedfordshire alongside the feedback from our local communities, the services considered in the scope of this project need to be:

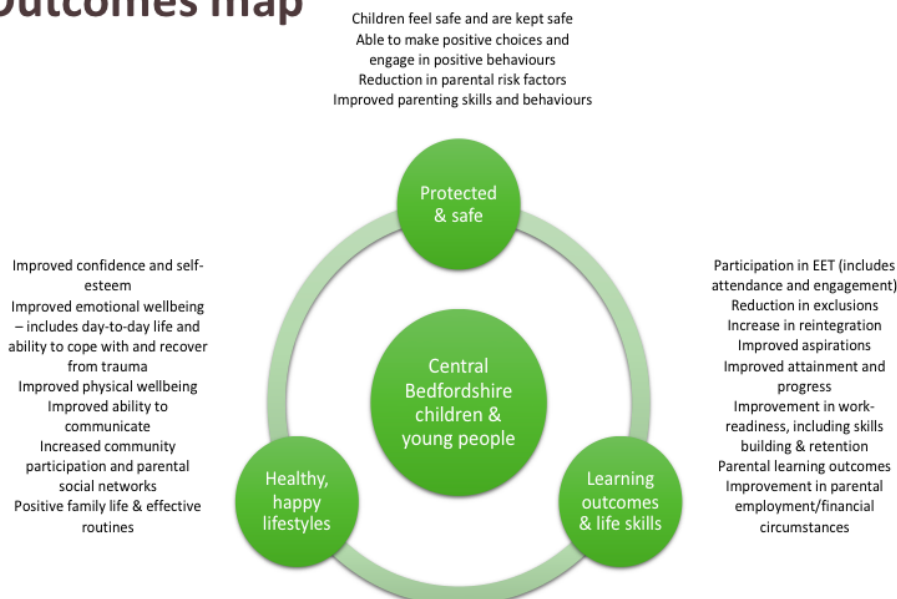
- co-ordinated around the needs of the family
- flexible and able to respond to changing needs
- based on outcomes to ensure that the impact and purpose are clear.

## Commissioning for Outcomes

14. We need to focus on the impact of these services in contributing to improving outcomes for our children and young people. This means a move away from focussing on what is delivered in terms of numbers and activities, towards understanding the true impact and effectiveness of services. An outcomes-based approach means:

- Commissioning for outcomes and not activity
- Delivering the outcomes which matter most to children, young people and their carers –and their experience of services matters as much as the outcomes
- An outcome focused approach requires an integrated system to minimise hand-offs and deliver a co-ordinated response
- Getting outcomes right at the earliest stage will help reduce system costs e.g. unplanned admissions, children in care, mental health services
- An Outcomes Framework to monitor contract performance
- An Incentive based approach to achieve priority outcomes
- High level outcomes for these services will be mapped to the Central Bedfordshire Children and Young Peoples Plan 2018-2021 outcomes map:

## Outcomes map



## Voice of the CYP- outcomes framework

15. The outcomes framework for use with these services will be thoroughly tested with children and young people, to make sure it is presented in language they relate to as well as testing that we have captured the outcomes that are important for them. The outcomes framework for the new Community Health Services was developed with a range of stakeholders, including young people and may form a starting point for developing the outcomes for the support services:
- I want services that are child and young person friendly
  - I have one up to date record that is used by everyone involved in my care
  - I have the support and information that I need to have a healthy pregnancy and birth, and to give my baby the best start in life
  - I want services that help me live a healthy lifestyle, support me to be resilient to cope with life's ups and downs and help me avoid harming my health and wellbeing
  - I have the right support at the right time to be able to achieve my goals, aspirations and potential and to become an independent adult
  - I want services to make sure concerns for me or my family's safety are identified, reported and dealt with quickly and effectively.

## Options for consideration

16. A number of options for the way we could deliver these services to achieve the best possible outcomes and respond to the feedback from stakeholder engagement were considered.
17. The Options considered are outlined in the table below.
18. The Options have been assessed by:
- **Desirability**- meets the strategic objectives of the Council and priorities of stakeholders
  - **Viability**- financially and sustainability
  - **Feasibility**- ease of implementation
19. For all the Options below there is the principle of a ring-fenced grants pot aligned to each locality to enable use of Voluntary and Community Sector services and promote flexibility of provision (micro commissioning) to facilitate and support options and activities for this age group.

		Desirability	Viability	Feasibility
1.	<p>Recommission as is: (Effectively Do Nothing) X 9 Separate Children's Centres Targeted Youth Work IAG service Mentoring Service Independent Visiting Service Supervised Contact Service (x14 contracts)</p>	<p>Does not support the 'one family, one worker, one plan' priority and is more likely to lead to fragmentation and silo working through services potentially being provided by multiple providers</p>	<p>Not Value for Money (VFM) as incurs overhead costs from multiple organisations and smaller scale operations leading to higher costs. Lack of flexibility and resilience in smaller scale services. No ability to generate funding to develop a 6-12 year old offer by an external partner.</p>	<p>Requirement for greater capacity for contract management and oversight. Increased dedicated contract managers would be required to oversee this number of contracts</p>
2.	<p><b>Five 0-19 (SEND 25) services on locality footprints</b> Outsourced x 5 contracts on locality footprints.</p> <p><b>All age Supervised Contact CBC wide</b> - outsourced, x 1 contract</p>	<p>Recognises the stakeholder feedback on the importance of Place and community and allows locally tailored solutions Five separate locality services could lead to some fragmentation across CBC, especially for youth provision.</p>	<p>Services are potentially not at a big enough scale to deliver VFM but due to the locality focus could generate more local goodwill and match funding. There is not currently the funding available to deliver the whole 0-19 offer.</p> <p>The Supervised Contact Service to be contracted area wide for costs at scale and flexibility but with a locality focus on delivery.</p>	<p>The Public Health 0-19 teams are organised on the locality footprints so will align well to the locality provision. Increased contract management capacity required</p>
3.	<p><b>One 0-19(SEND 25) service on locality footprints- in house Supervised Contact run as in-house service or separately outsourced</b></p>	<p>Feedback from providers and stakeholders is that Council run services are not necessarily the preferred option to work with vulnerable families. It may signal a lack of support from the Council to develop the local market. CBC has a vibrant private and VCS sector who would be well placed to deliver these services.</p>	<p>In order to achieve the outcomes, it is assumed CBC management capacity would need to be increased. There would need to be investment in the right resource to develop the same innovation and approach to utilising resources that an external provider would bring.</p>	<p>Currently the teams are separate and would need a change programme to bring them together around consistency Accommodation, equipment etc would all need to be sourced.</p>
4.	<p><b>One 0-5 year service with locality focussed delivery</b> (outsourced x 1 contract)</p>	<p>Would help to deliver the 'one children's centre model through having a consistent provider and delivery model for the whole area.</p>	<p>Would be able to potentially access funding opportunities not open to the Council and to set up Crowd Funding initiatives. One all area 0-5 service potentially</p>	<p>Management of contracts can be absorbed into current team structure</p>

	<p><b>All age, all area Supervised Contact Service</b> (outsourced x1 contract)</p> <p><b>Universal and Targeted Youth Service supported by Youth Partnership-</b> outsourced (outsourced x 1 contract)</p>	<p>Would help develop one virtual children's centre approach with an external provider Streamlines cost and service delivery Youth Partnership can co-ordinate services</p>	<p>too big for smaller local providers to bid for.</p> <p>Youth partnership trading arm could generate additional income to fund gap in services and create new offer on behalf of Local Authority</p>	
5.	<p><b>Five separate 0-12 years Locality services</b> Outsourced x 5 contracts</p> <p><b>All age, all area Supervised Contact service</b> Outsourced x 1 contract</p> <p><b>All area universal and targeted Youth Service</b> Outsourced one contract</p> <p>(x7 contracts total)</p>	<p>Recognises the stakeholder feedback on the importance of Place and community and allows locally tailored solutions. Recognises the gap in support services for 6-12 year olds.</p>	<p>Services are potentially not at a big enough scale to deliver the best VFM but due to the locality focus could generate local goodwill and match funding, as well as the potential for smaller, more local organisations to bid for services.</p>	<p>Increased contract management capacity required</p>

20. **The preferred option is No. 5:** to procure five 0-12 year old contracts aligned to the localities, one all age, all area contract for supervised contact and one contract for universal and targeted youth provision.

**Reason/s for decision**

21. This would aim to achieve needs led, locality focussed provision for 0-12 year olds.
22. The size of the contracts would enable both schools and the Voluntary Sector to bid for locality contracts if they wish.
23. To continue to outsource the services would be more favourably perceived by the local market and would avoid the significant extra management capacity costs and employee liabilities that an in-house model would incur, as well as presenting more opportunities for raising community funds.

24. We would provide support to enable the establishment of a Family Partnership to aid collaboration and co-ordination as well as supporting the longer-term development of the new offer for 6-12 year olds.
25. The Supervised Contact service would continue to be outsourced as one all age, all area service.
26. The universal and targeted Youth Service would be outsourced as one service, amalgamating all the current separate contracts. The provider will be expected to lead a fund-raising function as part of a CBC led Youth Partnership to support the delivery and co-ordination of youth provision across the area. This is in line with the draft Youth Act 2018.

### **Public Consultation**

27. Engagement activities to develop proposals were carried out from February 2018. The formal Public Consultation took place from July 30<sup>th</sup>- September 21<sup>st</sup>. The consultation was promoted by the Communications team through a press release, e- mail bulletin, social media posts and on our consultation webpage. The Children's Services Commissioning team also carried out a number of supporting engagement activities with families and young people.
28. An Interim Consultation report was produced to inform this report and the high level results are outlined below:
  - The proposal to develop the 0-5 Children's Centre offer into a Family Service for 0-12 year olds offer was widely supported, highlighting a key enthusiasm for whole family involvement in the services. The majority of respondents also agreed with the proposal to commission the Family Services through five locality contracts. There were some concerns expressed, particularly from the Ivel Valley area, where there are four Childrens Centres, that the proposal to commission the Centres on a locality basis would mean some Centres would close. This is not the plan and it will be made explicit in the specification that the current centres are to remain open for service delivery.
  - The majority of people were happy that no major change is made to the Supervised Contact service and that it should be commissioned through one contract.
  - Almost half the respondents agreed with no change to the Youth offer, there were a high percentage of people who neither agreed or disagreed which may mean that people are not familiar with the current offer. The majority also agreed that the current separate services should be amalgamated and commissioned through one contract.

- A large majority of respondents agreed with the proposal to take an outcome-based approach to the services.
  - The proposal to use of a range of community buildings was also supported by a large majority of people.
  - There is a very high level of support for the development of Family and Youth Partnerships.
  - The proposal for a voluntary donation model was supported by a large majority of people, with some comments around making sure that this does not exclude those who are unable to pay.
29. The final Public Consultation report is attached at Appendix 1 (to follow).
30. The results of the full consultation reflect those of the interim report. The conclusion therefore is that overall there is support for the proposals.

### **Council Priorities**

#### Great resident services

31. The proposal is for locality services which are flexible and tailored to meet the needs of the locality from a range of community venues.

#### Improving education and skills

32. Part of the Youth Service contract remit is to deliver independent careers advice to prevent young people from being not in education, employment or training. In providing this careers advice alongside the mentoring service, it is anticipated that there will be an improvement in education and skills for this cohort.

#### Protecting the vulnerable; improving wellbeing

33. The services that form this broader procurement have targeted elements within them which protect vulnerable children and young people alongside supporting early identification of risks and issues within the wider family. The core offer for these services and for the targeted youth provision is to improve overall wellbeing through engagement and advice.



### Creating stronger communities

34. One of the key components within the model is to create the circumstance for the providers to be embedded within the local communities and to tailor services and micro commission from local organisations to meet local need. This will create stronger communities as individuals and organisations will be able to be directly involved in service delivery.

### A more efficient and responsive Council

35. The service model which is proposed for procurement has been developed to ensure that the front-line services which will be delivered on behalf of the Council continue to be responsive and efficient.

### Corporate Implications

36. All risks and mitigation plans are reviewed regularly by a wider project group.
37. The main procurement risk concerned the ability of smaller organisations such as local voluntary sector and schools to bid for these contracts. This was mitigated by separating the 0-12 years contract into five lots aligned to the localities.
38. Quality of service from a new provider is a further risk. Service specifications are in the process of being developed with front line staff with clear performance indicators and contract monitoring schedule so the council is sighted on the performance of these providers and can act quickly should quality decrease.
39. Business continuity of larger providers remains a corporate risk for the Council following the collapse of Carillion and profit warning for other large scale outsourcing organisations over the last few years. This will be a question in the initial tender document and will be tested throughout competitive dialogue.
40. Staffing (both current and future) remains a corporate risk for the Council as this is a change from current service models. Regular communication is going out to Children's Centre staff and, when new providers are announced there will be a clear mobilisation period to enable good communication and engagement with their new management organisations.

## **Legal Implications (POR)**

41. LGSS Law have been involved in advising on the legal issues applicable to this project and make the following comments.
42. The use of the Competitive Dialogue (CD) procurement procedure is appropriate for this project in view of the required changes to service provision outcomes that will need to be carefully assessed and evaluated. The CD will commence with an OJEU Notice and follow the recommended procurement stages for CD.
43. The CD procedure has accommodated the services being divided into various Lots and the possibility of multiple contracts arising, albeit that the procedure also allows for a lesser number of contracts, depending on the number and nature of the tenders, as well as the outcome of the various dialogues.

One service [Supervised Contact] will not be included in the CD but will be procured using an Open procurement procedure.

44. The current services contracts have been assessed in terms of any need to extend for the period until the new service provision can take effect.
45. LGSS Law will continue to support the project team throughout the CD process and will have particular responsibility for general advice and drafting of the final contracts with the service providers.

## **Financial and Risk Implications**

46. The current budgets for these services are broken down as follows:

### **Children's Centres:**

- Nine Centres with individual budgets totalling: £1,520,000 p/a

### **Youth Services**

- Information, advice and Guidance: £160,000 p/a
- Targeted Youth Work: £189,000 p/a
- Mentoring and Independent Visiting: £55,000 p/a

### **Supervised Contact**

- £300,000 p/a

47. The total financial envelope for the new services in scope is £2.22M per annum, before MTFP saving targets.
48. MTFP savings apply to Youth Services of £20k for 19/20 and £59k for 20/21 and onwards
49. The proposal is for initial contract lengths of five years with two optional one-year extensions.
50. The potential maximum financial commitment for the services over a maximum period of seven years is therefore £15.07M, after MTFP savings applied to youth services. The recommissioned services would need to come in within this budget envelope.
51. The new service budgets will be allocated as follows:

#### **Family Service (0-12 years)**

- To be allocated aligned to each of the five locality services- total: £1.52M p/a (over 7 years = £10.64m)

#### **Youth Service**

- One all area budget to cover all elements of the service- total: £384kp/a 19/20, £325k 20/21 and ongoing (over 7 years = £2.33m)

#### **Supervised Contact**

- One budget to fund one all area, all age service- total: £300kp/a (over 7 years =£2.1m)

#### **Equalities Implications**

52. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
53. An Equalities Impact Assessment has been completed with regards to this recommissioning programme. (Appendix 2) The services that are in scope of this programme will aim to reduce inequalities by improving outcomes for vulnerable children and families, which includes those from minority communities.

54. The specifications for the new services will include requirements to ensure that providers have expertise in the area of Lesbian, Gay, Bisexual and Transgender (LGB&T) support, which has been identified as an emerging need and that they will be expected to adhere to best practice guidance relating to LGB&T.

### Next Steps

Activity	Timescales
Procurement process	October 2018- May 2018 (issue of final tender beginning March following Dialogue)
Award Contracts	Standstill period completed 27/5/19
Mobilisation	1/9/19

### Appendices:

1. Public Consultation Report
2. Equalities Impact Assessment

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# **Consultation on improving support services for children and young people**

Final Consultation results

By

Community Intelligence

## Purpose of consultation

We currently deliver a wide range of services that aim to give children the best start in life and to support families, parents, children and young people. Some of these support services are provided by other organisations on our behalf.

As these contracts near their end dates, we have an opportunity to think about a different and more effective way of delivering these services

Our proposal is to extend our children's centre offer to provide **family services** – currently services are offered for 0-5 year olds, but we want to extend this to 0-12 year olds. The core services and activities currently delivered by children's centres will continue. We will need to develop the services for 6-12 year olds over time as this is a new service area. It will focus on opportunities to support 6-12 year olds outside of school hours and as part of a more holistic approach to the whole family.

We want to make sure we continue to have a good quality and safe **supervised contact service**, and need to prioritise making the sessions as close to the child as possible, to reduce travel times.

We are proposing to continue the **youth services** that include targeted youth work, targeted careers information and advice, mentoring and independent visiting

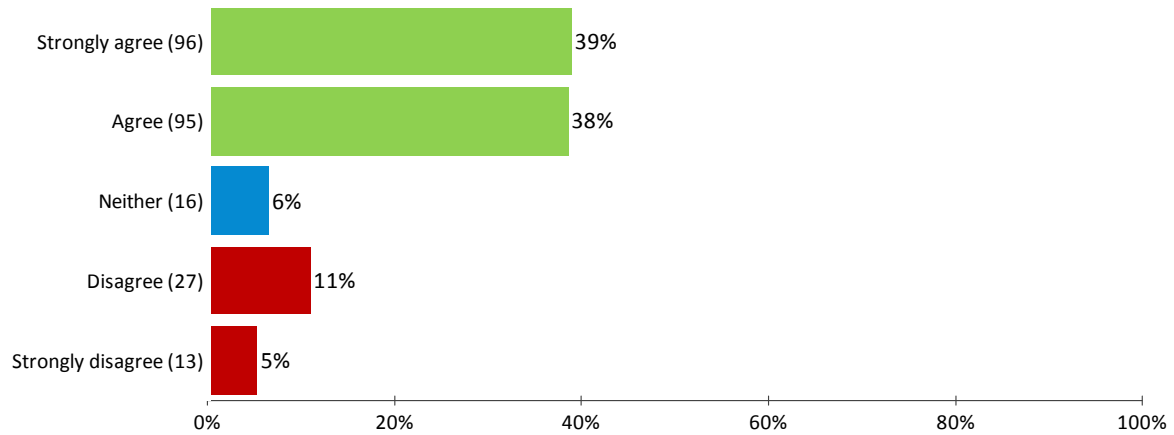
## Feedback on proposal

The consultation has been promoted by the Communications team through a press release, e-mail bulletin, social media posts and on our consultation webpage. The Children's Services Commissioning team have also been carrying out supporting engagement activities. Interim results were generated after three weeks and had achieved 75 responses at that point.

By the end of the consultation period we had achieved 247 responses overall.

### Question 1

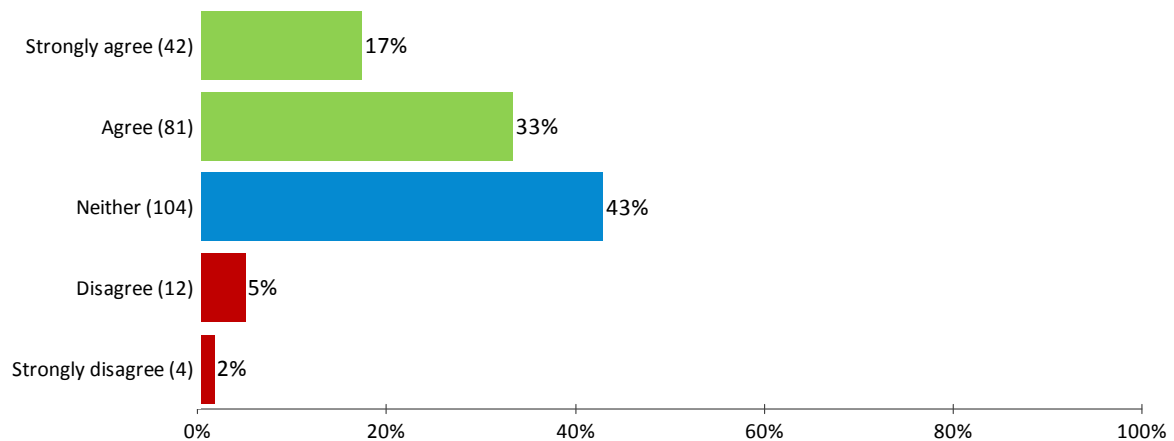
How far do you agree or disagree with the proposed change to extend our children's centre offer to provide a family service for 0-12 year olds?



77% of responses agreed with the proposed change to extend the age range covered and to provide a family service. This question received the highest level of support in the questionnaire, highlighting a keen interest for family involvement within the children's centres.

### Question 2

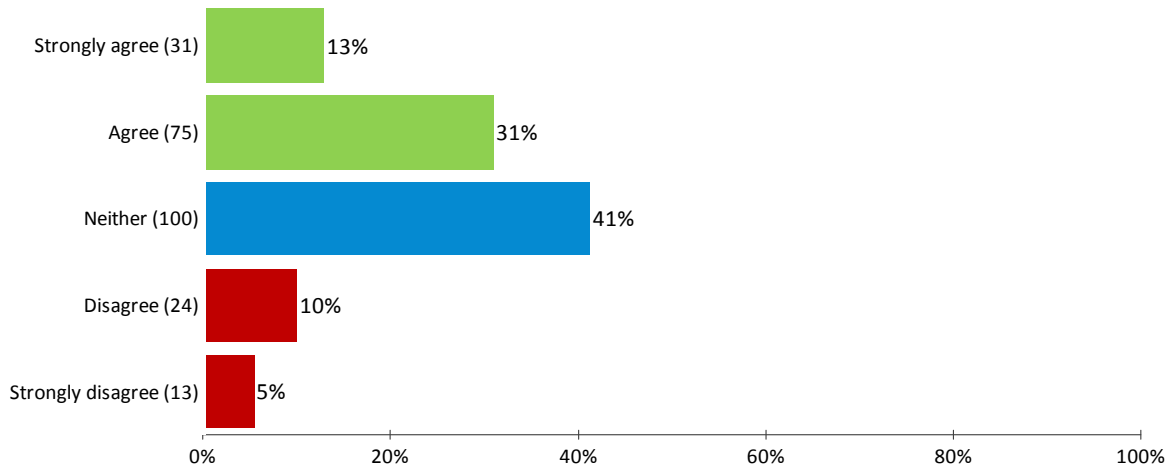
How far do you agree or disagree with no change to the Supervised Contact Service (other than to prioritise making sessions as close to the child as possible)?



50% agreed with the proposal for no change to the supervised contact service. The considerable percentage of 'neither' may be attributed to respondents not knowing about the current offer.

### Question 3

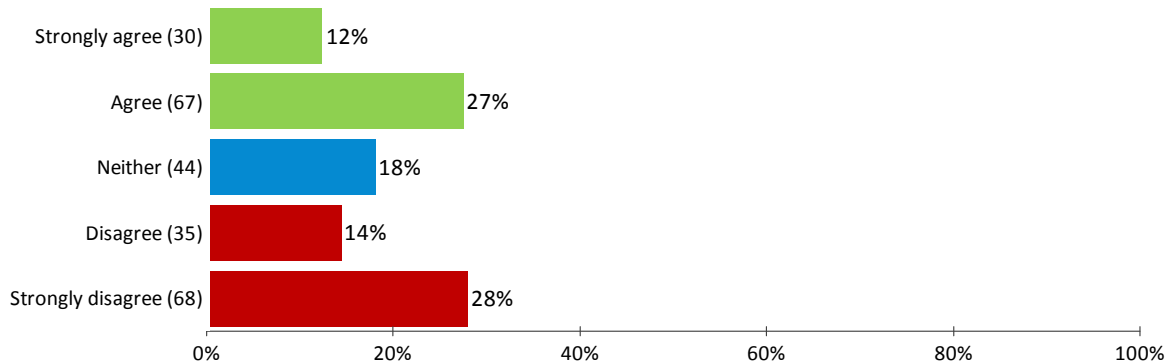
How far do you agree or disagree with no change to the types of Youth Services provided (mentoring, targeted youth work, careers advice and independent visiting)?



44% agreed with the proposal for no change to the types of youth services provided. The considerable percentage of 'neither' may be attributed to respondents not knowing about the current offer.

### Question 4

How far do you agree or disagree with the proposed approach to commission the new Family Service through five area/locality based services?

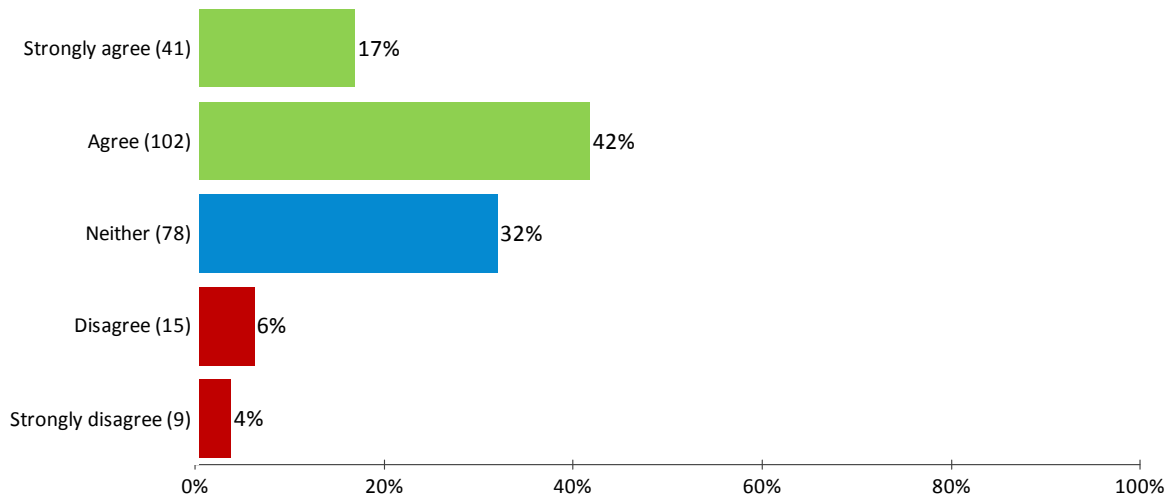


39% agreed with the proposed approach to commission the new family service through five area services, with 42% disagreeing. This has changed from the interim report. In the interim report, 57% agreed. This response also tallies with the open-ended comments related to concern about the need to travel to access services. This would indicate that there are worries about closure of existing centres which may make access more challenging (again, highlighted in the open-ended comments).



### Question 5

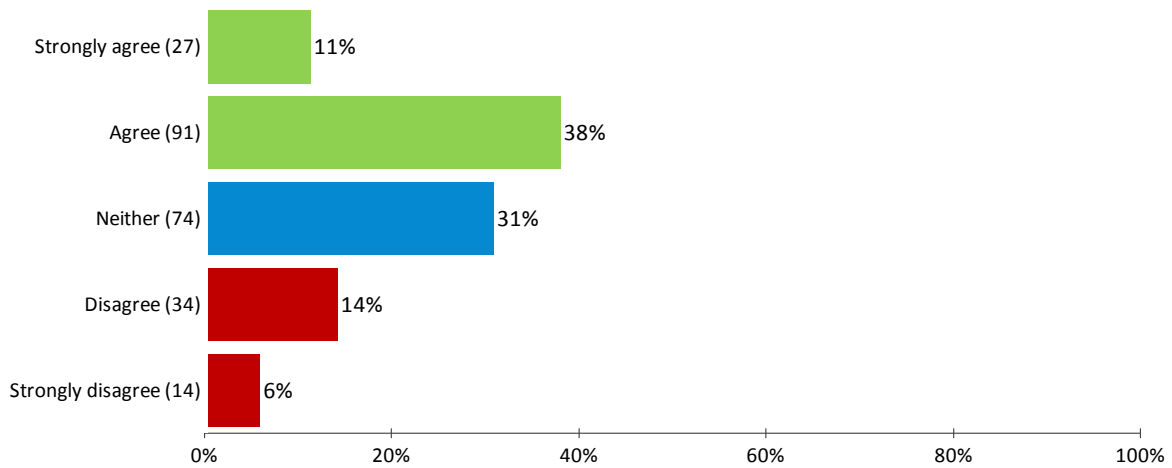
How far do you agree or disagree that the Supervised Contact Service, that enables children looked after by the authority to have safe contact with their birth family, should be commissioned through one contract...?



59% agreed that the supervised contact service should be commissioned through one contract.

### Question 6

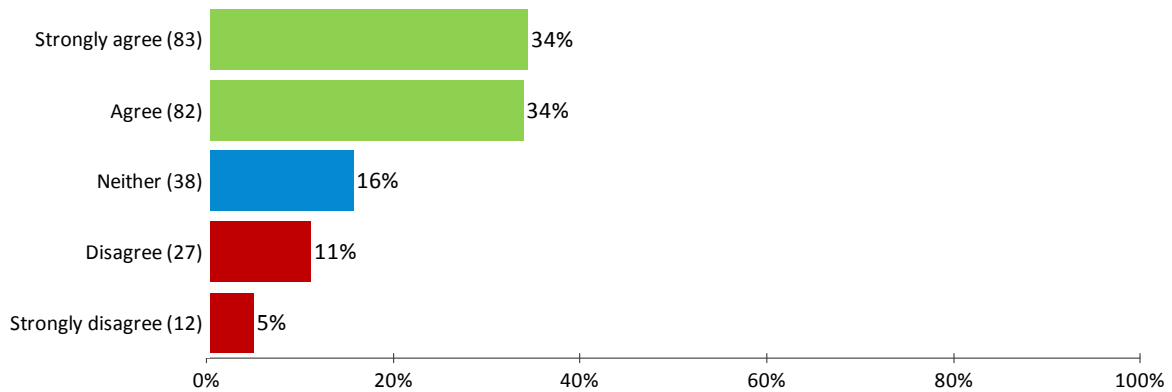
How far do you agree or disagree that the Youth Services, which includes mentoring, targeted youth work, careers advice and independent visiting should be commissioned through one contract (rather than three as we do currently)?



49% agreed that the youth services should be commissioned through one contract. Comments were included in Question 10 about the valued role of Youth work with many stating it was particularly valuable. 66% agreed in the interim results.

### Question 7

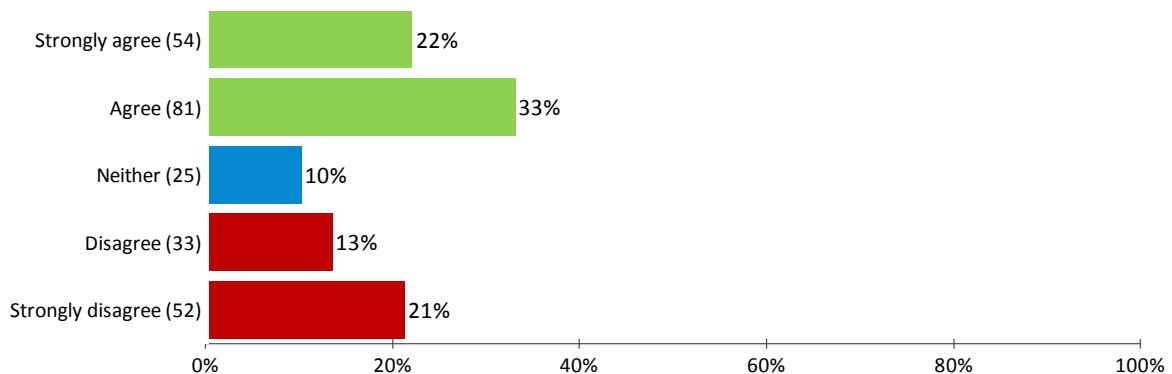
How far do you agree or disagree that that services provided should be measured by the positive impact they will make to people's lives, rather than how many people have accessed them?



68% agreed that services provided should be measured by the positive impact they have. This question received one of the highest levels of support within the questionnaire. 77% agreed in the interim report.

### Question 8

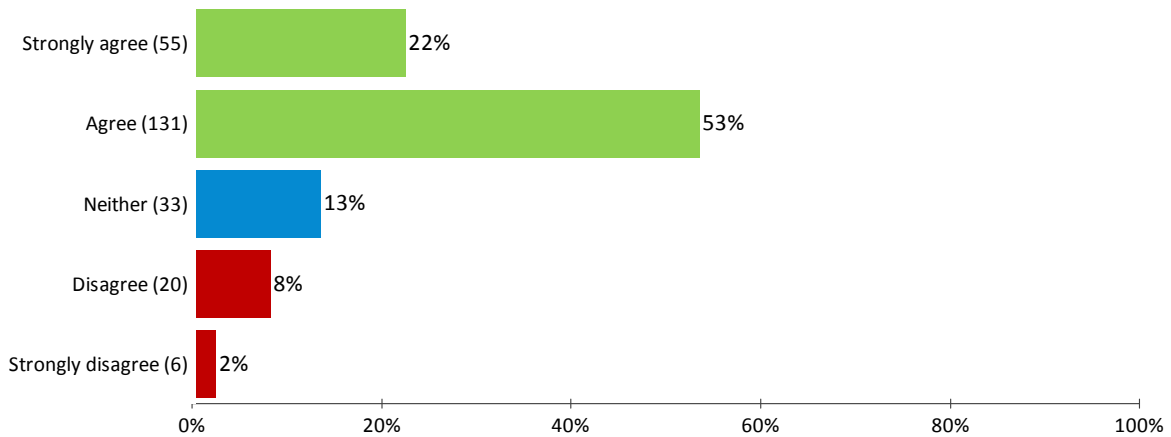
How far do you agree or disagree that we should deliver services through a range of community buildings?



55% agreed that we should deliver services through a range of community buildings. 70% agreed at the interim stage. In the interim report, concerns about the need to travel to outreach buildings didn't really feature, however in the final overall analysis, there were a number of comments in the open-ended question which highlighted concerns about having to travel further to access services (with some respondents mentioning lack of public transport as a potential barrier).

### Question 9

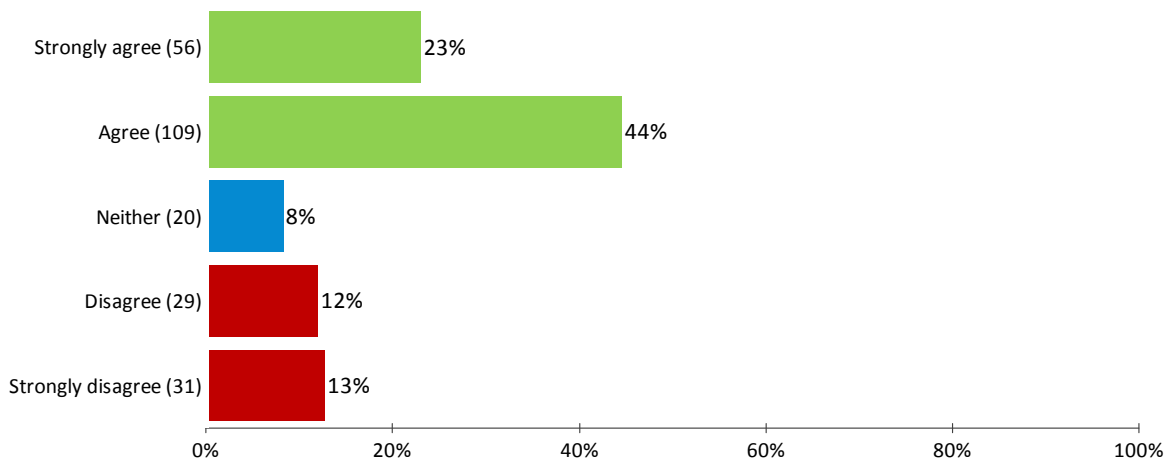
Family and Youth Partnerships will bring together all of the agencies working with families and young people...How far do you agree or disagree with this aim, to develop Family and Youth Partnerships?



75% agreed with the development of Family and Youth Partnerships. This question received the second highest level of support within the questionnaire. 83% agreed in interims.

### Question 10

How far do you agree or disagree that the Family Services can be offered on a voluntary donation model?



67% agreed with the proposal of a voluntary donation model. A number of comments were included in Question 11 with responses varying from support, to concern that it excludes those who cannot afford to pay, with some suggesting that services should be available to all. There was also a suggestion that the more general 'stay and play' groups should use a donation model to echo other organisations (such as church groups which charge). 77% agreed at interims.

## Question 11

Question 11 asked respondents for their comments about the proposed approach.

Theme	No. of comments
Children's Centres are valued	53
Concern about needing to travel to access services	22
General support	19
Concern around expanding services when current offer is being squeezed	16
It is expensive to hire external venues	8
Concern around area-specific issues	7
There is a need to co-ordinate/improve communication with other services/departments/agencies	6
Will one provider have the expertise needed?	6
Some may not be able to afford to pay	6
Agreement with donations	4
Importance of youth clubs/workers	2
People won't want to pay to access services	2
Other	32

At the interim stage, the most common themes were around general support for proposals and that Children's Centres are valued. At the end of the consultation we saw the number of responses around Children's Centres are valued increase. We also saw two new themes emerge – around concern about needing to travel to access services, and comments about the expense of hiring external venues for outreach work.

Some of the comments received were:

*"It makes sense to use a family service/ 0-12 locality model."*

*"If one service provider is commissioned to provide across Central Bedfordshire the result will be the same as the Health commission, which is local asset stripping. Each area is unique and one size does not fit all. The urban conurbations are very different from the rural areas and each have their own strengths, weaknesses and resources...There is much emphasis of working in partnership but there seems to be a 'selectiveness' to which Town and Parishes are engaged with and listened too. Leighton Linlade and Dunstable Town Councils invest in youth work but are not taken into consideration when engaging in commissioned services. This leads to duplication and omission of services..."*

*"I think it is a bad idea to try to extend to cover a bigger age range when you have so recently had to reduce what you offer to 0-5 year olds... I also think it is a bad idea to charge a '£1 voluntary donation' as people feel obliged and therefore don't come if they can't afford the £1..."*

*"The children centre buildings are so important. It provides a safe place for parents/carers to go to where they can find the help they need. Taking this service away would leave people wondering where to go. Also some mothers I know...had to really build up the courage to attend classes with their babies/children. Once they were familiar with the children centre they found it a comfortable place to be in. If the venues are regularly changed for groups and classes I think some mothers would be less likely to attend than them."*

*"Public transport in Shefford is too limited to enable me to attend groups in other places"*

*"The small amount of money saved by reducing the number of contracts will be spent very quickly on very high hire prices for venues. Some areas also have very limited venues available."*

## **Question 12**

Question 12 asked respondents for any other suggestions that were not included in the consultation document. Due to the nature of this question, responses covered all sorts of areas, but those which appeared a number of times were around the inclusion of mental health/SEND in the coverage and working closer with a number of other agencies/organisations (such as schools, town councils, other local county councils and voluntary organisations).

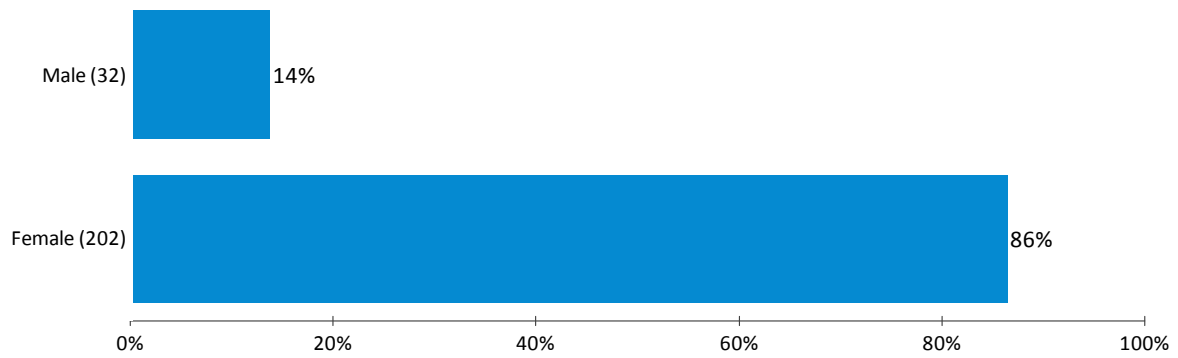
*"Improve mental health provision."*

*"Access for children with special educational need and their families, especially siblings that are not JUST for SEND."*

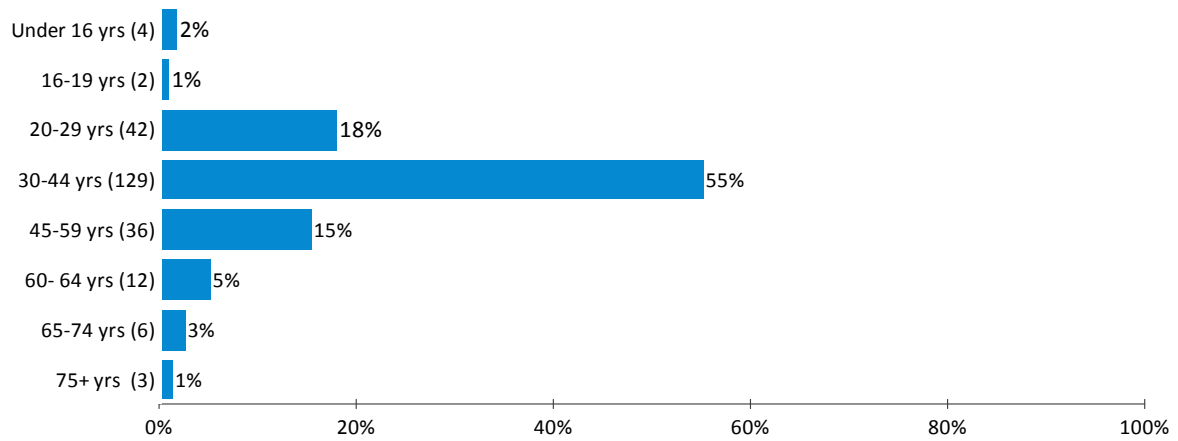
*"A fresh look with fresh eyes is required , working with other country council, such as Hertfordshire/Buckingshire should also be considered, afterall, they will have the same problems. In the age of companies using globisation to reduce costs and improve service, why can't country council, local council and cross functional country council work?"*

## About You

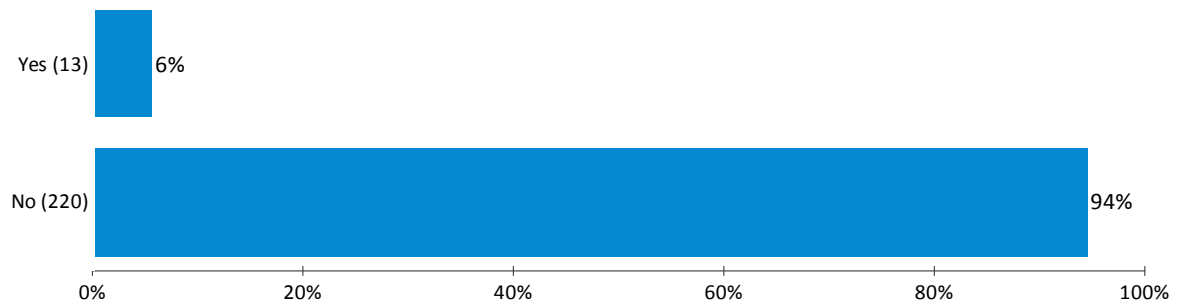
Are you: (please select one)

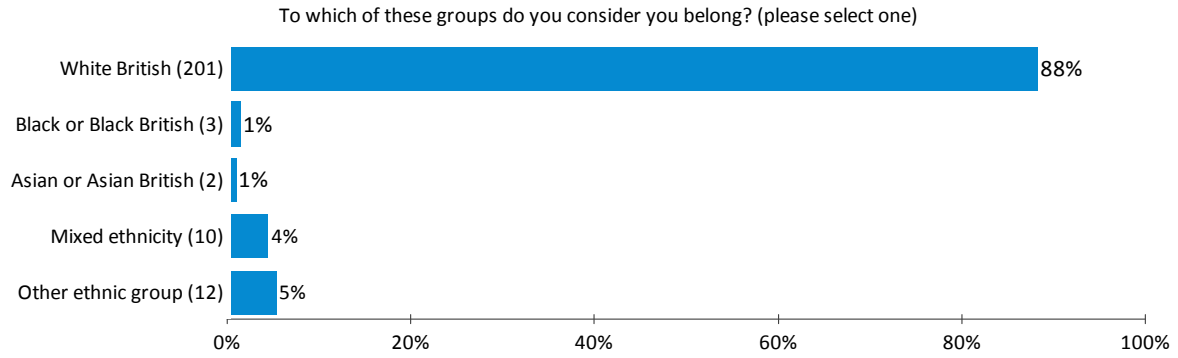


What is your age? (please select one)



Do you consider yourself disabled? (please select one)





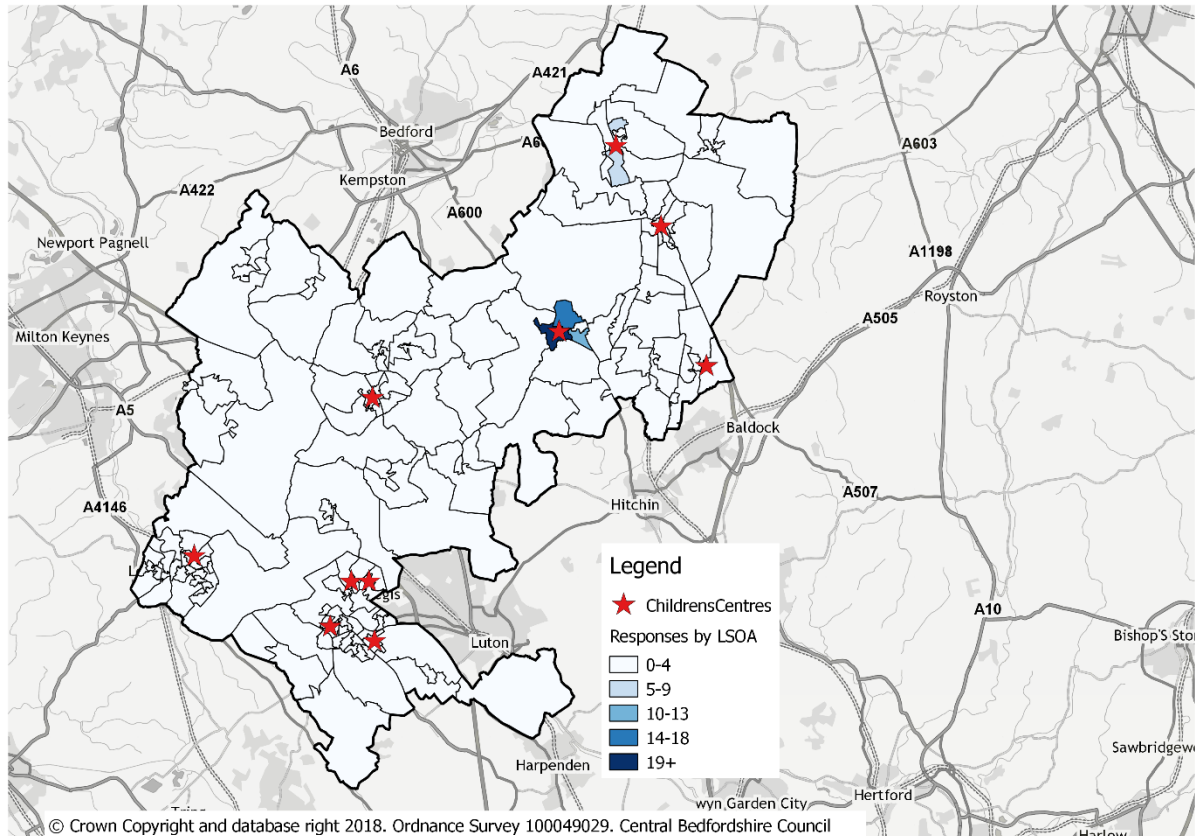
**If other, please specify:**

- White English
- European
- White European
- polish
- White Portugese
- German background. White Brit
- White, Irish
- white other
- white other

The demographics of respondents are broadly what we would expect to see, with an over-representation of the groups most likely to use Children's Centres (females aged 20-44).

## Postcode analysis

A review of postcodes indicates that respondents were from across the Central Bedfordshire area and particularly focused in areas close to existing Children's Centres, with a particular concentration in Shefford.



## Conclusion

This consultation saw good levels of engagement from members of the public and service users. A number of engagement activities were held towards the end of fieldwork which increased the response, and as a result the level of overall support changed. There were differences in the level of support for many proposals from the interim results to the final results. Despite this, there is general agreement with the proposals (aside from the 5 area/locality based model).

Key themes arising are the need for both Children's Centres and Youth Clubs (and youth workers) and the roles they play in the development of children and that both should be protected, alongside the need for organisations to communicate with each other, and concerns around the flexibility of services if they're provided on a locality basis.



# **Central Bedfordshire in contact**

**Find us online:** [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

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## Central Bedfordshire Equality Impact Assessment Template

**Stage 1 – Aims and Objectives**

<b>Title of the Assessment:</b>	<b>Recommissioning Support Services for Children and Young people</b>	<b>Date of Assessment:</b>	Summer 2018
<b>Responsible Officer</b>	<b>Name:</b>	Linda Willis	<b>Extension Number:</b>
	<b>Title:</b>	Interim Commissioning Manager Children's Services	
	<b>Email:</b>	Linda.Willis@centralbedfordshire.gov.uk	

**1.1) What are the objectives of the strategy, policy or service being assessed?**

To recommission support services for children and young people that will contribute to improving outcomes, especially for vulnerable groups

**1.2) What needs is it designed to meet?**

The identified current needs of children, young people and their families in Central Bedfordshire, particularly in relation to prevention and early intervention.

**1.3) What outcomes will be delivered?**

The outcomes for the services will be aligned to the three overarching outcomes for children and young people in the Councils Children and Young people's plan:

- Protected and safe
- Achieving good learning outcomes and the best life skills
- Living happy, healthy lifestyles

**1.4) Which other strategies or policies support this?**

Supporting strategies / policies include:

- Children and Young Peoples Plan
- The Council's 5 Year Plan
- Partnership Vision for Education
- SEND Vision

It is also supported by findings from the JSNA and Central Bedfordshire Director of Public Health Report (December 2016) – Aiming for the best for children, young people and families in Central Bedfordshire.

**1.5) In which ways does this support Central Bedfordshire's intention to tackle inequalities and deliver services to vulnerable people?**

The recommissioning of support services for children and young people will support the delivery of Central Bedfordshire's Children's Transformation Programme, an evidence-based programme of change to improve the way services are delivered.

This will enable the Council and our partners to respond earlier to the needs of vulnerable families, reduce demand on statutory specialist services and get families back into work – to support social inclusion and reduce inequality, improve longer-term outcomes and raise standards and aspirations for vulnerable groups.

The services will address the root causes of some of the key vulnerabilities faced by families in our area – parental drug and alcohol misuse, domestic abuse, parental criminality and parental mental ill-health. These risk factors contribute to adverse childhood experiences which can exacerbate the inequalities faced by vulnerable people in later life.

It will also focus on increasing emotional health, wellbeing and resilience – we know that children's health and mental health are closely linked to other outcomes, particularly educational attainment. By promoting greater wellbeing in childhood and adolescence, we can offset negative outcomes and inequalities which occur later in children's lives.

The recommissioning programme will aim to deliver targeted, local services focused on children, young people and families' specific needs.

**1.6) Is it possible that this could damage relations amongst different communities or contribute to inequality by treating some members of the community less favourably such as people from black and minority ethnic communities, disabled people, women, or lesbian, gay, bisexual and transgender communities?**

From the evidence reviewed it is not likely that relationships would be damaged as the services will aim to reduce inequalities by improving outcomes for vulnerable children and families, which includes those from minority communities.

**Stage 2 - Consideration of Relevant Data & Research**

Equality checklist issues to be considered			
Awareness	Appropriateness	Accessibility	Partnership - working
Take Up levels	Adverse Outcomes	Staff Training Needs	Contracts & monitoring

**2) What sources of evidence and key facts will be used to inform the assessment?**

Each item ticked below must be evidenced

**Internal desktop research**

<input checked="" type="checkbox"/>	Place survey / Customer satisfaction data		Demographic Profiles – Census & ONS
<input checked="" type="checkbox"/>	Local Needs Analysis	<input checked="" type="checkbox"/>	Service Monitoring / Performance Information
	Other local research		

**Third party guidance and examples**

<input checked="" type="checkbox"/>	National / Regional Research	<input checked="" type="checkbox"/>	Analysis of service outcomes for different groups
	Best Practice / Guidance	<input checked="" type="checkbox"/>	Benchmarking with other organisations
	Inspection Reports		

**Public consultation related activities**

<input checked="" type="checkbox"/>	Consultation with Service Users	<input checked="" type="checkbox"/>	Consultation with Community / Voluntary Sector
<input checked="" type="checkbox"/>	Consultation with Staff	<input checked="" type="checkbox"/>	Customer Feedback / Complaints
	Data about the physical environment e.g. housing market, employment, education and training provision, transport, spatial planning and public spaces		

**Consulting Members, stakeholders and specialists**

<input checked="" type="checkbox"/>	Elected Members	<input checked="" type="checkbox"/>	Expert views of stakeholders representing diverse groups
<input checked="" type="checkbox"/>	Specialist staff / service expertise		

*Please bear in mind that whilst sections of the community will have common interests and concerns, views and issues vary within groups. E.g. women have differing needs and concerns depending on age, ethnic origin, disability etc*

**Lack of local knowledge or data is not a justification for assuming there is not a negative impact on some groups of people. Further research may be required.**

**2.1) Existing Data and Consultation Findings:**

**- Age:**  
ACEs: Adverse childhood experiences are present in a high proportion of assessments for Children in Need, including domestic violence, mental health issues and substance misuse (see JSNA). Individuals who experience four or more ACEs have increased risk of poorer outcomes as adults (Director of Public Health report). The demand analysis for the Children's Transformation Programme identified a need to focus on these issues, which drive demand for specialist statutory services.  
Additional vulnerabilities of younger children: A good education is essential to counter socio-economic disadvantage and to break the intergenerational cycle of poor achievement and poverty, and if a child

arrives at school ready to learn they are much more likely to achieve the best outcomes. The early identification (and accurate assessment) of children with special educational needs and/or disabilities is also key to ensuring every child is able to fulfil their potential. In Central Bedfordshire children at the age of 5 are not doing as well as children nationally or as well as those living in similar areas. Although Good Level of Development results improved in 2016, Central Bedfordshire remains in the 3<sup>rd</sup> Quartile.

During the engagement work to develop the proposal for these services a gap in support services for 6-12-year olds available out of school was identified. The consultation findings indicate support for the current 0-5 offer to be extended to 0-12 years.

### **Disability**

**Physical:** The majority of disabled people have impairments that are not easily visible. In the 2011 census findings 15,465 (6.1%) residents in Central Bedfordshire indicated that day-to-day activities were limited a lot and 21,142 (8.3%) residents indicated that day-to-day activities were limited a little. More than one in 20 children and young people in Central Bedfordshire have a physical disability. There were comments during the consultation that identified that these services need to cater for more children with SEND and also for their siblings who do not have SEND.

**Mental health:** In Central Bedfordshire it is estimated that 3,225 children aged 5-16 have a mental disorder, with a higher number seen in the 11-16 year old age group and in boys. Promoting resilience, emotional wellbeing and the good mental health of children and young people is a priority across Central Bedfordshire. These services aim to intervene early to support children and young and prevent problems escalating.

### **Carers:**

Between May 2016 and December 2016 145 referrals for young carers support was received. The majority of referrals were with respect to the need for 1-1 support; however, it has been noted that an increasing number of referrals and enquiries are coming from schools regarding young carers affected by parental mental health issues. This means we need to make sure support services for young people are able to recognise and respond to these needs.

### **- Gender: differences in outcomes between boys and girls**

In 2017 the Early Years Foundation Stage Profile indicated that a higher percentage of girls than boys achieve a Good level of Development (79%/65%)

This gap in educational attainment levels appears to persist up to KS4.

. There is are a higher number of mental health disorders seen in the 11-16 age group and in boys. (DPH report 2016)

### **- Trans Gender / Gender Reassignment:**

The 2011 Census did not include a specific question in respect of gender reassignment. It is estimated from national research that 1 in 10,000 people experience the recognised medical condition known as gender dysphoria, referred to as being transgender or transsexual. In any school of 1,000 pupils there are likely to be six who will identify as transgender. Young people feel that professionals need training around terminology and how to support young people questioning their sexuality and gender.

### **- Race: difference in outcomes (eg: gypsies and travellers)**

Central Bedfordshire is ethnically diverse with around 10.3% of people living in the area from black or ethnic minority communities. The biggest ethnic minority groups in Central Bedfordshire were White Other (not White British, White Irish or Gypsy or Irish Traveller), White Irish and Indian.

The 'Mixed' ethnic groups and Gypsy or Irish travellers all have a younger age profile than Central Bedfordshire as a whole, with over 40% of their population aged 0-15. Educational attainment statistics for Central Bedfordshire do indicated that children from 'mixed' ethnic groups do have slightly lower levels of attainment.

### **- Religion or Belief: 2011 census**

Most of the population state their religion as Christian (62.2%), with (28.4%) having no religion and other religions constituting (2.6%) of the population. (Note: 6.8% did not state their religion)

<p><b>- Sexual Orientation:</b> In Central Bedfordshire, 4% of Year 8 students, 6% of Year 10 students and 4% of students in Year 12+ said they worried ‘quite a lot’ or ‘a lot’ about being gay, lesbian or bisexual. 42% of students who worried about their sexual orientation said they had nowhere or no-one to go to about this (SHEU Survey 2015/16)</p>
<p><b>- Other: e.g. Poverty / Social Class / Deprivation, <i>Looked After Children</i>, Offenders, Cohesion- FSM</b> The Income Deprivation Affecting Children Index (IDACI) looks at the proportion of children aged 0-15 living in income deprived households. This is defined as households that receive work-related benefits, or where income is below 60% of the national median. The average figure for Central Bedfordshire in 2015 was 14% of children living in income deprived households, while the average for England was 20%. Eight LSOAs in Central Bedfordshire had between 34% and 40% of children living in income deprived households. Levels of deprivation for schools and their pupils are usually measured using the Free School Meals indicator. 8.2% of Central Bedfordshire school children were known to be eligible for free school meals (January 2016 school census) compared to 14.3% in England. However, the rate varies widely between different areas. For instance, 18% of Houghton Regis school children received free school meals, compared to 3% in Ampthill.</p>
<p><b>2.2) To what extent are vulnerable groups experiencing poorer outcomes compared to the population or workforce as a whole?</b> Vulnerable children and young people are those facing additional challenges that can impact negatively on their lives. They may be at risk of harm and face poorer outcomes unless they are offered support through early intervention. The risk factors are broad and often interrelated, so understanding and recognising when a child or young person is at risk relies upon a culture of professional curiosity across all services. It is also crucial that there are appropriate referral mechanisms in place and that these are understood by all. (DPH report 2016)</p>
<p><b>2.3) Are there areas where more information may be needed?</b> We may need to find ways of finding out why some people who would benefit from accessing support services choose not to do so.</p>
<p><b>2.4) Are there are any gaps in data or consultation findings?</b> We need to gain more data in relation to the emerging needs of children and young people who identify as Lesbian, Gay, Bisexual and Transgender or questioning.</p>
<p><b>2.5) What action will be taken to obtain this information?</b> Ongoing work with schools, families, voluntary organisations and local communities. The Youth Partnership that is proposed will be required to undertake an initial young people led needs assessment</p>
<p><b>2.6) To what extent do current procedures and working practices address the above issues and help to promote equality of opportunity?</b>  An extensive programme of pre-engagement work was undertaken to develop the proposals for the new services. This included needs and service analysis as well as stakeholder engagement events and targeted face to face engagement with families and young people at the Children’s centres and Youth Centres. The Public Consultation included targeted face to face opportunities to input views as well as the Universal online opportunity</p>

<b>Stage 3 – Assessing Positive &amp; Negative Impacts</b>			
<b>Equality checklist issues to be considered</b>			
<b>Awareness</b>	<b>Appropriateness</b>	<b>Accessibility</b>	<b>Partnership - working</b>

Take Up levels	Adverse Outcomes	Staff Training Needs	Contracts & monitoring
<b>Analysis of Impacts</b>	<b>Impact?</b>	<b>Summary of impacts and reasons for this</b>	
<b>3.1) Age</b>	+	The engagement work identified a gap in support services for 6-12-year olds	
<b>3.2) Disability</b>	+	The consultation identified a need to cater more for CYP with SEND and also for their siblings who do not have SEND.	
<b>3.3) Carers</b>	+	A need to recognise and be able respond to the needs of young carers who have parents with mental health problems was identified in the consultation. This will be referenced explicitly in the specification.	
<b>3.4) Gender</b>	+	Mental needs appear to be highest in boys aged 11-16 and services need to recognise and respond to this.	
<b>3.5) Transgender</b>	+	Young people struggle to find anywhere to go for support and information- identified need for training needed for professionals working with young people, which will be included as a requirement for the workforce for the new services.	
<b>3.6) Race</b>	+	Although the numbers are relatively small, over 40% of the Gipsy and Traveller community are aged 0-15 and may achieve lower health and well-being and educational outcomes due to reduced consistency in accessing services.	
<b>3.7) Religion / Belief</b>			
<b>3.8) Sexual Orientation</b>	+	Young people struggle to find anywhere to go for support and information- identified need for training needed for professionals working with young people, which will be included as a requirement for the workforce for the new services.	
<b>3.9) Other e.g. Poverty / Social Class / Deprivation, Looked After Children, Offenders, Cohesion</b>	+	The services will particularly seek to improve outcomes for vulnerable children, young people and families	

<b>Stage 4 – Conclusions, Recommendations and Action Planning</b>		
<b>4.1) What are the main conclusions from the assessment?</b>		
The services are in a good position to make a positive impact on Equalities and with some adjustments and the actions outlined below will ensure the identified opportunities are implemented.		
<b>4.2) What are the priority recommendations and actions?</b>		
<ul style="list-style-type: none"> <li>• the 0-5 offer will be extended to 0-12</li> <li>• Ensure an improved access to services for children and young people with SEND and their siblings</li> <li>• Make it a requirement of the services to recognise and respond to the needs of young carers of parents with mental health problems</li> <li>• Ensure the specifications for the new services include a requirement for workforce training to be able to support transgender children and young people</li> <li>• Ensure that the services focus on reaching vulnerable families and children living in poverty.</li> </ul>		
<b>4.3) What changes will be made to address any adverse impacts that have been identified</b>		
n/a		
<b>4.4) Are there any budgetary implications?</b>		
No		
<b>4.5) Actions to be Taken:</b>		
Action	Date	Priority
Specifications for services to address requirements identified	End Sept 18	

Questions for use during procurement process to make sure requirements identified are explored for solutions with potential providers	End Sept 18	
Contract monitoring to ensure requirements are implemented	ongoing	

<b>Stage 5 - Quality Assurance &amp; Scrutiny: Checking that all the relevant issues have been identified</b>	
<b>5.1) What methods have been used to gain feedback on the main issues raised in the assessment?</b>	
<b>Step 1:</b>	
The Corporate Policy Advisor (Equality & Diversity) for comment & decision re further scrutiny The Equality advisor has been fully involved in the process	
<b>Step 2:</b>	
The Equalities Working Group	<p>The Equalities Forum</p> <p>The Forum noted that there was some evidence that current services were not being as well utilised as they could be:</p> <p>The Children’s centres universal offer showed an average attendance of three times in a child’s first year. It was acknowledged that age differentiation between siblings could be a contributing factor to lack of attendance.</p> <p>Pockets of deprivation impacts on all aspects of society and learning outcomes reflect where deprivation and social care needs are recorded.</p> <p>A member of the Forum raised concerns about the level of sub-contracting. Historically this has proved to waste money and therefore any sub contracting would need to be handled with care.</p> <p>It was noted that the word ‘service’ could be confusing and that the aim was to stimulate more partnership working i.e. joint ventures and looking at different models of working.</p> <p>The Forum noted that a multi service might be ‘messy’ but it would bring a greater diversity.</p> <p>The Forum requested that children be included in all consultation and it was noted that young people will be encouraged to get involved.</p>
Other:	
<b>5.2) Were any additional actions / amendments identified?</b>	
No	
<b>Step 3:</b>	
<b>5.1) Has a member of the senior management team been notified of the outcome of the assessment?</b>	
Sue Tyler – Assistant Director CSMT	

<b>Stage 6 – Monitoring Future Impact</b>
<b>6.1) How will implementation of the actions be monitored?</b>



Contract monitoring processes
<b>6.2) What sort of data will be collected and how often will it be analysed?</b> Indicators to assess progress on meeting Outcomes- quarterly contract meetings
<b>6.3) How often will the policy be reviewed?</b> Annually
<b>6.4) Who will be responsible for this?</b> Children's Commissioning Team
<b>6.5) Have the actions been incorporated in the service / business plan or team targets?</b> Yes – contract review and monitoring are part of the team's performance management

The results of all equality impact assessments will be made accessible to the public.

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## Central Bedfordshire Council

Executive

9 October 2018

### Purchase of Properties for use as Transitional Accommodation

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**Report of:** Cllr Hegley, Executive Member for Social Care and Housing, ([carole.hegley@centralbedfordshire.gov.uk](mailto:carole.hegley@centralbedfordshire.gov.uk)), Cllr Ghent, Executive Member for Assets and Housing Delivery, ([eugene.ghent@centralbedfordshire.gov.uk](mailto:eugene.ghent@centralbedfordshire.gov.uk)), and Cllr Wenham, Deputy Leader and Executive Member for Corporate Resources ([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

**Responsible Director(s):** Julie Ogley, Director of Social Care, Health and Housing ([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk));  
Marcel Coffait, Director of Community Services ([marcel.coffait@centralbedfordshire.gov.uk](mailto:marcel.coffait@centralbedfordshire.gov.uk))

**This report relates to a decision that is Key**

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#### Purpose of this report

1. The report seeks approval for the Council's Housing Revenue Account (HRA) to purchase residential accommodation identified in exempt appendix 1. The supporting rationale is to provide transitional accommodation to clients presenting as homeless (CBC has a statutory obligation to provide accommodation).

#### RECOMMENDATIONS

The Executive is asked to:

1. **authorise the acquisition of the two properties identified in exempt appendix 1 and to delegate to the Director of Community Services, authority to enter into and complete all necessary legal documentation relating to the purchase in consultation with the Monitoring Officer.**

## **Overview and Scrutiny Comments/Recommendations**

2. Previous reports identifying homelessness pressure and the purchase of properties by the HRA have been reviewed by the Overview and Scrutiny Committee (OSC). Due to the timeframe for a decision to be made and to support this purchase, this report has not been to OSC. The chairman of the OSC has, however, been advised of this purchase and has agreed to support and progress the recommendation.

### **Issues**

3. Housing needs, including homelessness, is increasing in Central Bedfordshire and must be met. This has arisen due to affordability problems and limited supply of rented housing at or below Local Housing Allowance (LHA) limits.
4. The acquisition of these units is one of many actions being taken to reduce housing and homelessness pressures facing the Council. Actions include empty home reoccupation; new build schemes; affordable housing delivery through section 106 entitlements and property acquisitions.
5. Homelessness pressures in neighbouring authorities (evident for some years) are now becoming significant challenges within Central Bedfordshire. Approximately 50% of the current Transitional Accommodation (TA) demand is from those who are generally in low paid, uncertain employment, those who are young, unsettled and in transient relationships.

### **Reason/s for decision**

6. Housing need, including homelessness, is increasing in Central Bedfordshire and must be met. This has arisen due to affordability problems and limited supply of rented housing at or below Local Housing Allowance (LHA) limits.
7. The acquisition of these units is one of many actions being taken to reduce housing and homelessness pressures and costs facing the Council. The acquisition of properties will reduce the reliance upon more costly private "Nightly Let" temporary accommodation. Council owned and managed transitional accommodation generates a net saving as opposed to other means of discharging our duties which would cost more.

### **Reason for urgency**

8. Suitable properties for use as good quality multiple self-contained or shared accommodation are rarely available in Central Bedfordshire. These properties have been viewed, surveyed, costed, and negotiations entered as soon as they were deemed suitable. Due to the nature of this work in researching suitable sites, it is difficult to predict and enter onto a forward plan. Without Executive approval, the accommodation/sites cannot be purchased for use as transitional accommodation.

## **Council Priorities**

9. The proposed action supports the priority to enhance Central Bedfordshire by providing great resident services, protecting the vulnerable and improving wellbeing. By reducing spend on private temporary accommodation, the proposal also demonstrates our aspiration to maximise efficiency (reduce cost). In addressing homelessness, the actions illustrate CBC is responsive to an evolving local and national issue.

## **Corporate Implications**

### **Community Safety**

10. There is a pro-active approach to casework, as well as close monitoring of performance, to ensure anti-social behaviour is managed by the Housing Service. Security arrangements will be put in place to minimise any adverse impacts arising from the use of this site for transitional accommodation.

### **Sustainability**

11. The addition of assets to the HRA will assist the HRA Business Plan as a result of retained rentals, which can be used to make further investment or repay debt. Additional units also offset the stock implications arising from the Right to Buy (RtB).

### **Legal Implications**

12. Section 120 of the Local Government Act 1972 permits the Council to acquire land for any of their statutory functions, or for the benefit, improvement or development of their area, and the land may lie within the boundary of another authority.
13. Part VII of the Housing Act 1996 ('the HA') imposes obligations on local housing authorities in respect of persons who are homeless or threatened with homelessness. Under section 188 of the HA, if the local housing authority have reason to believe that an applicant may be homeless, eligible for assistance and have a priority need, they must secure that accommodation is available for the applicant's occupation. Section 193 of the HA details the full duty to secure accommodation for persons in priority need who are not homeless intentionally.
14. The conveyancing will be undertaken by LGSS Law Ltd.

### **Financial and Risk Implications**

15. The client mix will be varied, vulnerable and likely to include customers with lower level mental health needs. The Council's Housing Service is already managing similar accommodation and has effective management and support arrangements in place to mitigate this risk.

16. Financial implications are included in the accompanying non-public Supporting Financial information report. Funding of these acquisitions is included in the Council's Housing Revenue Account capital programme. The acquisitions allow retained right to buy receipts to be used on a 30% of expenditure basis. The acquisitions will not result in delays to other HRA capital projects.

## Equalities Implications

17. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The proposal will help the Council meet the needs of a range of vulnerable groups who are experiencing homelessness

## Conclusion and next Steps

18. The proposed acquisitions present several opportunities:
- Both properties are suitable and meet Housing requirements. They provide multiple units of self-contained accommodation and are well located for transport routes, within easy access of local amenities, supporting easy management.
  - Critically, the properties meet specifications for use as transitional accommodation, reducing additional cost and time delay in bringing them into service to meet demand very soon after acquisition.

## Appendices

Appendix 1 – Details of the properties and financial information relating to the proposed purchase.

### Exempt

**Schedule 12A of the Local Government Act 1972 paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)**

## Background Papers

None.

### Report author(s):

**Gurminder Singh**  
**Housing Innovations Manager**

[gurminder.singh@centralbedfordshire.gov.uk](mailto:gurminder.singh@centralbedfordshire.gov.uk)

## Central Bedfordshire Council

EXECUTIVE

9 October 2018

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### 2018/19 Quarter 1 Performance Report

Report of Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources ([Richard.Wenham@centralbedfordshire.gov.uk](mailto:Richard.Wenham@centralbedfordshire.gov.uk))

Advising Officer: Charles Warboys, Director of Resources  
([Charles.Warboys@centralbedfordshire.gov.uk](mailto:Charles.Warboys@centralbedfordshire.gov.uk))

**This report relates to a non-Key Decision**

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#### Purpose of this report

1. To report Quarter 1 2018/19 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

#### RECOMMENDATIONS

##### The Executive is asked to:

1. **note performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.**
2. Since the Council was created in 2009, it has endeavoured to strengthen Central Bedfordshire as a great place to live and work. This means delivering great value and services to residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment, and enhancing Central Bedfordshire as a place.
3. In 2015, the Council updated its plans for delivering its ambitions. This culminated in The Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:
  - Enhancing Central Bedfordshire
  - Delivering Great Resident Services
  - Improving Education and Skills
  - Protecting the Vulnerable; Improving Well-being
  - A More Efficient and Responsive Council
  - Creating Stronger Communities
4. This report represents the Quarter 1 2018/19 view of the Council's suite of key indicators, which are reported together with the previous year's performance.
5. Performance data and additional commentary is also available through the Central Bedfordshire Performance Portal at:  
<http://centralbedfordshireperformance.inphase.com>

## **Quarter 1 2018/19 Summary**

6. The Council has identified 46 key performance indicators, four of which are in development.
7. Data on these indicators is collected at a variety of intervals (some annually, others on a quarterly or monthly basis) and in each case the most recent available data is included.
8. The appendix to this report includes the latest available data for all indicators.
9. Where specific targets have been agreed for key indicators, the performance is highlighted by direction of travel arrows, which show if things have improved or deteriorated.
10. Additionally, performance is highlighted by a Red/Amber/Green system where targets have been set, with green symbolising a positive position and red symbolising a negative position.
11. Some data is subject to future revisions.

## **Overall Performance Against Targets and Direction of Travel**

### **Quarter 4 2017/18 to Quarter 1 2018/19**

12. Of those measures that currently have targets set:
  - 10 are reporting as green
  - 7 are reporting as amber
  - 6 are reporting as red

This compares to reporting in Quarter 4 2017/18 of:

- 8 reported as green
- 11 reported as amber
- 4 reported as red

13. Of those measures that currently have a Direction of Travel (DoT) set:
  - 18 are reporting DoT in a positive direction
  - 3 are reporting DoT as neither positive nor negative
  - 15 are reporting DoT in a negative direction

This compares to reporting in Quarter 4 2017/18 of:

- 18 were reporting DoT in a positive direction
- 4 were reporting DoT as neither positive nor negative
- 13 were reporting DoT in a negative direction

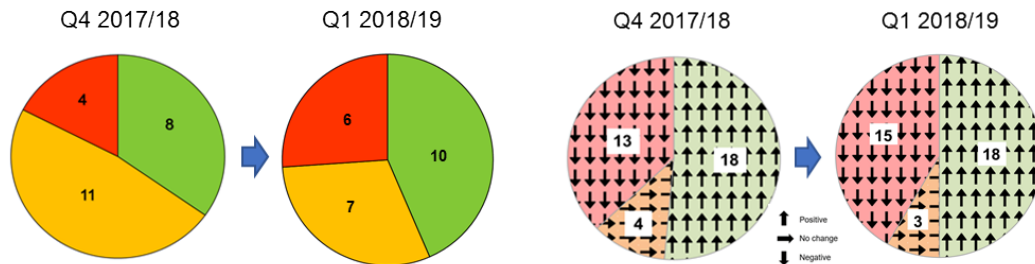
14. Quarter 1 2018/19 saw an increase in the number of measures reporting as Green from eight to ten when compared to Quarter 4 2017/18. At the same time, Red increased from four to six whilst Amber decreased from eleven to seven.



15. Since Quarter 4 2017/18, the net movement remains positive with the same number (eighteen) measures reporting DoT in a 'positive' direction. Measures reporting as neither positive nor negative has decreased to three, whilst there has been an increase in the number of measures reporting DoT in a 'negative' direction from thirteen to fifteen. One additional measure is now reporting a DoT,

Commentary is provided later in this report to explain performance for measures reporting new data.

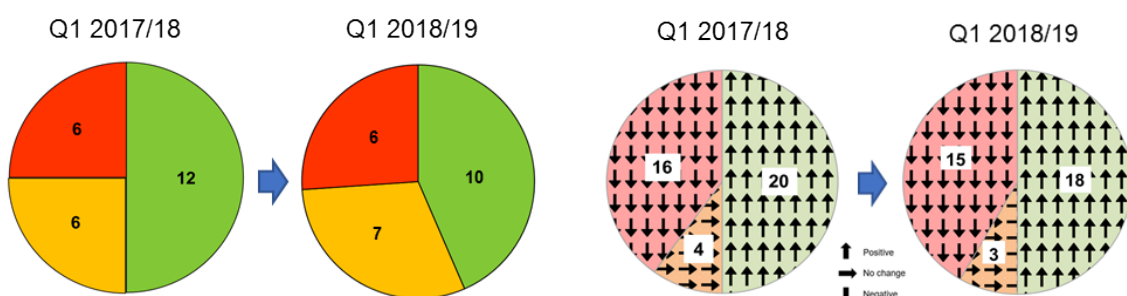
**Charts illustrating quarterly comparison of performance**



**Quarter 1 2017/18 to Quarter 1 2018/19**

16. Annual comparisons of performance provide a longer view of progress and remove seasonal variations.
17. Comparing back to Quarter 1 2017/18, there has been a decrease in the number of indicators reporting as green (from twelve to ten). Whilst the number of indicators reporting as amber has increased (from six to seven), there has been no shift in the number of indicators reporting as red (six). Five measures which should not have had a target assigned at the outset have had that target removed whilst four additional measures are now reporting against a target. Commentary is provided later in this report to explain performance for measures reporting new data.
18. Comparing back to Quarter 1 2017/18, two fewer measures are reporting DoT in a 'positive' direction. There has been a decrease of one measure in a 'negative' direction and a decrease of one measure reporting as neither positive nor negative. Five measures which should not have been assigned a Direction of Travel have had the DoT removed whilst one additional measure is now reporting a Direction of Travel. Commentary is provided later in this report to explain performance against Direction of Travel.

**Charts illustrating annual comparison of performance**



## Specific Performance Reporting on Indicators with New Data

### Enhancing Central Bedfordshire

19. **New Homes Completions.**

**Target: 1,600 by end March 2019**

April to June 2018 saw 425 new homes completed in Central Bedfordshire. There were also 1,314 under construction.

*Note - The Direction of Travel for this indicator has been removed. The measure is cumulative and as reports are compared back to the previous 3 month period in each case, this always generates a positive DoT for the last 3 reports of each year and then a negative DoT as the position is reset to zero at the start of a new reporting year.*

20. **Town Centre Vacancy Rates.**

**No Target**

While only 7.7% of Central Bedfordshire's Town Centre Units are now vacant, this is an increase of 1.1% since February 2018 and an additional 10 units are currently vacant. There are now 10 more vacant units than the previous count in February 2018. There are 5 vacant units in Ampthill (+1), 14 in Biggleswade (+2), 36 in Dunstable (+3), 1 Houghton Regis, 10 in Leighton Buzzard (+3), 2 in Sandy (+1), 1 in Shefford (+1) and none in Flitwick, Arlesey or Stotfold (-1). The Council will continue to support businesses through the use of our own assets and packages of support.

### Delivering Great Residents Services

21. **Kg/household of black bin waste.**

**Target: 130 kg**

Central Bedfordshire Council is committed to reducing the amount of household waste sent to landfill and aims to reduce the amount produced during the same three months in the previous financial year. The latest data reported in December 2017 showed each household produced an average of 135 kg of black bin waste. This is an increase and a trend seen by most of our neighbouring authorities and those in the eastern region. This is likely to be due to the improving economy encouraging purchasing and resulting in additional waste. A behaviour change campaign was launched in November 2017 to help encourage increased recycling by residents.

22. **CBC's relative position for condition of roads (principal).**

**Target: 98%**

Delivering a high quality road network is a key aim for the Council. The last reported data for this measure showed that 2% of our principal roads required maintenance. Since 2012, the Council have continued to either meet or exceed our target of 98% for the number of principal roads not requiring maintenance. The Council will continue to work with our highways contractor to sustain this level of service.

23. **CBC's relative position for condition of roads (non-principal).**

**Target: 98%**

The last reported data for this measure showed that 3% of our non-principal roads required maintenance which is 1% below our target of 98%. Since 2012, the Council have remained within 1% of our target of 98% for the number of non-principal roads not requiring maintenance. The Council will continue to work with our highways contractor to improve this level of service in order to meet the target in future.

24. **Leisure facility usage rates.**  
**Target: 474,266 visitors per quarter**  
Even with Dunstable Leisure Centre still closed for refurbishment, there was an increase in leisure centre usage from April to June 2018/19. The figure of 505,056 is 30,790 higher than the same period last year and likely to be in part due to investment in the Houghton Regis Leisure Centre which has led to improvements in the gym and class studio.

### **Improving Education and Skills**

25. **% of schools rated Good or Outstanding.**  
**Target: 90%**  
Performance as at the end of June 2018 was slightly lower at 86%. The School Improvement Service provides guidance to all schools about being prepared for inspection. The service has been strengthened with the appointment of three school improvement advisors, with a further advisor joining in September 2018. The service will sharpen the focus of all schools on pupils from disadvantaged backgrounds through the 'diminishing the difference' initiative as well as the performance of pupils who are not disadvantaged.

### **Protecting the Vulnerable; Improving Wellbeing**

26. **Children's Safeguarding - Referrals as a percentage of the child population.**  
**No Target**  
Performance is continuing in line with last year demonstrating that additional support is continuing to have a positive effect.
27. **Percentage of referrals of children leading to the provision of a social care service.**  
**Target: 98.4%**  
Performance continues to be above the target of 98.4%.
28. **% of care leavers at age 17-21 who are engaged in education, training or employment.**  
**Target: 70%**  
Performance continues to be near to 70% which is around 10% better than the national average.
29. **Proportion of adults subject to a safeguarding enquiry of those known to adult social care.**  
**No Target**  
As at June 2018, of the 6,380 adults known to Adult Social Care, 132 were subject to a safeguarding enquiry (2.1%) and this was consistent with December to March 2017/18. Safeguarding activity continues to increase, largely as a result of better awareness by all stakeholders (internal and external partners).
30. **Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population.**  
**Target: 2,428 per 100,000 population**  
Performance for December to March 2017/18 was higher than the required target at a rate of 2692 per 100,000; although this was a reduction on the previous three months. Complex Care support to reduce non-elective admissions to care homes is being embedded. A number of initiatives such as hydration training and greater falls awareness training is being targeted to care homes.

31. **Average age of customers admitted to a residential care home (65+).**

**No Target**

The average age of admissions to residential care from April to June 2018 was 83.7 and is consistent with the previous 3 months. The average age of residential admissions for the whole of 2017/18 was 84.6.

32. **Delivery of new dwellings suitable for older people.**

**Target: 225 dwellings by end June 2018**

No further dwellings were delivered between April to June 2018. Work is ongoing to establish a whole Council approach to tracking the delivery of dwellings for older people as part of the Housing Delivery Strategy. Accordingly targets for the rest of the year have not yet been confirmed.

**A More Efficient and Responsive Council**

33. **Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events.**

**Target: 16 days**

The benefits speed of processing for April to June 2018 was 20.7 days against a target of 16 days. This was a dip of 6 days in the overall time taken to process benefits compared to the same period in 2017/18, although performance still compares well to the same period in 16/17 of 27 days. Performance is expected to improve when this measure is next reported.

34. **all wait times average (seconds).**

**Target: 180 seconds**

With the introduction of Interactive Voice Response (IVR) on our busiest lines, including Money and Benefits, the Council has seen 22% of calls being diverted away from the Contact Centre to the appropriate pathway to support the customer, helping to reduce volume and improve response.

35. **Number of web visitors.**

**No Target**

Web visitors from April - June 2018 were up by 2% compared to the same period in 2017. April to June 2018 was quieter on the website compared to December to March 2018 (when major consultations were launched and we experienced bad weather leading to heavy web traffic). The only significant spike this time was in April for the National Offer Day, when parents visit the website to check the outcome regarding school places for their children.

**Creating Stronger Communities**

36. **Number of volunteers engaged within the community (currently the village care schemes).**

**Target: 1,041 volunteers**

The reduction between December - March 2018 is due to the Arlesey scheme ceasing to operate and instead supporting people through the local church. A reduction in volunteers reported at Ampthill is being checked with Bedfordshire Rural Communities Charity (BRCC).

37. **Number of customers supported within the community (currently by the village care schemes).**

**Target: 915 customers**

The reduction in customers between December - March 2018 is mainly due to a greater number of residents moving away, passing on or entering care, while the number of new customers being supported by the Good Neighbour Schemes remains at a similar level to previous quarters.

### **Council Priorities**

38. The measures selected for the reporting of performance reflect the Council's priorities. Measures are reported under the headings in Central Bedfordshire Council's Five Year Plan.

### **Corporate Implications**

#### **Legal Implications**

39. None directly, however any areas of ongoing underperformance would reflect a risk to both service delivery and the reputation of the Council.

#### **Financial Implications**

40. None directly, although the Medium Term Plan indicator set provides a view of the value for money delivered by the Council.

#### **Equalities Implications**

41. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
42. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

#### **Public Health**

43. The Medium Term Plan indicator set includes measures on premature deaths and use of leisure centres.

#### **Sustainability**

44. A broad range of indicators relating to sustainability including those covering employment, library usage, active recreation and waste are included in the Medium Term Plan indicator set.

#### **Community Safety**

45. The measures included cover perception of safety both during the day and at night.

**Risk Management**

46. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

## Appendix 1

Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols show whether or not agreed targets are being met.

Performance Judgement	
Direction of travel (DoT)	RAG score
 Performance is reducing	 Target missed – Performance at least 10% below the required level of improvement
 Performance remains unchanged	 Target missed – Performance less than 10% below the required level of improvement
 Performance is improving	 Target achieved

Enhancing Central Bedfordshire					
	Performance will be reported	Last Reported	Latest Data	DoT	Current Status
% of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey	Sep 16	90%	↓	★
% feel safe when outside in their local area during the day	Resident's Survey	Sep 16	97%	↓	n/a
% feel safe when outside in their local area after dark	Resident's Survey	Sep 16	81%	↑	n/a
Number of new jobs	Annual (Dec)	Dec 16	11,500	↑	★
People in employment aged 16 to 64 (% above national average)	Quarterly	Dec 17	7.6%	↑	★
Average Earnings for Workers	Annual (April)	Apr 17	£523.6	↑	n/a
New Homes completions (cumulative)	Quarterly	Jun 18	425	n/a	★
Town Centre Vacancy Rates	Quarterly (Feb,May,Aug,Nov)	May 18	7.7%	↓	n/a

Delivering Great Resident Services					
Perception of Council - Good quality services	Resident's Survey	Sep 16	70%	↓	n/a
Percentage of Central Bedfordshire residents satisfied with living environment	Resident's Survey	Sep 16	84%	n/a	n/a
Kg/household of black bin waste	Quarterly	Dec 17	135	↑	●
Satisfaction with highways maintenance	Annual (April)	Apr 17	52.0%	→	●
CBC's relative position for condition of roads (principal)	Annual (March)	Mar 17	98%	↓	★
CBC's relative position for condition of roads (non-principal)	Annual (March)	Mar 17	97%	→	●
Leisure facility usage rates	Quarterly	Jun 18	505,056	↓	★
Libraries facility usage rates	Annual (March)	Mar 17	833,071	↓	n/a
Customer Services - numbers of service failures reported	Quarterly				

Improving Education and Skills					
School readiness % of children achieving a good level of development at the Early Years Foundation	Annual (Sept)	Sep 17	71.7%	↑	▲
Attainment 8 - ranking	Annual (Dec)	Dec 17	88	↑	▲
% of Schools rated Good or Outstanding (Quarterly)	Quarterly	Jun 18	86%	→	●
% of young people aged 16-17 who are in education, employment or training (EET)	Annual (Feb)	Feb 18	93.4%	↑	●
Employer Skills Gaps	Annual (Dec)	Dec 16	27%	↑	n/a



Protecting the Vulnerable; improving well-being					
Children's Safeguarding - Referrals as a percentage of the child population	Quarterly	Jun 18	0.5%	↓	n/a
Percentage of referrals of children leading to the provision of a social care service	Quarterly	Jun 18	98.7%	↓	★
LAC - School attendance (when entering care and registered at school)	Annual (July)	Jul 17	97.1%	↑	n/a
% of care leavers at age 17-21 who are engaged in education, training or employment	Quarterly	Jun 18	70.8%	↑	★
Proportion of adults subject to a safeguarding enquiry of those known to adult social care	Quarterly	Jun 18	2.10%	n/a	n/a
Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population	Quarterly	Mar 18	2,692	↑	▲
Avoiding admissions to Care Homes	Quarterly				
Average age of customers admitted to a residential care home (65+)	Quarterly	Jun 18	83.7	n/a	n/a
Delivery of new dwellings suitable for older people	Quarterly	Jun 18	229	n/a	★
Premature Deaths (persons per 100,000)	Annual (Dec)	Dec 16	277	↑	●
Hate Crime incidents reported	Quarterly	Mar 18	51	↓	n/a
No. of Domestic Abuse incidents reported	Quarterly	Mar 18	1,032	↑	n/a

A more efficient and responsive Council					
Perception of the Council Value for money	Resident's Survey	Sep 16	58%	↓	★
Perception that Council acts on the concerns of residents	Resident's Survey	Sep 16	55%	↑	n/a
Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events - Days	Quarterly	Jun 18	20.7	↓	▲
Call wait times average - (seconds)	Quarterly	Jun 18	291	↑	▲
Number of web visitors - Quarterly	Quarterly	Jun 18	569,290	n/a	n/a
Repeat issues (2nd calls or more to contact centre)	Monthly				

Creating stronger communities					
Perception that people can influence decisions in their own area	Resident's Survey	Sep 16	39%	↑	n/a
Perception that people in the local area pull together to improve the local area	Resident's Survey	Sep 16	75%	↑	n/a
Percentage that volunteer	Resident's Survey	Sep 16	35%	↓	n/a
Number of volunteers engaged within the community (currently the village care schemes)	Quarterly	Mar 18	896	↓	▲
Number of customers supported within the community (currently by the village care schemes)	Quarterly	Mar 18	830	↓	●
Town and parish survey satisfaction	Resident's Survey				

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