



Agenda

Policy, Projects and Resources Committee

Tuesday, 6 February 2018 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,
Brentwood CM14 4JF

Membership (Quorum – 3)

Cllrs Mrs McKinlay (Chair), Kerlake (Vice-Chair), Barrett, Faragher, Hossack, Keeble, Kendall, Mynott and Parker

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 10
3.	Memorial Walls	Warley	11 - 26
4.	Lease of Land Next to Wash Road Electrical Transformer Station	Ingatestone, Fryerning and Mountnesing	27 - 36
5.	Medium Term Financial Plan 2018/19 - 2020/21	All Wards	37 - 126
6.	Asset Development Programme Update	All Wards	127 - 130
7.	Wholly Owned Company and Joint Venture	All Wards	131 - 140

- | | | | |
|-----|---------------------------------------------------------------------------|-----------|-----------|
| 8. | South Essex Vision 2050 | All Wards | 141 - 152 |
| 9. | Devil's Head Cross Roads - Dedication of Land for Highway Purposes | Warley | 153 - 160 |
| 10. | Urgent Business | | 163 - 166 |

A handwritten signature in black ink, appearing to read 'P. L. R. B.' with a large, sweeping underline.

Chief Executive

Town Hall
Brentwood, Essex
29.01.2018

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

modern.gov app

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

Access

There is wheelchair access to the meeting venue from the Main Entrance. There is an induction loop in the meeting room.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



Minutes

Policy, Projects and Resources Committee Monday, 15th January, 2018

Attendance

Cllr Mrs McKinlay (Chair)	Cllr Keeble
Cllr Barrett	Cllr Kendall
Cllr Faragher	Cllr Mynott
Cllr Hossack	

Apologies

Cllr Kerlake (Vice-Chair)	Cllr Parker
---------------------------	-------------

Substitute Present

Cllr Hirst
Cllr Ms Rowlands

Also Present

Cllr Mrs Hubbard
Cllr Mrs Pound
Mike Hawkins – Chair of Renaissance Group

Officers Present

Chris Leslie	-	Commercial Manager
Elaine Richardson	-	Town Centres and Marketing Co-ordinator
Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
Lorne Spicer	-	Business Development and PR Manager
Steve Summers	-	Chief Operating Officer
Daniel Toohey	-	Monitoring Officer
Craig Stack	-	Revs and Bens -Basildon Council
Sam Stone	-	Revs and Bens - Basildon Council

224. Apologies for Absence

Apologies for absence were received from Cllrs Kerlake and Parker. Cllrs Hirst and Ms Rowlands substituted for them.

Cllr Faragher took on the role of Vice-chair for the duration of the meeting.

225. Minutes of the Previous Meeting

The minutes of the previous meeting held on 29 November 2017 were approved as a true record.

226. Variation in the Order of the Agenda

Cllr Mrs Mckinlay proposed and it was agreed that Item 4 on the agenda – Brentwood Borough Renaissance Group Strategic Review and Re-naming – be considered next.

227. Brentwood Borough Renaissance Group Strategic Review and Re-naming

The report informed the Policy, Projects and Resources Committee of the outcome of a Brentwood Borough Renaissance Group strategy review following the appointment of a new Chair, Mike Hawkins, who addressed the Committee.

The review had resulted in a re-naming of the Group to “Brentwood Business Partnership”, also a revised purpose, aims, objectives and membership to reflect a longer-term vision for the group.

Cllr Ms Rowlands **MOVED** and Cllr Faragher **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED

1. That Members agree the content of the report and the strategic review and Brentwood Business Partnership Aims and Objectives as set out in Appendix A of the report.

2. That Members agree to the change of name and updated strategy as reported in Appendix A of the report.

Reasons for Recommendation

The new name and re-launch will help identification and clarity of purpose for the group and give it greater visibility in the borough.

228. Asset Development Programme Update

Members were reminded that the aim of the Council’s Asset Development Programme was to realise redevelopment opportunities from the Council’s property portfolio to secure improved revenue streams, regeneration objectives, economic development and housing objectives of the Council. The report provided an update on the work of the Asset Development Programme Project Board to date.

Since the P, P&R Committee meeting in September, market soundings had been undertaken with a range of organisations (December 2017) to get feedback on the Council's ambitions. Interest was high and feedback complimentary of Brentwood, its favourable location, its asset portfolio and the structured and considered way in which the Council was developing the project.

The Memorial Wall project continued to develop and had taken an exciting turn as officers had established that modular built plinths could be purchased, some including storage of ashes, which were proving very popular in Colchester Cemetery and Crematorium. A new layout/design for setting these in the Woodman Road cemetery was being developed along with a re-working of the business case finances and options analysis.

A monthly Project Highlight Report for the Asset Development Programme was reported to Project Board setting out achievements for that month and also what was planned for the coming month.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED

- 1. To note the report of the Asset Development Programme Project Board.**
- 2. That a report be made to the Policy, Projects and Resources February 2018 Committee to confirm the investment vehicle, including governance, tax and legal implications, required to deliver the Asset Development Programme objectives as set out in Section 4 of the report.**

Reason for Recommendations

PPR Members to note progress at this stage.

229. National Non-Domestic Rate Relief Policy

The Committee was asked to consider approving the Policy for granting Discretionary Non-Domestic Rate Relief as set out in Appendix A of the report. The purpose of the policy was to ensure that a fair and consistent approach by the Council was taken when granting Discretionary Non-Domestic Rate Relief, reducing the risk of legal challenge.

The Council could grant discretionary relief in addition to mandatory relief and the current policy which covered these reliefs was set out in 3.2 of the report. The government had introduced three new non-domestic discretionary rate reliefs, Public House Relief, Supporting Small Business Relief and Discretionary Business Rates Relief Scheme. The Council had been

providing the first two of these reliefs with the Discretionary Business Rates Relief Scheme due to be administrated by the end of January 2018.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That the Policy for the granting of Discretionary Non-Domestic Rate Relief as set out in Appendix A of the report be approved.

Reasons for Recommendation

To reduce the risk of legal challenge to the council and would provide a clear statement as to when relief will be granted.

230. Preparation for General Data Protection Regulation - GDPR

Members were reminded that on 25 May 2018, the General Data Protection Regulation (GDPR) would replace the Data Protection Act 1998. To that end there was a Data Protection Bill 2017 currently before Parliament and this would effectively adopt GDPR when enacted in due course. The Council had therefore commenced work on its strategy for introducing GDPR compliant measures in time for the new law coming into effect in May 2018.

Members were advised that a further report would be made to the Committee at the 12 March 2018 Policy, Performance & Resources Committee meeting.

Cllr Mrs McKinlay **MOVED** and Cllr Hirst **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED

That the attached compliance action plan, along with the attached project plan, be approved to enable officers to roll out effective GDPR compliance across the Council by 25 May 2018.

Reasons for Recommendation

Members approval of the appended compliance action plan, to be read alongside the Project Plan, was sought to enable officers to take all necessary measures to ensure BBC was compliant with GDPR when it became a law on 25 May 2018, so enabling the Council to continue to keep related business risk to a minimum. Members would appreciate this was a complex, council wide project so that some dates for action/completion under the Project Plan were subject to change for operational reasons. This would NOT affect the overall projected completion date of 25 May 2018. Specific work flows would be developed following receipt of council-wide responses to a questionnaire to be sent out to all departments around end of January 2018, along with guidance notes and other documents designed to capture all information

necessary to ensure compliance in all areas in due course. Specific GDPR training would be put in place for both officers and Members to complete over the coming months.

Members of this committee would receive a further update from officers on GDPR at their meeting, now re-scheduled for 12 March 2018.

231. Town Hall

Members were advised that the Town Hall project was progressing in line with identified timescales. All services, both front office and back office had relocated out of the Town Hall and continued to be run successfully from the new sites.

The second phase of construction would soon commence and to avoid too many change requests officers sought approval to work with the commercial sector to deliver the right and appropriate space for Start Up Hubs.

Cllr Mrs McKinlay advised that updates would be given at the Leaders' meetings on financial matters in relation to the Town Hall transformation.

Cllr Mrs McKinlay **MOVED** and Cllr Faragher **SECONDED** the recommendations in the report and following a full discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That Members approve Officers engaging with commercial organisations and business partners to identify specific requirements and needs for start-up businesses, as part of the Council's Community Hub.

Reasons for Recommendation

The approval to discuss and negotiate with the commercial sector would provide more detailed commercial knowledge and information in which the Council lacked expertise. The Council should always strive to be its best and if that required outside knowledge then this should be encouraged.

Early engagement meant that there were likely to be less changes or issues later when the project finally comes to fruition.

232. Urgent Business

There was no urgent business.

The meeting ended at 8.30pm

06 February 2018

Policy, Projects & Resources Committee

Memorial Walls

Report of: *Ray Inns – Interim Project Accountant*

Wards Affected: *All – Warley Initially*

This report is: *Public*

1. Executive Summary

- 1.1 This report continues from the report made to the November Committee where officers put forward an outline idea, for agreement in principle, to build a Memorial Wall scheme which would in turn enhance the appearance of Woodman Road Cemetery.

Since then the scheme has been developed further and new ideas have emerged.

The central area of the Cemetery lends itself to becoming the next “section” to be developed, and rather than just building a wall there are some more attractive ready-made options available that are relatively easy to install, more cost effective than a wall, plus they store ashes. By using a combination of granite “Columbaria” and granite “Sanctums” (Vaults), see pictures later in the report, the development could provide an attractive and desirable memorial.

At the far end of the cemetery, the boundary fence is in a bad state of repair. By investing in good quality fencing, it will be possible to develop this area into a “pet” memorial section where people can purchase a plaque to place on the fence to remember their beloved pet. It is not envisaged at this stage to register the Council for the appropriate licences to accept ashes from pets, but this will be reviewed.

A business case has been drawn up for the scheme charging £1,200 for a niche in a Columbarium or £1,500 for a personal Sanctum. These will be offered for an initial time period of 25 years, renewable thereafter for 10 yearly periods (fees to be agreed). Income of £22k per annum can be expected if the current practice of ground burials (interments) of ashes is moved away from or fees and charges increased to match the charges for the Columbaria. If the choice for ground interment of ashes is retained and

only half of those choose to switch to the new scheme, then the additional income to the Council will only be £19k. The difference in income is effectively down to customers continuing to pay a third party for a headstone to accompany the ground burial which will not be required under the new scheme. It is not proposed to charge customers much more for the new options than they pay currently.

NB These figures exclude income from pets. No market information has been sought on potential volumes/demand for pet memorial plaques on which to base firm figures. What may be relevant for one area of the country may not be relevant for Brentwood and only time and marketing will tell. Capital investment is minimal. It is proposed that a reasonable fee for a plaque would be £300 excl VAT. Of this, £50 would cover the cost of the plaque/engraving, so if say 5 were sold per month, this would return a net income of £15,000 to the Council per year (2 per month would achieve £6,000 pa). Agreements would be for a 10-year display, renewable thereafter in 10-year periods.

The capital cost for each Columbarium is £7,000 and each contains 36 niches. Each Sanctum has a capital cost of £400. The cost of these can be met within existing capital resources along with the bench and tree grill. Car parking provision, improvements to the path and planting are also being considered and can be covered by the 2018/19 cemeteries budget if it is approved. Approval is now being sought from this committee to proceed with this project in accordance with the recommendations below.

2. Recommendation(s)

2.1 That approval be given to the proposed design, fees and length of agreement; and, subject to compliance with procurement regulations and requirements, to order 60 Sanctums, 2 Columbaria, a bench and tree grill along with the appropriate construction necessary to allow for the fitting of these.

2.2 That a section of boundary fencing be purchased, subject to compliance with procurement regulations and requirements, and used for displaying Pet Memorial Plaques, in a separate area from the human areas of the cemetery, at the proposed fee rate and length of agreement.

2.3 That a report is made to the Environment and Enforcement Committee to propose a move away from ground interments of ashes or, alternatively, approve higher fees for ground interments of ashes wef 2019/20 or sooner.

3. Introduction and Background

3.1 This report continues from the report made to the November Committee where officers put forward an outline idea, for agreement in principle, to build a Memorial Wall scheme which would in turn enhance the appearance of Woodman Road Cemetery.

3.2 Since then the scheme has been developed further and new ideas have emerged which officers have designed into the scheme

3.3 The central area of the Cemetery lends itself to becoming the next “section” to be developed, and rather than just building a wall there are some more attractive ready-made options available that are relatively easy to install, more cost effective than a wall, plus they store ashes. By using a combination of granite Columbaria and granite Sanctums (Vaults), the development could provide an attractive and desirable memorial.



3.4 One option to offer is the hexagonal “Columbarium”. This holds urns for ashes within 36 securely closable niches. They cost £7,000 and are relatively easy to install on flat ground. Up to 2 urns can be fitted into each niche so that family members can be kept together.

3.5 It is proposed that a reasonable charge would be £1,200 per niche which would include the Memorial Plaque and engraving on the front. This compares to the current charge of a ground interment of nearly £600 paid to the Council plus approximately £600 for a Headstone. (Currently paid to a third Party). Proposed fees will be £300 for each additional family member being placed in an existing niche.

3.6 The other offer is for individual vaults called Sanctums. These cost £400 each and again are relatively easy to install on flat ground. They also hold up to 2 urns.

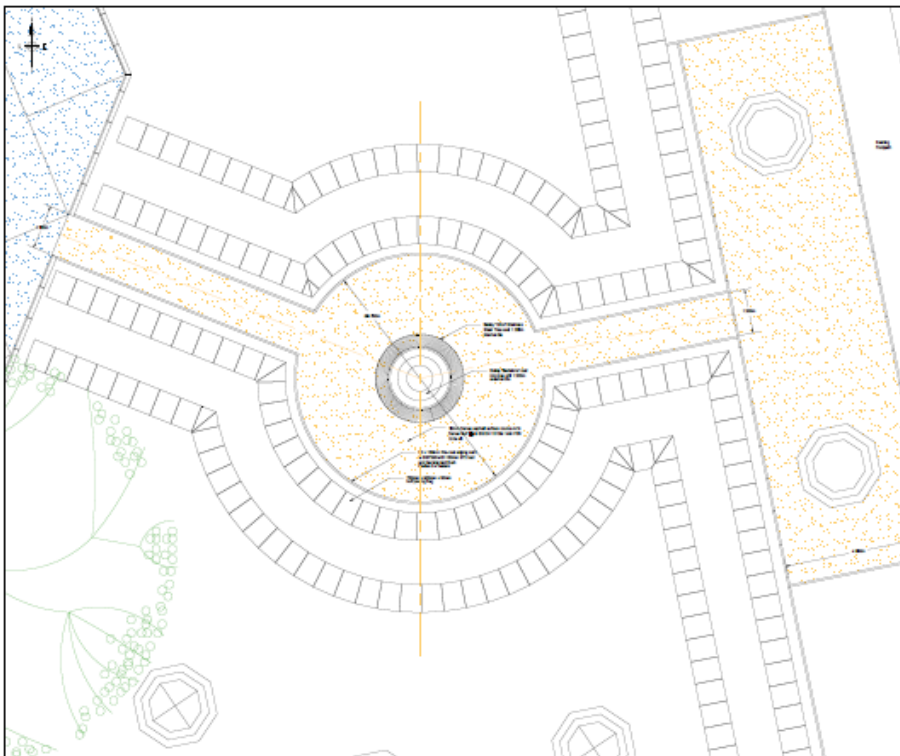
3.7 It is proposed that a reasonable charge, given the “exclusivity” element and as evidenced elsewhere in the country, would be £1,500 for the first interment and £400 for each additional family member.



3.8 These Sanctums or “Vaults” can be laid out in long lines to mimic a wall and the manufacturer has indicated that they can cut them so that they can be put together to form a curve shape in order to form a circular format.

3.9 It is proposed to purchase 60 of these to start off with but more can be added if demand outstrips supply to ensure a uniform appearance for the initial development.

3.10 The design for the scheme will be based on the diagram below:



3.11 Construction costs will be capital by their nature. The provision and “sale” of plaques will be revenue. Maintenance costs are expected to be covered within existing resources initially and eventually the revenue stream from “sale” of plaques.

- 3.12 The plaques will have space for a set number of words to be provided by the customer and an option for a photograph to be added. This is a service included by the manufacturer. The customer deals directly with them and a proof is sent to Council for approval before the plaque is finally manufactured and sent back to the Council for fitting.
- 3.13 An appropriate agreement and conditions will be developed for the scheme based on the parameters set out in this report. At this stage a 25-year initial agreement is anticipated with the option to renew for further 10-year intervals thereafter which is in line with many other Councils in the country. The customer will be given 2 options at the expiry of each term: Take the ashes away for storage elsewhere or renew. If they do neither the Council will scatter the ashes in an area of the cemetery to be designated for such purpose. As storage of the ashes is above-ground there are no exhumation implications.
- 3.14 A benchmarking exercise has been completed & shows the proposed prices for sanctums are identical to nearby authorities who offer this (Southend and Lambeth).
This comparison also shows that the proposed price for future ground interments is cheaper than Chelmsford City Council but more expensive than Southend and Thurrock.

4. Issue, Options and Analysis of Options

- 4.1 Discussions have taken place with Colchester Cemetery and Crematorium who have since suggested the idea of Columbaria instead of a purpose-built wall. A meeting was subsequently held with the managing director of the granite firm who supplies the Columbaria to Colchester and he said that nationally the Sanctums are outselling the Columbaria and command a higher price as they are seen as a more "individual" place to be laid to rest. They can be installed side by side to mimic a wall. Other sites for the Borough will be considered depending upon the take-up of the opportunity at this pilot site.

5. Reasons for Recommendation

- 5.1 This scheme will enhance the appearance and attractiveness of Woodman Road cemetery. People will have more choice for storage of ashes and a peaceful place to sit and reflect upon their loved ones in a pleasant environment. It also introduces a memorial area for pets.

6. Consultation

6.1 Initial enquiries have been made with the Council’s Planning Department, at this stage it is assumed there will be no objections for this initiative to proceed.

7. References to Corporate Plan

7.1 “Our Borough is a great place to live, work and visit; with strong, healthy and vibrant communities along with a beautiful green environment to enjoy. We want to keep it that way and are working hard to produce a new Local Plan which both protects the essential qualities of the Borough, while at the same time delivering the right mix of housing, jobs, open space and other infrastructure that will be required in the future”

7.2 “Consider how Council assets can be utilised to promote sustainable development in the Borough”

8. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel & Email: 01277 312 829

jacqueline.vanmellaerts@brentwood.gov.uk

8.1 See Business Case for full details.

	Columbaria x 2 (36 spaces) option				ground interment increase to £1,200 after yr2	Income Yr1 Vault x15 Colum x4 ground x5	Income Yr1 Vault x15 Colum x4 ground x5	"do nothing" income	Estimated new income to BBC	Less Capital Invest- ment	Profit /Loss per annum
	Vault x 60 spaces		Likely Case 4 PA								
	Spaces	Income	Spaces	Income							
Year1	60	22,500	36	4,800	33,960	30,130	11,320	18,810	71,000	-52,190	
Year2	45	22,500	32	4,800	72,000		11,320	21,980	0	21,980	
Year3	30	22,500	28	4,800	72,000		11,320	21,980	0	21,980	
Year4	15	22,500	24	4,800	72,000		11,320	21,980	0	21,980	
Year5	60	22,500	20	4,800	72,000		11,320	21,980	27,500	-5,520	
Year6	45	22,500	16	4,800	72,000		11,320	21,980	0	21,980	
Year7	30	22,500	12	4,800	72,000		11,320	21,980	0	21,980	
Year8	15	22,500	8	4,800	72,000		11,320	21,980	0	21,980	
Year9	60	22,500	4	4,800	72,000		11,320	21,980	27,500	-5,520	
Year10	45	22,500	0	4,800	72,000		11,320	21,980	0	21,980	
Total		225,000		48,000	681,960	30,130	113,200	216,630	126,000	90,630	

If current ground interments are removed as an option or charges increased to deter then it is assumed £22k additional revenue per annum would be achieved.

There is a further opportunity for income with the pets memorial fence representing new income in the region of £6k to £15k pa. however, as demand is unknown this has been excluded from the above table.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

8.1 The Council must ensure that the procurement of works, supplies and goods comply with the Public Contracts Regulations 2015, and related legislative and Constitutional requirements. Legal Services are available to advise and assist with appropriate agreements and conditions for the scheme.

8.2 Legal Services are available to assist the Assets team with undertaking title searches and to make sure there are no restrictions on use of the pilot site.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 N/A

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 N/A

10. Appendices to this report

Appendix A - Business Case

Report Author Contact Details:

Name: Ray Inns – Interim Project Accountant

Telephone: 01277 312837

E-mail: ray.inns@brentwood.gov.uk

This page is intentionally left blank

Outline Business Case



This Outline Business Case states the high-level justification for the project allowing the Project Board to decide on whether this should progress. This document also supports completion of the formal corporate project request as part of Proposal phase approval.

Project Name:	Memorial Space at Woodman Road Cemetery		
Project Sponsor:	Phil Ruck	Project Manager:	Ray Inns/Steve Butcher
Version:	Draft 0.3	Report Date:	19 th January 2018

1. Project Summary:

Objectives	This outline business case presents options in relation to installation of memorial spaces for cremated ashes within a Brentwood Borough Council cemetery site. The overarching objective is to generate new income for the authority.
Corporate Strategy	This project supports delivery of the following within the corporate strategy; <ul style="list-style-type: none"> • To ensure the provision of the efficient and effective services • Develop new approaches to grant funding, and the use of community assets • Consider how Council assets can be utilised to promote sustainable development in the Borough • Maximise Council assets to deliver corporate objectives and ensure community benefit • Provide more modern and effective customer services

2. Scope:

2. Scope:

The initial scope of this project was to review the viability of constructing a memorial wall in a BBC cemetery for plaques to be placed for loved ones to visit.

The idea was developed following discussion with other district/borough authorities in Essex.

Following on from these initial discussions the memorial wall option will not be pursued because of the following factors:

1. The authorities spoken to run their own cremation services at the same location as the memorial wall plaques, so loved ones would always have a connection to that location, whereas at BBC customers would take loved ones to a private crematorium before erecting a plaque at a BBC cemetery (with no place for the ashes) and with no personal connection to the location, therefore it has been assumed customers would be unlikely to pursue this approach.
2. The idea of the memorial wall is as a direct result of using existing walls rather than building something bespoke – with the above risk of these walls then not being utilised as no personal connection it does not seem viable to construct something specifically for this purpose.

However, these discussions have identified an opportunity for further investigation whereby BBC could give greater options to customers for the interment of ashes and generate new income via:

1. Columbaria (a column for ashes storage including a plaque at the front (see pic at rear of document))
2. Vaults for ashes to be stored with granite plaques at ground level (see pic at rear of document)
3. Pets remembrance fence/wall (would not include ashes)

The above initiatives would be supported by capital investment & redevelopment of an area within the Woodman Road Cemetery. This would make the space pleasant & welcoming for loved ones to visit the space and has the potential for an increase in demand at the location

This stage of the project presents a financial analysis based on assumptions for existing demand and an initial timeline for the project board to review and agree on how to proceed.

3. Benefits:

3. Benefits:

Financial Benefits are identified in the following table

	Columbaria x 2 (36 spaces) option				ground interment increase to £1,200 after yr2	Income Yr1 Vault x15 Colum x4 ground x5	Income Yr1 Vault x15 Colum x4 ground x5	"do nothing" income	Estimated new income to BBC	Less Capital Invest- ment	Profit /Loss per annum
	Vault x 60 spaces		Likely Case 4 PA								
	Likely Case 15 PA Spaces	Income	Spaces	Income							
Year1	60	22,500	36	4,800	33,960	30,130	11,320	18,810	71,000	-52,190	
Year2	45	22,500	32	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year3	30	22,500	28	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year4	15	22,500	24	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year5	60	22,500	20	4,800	72,000	33,300	11,320	21,980	27,500	-5,520	
Year6	45	22,500	16	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year7	30	22,500	12	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year8	15	22,500	8	4,800	72,000	33,300	11,320	21,980	0	21,980	
Year9	60	22,500	4	4,800	72,000	33,300	11,320	21,980	27,500	-5,520	
Year10	45	22,500	0	4,800	72,000	33,300	11,320	21,980	0	21,980	
Total		225,000		48,000	681,960	30,130	113,200	216,630	126,000	90,630	

The above model is based on a slight increase in demand at the Woodman Rd Cemetery (currently in the region of 17-20 PA, assumed increase to 24 PA).

The financial table is also based upon a significant price increase for the interment of ashes into the ground from 2018/19 onwards in line with other options (further detail in assumptions section & delivery approach).

The return on investment is greater than 10 years & therefore does not represent a good investment for BBC to pursue.

However, there is a further opportunity for income with the pets memorial fence where plaques can be purchased for approx. £300 (cost of plaques incl engraving to BBC representing new income of £246 per plaque).

Income per Plaque (Excl Ashes)	300			
Cost of Plaques incl engraving	-54			
Net addn revenue per Pet Plaque	246			
Demand per annum	72	54	36	18
Estimated Income	17,712	13,284	8,856	4,428

A new fence would need to be erected and improvements to the footpath at an approx. cost of £13k one off capital investment (which are included in the above capital investment calculations)

This initiative has not been included within the main benefits table as demand is currently unknown we estimate take up could be in the range of 2 per month giving £6k pa profit to 5 per month would present £15k pa profit to BBC, however there is no basis for this estimate.

The non-financial benefits identified vary depending on the preferred approach but include:

- Greater options for customers
- Consistent length of terms across all options (simpler for customers to follow)
- Consistent pricing approach across all options

Possible negative impacts:

The proposed price increases in year 2 for the interment of ashes into the ground (£566 to £1,200) of the project may attract negative press if it is not clearly publicised that the difference represents the cost of the headstone which would have also had to have been purchased as well as paying £566. This will make the vaults and columbaria a much more appealing and value for money proposition which in turn will generate greater income for BBC.

4. Financials:

4. Financials:

Capital funding would be via schemes that have underspends to fund the whole project from the existing capital program

	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Total
Car Parking Provision	6,000										
Cost of "path" areas on plan	10,000										
New Fence	3,000										
Foundations for vaults	7,000				3,500				3,500		
Cost of vaults £400 x 60	24,000				24,000				24,000		
Cost of Bench/Tree Grill	4,000										
Cost of Columbaria x 2	14,000										
Fitting costs of Columbaria x 2	3,000										
TOTAL CAPITAL COST TO BBC	71,000	0	0	0	27,500	0	0	0	27,500	0	126,000

It is assumed there would be no requirement for any revenue funding

5. Resources:	Week/Month	Who	Funding
Project Manager	0.5 days per week	Steve Butcher or Ray Inns	Existing opportunity cost
Subject Matter Expert	0.5 days per week	Stuart Anderson	Existing opportunity cost
Asset Management	0.5 days per week	Adrian Tidbury	Existing opportunity cost

6. Assumptions:

- Currently demand for ashes memorials (buried at the cemetery with a small headstone) is approx. 20 per annum. The finance model has been based on demand rising to 24 per annum for the foreseeable future
- Burying ashes at each cemetery site will remain at £566 + cost of the headstone (total cost to customer is in the region of £1,200) until 01/04/19 when prices would increase to £1,200
- Plans to date are at Woodman Road Cemetery only

7. Delivery Approach:

There are approx. 800 deaths in Brentwood PA, with only 9% of the public choosing Borough owned cemeteries for their loved ones. The financial model within this business case has not considered any increase or decrease in demand, however in Brentwood the population is predicted to grow by approximately 8,000 in the next 10 years. The Objectively Assessed Need (OAN) for housing also states that projections indicate the population aged 65 or over is going to dramatically increase over the period of 2013 to 2033 – a rise of 44.8%. Brentwood therefore has an ageing population, creating more of a need for burial plots and cremated remains plots.

The success of this initiative is dependent on a consistent pricing model across all areas. The current pricing table is below:

	Resident *	Non - Resident
Purchase of a full burial plot - Exclusive Rights of Burial for 100 years	£779	£7790
Extension of Exclusive Rights of Burial for 50 years for a full burial plot	£192	£1920
Purchase of a cremated remains (ashes) plot - Exclusive Rights of Burial for 100 years Note: actual total cost to customer is £566 including other permissions	£322	£3220
Extension of Exclusive Rights of Burial for 50 years for a cremated remains plot	£96	£960
Transfer of Exclusive Rights of Burial into another person's ownership	£56	£56

This business case recommends that BBC could make pricing costlier for ashes burials (the total cost to the customer is currently £566 + the cost of memorial (with profits going to the stonemason), total price is normally in the region of £1,100 to £1,500. Therefore, if the price for burial of ashes were raised to the same proposed price as columbaria and vaults, customers may tend to choose these options as the total cost for ashes burial would raise to the region of £1,700.

The columbaria and vault options are also more efficient in terms of man hours required to place the ashes within the space.

This outline business case proposed pricing model for 2018/19 onwards:

	Resident *	Non - Resident
Purchase of a cremated remains (ashes) plot - Exclusive Rights of Burial for 20 years (does not include headstone & engraving)	£1,200	£TBC
Purchase of a cremated remains (ashes) plot – Above ground vault for 20 years (inclusive of granite plaque & engraving)	£1,500	£TBC
Purchase of a cremated remains (ashes) plot – Above ground columbarium for 20 years (inclusive of granite plaque & engraving)	£1,200	
Extension of Exclusive Rights of Burial for 20 years for a cremated remains plot	£96	£960

Length of agreement

Currently the length of agreement for ashes burials is for 100 years.

As part of this outline business case we believe this should be reviewed. Both ashes burials and placements within the vaults or columbaria should be consistent across all options

- BBC could reduce the term for all areas to 20 years increasing the chance of renewal fees coming into the organisation. However, it should be noted that BBC cannot lawfully move or change location of remains once buried.
- BBC could offer these as a permanent place of rest which may be appealing to customers knowing their loved ones will remain in the same place forever, this may encourage some customers to our locations over our competitors
- BBC could withdraw the option of ashes burials over a period which would maximise the income generated and increase the timescale for the Return on Investment, however this may be deemed as a negative step for our customers

8. Key Milestones:	Planned Date	Comment
--------------------	--------------	---------

Proposal presented to PPR committee	06/02/18	Business case + supporting info
Approach agreed and approved	07/02/18	
Final plans & quotes received	21/02/18	2 weeks to receive all capital quotes
Orders placed	23/02/18	groundworks, vaults and columbaria
Works completed, vaults, columbaria, fencing etc all installed	18/05/18	12-week lead in + 2 week contingency
Go-live with new options to the public	18/05/18	info published and promoted on website

9. Key Risks & Impact:	Risk Score	Mitigation & Comment
There is a risk that the vaults/columbaria may not be utilised, residents may still prefer to utilise the ground interment	Medium	This will be mitigated by increasing prices for ground interment therefore making the option less favourable & costlier to the customer once headstone price is included
Currently there is no demand information in relation to the pet memorial fence/wall. This could prove to be highly popular but is unknown.	Low	The erection of a new fence will be required because of the other works – the option for pet memorial plaques will be included & will require appropriate marketing to ensure that the fence/wall is utilised.
There is a privately-run crematorium service in Brentwood which offers a wide range of services (incl memorials & gardens of remembrance). BBC would be in direct competition with this provider. Prices for services are unknown at this stage	Low	BBC has 5% of the market but to increase this we need to investigate further to understand total number of deaths in area & size of market that Bentley Crematorium currently have & what potential to increase the BBC share of the market

10. Key Issues & Impact:	Priority	Action & Comment
There are approx. 800 deaths in Brentwood PA, with 9% of customers choosing BBC cemeteries as a place of rest for loved ones (5% ashes placement)	Medium	BBC currently only have a small percentage of the custom in the area. More marketing needs to be done if significant investment is considered for the Woodman Rd Cemetery. Clarity on the website of what customers will get and consistent across all options
There is an estimated 12.5% increase in deaths over the next 20-year period. However, with such a small percentage in the market demand is unlikely to increase significantly during this period	Medium	By improving the number of options available BBC would hope to increase the number of customers using its facilities.

11. Approval:	Name	Version	Date
Project Sponsor	Phil Ruck		

Example pictures of ground level vaults and columbaria



This page is intentionally left blank

6th February 2018

Policy, Projects and Resources Committee

Lease of Land Next to Wash Road Electrical Transformer Station

Report of: Chris Leslie – Commercial Manager

Wards Affected: Ingatestone, Fryerning & Mountnessing

This report is: Public
Appendix C – Private

1. Executive Summary

- 1.1 This report seeks delegated authority to grant a lease of land next to the electrical transformer station along Wash Road. There is opportunity to lease the site (subject to planning) for a battery storage facility that will be linked to the national grid, assisting with storage of renewable energy and addressing power outages.

2. Recommendation

- 2.1 **That delegated authority be granted to the Head of Paid Service consulting with the Chair of Policy, Projects and Resources Committee, and the Monitoring Officer to negotiate the terms and grant a lease or licence of land by the electrical transformer station along Wash Road.**

3. Introduction and Background

- 3.1 In line with the objectives of the asset development programme, the Council's property advisors (Savills) having been assisting in identifying revenue generating opportunities.
- 3.2 Following release of capacity by the national grid, an opportunity for a battery storage facility to be built near the existing electrical transformer station along Wash Road became available. Due to the quick nature of the national grid process, Savills had only a week to find potential developers.
- 3.3 Five developers were approached, of which one confirmed their interest to the national grid within the timeframe. That developer is described by

Savills as one of the most prominent renewable energy companies in the UK and arguably leading the battery storage market.

- 3.4 The developer would likely seek to enter into a lease in February/March 2018 and the Council will need appropriate delegation to respond to the opportunity in a commercial manner. Both Savills and the developer have borne the risks of progressing this opportunity (both in time and financial commitment to the national grid) so far to allow an opportunity for appropriate delegation to be obtained.

4. Issue, Options and Analysis of Options

- 4.1 The opportunity is to grant a lease of approximately 2.5 acres of land by the electricity transformer station along Wash Road. The proposed site is outlined at Appendix A.
- 4.2 The lease would be subject to planning permission with the intended use being a 50 megawatt battery storage facility linked to the national grid. This facility would comprise approximately 10 shipping container sized buildings in which the batteries would be stored. An illustration of the buildings is provided in Appendix B. A screen of vegetation could surround the site.
- 4.3 It is likely that a lease of 15-20 years would be requested with an annual rental paid to the Council. Negotiations will be on the basis of obtaining the best possible price having regard to market value.
- 4.4 On 15 December 2017 a site on the opposite side of Wash Road was granted planning permission (planning reference 17/01477/FUL) for a similar battery storage facility. Both that site and the proposed Council site are in the green belt. The developer would bear the costs associated with the planning process.
- 4.5 The developer are investigating the feasibility of the site in order to ascertain their financial offer and there is no guarantee that one will be forthcoming (although the likelihood is high). However, for the developer to invest their time into site feasibility they need confidence that the Council is committed to the venture. Additionally, they would need to act quickly to capitalise on the opportunity, which is why Committee approval at this stage is essential.

5. Reasons for Recommendation

- 5.1 Committee approval is required to grant a commercial lease of over £25,000.

6. Consultation

- 6.1 The Council's property advisors have been out to the market to find a potential developer to capitalise on the opportunity.
- 6.2 Internally the proposal has been discussed with Environmental/Parks Services, Planning and the Assets Team.

7. References to Corporate Plan

- 7.1 This fits with the Council's Transformation vision in regard to the Asset Management Strategy. Additionally, revenue generation is one of the objectives of the Asset Development Programme.

8. Implications

Financial Implications

Name & Title: Phoebe Barnes, Principle Revenue Accountant
Tel & Email: 01277 312 839 phoebe.barnes@brentwood.gov.uk

- 8.1 The lease would generate an annual revenue for the General Fund.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer
Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 8.2 Under section 123 of the Local Government Act 1972 the Council is required to obtain the best consideration reasonably obtainable where a lease is over 7 years unless, in the case of a lease given at an undervalue, the particular disposal is covered by consent by the Secretary of State, or the exemptions provided under the Local Government Act 1972: General Disposal Consent (England) 2003 apply. Legal Services is available to advise as the discussions go forward.

9. Appendices to this report

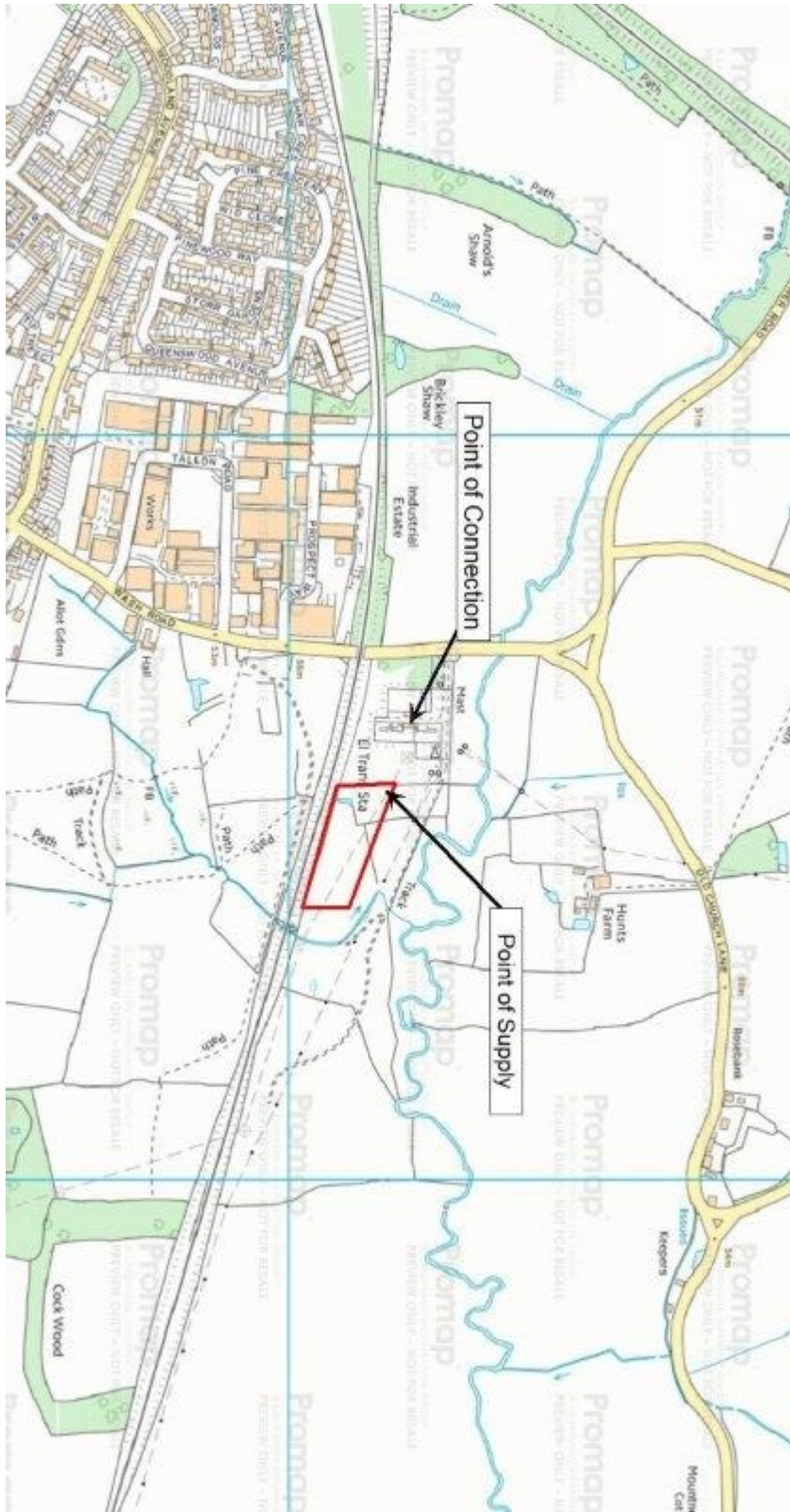
- Appendix A – Map of potential site
- Appendix B – Example of a battery storage facility
- Appendix C – Financial information (Private)

Report Author Contact Details:

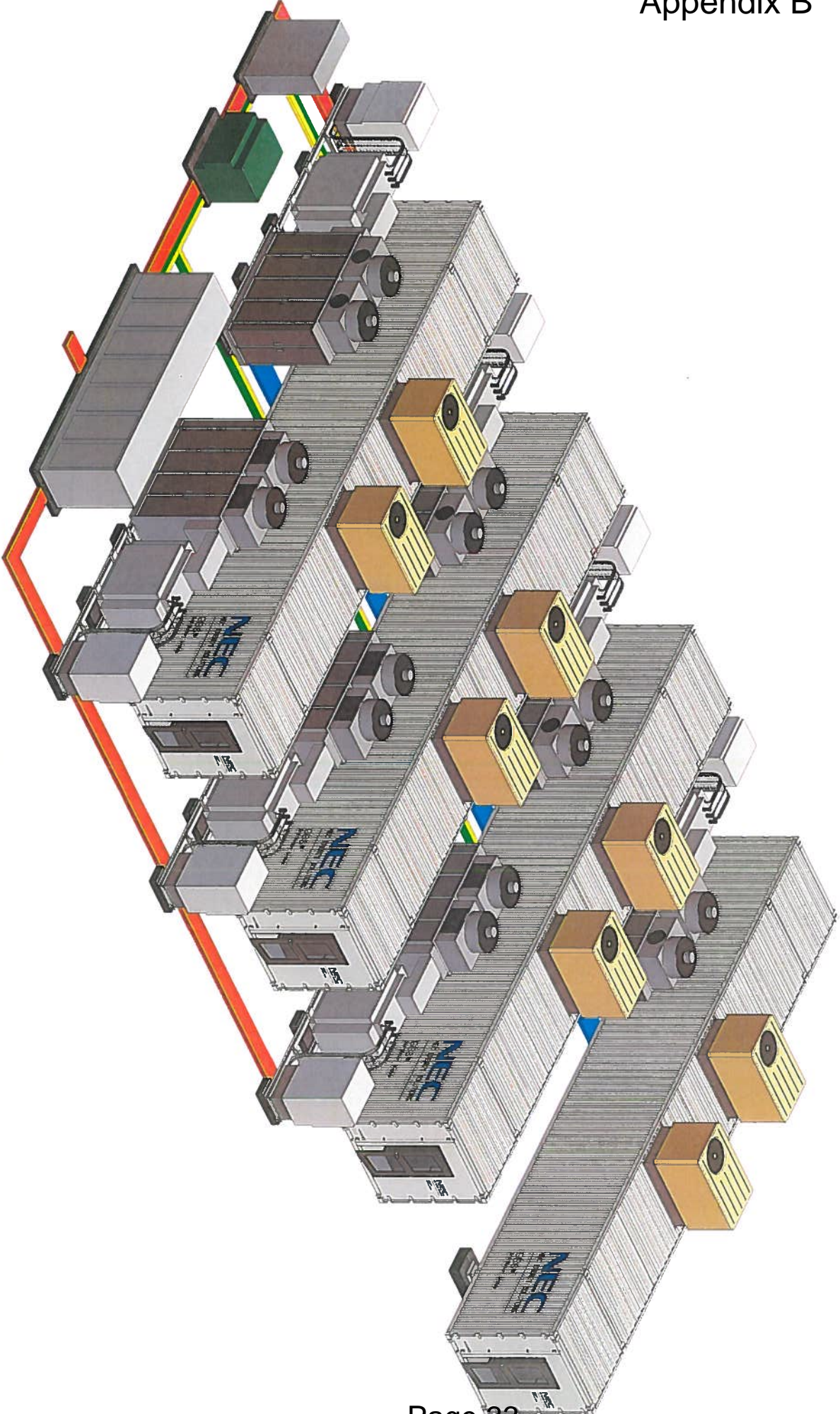
Name: Chris Leslie – Commercial Manager

Telephone: 01277 312500

E-mail: christopher.leslie@brentwood.gov.uk



This page is intentionally left blank



This page is intentionally left blank

Appendix C

Appendix C contains exempt information and is therefore not publicly available.

This page is intentionally left blank

6 February 2018

Policy, Projects and Resources Committee

Medium Term Financial Plan 2018/19 – 2020/21

Report of: *Jacqueline Van Mellaerts, Financial Service Manager (Deputy Section 151)*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1 The Medium Term Financial Plan (MTFP) considered by Policy, Projects and Resources Committee on 29 November 2017 gave Members an update on the various significant changes that would impact on the Council's financial position. Particular issues highlighted, relevant to the General Fund & HRA included the phasing out of the Revenue Support Grant (RSG), changes to the New Homes Bonus & the Business Rates Retention schemes.

The fundamental principles of the Council's MTFP are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the 'Vision for Brentwood'.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

1.2 This report considers:

- (i) The General Fund budget proposals for 2018/19 to 2020/21.
- (ii) The Housing Revenue Account (HRA) budget proposals for 2018/19 onwards.
- (iii) The Capital Programme 2018/19 to 2020/21.
- (iv) The Treasury Management Strategy for 2018/19.

2. Recommendations

General Fund:

- 2.1 To approve the General Fund - Revised MTFP for 2018/19 as shown in Table 9 which includes the proposed savings target, presenting a zero net Funding Gap for 2018/19.

Housing Revenue Account (HRA)

- 2.2 To approve the HRA Business Plan for 2018/19 and beyond as shown in Appendix C of this report.
- 2.3 To approve a 1% decrease in rents for 2018/19 and for the following year.
- 2.4 To recommend to apply the formula rent to all new tenancies from April 2018/19.

Capital programme

- 2.5 To approve the Existing and New Schemes of the proposed Capital Programme for 2018/19 to 2020/21 as set out in Tables 16 and 17 of this report.

Treasury Strategy

- 2.6 To approve the Treasury Management Strategy as set out in Section 12 of this report.

Section 151 Officer's Assurance Statement

- 2.7 To note the Section 151 Officer's Assurance Statement as set out in Section 13 of this report.

3. Introduction and Background

3.1 The financial pressures that face Local Government are well known. Despite these pressures however, the Council remains committed to both the maintenance of service delivery and providing community outcomes that enhance the quality of life for the residents of Brentwood.

3.2 The challenges that Brentwood face, from a finance perspective, are clearly shown in “**Table 1 – Financial Position Statement**”

This table indicates the following results:-

- Table 1A – Summary of funding position reported 4 March 2015
- Table 1B – Summary of funding position reported 2 March 2016.
- Table 1C – Summary of funding position reported 1 March 2017.
- Table 1D - Summary of funding position in this report.

3.3 The transformation that the Council is undergoing is both radical and moving at pace. It is maintaining a focus on our residents needs and delivering a legacy for the future. Projects such as the Town Hall Hub and refurbishment, the Town Centre (incorporating William Hunter Way), the delivery of the Local Development Plan (LDP) are being delivered whilst the Council is continuing to work with existing and new partners, and is constantly looking at ways to improve its offering to residents. A key element of this will be the leveraging of the Council's assets and the long-term return it expects, this during an uncertain economic period.

3.4 A comparison of the working balances in Table 1 for the four years (2017/2018: 2018/2019: 2019/20: 2020/21) show the positive result of the Council's ability to turn around what is an unprecedented period in the financial life of Brentwood Borough Council. As an example of this, the reduction in government funding since 2015/2016 to that estimated to be received in 2018/19 is £2 million.

3.5 Further evidence of strong financial management is that, in March 2016, the Council was looking at a working balance for 2018/19 of a negative £3.6million. Work undertaken since March 2016, means that we are expecting to be delivering a working balance at the end of 2018/19 of £3.1million. An improvement of £6.7million. Most importantly our services continue to be improved, examples of this are:

- a. The Planning, Development Management, department is now ranked 7th in the UK, and 1st in Essex.
- b. Our Environmental Health Department is ranked in the top 3, nationally
- c. We have won awards for our partnership work in Revs and Bens

- 3.6 The Council will continue to strive to introduce projects (many of which have commenced) to improve further the financial position of the Council. The Council still works towards achieving a more robust financial position as it moves forwards to self financing by adapting to changes in circumstances and making adjustments which are necessary.

Table 1 – Financial Position Statement

Table 1A – Summary of funding position reported 4 March 2015.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000	£'000
Funding Gap	697	878	1,164	-	-	-
Working Balance c/fwd	3,447	1,919	755	-	-	-

Table 1B – Summary of funding position reported 2 March 2016.

	2015/16 Estimated Outturn £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	200	1,291	2,323	3,391	-	-
Working Balance c/fwd	3,961	2,370	(303)	(3,694)	-	-

Table 1C – Summary of funding position reported 1 March 2017.

	2015/16 Outturn £'000	2016/17 Estimated Outturn £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	194	285	283	1,537	2,044	-
Working Balance c/fwd	3,965	3,380	2,629	1,021	(1,023)	-

Table 1D – Summary of funding position in this report.

	2015/16 Outturn £'000	2016/17 Outturn £'000	2017/18 Estimated Outturn £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	194	0	274	0	385	298
Working Balance c/fwd	3,965	3,742	3,118	3,118	2,733	2,435

Contents

Section	Contents
4	Vision for Brentwood 2016/2019
5	Budget 2018/19 and Medium Term Financial Plan to 2020/21
6	Council Tax Base and Collection Rate
7	Collection Fund
8	General Fund Revenue Budget
9	Council Tax Referendum and Council Tax
10	Housing Revenue Account
11	Capital Programme
12	Treasury Management Strategy
13	Section 151 Officer's Assurance Statement
14	Council Tax Requirement
15	Reasons for Recommendations
16	Implications
17	Appendices to this Report

4. Vision for Brentwood 2016/2019

4.1 Vision for Brentwood is the main strategic planning document, providing a framework for the delivery of services for 2016/17 to 2018/19. It is a clear statement of the Councils' priorities for the coming year.

- **Environment and Housing Management** – We will find new ways of working with partners and embrace the support of communities, to enhance the cleanliness of our environment and maintain the attractiveness of our Borough. We will work to ensure our housing stock is managed so that it delivers comfortable and safe homes for our tenants that are efficient and sustainable.
- **Community and Health** – Brentwood is fortunate to benefit from a range of vibrant groups and organisations that enhance and support the local community. The Council will work with local businesses, community groups and the voluntary sector to ensure the future wellbeing of our Borough.
- **Economic Development** – Our superior locational advantage and entrepreneurial spirit means that Brentwood is fortunate to have a strong economic foundation. In partnership with key local and regional business organisations, we can harness that force to promote the Borough, encourage a mixed economy and support sustainable development.
- **Planning and Licensing** – A new Local Development Plan will shape the way our Borough will change over the next fifteen years. We will continue to work in partnership with others and work hard to get the best outcome and achieve a good balance for residents and businesses in a way that celebrates Brentwood's unique history and quality of life; both within the Borough and influencing the outcome of regional developments that will affect Brentwood residents. Our licensing policies will regulate businesses to ensure public safety and minimise environmental nuisance caused by their activities.
- **Transformation** – Between 2016 and 2019 the way the Council looks and works will be transformed. We will continue the drive to make it easier for customers to access services and information, cut out bureaucracy that doesn't add value and make sure taxpayers' money is even more wisely spent. We will explore new income generating ideas and opportunities. We will have services delivered by those best placed to deliver excellence and value-for-money, whilst holding onto and enhancing our role, duties and powers as local council and community leader.

5. Budget 2018/19 and Medium Term Financial Plan to 2020/21

- 5.1 At its meeting on 29 November 2017, the Policy, Finance and Resources Committee received information on initial funding and proposals for the MTFP. In accordance with the Budget and Policy Framework.
- 5.3 The information set out in this enclosure represents the financial expression of the Council's Vision for Brentwood Plan over the next three years based on a backdrop of significant financial pressures.
- 5.4 The 2017/18 half yearly budget monitoring has been used for the forecast outturn position and this has been reflected in the reserves position as at 31 March 2018 set out in this report. Any variation from this at the year end will be reported to Policy, Projects and Resources Committee in June 2018 with recommendations from the Section 151 Officer regarding any surplus or deficit balances.

Demographic Changes

- 5.5 Between 2004 and 2016, the population across Brentwood increased by 8.9%. This compares to an average increase of 9.14% across the whole of England.
- 5.6 According to the Office for National Statistics, the projection for 2014 to 2024 is that Brentwood will grow by a further 8.1% to give a projected population of 81,724 by 2024.
- 5.7 According to the Office for National Statistics, the unemployment rate in the UK fell to 1.9% for December 2017. This compares to an unemployment rate across Brentwood of 0.8%.
- 5.8 An analysis of the number of Housing Benefit (HB) and Local Council Tax Support (LCTS) claimant numbers for Brentwood is shown in Table 2.

Table 2 – Number of Claimants for Brentwood for HB & LCTS

	March 2015	March 2016	March 2017	March 2018 Estimate
Housing Benefit	3,024	2,919	2,859	2,642
Local Council Tax Support	3,751	3,522	3,479	3,268

2018/19 Provisional Local Government Finance Announcement

5.9 The Provisional Local Government Finance Settlement for 2018/19 was announced on 19 December 2017. This covered the consultation on local government finance settlement for 2018/19 with indicative figures provided until 2019/20. Key issues from the announcement are outlined below:

- The 2018/19 New Homes Bonus remains based on 4 years from 2018/19 with the scheme only rewarding growth in homes above 0.4% per annum. Previous figures were only indicative however there has been no change to allocation.
- The government has published a consultation paper “Fair funding review: a review of relative needs and resources”. The Secretary of State stated the result of the review will be introduced in 2020/21 and future years settlements.
- In September 2017, the government invited authorities to bid for pilot status for 100% Business Rates Retention for 2018/19. Following a competitive process, 10 authorities have been awarded pilot scheme, which does not include Brentwood Council, alongside an expanded London Pilot.
- A consultation will take place in Spring 2018 regarding the current £153m in negative RSG funding that remains in the 2019/20 funding allocations as a Top Up/Tariff Adjustments.
- There has been an increase to the referendum limit for Council Tax from 2% to 3%

Revenue Support Grant

5.10 As announced in December 2015, Revenue Support Grant (RSG) will be phased out entirely by 2019/20. This will ‘pave the way for the implementation of 100% business rate retention’ and will assess the main income streams available to local government. The RSG allocations previously announced at 2016/17 settlement are unchanged. Brentwood’s allocation was as follows.

Table 3 – Government Funding

	2017/18	2018/19	2019/20 Indicative
	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil
Tariff/Top-Up adjustment	Nil	(52)	(370)
TOTAL	233	(52)	(370)

- 5.11 However, due to the approach taken in making the reductions to RSG, the top up/tariff adjustments have hit high tax base/high tax rate authorities. The current settlement announcement has removed the negative RSG for 2018/19, leaving only the adjusted amounts for 2019/20.

Table 3a – Government Funding

	2017/18	2018/19	2019/20 Indicative	2020/21 Indicative
	£'000	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil	Nil
Tariff/Top-Up adjustment	Nil	Nil	(370)	(370)
TOTAL	233	Nil	(370)	(370)

- 5.12 A consultation will take place in Spring 2018 regarding 'negative RSG'. The outcome of this consultation will feed into the 2019/20 local government finance settlement. The purpose is to look into a fair and affordable option for dealing with Negative RSG.
- 5.13 There has been no forecasts announced yet for years 2020/21 and beyond. Until the results of the consultation are received, it has been assumed that 2019/20 will also continue into 2020/21.
- 5.14 The Council is part of the Essex Wide Pool for Business Rates in 2017/18. The pool consists of eleven Essex local authorities including Essex County Council, Essex Fire Authority and eight Borough and District Councils. By pooling, any levy payments that would have been made to Central Government in relation to business rate growth can be saved and distributed to the members of the Pool. No additional income has been budgeted for in 2018/19 due to the uncertainty of the pool position, and any surplus/deficits are monitored in year.

Business Rates Retention

- 5.15 The Business Rates retention figure represents the Council's share (40%) of the total amount collected from local businesses, less a tariff payment to central government. The estimated amount for 2018/19 is outlined in Table 4. It is assumed that we will retain a similar amount in future years. These amounts include a provision for losses resulting from any successful appeals by rate payers against the rateable value of their properties. Appeals are dealt with by the Valuation Office Agency and their success or failure is beyond the Council's control.

Table 4 – Estimated Business Rates Retention

	2017/18 Indicative	2018/19 Indicative	2019/20 Indicative	2019/20 Indicative
	£'000	£'000	£'000	£'000
Business Rates Retention	1,798	2,220	2,220	2,220

- 5.16 The increase in Business Rates Retention from 2017/18 to 2018/19 is mainly due to:
- 3% increase in the business rates multiplier, partly offset by an increased tariff payment to the Essex Business Rates Pool
 - an increase in the S31 Grant relating to small business rates relief.

New Homes Bonus Grant

- 5.17 The New Homes Bonus was introduced from 2011/12 as a financial incentive and reward for housing growth. The grant is based on a national average Council Tax value of additional homes including any properties brought back into use. There is also an additional premium for affordable homes. The Bonus Grant was intended to be payable for 6 years.
- 5.18 The grant for 2018/19 onwards is based upon 4 years and the scheme will now also only reward growth in homes above 0.4% per annum.
- 5.19 For 2018/19, the Council is due to receive £0.410m in New Homes Bonus Grant. The profile of the Grant payments is outlined in Table 5:

Table 5 – New Homes Bonus Grant

	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19 Est	19/20 Est	20/21 Est
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Yr 1	255	255	255	255	255	255				
Yr 2		214	214	214	214	214				
Yr 3			330	330	330	330	330			
Yr 4				416	416	416	416			
Yr 5					241	241	241	241		
Yr 6						167	167	167	167	
Yr 7							1*	1	1	1
Yr 8								1	1	1
Yr 9									1	1
TOTAL	255	469	799	1,215	1,456	1,623	1,155	410	170	3

* This figure has been reduced as a result of the top slicing decision announced in December 2016, to fund social care authorities

- 5.20 The New Homes Bonus Grant remains a flexible, non ringfenced fund for Local Authorities to spend as they deem appropriate. This could include:
- Re-investing in housing or infrastructure.
 - Support for local services or facilities.
 - General financial support to hold down Council Tax levels.

5.21 Since its introduction in 2011/12, the Council has used the New Homes Bonus Grant to support the General Fund Budget. For 2018/19, the Council will continue to treat the grant funding as general financial support.

Total Government Funding

5.22 A table summarising the Medium Term Financial Plan's Total Government funding arising from the Local Government Finance Settlement since 2015/16 and Business Rates is shown in Table 6

Table 6 – Summary of Government Funding

	2015/16 Actual £'000	2016/17 Actual £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Revenue Support Grant	1,259	710	233	Nil	Nil	Nil
Tariff-Top Up Adjustment	Nil	Nil	Nil	Nil	(370)	(370)
News Homes Bonus	1,460	1,625	1,155	410	170	3
Total	2,719	2,335	1,388	410	(200)	(367)
Business Rates Retention	1,867	1,751	1,798	2,220	2,220	2,220
Total	4,586	4,086	3,186	2,630	2,020	1,853

5.23 Since 2015/16 to 2020/21 Government Funding without including Business Rates Retention shows a reduction of £3m, highlighting the continuous financial pressures the Council has been facing,

6. Council Tax Base & Collection Rate

- 6.1 Under section 33 of the Local Government Finance Act 1992 (as amended) and supporting Regulations, the Council must make an annual calculation of its tax base. The tax base is the total number of properties on which Council Tax will be charged expressed as a Band D equivalent, after allowing for discounts, exemptions and losses on collection. The method of calculation is prescribed in the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 6.2 The tax base is used in the calculation of the Council Tax Requirement, to produce the standard amount of Council Tax for a Band D property, in relation to both the Borough and the major precepting authorities.
- 6.3 As in previous years, the calculation of the tax base has been amended to take account of the Local Council Tax Support (LCTS) Scheme. The replacement of Council Tax Benefit with LCTS effectively reduces the tax base as LCTS is provided as a discount against the Council Tax liability rather than a rebate which was previously repaid to the Council via Government Subsidy.
- 6.4 The impact of LCTS, has, in part, been offset by the approved changes to the discounts and exemptions awarded to empty homes. The resultant tax base for 2018/19 is 32,592.60 (agreed by the Deputy Section 151 Officer on 7 December 2017 under delegated authority). This compares to a figure of 32,084.1 for 2017/18. An assumed growth of 0.5% has been included within the MTFP for future years.
- 6.5 The calculation of the Council Tax Base for a given year includes an assumption of the percentage of amounts due which are actually collected. The forecast collection rate has been assumed as 99% and has been incorporated within the Medium Term Financial Plan calculations.

Note - Please see Section 9 for Council Tax increase implications.

7. Collection Fund

Council Tax

- 7.1 Following a calculation of the income and expenditure in the Collection Fund relating to Council Tax for this year, it is estimated that there will be an accumulated surplus of £1,035,000 to be distributed in respect of Council Tax by 31 March 2018. Table 7 shows how this will be distributed.

Table 7 – Estimated Collection Fund Surplus Distribution

Authority	Amount £
Brentwood Borough Council	124,959
Essex County Council	761,876
Police and Crime Commissioner	102,538
Essex Fire Authority	45,826

- 7.2 The Council must take the amount of £124,959 into account when it sets its element of the Council Tax for 2018/19.
- 7.3 This transaction is covered by legislation. Since the Council Tax receipts collected have exceeded our forecast there is additional income. This has to be shared amongst all precepting authorities in accordance with their original precept value (for Brentwood Borough Council that equates to about 12%). This amount must then be included within the budget for 2018/19 to reduce our Council Tax Requirement for that year.

Retained Business Rates

- 7.4 It is estimated that there will be a deficit of £750,000, of which Brentwood Borough Council's share is £300,000.

Table 8 – Estimated Business Rates Collection Fund Deficit Distribution

Authority	Amount £
Brentwood Borough Council	300,000
Essex County Council	68,000
Essex Fire Authority	7,000
Central Government	375,000

8 General Fund Revenue Budget

Position Statement

8.1 Overall Revenue Forecast Position to 2020/21 is covered herein

8.2 The summary revenue budget and forecast to 2020/21 is outlined in Table 9.

Table 9 – Summary Revenue Budget & Forecast to 2020/21

	2017/18 Estimated Outturn £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Total General Fund Net Expenditure	9,769	9,897	9,851	9,950
Total Funding	(9,486)	(8,360)	(7,807)	(7,644)
Original Funding Gap	283	1,537	2,044	2,306
Current Pressures	157	877	936	969
Funding/Anticipated Savings	-	(1,378)	(1,410)	(1,954)
Revised Funding Gap	274	1,036	1,798	1,691
Less: Net Savings Targets	-	(1,036)	(1,413)	(1,393)
Net Funding Gap	274	0	385	298
Working Balance b/fwd	3,742	3,118	3,118	2,733
Funding Gap	274	0	385	298
Less: Earmarked spend on balances	350	Nil	Nil	Nil
Working Balance c/fwd	3,118	3,118	2,733	2,435

* Earmarked spend from working balances relates to William Hunter Way. Town Hall Project model is built into current pressures/savings.

8.3 The projected outturn for 2017/18, after projected savings targets, of £274k (or 2.68% of net expenditure) there has been no major movement as reported to this Committee on 29 November 2017.

Pressures

8.4 The current pressures for the Medium Term Financial Plan are outlined in Table 10.

Table 10 – Current Pressures

Description	2017/18 £'000	2018/19 £'000
Apprenticeship Levy	22	22
Insurance Premium Tax	52	58
Employer Pension Contribution	-	268
Inflation Rates to 3%	23	61
Trade Waste Disposal	60	70
Computing Costs	-	24
Contracted Service	-	30
Loss of Investment income	-	57
Collection Fund deficit	-	175
Recycling Credit Income	-	22
Managed/Contracted Service	-	90
TOTAL	157	877

- 8.5 Apprenticeship Levy: The Government introduced a new scheme in 2017/18 to encourage employers to invest in apprentices. The Council can claw this pressure back as a resource to provide training through the levy, but the levy paid to HMRC will be a growth on the existing MTFP. The Councils proposes to fund the cost of the apprentices within existing vacancies and budgets.
- 8.6 Insurance Premium Tax: This increased to 12% from June 2017 which now needs to be implemented within the Councils MTFP.
- 8.7 Employer Pension Contributions: Employer contributions have increased from 14.2% to 17.1%. This came into effect from April 2017 which now needs to be implemented within the MTFP. This figure is indicative to date and could be alleviated through future vacancy factors.
- 8.8 Inflation Rates to 3%: currently the Council has provided inflationary budgets at 1.5%, this needs to be in line with the current rate of inflation to avoid pressures within the MTFP.
- 8.9 Trade Waste Disposal: There are current in year pressures for disposal of waste.
- 8.10 Computing Costs: As part of the Town Hall Redevelopment, cloud working has been invested to allow the transition to remote and improved working.
- 8.11 Contracted Service: The Council has entered into an arrangement with Epping Forest council for Corporate Fraud.

- 8.12 Loss of investment Income: Internal Borrowing to fund the capital program means returns on surplus cash will decrease, even with growth in interest rates.
- 8.13 Collection fund Deficit: This is explained in Section 7 Collection Fund.
- 8.14 Recycling Credit income: As the demand for recycling drops, the price per tonne fluctuates and is expected to decrease.
- 8.15 Managed Service: Planning and Environmental Services management is provided by Thurrock Council. Investment in this has seen the Council's national ranking significantly increase as the service is improved. Plus growth with current service arrangement for growth in costs.

Funding/anticipated savings

- 8.16 The current increase in funding and anticipated savings are outlined in Table 11

Table 11 – Increase in Funding/Anticipated Savings

	2017/18 £'000	2018/19 £'000
Increase in Council Tax Base (assumes no increase in Council Tax)	Nil	(62)
Parking Charges Income	(95)	(400)
NNDR Income	(100)	-
Service Review	-	(17)
Discretionary Grant reductions	-	(39)
Procurement Savings	-	(52)
Negative RSG	-	(52)
Fees & Charges	-	(222)
Town Hall	-	(14)
Capital financing costs	-	(98)
Business Rates Retention	-	(422)
TOTAL	(195)	(1,378)

- 8.17 Council Tax Base: It is estimated that the Council Tax base will increase by around 348 Band D equivalent properties than what was forecast for 18/19. The impact of this will be an increase in income of around £62k to that already budgeted for in the MTFP report agreed on 1 March 2017, future years Tax Base are then forecasted from this position.
- 8.18 Parking Income: By implementing recent parking orders from committee reports approved in July and September, the Council can now include a savings target for parking income into the MTFP.

- 8.19 NNDR Income: Projected saving on reduction to levy payments to the Essex wide Business Rates Pool. Due to the uncertainty of the pool position this is annually considered as a one-off saving.
- 8.20 Service Review: Savings regarding the new HR and Payroll contract.
- 8.21 Discretionary Grants: Parish grant, as previously discussed to be removed completely. Parish grant has been cut on a gradual basis. Reduction in other grants such as Thames Chase and Women's Refuge as service no longer provided.
- 8.22 Procurement Savings on contract management by identifying the needs of the Council and reducing the costs. This is for line rental, stationary and repairs and maintenance on Council assets.
- 8.23 Negative RSG: As announced in the Local Government Finance Settlement, negative RSG will not be charged while a consultation is ongoing.
- 8.24 Fees & Charges: Fees and charges have been increased for 2018/19 and the MTFP assumes growth in the Fees and Charges of 3% whether that is increase in charges or volume.
- 8.25 Town Hall: The build for the town Hall should be completed by 2020, the increase is due to income expected to be received for the Hub as well as commercial space. Also recognised is the full years saving for Business Rates and other associated costs.
- 8.26 Capital financing Costs: Reduction in Minimum Revenue Provision as less borrowing needed to fund the capital program.
- 8.27 Business Rates: Additional Income is forecasted to be received in Section 31 Grants and a 3% increase in the Multiplier has increased the Business Rates Base position.
- 8.28 Council Tax: Members should note that if a decision is made to increase the Council Tax by the amount permitted without having a referendum, (which currently is an increase of up to 3% or £5 (whichever is the higher figure) for a Band D property), this would provide additional income and also increase the Council's base budget position by £174k in 2018/19.

Addressing the Revised Funding Gap

- 8.29 The MTFP provides the framework with which the Council will achieve its aspirations.
- 8.30 The Council will continue to explore opportunities to identify and secure additional income with which to support services, it is clear that there is also the opportunity to balance its budget through the strict management of expenditure levels and securing efficiencies.
- 8.31 Services need to continue to drive through efficiencies and continually review their working practices and operations to try and make them as efficient as possible.
- 8.32 An enormous amount of effort has gone into securing this position for the Council. As an example, in March 2016 the Council was looking at a working balance for 2018/19 of a negative £3.6million. Work undertaken since March 2016, means that we are expecting to be delivering a working balance at the end of 2018/19 of £3.1million. An improvement of £6.7million. Most importantly our services continue to be improved.
- 8.33 Other key areas that are being developed are:
- Commercialisation and the generation of income from the Council's assets.
 - Depot Strategy.
 - Town Centre Strategy. Plans are underway to redevelop and stimulate the local economy in the town centre.
 - Leisure Strategy.
 - Asset Development Program.
- 8.34 Officers will continue to work with the administration to identify other opportunities during the year to bridge the funding gap.

Pay Awards

The Council is not part of any national terms and conditions for local government employees. Most commonly known as NJC pay scale.

These pay scales are results of negotiations between trade unions and Local Government Association.

Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees. Local negotiations around pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels, affordability and any national award.

Based on this a 1% pay award has been built within the MTFP for all years from 2018/19.

Due to the Council's improved financial position for 2016/17, it was agreed that the staff were to receive a one-off bonus of 1% at Ordinary Council in 18th October 2017. To recognise the work that had gone in to achieving a better financial position than forecasted.

1% pay award is reflected with the current MTFP as suitable increase in these uncertain financial times. The pay award will be reviewed annually and discussed with relevant representatives.

Working Balances and Reserves

- 8.37 Section 32 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their Council Tax Requirement.
- 8.38 The Section 151 Officer is responsible for providing advice so that decisions taken on reserves represent proper stewardship of public funds. Reserves should be set at a level at least sufficient to meet any unexpected increase in expenditure or shortfall in income in the ensuing year that cannot be met from within the approved budget. Any decision that fails to take into account his advice may require a report to be made to the Council under Section 114 of the Local Government Finance Act 1988.
- 8.39 Section 25 of the Local Government Act 2003 includes a duty on the Section 151 Officer to report, at the time the Council Tax is set, on the robustness of the budget calculations as well as the adequacy of the Council's reserves and other matters (see Section 13 'Section 151 Officer's Assurance').
- 8.39 The Act also provides an enabling power for the Secretary of State to specify a statutory minimum level of reserves (Section 26 of the 2003 Act). The level of reserves is also a factor the External Auditor will consider in appraising the Council's financial standing. In providing advice to the Council on the level of reserves, the Section 151 Officer has also had regard to professional guidance provided by CIPFA.
- 8.40 These safeguards are further reinforced through detailed scrutiny by our External Auditors, which includes a methodology to assess the financial performance and standing of the authority.
- 8.41 When reviewing medium term financial plans and preparing annual budgets, Members should consider the establishment and maintenance of reserves. These may be held for three main purposes:
- (i) As a working balance to help cushion the impact of unexpected budgetary pressures.

- (ii) As a contingency to cushion the impact of significant unexpected events or emergencies – for example, the Contingency Reserve can be used only for specific purposes approved by full Council.
 - (iii) As a means of building up funds to meet known or predicted requirements and again to prevent significant fluctuations in net budget cost between years (earmarked reserves).
- 8.41 General Fund reserves consist of a number of earmarked reserves, together with an unallocated general reserve.
- 8.42 All reserves and balances form part of the General Fund but the Housing Revenue Account balance is specifically 'ring fenced' for use in connection with that account.
- 8.43 In addition to the cash-backed reserves described above, local authorities maintain a number of other reserves in the Balance Sheet. Some are required for statutory reasons and others reserves are required to comply with proper accounting practice. In either case these balances are not available for investment.
- 8.44 As part of the budget approved in March 2017, a minimum General Fund Working Balance of £2.2m was agreed. In accordance with best practice, an annual risk assessment is undertaken to check the level required for 2018/19. This assessment has been assessed alongside the Council's strategic Risk register. Revised calculations, supported by an Internal Audit review, show that the assessed level should remain at £2.2million.
- 8.45 Although this report on adequacy of reserves is specific to 2018/19, the Council should bear in mind that adequacy should also be judged against longer-term plans.
- 8.46 The Council is currently predicting the continuation of significant financial pressures every year with the General Fund Reserves further depleted during 2020/21. Whilst it is not permissible or feasible for the Council to rely on the use of reserves on an ongoing basis to balance its budget, it may apply reserves as part of a short term strategy to manage, for example, a period of transition during which efficiency savings are identified to provide a longer term solution. Until the budgets for each year are balanced it is prudent for the Council to maintain a level of reserves in excess of the minimum recommended level.
- 8.47 In addition to the General Fund Working Balance, the Council keeps a number of Earmarked Reserves on the Balance Sheet. These Reserves are required in order to comply with proper accounting practice, whilst others have been created to earmark resources for known or predicted liabilities. The balance of these Reserves as at 1 April 2017 was around £4.956 million. A list of the Earmarked Reserves is attached as Appendix A.

Fees and Charges 2018/19

- 8.48 Proposed Fees and Charges have been taken to the appropriate Council Committee during the financial year 2017/18. The agreed fees and charges have been collated together for information to form Brentwood Borough Councils Fees and Charges Schedule attached as Appendix B.

Contract Register

- 8.49 The Council has a statutory obligation to publish contracts. Government guidance suggests that over £5,000 is a reasonable value. A Contract register is maintained to enable all officers to be involved in procurement to check if there is already a contract for their requirement. This also supports supplier rationalisation and obtaining best value.
- 8.50 The Contract Register can be accessed from the Councils intranet by all officers and Councillors.

9. Council Tax Referendum and Council Tax

- 9.1 As part of the 2011 Localism Act, Council Tax Capping in England has been abolished and replaced by new powers for residents to approve or veto excessive tax increases through a referendum. If the residents vote against the increase, the Council will have to revert to a Council Tax level that is compliant with the Government's proposed increase.
- 9.2 Following the Provisional Local Government Settlement 2018/19 announced in December 2017 the Council Tax referendum limit has increased from 2% to 3%. For 2018/19 Councils Tax can now increase by £5 or 3% (whichever is the higher limit). This will apply to categories of authority set out by the referendum principals report which include Borough Councils.
- 9.3 Members are reminded that the Provisional Local Government Settlement 2018/19 announced in December 2017 assumes that Councils will increase Council Tax levels. By increasing the Council Tax by the £5 or 3% and applying the same increase in future years the Council would be able to increase income as well as its budget base by:

Table 12 – Council Tax Increase options

Year	1% Increase in Council Tax	2% Increase in Council Tax	£5 Increase in Council Tax	3% Increase in Council Tax
2018/19	58	116	163	174
2019/20	116	233	327	349
2020/21	175	350	491	525

- 9.4 Parish Councils are not subject to the referendum limit. The government indicated, in the technical consultation on the 2018/19 Local Government Finance Settlement, that it was reviewing whether Parish councils are demonstrating restraint in setting their local precept. In the provisional settlement, the government announced it will defer the setting of referendum principals for three years.

10. Housing Revenue Account (HRA) Budget 2018/19

- 10.1 The HRA is the budget operated by the Council which contains the income and expenditure of services connected with the Council's Housing Landlord role.
- 10.2 The main source of income into the HRA is the rental income from the properties let by the Council. These rents are calculated by reference to a Government formula which provides a target rent for the Council's properties to reach over a period of time.
- 10.3 From April 2012, a new system in Self Financing came into force for local authority social housing.
- 10.4 Self Financing represents a significant change in the way the Council's housing stock is funded. In principle, it gives more local accountability and responsibility for the operation of the Council's housing stock. The key elements of Self Financing are:
- The Government calculated a level of debt based on a 30 year assessment on expenditure, which was transferred to the authority to compensate the Government for the end of the subsidy scheme. For Brentwood, this was assessed at approximately £64.4million. We have borrowed to service this debt.
 - Councils have full responsibility for the maintenance and development of the housing stock and also the servicing of the debt.
 - A sum for depreciation of the stock is required to be included in the accounts.
- 10.5 The method of setting rents has changed in the Government's summer budget 2015. As part of the new Welfare Reform and Work Bill 2015/16 it was announced that rents in the social housing sector will be reduced by 1% a year for the next four years.

Service Charges

- 10.6 **Tenant Service Charges** - Historically, the Council has increased tenant service charges through a 'rolling reconciliation'. The 'rolling reconciliation', compares the previous year's actual to the budgeted figure. The under/over recovery is then passed onto the tenant in the following year. This ensures service charges are cost recovered. Tenant service charges have been updated in line with the Service Charge policy agreed at Community, Health and Housing committee 18th September 2017.
- 10.7 **Leaseholder Service Charges** - These are levied by the Council, to recover the costs the Council incurs in providing services to a dwelling. The way in which the service charge is organised is set out in the leaseholder's lease or tenancy agreement and therefore they will be calculated accordingly.

Fees and Charges – Recharging Policy

- 10.8 On the 23 September 2015 the Environment and Housing Committee approved the new recharge policy. Previously recharges for Housing services have only

been recovered on an ad hoc basis. This has led to the council subsidising some of the costs, which is ultimately passed on to the Council.

10.9 In addition to reviewing discretionary services, Officers have also reviewed the services the Council pays for, which are deemed rechargeable, but the Council is currently subsidising. It is hoped that the introduction of the re-charging policy, for these services will encourage tenants to be more aware and also more responsible for their property and actions within their property.

10.10 Prices have been calculated with the following price mechanism:

- 2018/19 – Cost price less 20%
- 2019/20 – Cost price less 15%
- 2020/21 – Cost price less 10%

Each year the percentage deducted will decrease by 5% until the full cost price is recovered.

10.11 The schedule of the fees and charges were agreed at the Community, Health and Housing Committee of 4 December 2017 and are attached as Appendix B.

Projected Outturn 2017/18

10.12 The estimated outturn for the HRA Fund is a potential surplus £450k as at 31 March 2018 which is in line with the original budget for 2017/18 which projected a surplus of £450k. The anticipated surplus will deliver a working balance at the end of the financial year of £2.106 million and an earmarked reserve balance of £2.970 million.

10.13 The HRA budget for 2018/19 indicates a surplus of £117k. The key variations from the budget are:

- The budget for Repairs and Maintenance has decreased by £350k. A reflection of contract management between council and the contractor.
- Employee Costs for General Management have decreased by 118k based on the new housing structure.
- Loss of Supporting people Grant of £105k.
- Dwelling Rent Income decreases by £249k taking into consideration the government rent decrease proposed within this report as well as the reduction in income due to the sales of council dwellings.
- Depreciation charge has increased by £46k this is used to fund the capital program. In addition to this more revenue £669k is to be contributed to the Affordable Housing Development Program to fund that capital project.

HRA Working Balance

- 10.14 The HRA working balance must continue to be managed so that it provides the flexibility to manage unexpected demands and pressures without destabilising the Council's overall financial position. The level of the Working Balance should provide a reasonable allowance for unquantifiable risks or one off exceptional items of expenditure that are not covered within existing budgets. The Working Balance can also be used to act as a source of pump priming investment and/or to deliver "invest to save" projects.
- 10.15 General guidance and practice amongst other authorities varies. Options include a percentage of total income, and a set value per Council Dwelling. However, individual risk assessments undertaken at a local level are considered best practice.
- 10.16 The Working Balance can be used to correct inflation assumptions, increase capital spend, repay debt early or to fund new HRA capital projects.
- 10.17 The average working balance for the period 2018/19 to 2020/21 is expected to be £1.9 million. This is deemed for the Council as an acceptable, assured level of balances.

Earmarked Reserves

- 10.18 In addition to the HRA Working Balance, the Council keeps three HRA Earmarked Reserves on the Balance Sheet. These Reserves are as follows:
- Council Dwellings Investment Fund – this reserve receives an annual contribution from the HRA (as outlined in the Business Plan), to support future investment in the Council's housing stock. The anticipated balance in this reserve as at 31 March 2018 is £2.570 million. The MTFP assumes voluntary annual contributions of between £100k to £500k per annum for the period 2017/18-2020/21 as long as it is affordable.
 - Repairs and Maintenance Reserve – this reserve receives a contribution regarding any under spends from Repairs and Maintenance in Year, to support future work outlined from the stock condition survey. The anticipated Balance of this reserve as at 31 March 2017 is £400k.

Rent Levels

- 10.19 For the last six years, the Council has held a consultation process both with our tenants in general, and with Tenant Talkback in particular, so that the views of our tenants are taken into account in this important decision.
- 10.20 As part of the government summer budget 2015, rent policy changed and all social housing rents for General Need Housing are to decrease by 1% from 2016/17 until 2019/20 inclusive.
- 10.21 Under this rent policy, the main changes are:
- Current rents to reduce by 1% from 2016-17 to 2019-20
 - Formula Rents can still be applied to all new tenancies, these must also reduce by 1% from 2016-17 to 2019-20
- 10.22 The rent year for 2018/19 will commence on 2 April 2018 and finish on 1 April 2019. It will be a 52 week rent year.
- 10.23 The Rent Model for 2018/19 applies the Governments assumptions as part of the new Welfare Reform and Work Bill 2015/16.
- 10.24 From 2020/21 the Government is proposing to allow Councils to increase rents by CPI + 1%. This is a welcomed response from Council's nationwide as it gives Council's the stability and certainty it needs to build more desperately needed new homes and to invest in their existing homes and services for tenants

Self Financing Settlement

- 10.25 On 28 March 2012 the Council borrowed £64.166 million from PWLB (Public Works Loan Board) in order for the HRA to become Self Financing as the subsidy system was being demolished. The Council profiled this borrowing over 6 loans ranging from lengths of 5 years to 30 years.
- 10.26 Table 13 shows the profiles of the loans that the Council holds regarding the Self Financing Debt

Table 13 - Profile of HRA Loans

Loan Amount	Number of Years Held	Date Repayable	Interest %
5,000,000	10	28/03/2022	2.4
10,000,000	15	28/03/2027	3.01
15,000,000	20	28/03/2032	3.3
15,000,000	25	28/03/2037	3.44
14,166,000	30	28/03/2042	3.5

10.27 The HRA Business Plan from 2012/13 had been setting aside monies from surplus cash, to repay the loans. As at 31 March 2017 the amount set aside is £1.6 million. The Council repaid £5 million on 28/03/2017, leaving the total loans outstanding at a value of £59.166 million

10.28 On average, the HRA was setting aside £1.5 million a year to repay back the above loans. With the decrease in rental income as well as the HRA contributing its surplus money towards funding the capital programme and affordable housing development scheme, the HRA can no longer set aside £1.5 million for voluntary loan repayment. The HRA therefore, will continue to set aside some money as long as it is affordable to the HRA.

Currently the business plan assumes the outstanding loans will not need to be re-profiled and that the HRA can still afford to fund the proposed capital and Affordable Housing development Program. However, any additional works needed from the capital program or Affordable Housing Program will need to be funding by borrowing.

10.29 The need for additional borrowing will be reviewed on an annual basis and reflected in the reviewed Business Plan for the HRA.

Housing Rents

10.30 The average proposed decrease for Housing Properties in 2018/19 is 1% and the average rent decrease is £0.92 per resident.

10.31 If the rents are charged at the model's current calculation then the gross income will be £11.624m (2017/18 £11.906m). The allowance for properties empty ("Voids") between letting will be 0.5%, therefore the expected Void budget will be £58k (2017/18 £59k).

10.32 Based on the current rent policy, the HRA rental income decreases by £249k in 2018/19.

10.33 The Analysis of Rent increases/decreases have been outlined in Appendix D.

Tenant Service Charge Policy

10.34 The proposed rent decreases do not include service charges – specific additional charges for tenants primarily of flat blocks, relating to the provision of specific services, such as heating, communal lighting and caretaking.

10.35 A review on service charges has been carried out during 2017/18 in order to inform the charging policy going forward.

10.37 Government guidance suggests service charges should not be increased by more than CPI + 1%. This guidance has been included in the service charge review.

HRA Business Plan

10.38 The HRA Business Plan has been updated with the recommendations proposed in this report. A sensitivity analysis has been carried out to ensure the robustness of the 30 year plan. A summary is attached in Appendix C.

10.39 The following assumptions have been taken into account when considering the revised Business Plan:

- The financial viability of the HRA.
- Delivering a repairs capital programme of an average £1.2m for 2018/19 and the following 2 years after. It is then assumed an average annual capital programme will be £2.9m after 2020/21
- Delivering an Affordable Housing Development Programme in addition to the Decent Home Capital programme. This averages at £4.395m for 2018/19 and 2019/20 and £2 million from 2020/21 onwards. This programme is also dependent on the number of right to buy sales made.
- No allowance has been made for growth bids.
- Affordability for tenants.
- The 1% decrease has been applied to rental income for the next year and then rental income is to be increased from 2020/21 by CPI + 1%.

11. Capital Programme

- 11.1 This section considers the Capital Programme and supporting Strategy for the period 2018/19 to 2020/21.
- 11.2 Capital expenditure is defined as expenditure incurred on the acquisition or creation of assets needed to provide services, for example, houses, vehicles or buildings. There is a clear distinction between capital expenditure and revenue expenditure with the latter relating to spend or investment on the day to day running of services.
- 11.3 The Capital Programme sets out the medium term investment proposals, together with the identified sources of funding. The Capital Programme supports the Capital Strategy which is aligned to the priorities of the Council.

Funding the Capital Programme

- 11.4 The key sources of funding for the Capital Programme are as follows:
- **Capital Receipts** – capital receipts arising from the sale of assets contribute to resources available to fund the Capital Programme. As there is a significant degree of uncertainty in the level and timing of the capital receipts, a pre-requisite for managing capital investment is that these are kept under close review to minimise the risk of possible exposure to unplanned borrowing with its potential adverse impact on revenue.
 - **Capital Grants** - the Council receives a variety of external funding, normally in the form of capital grants, which are either secured via a bidding process or are automatically allocated through Government departments or agencies for specific purposes.
 - **Leasing** – Local Authorities may fund capital expenditure by way of a finance lease, where all the risks and rewards of ownership are transferred to the lessee. Where appropriate, leasing is considered as a funding option and as with borrowing the revenue consequences need to be considered. It is important to ensure that there is adequate revenue budgetary provision to meet any future leasing liabilities. In addition the International Financial Reporting Requirements (IFRS) are such that most leases are classified as finance leases and therefore treated as capital expenditure.
 - **Prudential Borrowing** – the Council has freedom to undertake borrowing to finance capital expenditure so long as it is prudent, affordable and sustainable. The Council must consider and meet the whole costs associated with borrowing and be mindful that the interest charges in particular must be funded from the General Fund.

- **Section 106 Contributions** – under Section 106 of the Town and Country Planning Act Local Authorities are able to negotiate financial contributions from developers towards the cost of the provision of off-site infrastructure, facilities and/or services. These contributions need to be reasonably related to the development which is the subject of the planning application. Where applicable these will be applied to support capital investment.

Housing Revenue Account

- 11.5 In previous years 75% of proceeds from Right-to-Buy (RTB) sale of Council Dwellings were paid into a national pool run by the Department of Communities and Local Government (DCLG). The receipts were then redistributed to those authorities with the greatest housing needs as identified by regional housing boards. The remaining receipts were used to fund capital works in the authority.
- 11.6 On 2 April 2012, the pooling arrangement changed. Ministers confirmed delivering the new homes would be through Local Authorities retaining receipts to spend in their area.
- 11.7 Brentwood entered into an agreement with the Secretary of State for Communities and Local Government to retain the additional RTB receipts on 26th June 2012.
- 11.8 The key principles of the agreement are as follows:
- The Secretary of State agrees to allow the authority to retain additional RTB receipts to fund the provision of replacement stock.
 - The Secretary of State will allow the authority three years (from commencement of agreement) to invest the receipts before asking for the money to be returned if they have not been invested.
 - The agreement does not require a local authority to complete the building of a home within 3 years.
 - The agreement requires an authority to have incurred expenditure that is no more than 30% of the total spends on replacement stock.
 - Replacement could be one of 3 ways – newly built Council homes, acquiring houses on the open market or provision of grants to Housing Associations to build new homes.
 - Brentwood Council agrees to return any unused receipts to the Secretary of State with Interest.

11.9 A summary of the Retained Receipts for 2017/18 is outlined in Table 14.

Table 14 – Retained Receipts for 2017/18

2017/18	April to Jun	July to Sep	Oct to Dec	Jan to March	Total
Number of RTBs	3	3	4	3	13
Total Value (£'000)	406	441	611	406	1,864
Average Value (£'000)	135	147	153	135	143
Value of RTB Retained (£'000)	193	66	346	193	798
Expenditure required (£'000)	645	220	1,153	645	2,663
Date to be spent by	30/06/20	30/09/20	31/12/20	31/03/21	

11.10 The last quarter in 2018/19 is an estimated figure which is based on three sales completed and that is likely to be completed before the end of the financial year. The current estimated balance of retained receipts as at 31 March 2018 is £2,656,095.

11.11 A forecast of Retained Receipts is outlined in Table 15.

Table 15 – Retained Receipts Forecast

	2018/19	2019/20	2020/21	2021/22
Sales	6	6	6	6
Projected Income (£'000)	950	950	950	950
Projected Retained (£'000)	600	600	600	600
Expenditure required (£'000)	2,000	2,000	2,000	2,000

11.12 It is assumed that sales will begin to flat-line; therefore, an estimate of 6 RTB sales per year has been incorporated. However, the amount of RTB's the Council receives is dependent on the independent market and can change year on year.

11.13 The Business Plan also assumes that the 70% additional costs will come from the HRA earmarked reserve or revenue funding. However, there is the possibility of using Section 106 Contributions which have the provision of Affordable Homes as part of the conditions. If the program cannot be fully funded by revenue or Section 106 contributions, then the HRA will borrow to fund the remaining project. The need to borrow is reviewed on an annual basis along with the 30 year business plan.

- 11.19 Following on from the Revised Capital Programme reported on 29th November 2017 Policy, Projects and Resources meeting. Table 16 outlines the Existing investment proposals for 2018/19 to 2020/21.
- 11.20 The existing schemes do not include projected carry forwards from 2017/18. Any slippage on the Capital Projects will be decided once the final outturn 2017/18 is confirmed and referred back to Committee.

Table 16 – Capital Programme 2018/19 to 2020/21 – Existing Schemes

Description	2017/18 Estimated £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Town Hall Remodelling	1,673	4,703	3,919	-
Parking Scheme at Brentwood & Shenfield	-	-	-	-
Vehicle & Plant Replacement Programme	175	175	175	-
King Edward Road	-	-	-	-
Waste Transfer Station	335	-	-	-
Disabled Facilities Grant	250	250	250	250*
Warley Playing Fields – Sports Pavilion	2	-	-	-
Play Area Refurbishments	20	-	-	-
Multi Storey Car Park	124	1,900		-
ICT Strategy	100	100	100*	100*
Car Park Improvements	-	-	-	-
Leisure Strategy	-	-	-	-
Asset Improvements	145	100	-	-
Parks Infrastructure Improvements	70	-	-	-
Cemetery Infrastructure Improvements	100	-	-	-
ICT - Azure & Skype Implementation	80	-	-	-
ICT - End User Device Implementation	60	-	25	-
CRM Project	41	-	-	-
Renaissance Group	39	-	-	-
Cemetery Headstones	33	20		-
Home Repair Assistance Grant	30	30	30	30*
Irrigation to Golf Course	30	-	-	-
PCI compliance Project	10	-	-	-
Noise, Nuisance Recorder System	8	-	-	-
CCTV System Upgrade	5	5	-	-
Open Space Incursions	25	-	-	-
Asset Development Program	481	-	-	-
Mascals park (S106)	7	-	-	-
TOTAL GENERAL FUND	3,673	7,283	4,499	380
HRA Decent Homes	1,055	921	1,021	1,520
New Homes Build	3,313	1,479	7,310	1,730
TOTAL HRA	4,368	2,400	8,331	3,250

*Existing Schemes on Rolling Programmes

11.20 The Council will continue its investment in its Housing Stock (estimated at £3.5 million over the next 3 years). HRA decent homes has been realigned with the current requirement of the Housing Stock. Until the data from the Stock condition Survey is inputted and extrapolated to inform a new detailed capital program to maintain and improve the current standard of the Council housing stock.

11.21 Any final Slippage to the projects that is required, will be reviewed and funded from Capital Receipts as originally budgeted.

11.22 New Capital bids received from service managers have been reviewed by senior officers and are listed in Table 17

Table 17 – Capital Programme 2018/19 to 2020/21 – New Schemes

Description	2018/19	2019/20	2020/21
	£'000	£'000	£'000
Asset Development Program	4,429	6,042	5,000
Open Space Incursions	25	-	-
Cemeteries Infrastructure	100	-	-
Parks Infrastructure	100	-	-
Azure Optimisations	50	-	-
Unified Communications	100	-	-
TOTAL NEW SCHEMES	6,804	6,042	5,000

11.21 Assuming all of the New Schemes are approved, the total investment for the three year programme will be £44 million and the funding sources are outlined in the Table 18

Table 18 - Capital Programme 2017/18 to 2020/21 – Funding Sources

	2017/18	2018/19	2019/20	2020/21
	Estimated £'000	£'000	£'000	£'000
General Fund	3,673	14,087	10,541	5,380
HRA	4,368	2,400	8,331	3,250
Total capital expenditure	8,211	16,487	18,872	8,630
Financed by:				
Capital Receipts (GF)	(3,587)	(864)	(330)	(130)
Capital Receipts (HRA)	(994)	(444)	(2,192)	(519)
Revenue contributions (HRA)	(1,511)	(1,035)	(5,118)	(1,211)
Government grants	(250)	(250)	(250)	(250)
S106 agreements (HRA)	(815)	-	-	-
HRA business plan	(1,055)	(921)	(1,021)	(1,520)
Borrowing	-	(12,973)	(9,961)	(5,000)
Total Financing	(8,211)	(16,487)	(18,872)	(8,630)

11.22 The proposals above exclude any property acquisitions/developments where a business case can demonstrate that a capital investment can be converted to a revenue income stream. The Council currently has sufficient headroom to allow for borrowing of this nature, but each case would be the subject of a report and business case.

12. Treasury Management Strategy

12.1 This report presents the Treasury Management Strategy for 2018/19. It covers two main areas:

- a) Capital issues
 - the Council's capital plans and the prudential indicators
 - the minimum revenue provision (MRP) policy
- b) The Council investment policy and strategy

12.2 CIPFA defines treasury management as:
"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

12.3 The Council is required to receive and approve the following documents:-

- a) An annual treasury management strategy (this document)
- b) A mid-year review of treasury activity
- c) A year-end report on treasury activity

Treasury management consultants

12.4 The Council uses Link Asset Services (LAS) as its external treasury management advisor and much of the content of this report closely follows their advice. The Council recognises, however, that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon its external service providers.

12.5 It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Capital Prudential Indicators 2018/19 – 2020/21

12.6 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the following prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

12.7 Capital Expenditure. This indicator is a summary of the Council's capital expenditure plans and how they will be financed. This is covered in Table 18.

- 12.8 The Council's borrowing need (the Capital Financing Requirement).
The Capital Financing Requirement (CFR) is the total historic outstanding capital expenditure not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need.
- 12.9 There is a steady increase in the CFR up to 2020/21, which is due to the requirement for new internal and external borrowing to fund the Town Hall project, and the provision of finance to other projects. The increase is partly offset as funds are set aside for the repayment of debt. Members are requested to approve the CFR projections below:

Table 19 – Capital Financing Requirement Projections

	2017/18 Estimated Outturn £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
General Fund	11,166	24,005	33,569	37,924
HRA	61,598	61,098	60,598	60,098
Total CFR	72,764	85,103	94,167	98,022
New borrowing	0	12,973	9,961	5,000
Debt repayment provision	(500)	(635)	(897)	(1,145)
Increase/(decrease) in CFR	(500)	12,339	9,064	3,855

Minimum Revenue Provision Policy

- 12.9 The Council is required by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 to calculate a level a provision for the repayment of debt liability that it considers to be prudent, known as the Minimum Revenue Provision (MRP). The regulations also require the full Council to approve an MRP policy in advance of each financial year. These regulations and supplementary guidance recommend four options for the calculation of the provision.
- 12.10 The Council has recently commissioned LAS to carry out a review of its MRP policy. Subject to the outcome of this review, the Council is recommended to approve the continuation of the following MRP policy:
- for capital expenditure incurred before 1 April 2008, or for any new capital expenditure incurred in the future up to the limit of the Council's supported borrowing, minimum revenue provision will be provided for in accordance with existing practice outlined in the pre-2008 regulations (option 1), which provides for an approximate 4% reduction in the borrowing need each year
 - for all unsupported borrowing from 1 April 2008, MRP will be based on the estimated life of the assets (option 3), which provides for a reduction in the borrowing need over the assets' lives.

Any revisions to this policy resulting from the MRP review will be taken to Council for approval.

- 12.11 There is no requirement on the HRA to make a minimum revenue provision but under HRA reform there is a requirement to charge depreciation on its assets, which will have a revenue effect. The HRA business plan will need to fund this depreciation over the life of the assets.

Borrowing Strategy and Prudential Indicators 2018-19 to 2020-21

Current borrowing position

- 12.12 The Council's treasury portfolio position at 31 March 2017, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Table 20 – Current Borrowing Position

	2016/17 Actual £'000	2017/18 Estimate Outturn £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
External borrowing:					
At 1 April	66,690	64,690	61,690	71,893	81,854
Change in year	(2,000)	(3,000)	10,203	9,961	5,000
At 31 March	64,690	61,690	71,893	81,854	86,854
CFR	73,257	72,764	85,103	94,167	98,022
Under borrowing	(8,567)	(11,074)	(13,210)	(12,313)	(11,168)

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes. The Council complied with this prudential indicator in the current year and does not envisage difficulties for the future.

- 12.13 Operational Boundary for External Debt. This is the limit beyond which external debt would not normally be expected to rise. It is proposed that this set at the CFR plus an allowance of £5m for any short-term borrowing needs.

Table 21 - Operational boundary for external debt

	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate

	£'000	£'000	£'000	£'000
CFR	72,764	85,103	94,167	98,022
Short term borrowing needs	2,000	5,000	5,000	5,000
Operational boundary	74,764	90,103	99,167	103,022

12.14 Authorised Limit for External Debt. This is the maximum level of borrowing that the Council is permitted to hold. It is proposed that this be aligned set at the operational boundary plus £3m for any future long-term liabilities.

Table 22 - Authorised limit for external debt

	2017/18 Estimate £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
Operational boundary	74,764	90,103	99,167	103,022
Long term liabilities	3,000	3,000	3,000	3,000
Authorised limit	77,764	93,103	102,167	106,022

Debt Rescheduling

12.15 It is not envisaged that any debt rescheduling will take place during 2018/19.

Policy on borrowing in advance of need

12.17 Any external borrowing by the Council will not be in excess of or in advance of its needs purely to profit from the investment of the additional sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Interest rate forecasts

12.18 LAS's interest rate forecasts are set out below.

Table 23 – LAS's Base Rates & PWLB Borrowing Rates

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Since then, borrowing rates have eased back again somewhat. Apart from that, there has been little general trend in rates during the current financial year.

Affordability Prudential Indicators

12.19 Ratio of Financing Costs to Net Revenue Stream.

These provide an indication of the impact of the Council's capital investment plans on the Council's overall finances. They measure the cost of borrowing, net of investment income, against the net revenue stream, i.e. the Council's funding from business rates, council tax and any residual general grant funding from central government. They also show the income from new schemes financed from borrowing and the ratio taking this income into account.

Table 24 - Ratio of General Fund Financing Costs to Net Revenue Stream

General Fund	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Financing costs (£000)	(3)	52	102	547	710
Net Revenue Stream (£000)	10,283	9,646	8,361	7,955	7,814
Ratio	-0.03%	0.54%	1.23%	6.88%	9.08%
Income from new schemes			1,288	1,484	1,367
Ratio including new income			1.06%	5.80%	7.73%

12.20 The following table is the comparative indicator for the HRA, measuring the financing costs against the income stream from dwelling rents.

Table 25 - Ratio of HRA Financing Costs to Net Revenue Stream

HRA	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Financing costs (£000)	3,500	2,397	2,412	2,412	2,412
Dwelling rents (000)	11,993	11,878	11,746	11,629	11,629
Ratio	29.18%	20.18%	20.53%	20.74%	20.74%

Treasury prudential Indicators for debt

12.21 The following debt related treasury activity limits are intended to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates.

12.22 Upper limits on fixed and variable interest rate exposures.

Table 26 - Upper limits on fixed and variable interest rate exposures

	2018/19	2019/20	2020/21
Fixed interest rate exposures	100%	100%	100%
Variable interest rate exposures	20%	20%	20%

12.23 Maturity Structure of Borrowing

The purpose of this indicator is to reduce the Council's exposure to large amounts of debt falling due and requiring repayment or refinancing. This ensures that the Council's repayments are affordable.

Table 27 - Maturity Structure of Borrowing

	Proportion of Borrowing

	Lower Limit	Upper Limit
Under 12 months	0%	10%
12 months and within 24 months	0%	10%
24 month and 5 years	0%	20%
5 year and within 10 years	0%	20%
10 years and above	0%	100%

Investment Strategy

Investment policy

12.24 The Council's investment policy has regard to The Ministry for Housing, Communities and Local Government Guidance on Local Government Investments and the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017. The primary investment priorities of the Council are:

- a) the security of its capital
- b) liquidity of its portfolio, i.e. keeping funds readily available for expenditure when needed.

Durational limits and creditworthiness policy

12.25 To determine the duration of investments with bank and building societies, the Council will use the creditworthiness service provided by Link Asset Services. This service employs a modelling approach utilising credit ratings from the three main credit rating agencies, Fitch, Moody's and Standard & Poor, supplemented by other information. The model indicates the relative creditworthiness of counterparties and recommends a maximum duration for investments with them. The Council will follow these recommended durations, up to a maximum duration of one year. The Link Asset Services model does not apply to local authorities, with which the maximum duration for investments will also be one year.

Investment Strategy

12.26 The Council will continue its approach of investing the majority of its funds in parcels of £1-£2m with UK banks and building societies on a rolling 6-12 month basis. This provides liquidity of funds and access to higher interest rates than shorter term investments.

Investment instruments and limits

12.27 Table 28 summarises the investment instruments available to the Council during 2018/19, and the respective credit rating, value and durational limits that will apply:-

Table 28 – Proposed Investment Instruments

Instrument	Minimum short term credit rating	Minimum long term credit rating	Maximum value of investment	Maximum duration of investment
Term Deposits with UK Local Authorities	N/a	N/a	£5m per local authority	1 year
Term deposits or notice accounts with UK banks	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per bank	1 year
Term deposits with banks part nationalised by the UK Government (currently Royal Bank of Scotland & NatWest)	Minimum credit ratings not required as long as these banks continue to be part nationalised		£5m per bank	1 year
Term deposits with UK Building Societies	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per Building Society	1 year
Debt Management Account Deposit Facility (DMADF)	N/a	N/a	Unlimited	6 months (DMADF imposed time limit)
Ultra Short/Short Dated Bond Funds	1.25	1.25		
Treasury Bills issued by the UK Government	N/a	N/a	Unlimited	1 year
Money Market Funds CNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds LVNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds VNAV	N/a	AAA	£5m per fund	Liquid
Certificates of Deposit issued by UK institutions	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per institution	1 year

12.28 All investments will be transacted in UK Sterling, and all investments will be with UK financial institutions only.

12.29 The monetary limits included in the investment strategy does not apply to balances on our suite of current accounts provided by Lloyds Bank plc. As a result, we may operate from time to time with monies held with Lloyds Bank marginally above the investment limits shown because of these current account balances. The Council endeavours to keep balances of no more than £2m on its current accounts.

Ultra Short/Short-Dated Bond Funds

12.30 These are pooled investment vehicles where risk is diversified because of the spread of investments. They are a potential new investment instrument for the Council, and a selection process will be undertaken should to ensure that the most suitable fund is chosen, if officers consider that it is worthwhile pursuing them.

Investment returns expectations

12.31 The Bank Rate is forecast to stay flat at 0.50% until quarter 4 2018 and not to rise above 1.25% by quarter 1 2021. Bank Rate forecasts for financial year ends (March) are:

- 2017/18 0.50%
- 2018/19 0.75%
- 2019/20 1.00%
- 2020/21 1.25%

12.32 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

- 2017/18 0.40%
- 2018/19 0.60%
- 2019/20 0.90%
- 2020/21 1.25%

Specified and not specified investments

12.33 Specified investments are high security, high liquidity investments in sterling with high credit quality and a maturity of no more than one year. All of the instruments identified in Table 28 meet the definition of specified instruments.

12.34 Non-specified investments are any other type of investments, one of their characteristics being that their duration is over one year, which is in excess of the Council's maximum duration. The Council will therefore not use non-specified investments during 2018/19.

MiFID II (Markets in Financial Instruments Directive II)

12.35 These are European Union rules regulating the provision of financial instruments and financial advisory services to clients of financial services companies, that came into effect on 3 January 2018. Under the previous rules, local authorities were classified as professional clients. Under MiFID II, local authorities are

classified by default as retail clients. In the case of Brentwood, this reclassification applied to its relationship with Link Asset Services and the broker firms that the Council uses to arrange fixed term deposits. Along with most of the local authority sector, the Council has chosen to opt-up to elective professional status.

- 12.36 Fixed term deposits are not classified as designated investment business under MiFID II, and therefore the MiFID II obligations with regards to classifications do not apply to the existing relationship between the Council and the banks and building societies with which it invests. If the Council chooses to use other instruments in 2018/19 that are within the scope of MiFID II, it would need to opt-up to professional status in order to access these instruments.

Section 151 Officer's Assurance

General Fund

- 13.1 Section 25 of the Local Government Act 2003 requires that, when the Council is considering next year's budget and Council Tax levels, the Council's Section 151 Officer must report on:
- The robustness of the estimates, and
 - The adequacy of the proposed financial reserves.
- 13.2 The estimates are considered to be robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and fees and charges income.
- 13.3 Net saving proposals of £1.036 million have been anticipated for 2018/19 to ensure that the Council has a balanced budget position.
- 13.4 Potential risks in respect of the budget and their estimated impact on the projections have been undertaken and have been used to inform the levels of reserves required.
- 13.5 A list of the Council's Earmarked Reserves is attached at Appendix A. The levels of reserves are considered to be adequate to fund the planned expenditure identified by the Council.
- 13.6 Deciding how and when to utilise the General Fund Working Balance and Earmarked Reserves is a matter to be determined locally depending on the priorities of the Council. However, it is my opinion that there is a requirement for maintaining the current reserve levels and a minimum working balance at £2.2 million during 2018/19. This will continue to be kept under review.

Housing Revenue Account (HRA)

13.8 Section 25 of the Local Government Act 2003 also requires that, when the Council is considering the HRA budget and rent levels, the Council's Section 151 Officer must report on:

- The robustness of the estimates, and
- The adequacy of the proposed financial reserves.

13.9 The estimates are considered robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and income.

13.10 The budget includes planned contributions to the reserves which will provide resources for investment and debt repayment requirements.

14. Council Tax Requirement 2018/19

14.1 The full Council Tax resolution is included as a separate report

15. Reasons for Recommendation

15.1 The Council is required to approve the Budget as part of the Budget and Policy Framework.

16. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager (Deputy Section 151)

Tel & Email 01277 312829 / Jacqueline.vamellaerts@brentwood.gov.uk.

16.1 The financial implications are set out in the report.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer.

Tel & Email 01277 312860 / daniel.toohey@brentwood.gov.uk.

16.2 The Council is obliged by Section 151 of the Local Government Act 1972 to make proper arrangements for the management of its financial affairs. It is consistent with sound financial management and the Council's obligation under Section 151 of the Local Government Act 1972 for the Council to adopt and monitor a medium term financial plan. The medium term financial plan informs the budget process and may be viewed as a related function.

16.3 The report provides information about risks associated with the medium term financial plan and the budget. This is consistent with the Council's obligation to make proper arrangements for the management of its financial affairs. It is also consistent with the Council's obligation under the Accounts and Audit (England) Regulations 2011 to have a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

17 Appendices to this report

Appendix A – Earmarked Reserves

Appendix B – Fees and Charges Schedule

Appendix C – HRA Business Plan

Report Author Contact Details:

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager (Deputy Section 151)

Tel & Email: 01277 312829 / jacqueline.vanmellaerts@brentwood.gov.uk

Appendix A

Earmarked Reserves

Reserve	Balance as at 01/04/2017	Amounts in/(out) 2017/18	Amounts in/(out) 2018/19	Amounts in/(out) 2019/20	Amounts in/(out) 2020/21
Balance B/F		7,856	7,039	3,935	3,729
Asset Management	165				
Brentwood Community Fund	9				
Brentwood Community Hospital	45				
Building Control	83	(23)			
Community Alarms	291	(191)	(10)	(10)	(10)
Community Rights Grants	38				
Duchess Of Kent/Nightingale	334	(12)	(12)	(12)	(12)
Economic Development	40				
Electoral Registration	43				
Funding Volatility	722	135	(472)	(184)	(91)
Neighbourhood Plan	26				
Organisational Transformation	1,653	(736)	(75)		(220)
Planning Delivery Grant	228	(170)			
Preventing Homelessness	38	110	(58)		
Public Consultation	5				
Civic Dinner	2				
New Burdens Grant	0				
Land at Hanover House	16				
Housing benefit Subsidy	150				
Pension Reserve	177				
Dunton Hills Development	229				
Health and Wellbeing	26				
Waste Management	636				
Council Dwellings Investment Fund	2,500	70	(2,477)		
Repairs & Maintenance Reserve	400				
Balance C/F	7,856	7,039	3,935	3,729	3,396

This page is intentionally left blank



Fees and Charges Schedule

2018/19

Contents

	Page
<u>Key</u>	2
<u>Environment and Enforcement</u>	
Cemeteries	4
Waste Management - Refuse	5
Office Accommodation	6
Other Environmental Health Services	7
<u>Community Health and Housing</u>	
Community Initiatives and Partnerships	9
Golf Course	10
Open Spaces	11
Community Alarms	13
Homelessness	14
HRA - Estates	15
HRA - Repairs	16
HRA - Leaseholders	17
Other Environmental Health Services	18
<u>Policy Projects and Resources</u>	
Parking	20
Parking - Season Tickets	22
<u>Planning and Licensing</u>	
Land Charges	24
Licensing	25
Building Control	30
Planning - Application Fees	33
Planning - Pre-application Advice	35
Planning - Design Panel Review	36

Key to VAT

- S - Standard Rate - 20%
- Z - Zero Rate - 0%
- E - Exempt from VAT
- O - Outside the scope of VAT

Key to Fee

- S - Statutory
- D - Discretionary

ENVIRONMENT AND ENFORCEMENT

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: CEMETERIES

CHARGING AREA: CEMETERIES

Note - Maintaining of graves is usually standard rate VAT, but as the council has published rules on the type of memorial governing, the charge is outside scope. A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.

Purchase of Exclusive Rights of Burial for 50 years (previously 100 years)

All Graves and vaults	O	D	779.00	779.00	997.00	997.00
Cremated Remains Plot	O	D	322.00	322.00	396.00	396.00

Non-Brentwood Resident is ten times the above charges

Interment Fees

Graves dug down for one or two	E	D	566.00	566.00	724.00	724.00
Additional charge for dig down to 9ft	E	D	140.00	140.00	179.00	179.00
Cremated Remains Plot	E	D	114.00	114.00	140.00	140.00
Child under 12 years	E	D	283.00	283.00	362.00	362.00
Child under 1 year	E	D	0.00	0.00	0.00	0.00

Non-Brentwood Resident is two times the above charges

Option to Extend Exclusive Rights of Burial for a further 25 years (previously 50 years)

All Graves and vaults	O	D	192.00	192.00	198.00	198.00
Cremated Remains Plot	O	D	96.00	96.00	99.00	99.00

Non-Brentwood Resident is ten times the above charges

Chapel hire at London Road and Woodman Road

	E	D	53.00	53.00	55.00	55.00
--	---	---	-------	-------	-------	-------

Monuments

Monument/Inscription approval fee	O	D	130.00	130.00	134.00	134.00
Additional charge for kerbed monuments	O	D	66.00	66.00	134.00	134.00

Other Charges

Deed Transfer	O	D	56.00	56.00	58.00	58.00
Search of Burial Records	O	D	0.00	0.00	0.00	0.00

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: WASTE MANAGEMENT

CHARGING AREA: REFUSE

<u>Dog waste and litter bin emptying</u>							
Empty dog waste/litter bins	Per Empty	S	D	2.70	3.24	2.75	3.30
<u>Domestic Refuse Collection</u>							
Special Collections - Charge per item	Min 2 Items	O	D	10.50	10.50	10.80	10.80
Biodegradable sacks for garden waste per wrap of 10		O	D	3.00	3.00	3.10	3.10
Biodegradable sacks for garden waste per wrap of 100		S	D	225.83	271.00	232.50	279.00
Garden Waste Bin hire per annum - including fortnightly emptying (DD/online payment customers)		O	D	46.00	46.00	50.00	50.00
Hire of 770, 940 and 1100 litre Container		S	D	95.00	114.00	97.83	117.40
Hire of 240 litre Wheelie Bin		S	D	30.00	36.00	30.92	37.10
Hire of 360 litre wheelie bin		S	D	40.00	48.00	41.17	49.40
<u>Residual Trade Waste Collection</u>							
1280 litre Container		O	D	21.00	21.00	21.50	21.50
1100 litre Bin		O	D	19.00	19.00	19.50	19.50
940 litre Bin		O	D	17.50	17.50	17.90	17.90
770 litre Bin		O	D	15.50	15.50	15.90	15.90
360 litre Bin		O	D	10.50	10.50	10.80	10.80
240 litre Bin		O	D	9.00	9.00	9.30	9.30
Prepaid Residual Sacks (25)		O	D	52.50	52.50	53.80	53.80
Extra collection (£25 plus collection charge per container)		O	D	25.00	25.00	25.60	25.60
<u>Trade Glass Collection</u>							
Bulk Containers - guide price per container per emptying							
940 and 1100 litre Bin		O	D	12.00	12.00	12.30	12.30
240 litre Bin		O	D	8.00	8.00	8.20	8.20
<u>Trade Dry Recycling Collection (including Separated Cardboard)</u>							
Bulk Containers - guide price per container per emptying							
1280 litre Container		O	D	12.50	12.50	12.80	12.80
1100 litre Bin		O	D	12.00	12.00	12.30	12.30
940 litre Bin		O	D	11.00	11.00	11.30	11.30
770 litre Bin		O	D	9.50	9.50	9.70	9.70
360 litre Bin		O	D	8.50	8.50	8.70	8.70
240 litre Bin		O	D	8.00	8.00	8.20	8.20
Prepaid Recycling Sacks (25)		O	D	25.00	25.00	25.60	25.60

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: OFFICE ACCOMMODATION

CHARGING AREA: WEDDINGS & ROOM HIRE

*Due to the Town Hall Project - Bookings for Committee rooms and Weddings at the Town Hall will only be taken up until August 2017
Bookings for Weddings will recommence in November 2017 at Seven Arches Road*

Committee Room Hire (Town Hall)

Council Chamber Half Day	S	D	200.00	240.00	N/A	N/A
Council Chamber Full Day	S	D	400.00	480.00	N/A	N/A
Committee Rooms 1 & 2 Half Day	S	D	100.00	120.00	N/A	N/A
Committee Rooms 1 & 2 Full Day	S	D	200.00	240.00	N/A	N/A
Meeting Room 1 Half Day	S	D	50.00	60.00	N/A	N/A
Meeting Room 1 Full Day	S	D	100.00	120.00	N/A	N/A

Weddings (Town Hall)

Council Chamber Wed - Thurs	S	D	207.50	249.00	N/A	N/A
Council Chamber Friday	S	D	261.67	314.00	N/A	N/A
Council Chamber Saturday	S	D	311.67	374.00	N/A	N/A
Committee Rooms Wed - Thurs	S	D	133.33	160.00	N/A	N/A
Committee Rooms Friday	S	D	187.50	225.00	N/A	N/A
Committee Rooms Saturday	S	D	236.67	284.00	N/A	N/A

Weddings (from November 2017)

Seven Arches Road - Thursday	E/S	D	133.33	160.00	170.00	187.00
Seven Arches Road - Friday	E/S	D	187.50	225.00	235.00	260.00
Seven Arches Road - Saturday	E/S	D	236.67	284.00	295.00	326.90

* Please note fees for wedding ceremonies are administered by County Council and include the registrar fee
VAT only applies to the room hire element, which is the only element received by Brentwood Council

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

Dog Control

Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	68.00	68.00	70.00	70.00
Kennelling Costs (per day)	O	D	13.32	13.32	14.00	14.00

Other Charges

Copy of Food Premises Register (single entry)	O	D	2.00	2.00	2.00	2.00
Copy of Food Premises Register (complete)	O	D	110.00	110.00	110.00	110.00
Level 2 CIEH Food Hygiene/Health & safety	E	D	67.00	67.00	67.00	67.00
Contaminated Land Search Enquiries	O	D	111.00	111.00	115.00	115.00

ASB, Crime and Policing Act 2014

Breach of Community Protection Notice	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00
Breach of Public Spaces Protection Order	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00

Environmental Protection Act 1990

Failure to provide a waste transfer note	O	D	300.00	300.00	300.00	300.00
Littering	O	D	80.00	80.00	80.00	80.00
Dog control offences	O	D	80.00	80.00	80.00	80.00

Clean Neighbourhoods and Environment Act 2005

Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details	O	D	80.00	80.00	80.00	80.00
------------------------------------------------------------------------------------------------	---	---	-------	-------	-------	-------

Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016

Fly-tipping	O	D	400.00	400.00	400.00	400.00
-------------	---	---	--------	--------	--------	--------

Pollution Prevention and Control Act 1999*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2018 are subject to change*

Standard Process	O	S	1,650.00	1,650.00	1,650.00	1,650.00
Reduced fee activities	O	S	99.00	99.00	99.00	99.00
Mobile screening and crushing plant	O	S	1,650.00	1,650.00	1,650.00	1,650.00

Annual Subsistence Charge*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2018 are subject to change*

Standard process Low Risk	O	S	772.00	772.00	772.00	772.00
Standard process Medium Risk	O	S	1,161.00	1,161.00	1,161.00	1,161.00
Standard process High Risk	O	S	1,747.00	1,747.00	1,747.00	1,747.00
Reduced fee activities Low Risk	O	S	79.00	79.00	79.00	79.00
PVR I & II combined	O	S	113.00	113.00	113.00	113.00
Mobile screening and crushing plants	O	S	646.00	646.00	646.00	646.00

Food Safety

Food Hygiene Courses	E	D	67.00	67.00	67.00	67.00
----------------------	---	---	-------	-------	-------	-------

COMMUNITY HEALTH AND HOUSING

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018	April 2018-March 2019	April 2017-March 2018	April 2018-March 2019
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS

CHARGING AREA: COMMUNITY EVENTS

Stallholder Pitch fees per 3 x 3m pitch

Lighting Up Brentwood - £30 street trading licence is included with the fees

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	150.00	150.00	154.50	154.50
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	154.50	154.50
Large Business - more than 10 employees	E	D	120.00	120.00	123.60	123.60
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	82.40	82.40
Small business - less than 10 employees	E	D	80.00	80.00	82.40	82.40
Crafters and Artists - all hand made by the seller	E	D	50.00	50.00	51.50	51.50
Registered charity	E	D	40.00	40.00	41.20	41.20

Strawberry Fair and other Community Events

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	120.00	120.00	123.60	123.60
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	123.60	123.60
Large business - more than 10 employees	E	D	90.00	90.00	92.70	92.70
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	50.00	50.00	60.00	60.00
Small business - less than 10 employees	E	D	50.00	50.00	60.00	60.00
Crafters and Artists - all handmade by the seller	E	D	30.00	30.00	30.90	30.90
Registered charity	E	D	30.00	30.00	30.90	30.90
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	400.00	400.00	412.00	412.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	150.00	150.00	154.50	154.50
Face Painters (any event)	E	D	60.00	60.00	61.80	61.80

Family Fun Days

Wristbands - Rides and Bouncy castles	Per Child	E	D	2.50	2.50	3.50	3.50
---------------------------------------	-----------	---	---	------	------	------	------

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: GOLF COURSE

CHARGING AREA: GOLF COURSE

Annual Season Ticket

7 day Adult		S	D	578.33	694.00	595.84	715.00
7 day Junior		S	D	41.67	50.00	43.34	52.00
5 day Adult	Mon - Fri	S	D	486.67	584.00	501.67	602.00
5 day Concessionary	Mon - Fri	S	D	395.00	474.00	406.67	488.00

20 Round Ticket (Life of one year from purchase)

7 day Adult		S	D	293.33	352.00	302.50	363.00
5 day Adult	Mon - Fri	S	D	206.67	248.00	212.50	255.00
5 day Concessionary	Mon - Fri	S	D	147.50	177.00	151.67	182.00

Weekday

Per Round - 18 holes - Adult		S	D	15.00	18.00	15.84	19.00
Per Round - 18 holes - Junior (under 17) & OAPs		S	D	12.50	15.00	13.34	16.00

Weekends and Public Holidays

Per Round - 18 holes - Adult		S	D	20.00	24.00	20.84	25.00
Juniors (under 17) & OAP's	After 1pm	S	D	12.50	15.00	13.34	16.00

Other Charges

Twilight Play		S	D	8.33	10.00	9.17	11.00
---------------	--	---	---	------	-------	------	-------

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.

Football

King George's Playing Field & Warley Playing Fields (with Changing Facilities)

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	978.00	978.00	1,007.00	1,007.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	956.00	956.00	985.00	985.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	1,955.00	1,955.00	2,014.00	2,014.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	1,909.00	1,909.00	1,966.00	1,966.00

Occasional Matches - Adult	Any Day	S	D	80.00	96.00	82.50	99.00
----------------------------	---------	---	---	-------	-------	-------	-------

Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	358.00	358.00	369.00	369.00
Occasional	Any Day	S	D	25.83	31.00	26.67	32.00

Rugby

Brentwood Centre (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00

Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches - Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Occasional Matches - Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.

Bowling Greens

Bowls - Season	Adult	S	D	123.33	148.00	126.67	152.00
Bowls - Season	Juniors/OAP's	S	D	77.50	93.00	80.00	96.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	5.00	5.00	5.20	5.20
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	3.00	3.00	3.10	3.10

Large Open spaces with facilities (King Georges Playing Field and The Brentwood Centre)

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,102.00	2,102.00	2,165.00	2,165.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	736.00	736.00	758.00	758.00
Small Events - less than 1/4 field		E	D	316.00	316.00	325.00	325.00
Keep Fit sessions - No cordoning off of field	Single	S	D	31.67	38.00	32.50	39.00
Keep Fit sessions - No cordoning off of field	Annual	S	D	128.33	154.00	132.50	159.00
Litter picking post event		S	D	79.17	95.00	81.67	98.00
Non commercial or charitable events (following approval by ward members) 50% discount							

Note - Block bookings of large events of 10 or more in a 12 month period will be eligible for a 25% discount on the above.

New category for family events/celebrations (other than usual enjoyment of parks such as picnics/ball games etc). We are recommending there is no fee for this category, however, if the activity included things such as erecting a bouncy castle, gazebo, family festivals etc that we would request they gain permission and complete the application form and submit risk assessments etc as appropriate for the event. This category is not currently covered, and officers have often had requests for such events that do not fall within any of the current event categories

Other Open Spaces

Open Space (following approval by Ward members)	Daily Charge	E	D	316.00	316.00	325.00	325.00
Filming Rights - No defined area	Open Space Only	S	D	53.33	64.00	N/A	N/A
Filming Location Fee (subject to conditions & credits)	Open Space Only	S	D	N/A	N/A	166.67	200.00
Repeat Fee - 1% of original fee							

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY ALARMS

CHARGING AREA: COMMUNITY ALARMS

Note - VAT indicator should be zero if recipient is chronically sick or disabled and provides a certificate confirming this

Community Alarms

Alarm plus up to three sensors per week	Per week	S	D	3.00	3.60	3.25	3.9
Alarm plus up to three sensors (if in receipt of full HB / Pension credit)	Per week	S	D	2.50	3.00	2.75	3.3

Other Charges

Extra 2nd pendant	Per week	S	D	1.00	1.20	1.25	1.5
Smoke Detectors	Per week	S	D	1.00	1.20	1.25	1.5
Key Safe - Reconditioned Rental	Per week	S	D	1.00	1.20	1.25	1.5
Key Safe - Purchase		S	D	62.50	75.00	62.75	75.3
Bogus Caller Button/Panic Button	Per week	S	D	1.00	1.20	1.25	1.5
Temperature extreme sensor	Per week	S	D	1.00	1.20	1.25	1.5
CO2 Detectors	Per week	S	D	1.50	1.80	1.75	2.1
Fall Detector	Per week	S	D	1.50	1.80	1.75	2.1
Flood Detector	Per week	S	D	1.50	1.80	1.75	2.1
Bed sensor	Per week	S	D	2.50	3.00	2.75	3.3
Pill Dispenser	Per week	S	D	2.50	3.00	2.75	3.3
Heat rise detectors	Per week	S	D	1.5	1.8	1.75	2.1
Low heat detectors	Per week	S	D	1.5	1.8	1.75	2.1

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOMELESSNESS

CHARGING AREA: RECHARGES TO TENANTS

Recharges to Tenants

Daily Bed and Breakfast Room Charge		O	D	£40 - £85	£40 - £85	£40 - £85	£40 - £85
Amenity Charge per person per day		O	D	3.00	3.00	3.00	3.00
Removals	Minimum	S	D	350.00	350.00	Cost Price	Cost Price
Furniture		S	D	Cost Price	Cost Price	Cost Price	Cost Price
Storage - Homeless	per square foot	S	D	10.00	12.00	Cost Price	Cost Price

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: ESTATES

Housing Estates

Storage - Evictions	Per week	S	D	10.00	12.00	11.42	13.70
Copying of Housefile		O	D	10.00	10.00	10.00	10.00
Copying of Tenancy Agreement		O	D	10.00	10.00	10.00	10.00
Garage Clearance		S	D	125.00	150.00	125.00	150.00
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	10.50	10.50	10.50	10.50

Tenancy Management

Court Costs	Average	O	D	376.00	376.00	376.00	376.00
Gas Servicing Warrant Fee		S	D	20.00	24.00	20.00	24.00
Gas Servicing Warant Enforcement		S	D	35.00	42.00	35.00	42.00
Forced entry		S	D	65.00	78.00	65.00	78.00
Administration charge		S	D	-	-	10.00	12.00

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: REPAIRS

Note: Pricing Mechanism: Cost Price - 25% rounded to the nearest £5 the % reduction will reduce by 5% each year until the full cost is recovered

Rechargeable Repairs

Replacement Key/Key Fob	S	D	10.00	12.00	10.00	12.00
Lock Change	S	D	65.00	78.00	65.00	78.00
Single Glaze Window Replacement upto 1 Square Metre	S	D	50.00	60.00	50.00	60.00
Single Glaze Window Replacement over 1 Square Metre	S	D	75.00	90.00	75.00	90.00
Double Glazed Window Replacement upto 1 Square Metre	S	D	85.00	102.00	85.00	102.00
Double Glazed Window Replacement over 1 Square Metre	S	D	125.00	150.00	125.00	150.00
Internal Fire door Replacement	S	D	125.00	150.00	125.00	150.00
External Door Replacement	S	D	600.00	720.00	600.00	720.00
Paint Pack	S	D	70.00	84.00	70.00	84.00
Correction of Unauthorised Alterations (Where Tenants have conducted works without the permission of the Council and retrospective permission can not be granted)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
			Cost Price	Cost Price	Cost Price	Cost Price
Any other repair deemed re-chargeable	S	D	less 25%	less 25%	less 20%	less 25%

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: LEASEHOLDERS

Leaseholders

Leasehold Information Pack (LPE1)	S	D	360.00	432.00	309.00	370.80
Leasehold Alterations Consent	S	D	120.00	144.00	123.58	148.30
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	S	D	50.00	60.00	51.50	61.80

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: HOUSES IN MULTIPLE OCCUPATION AND HOUSING ACT NOTICES

Houses in Multiple Occupation

New licence - 5 years	O	D	814.00	814.00	840.00	840.00
Renewal of licence - 5 years	O	D	555.00	555.00	570.00	570.00

Housing Act Notices

Issuing notices under Housing Acts	E	D	222.00	222.00	230.00	230.00
Immigration Survey checks	E	D	74.00	74.00	80.00	80.00

POLICY PROJECTS & RESOURCES

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Chatham Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 6:00am

Overnight Charge	S	D	1.67	2.00	1.67	2.00
------------------	---	---	------	------	------	------

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
---------	---	---	------	------	------	------

Coptfold Road

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
6 hours+ to close	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 10:00pm

Overnight Charge	S	D	1.67	2.00	1.67	2.00
------------------	---	---	------	------	------	------

Sunday Charge - 6:00am to 10:00pm

Flat Charge	S	D	0.83	1.00	0.83	1.00
-------------	---	---	------	------	------	------

Lost Ticket	S	D	6.67	8.00	8.33	10.00
-------------	---	---	------	------	------	-------

Exit charge after 10:00pm	S	D	41.67	50.00	41.67	50.00
---------------------------	---	---	-------	-------	-------	-------

William Hunter Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.83	1.00	0.83	1.00
---------	---	---	------	------	------	------

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Town Hall

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
---------	---	---	------	------	------	------

Note - Staff car park (north) and south closed to public during redevelopment

Westbury Road

Saturday - all day	S	D	3.33	4.00	3.33	4.00
Sunday - all day	S	D	N/A	N/A	0.83	1.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

King George's Playing Field

4 Hours	S	D	0.00	0.00	0.00	0.00
Over 4 Hours	S	D	4.17	5.00	4.17	5.00
Coaches	S	D	12.50	15.00	12.50	15.00

Monday to Friday 09:00am - 6:00pm

Ingatestone

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	0.00	0.00
--------------------------------------------	---	---	------	------	------	------

Note - This is for Bellmead and Market Square Monday to Saturday 8:00am - 6:00pm

Friars Avenue

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	N/A	N/A
--------------------------------------------	---	---	------	------	-----	-----

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	N/A	N/A	0.00	0.00
1 hours	S	D	N/A	N/A	0.83	1.00
2 hours	S	D	N/A	N/A	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	N/A	N/A	2.50	3.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

Sunday Charge

All day	S	D	N/A	N/A	0.83	1.00
---------	---	---	-----	-----	------	------

Note - The above charges are due to be introduced in early 2018

Hunters Avenue

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	N/A	N/A
--------------------------------------------	---	---	------	------	-----	-----

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	N/A	N/A	0.00	0.00
1 hours	S	D	N/A	N/A	0.83	1.00
2 hours	S	D	N/A	N/A	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	N/A	N/A	2.50	3.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

Sunday Charge

All day	S	D	N/A	N/A	0.83	1.00
---------	---	---	-----	-----	------	------

Note - The above charges are due to be introduced in early 2018

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking - Season Tickets

Standard Charge

7 days	S	D	25.00	30.00	25.00	30.00
1 month	S	D	85.00	102.00	85.00	102.00
3 months	S	D	250.00	300.00	250.00	300.00
6 months	S	D	458.33	550.00	458.33	550.00
12 months	S	D	791.67	950.00	791.67	950.00

Renewal on Line

7 days	S	D	25.00	30.00	25.00	30.00
1 month	S	D	85.00	102.00	85.00	102.00
3 months	S	D	237.50	285.00	237.50	285.00
6 months	S	D	433.33	520.00	433.33	520.00
12 months	S	D	741.67	890.00	741.67	890.00

Note - For Coptfold Road, Sir Francis Way, Westbury Road and William Hunter Way car parks

PLANNING AND LICENSING

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

Search Fees

LLC1	O	S	20.00	20.00	20.00	20.00
CON 29R	S	S	81.65	97.98	81.65	97.98
CON 29R including LLC1	S/O	S	101.65	117.98	101.65	117.98
CON 290 optional enquiries, except Q22	S	S	11.75	14.10	11.75	14.10
CON 290 optional enquiries, Q22 only	S	S	14.00#	16.80#	14.00#	16.80#
Any other additional enquiries	O	S	28.75	28.75	28.75	28.75
Additional parcels of Land	S	S	35.80	42.96	35.80	42.96

In relation to CON 290, Q.22 only, additional parcels of land are processed at £1 per parcel, subject to maximum of 6 parcels of land, there being a £20 maximum fee payable in this regard

Copy Documents

Tree Preservation Order	O	S	16.90	16.90	16.90	16.90
Planning Decision Notice	O	S	14.98	14.98	14.98	14.98
S106 etc	O	S	33.80	33.80	33.80	33.80
Enforcement notice	O	S	16.90	16.90	16.90	16.90

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Independent Permanent Stall - Annual	O	D	350.00	350.00	350.00	350.00
Independent 'One Off Stalls'	O	D	85.00	85.00	85.00	85.00
Lighting Up Brentwood	O	D	30.00	30.00	30.00	30.00

Scrap Metal

Site Application - New - 3 years	O	D	495.00	495.00	495.00	495.00
Collector Application - New - 3 years	O	D	280.00	280.00	280.00	280.00
Variation	O	D	89.00	89.00	89.00	89.00
Site Renewal Application - 3 years	O	D	445.00	445.00	445.00	445.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	230.00	230.00

Skin Piercing

Premises Registration	O	D	250.00	250.00	257.50	257.50
Practitioner Registration	O	D	89.00	89.00	91.50	91.50

Animals

** Please note vet costs are in addition to these fees*

Pet Shops - 1 year	O	D	250.00	250.00	257.50	257.50
Boarding Kennels - 1 year	O	D	250.00	250.00	257.50	257.50
Dog Breeders - 1 year	O	D	250.00	250.00	257.50	257.50
Riding Establishments - 1 year	O	D	250.00	250.00	257.50	257.50
Dangerous Wild Animals - 2 years	O	D	250.00	250.00	257.50	257.50
Zoo Premises New - 6 years	O	D	900.00	900.00	927.00	927.00
Zoo Premises Renewal - 4 years	O	D	550.00	550.00	566.50	566.50

Sex Establishment Licensing

Premises Application	O	D	2,255.00	2,255.00	2,322.50	2,322.50
Premises Renewal	O	D	1,537.50	1,537.50	1,583.50	1,583.50
Premises Variation	O	D	512.50	512.50	528.00	528.00

Pavement Permit

New application Tables and Chairs 1-2 tables	O	D	250.00	250.00	257.50	257.50
New Application Tables and Chairs 3-6 tables	O	D	450.00	450.00	463.50	463.50
New Application Tables and Chairs over 6 tables.	O	D	650.00	650.00	669.50	669.50
Renewal application Tables and Chairs 1-2 tables	O	D	150.00	150.00	154.50	154.50
Renewal Application Tables and Chairs 3-6 tables	O	D	350.00	350.00	360.50	360.50
Renewal Application Tables and Chairs over 6 tables.	O	D	550.00	550.00	566.50	566.50

Road Closure

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	200.00	200.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	360.00	360.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	680.00	680.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Gambling Act 2005

Bingo Clubs

New Application	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O	D	600.00	600.00	600.00	600.00
Application to Vary	O	D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	750.00	750.00	750.00	750.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O	S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	300.00	300.00	300.00	300.00
Change of Name on Permit	O	S	25.00	25.00	25.00	25.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O	S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O	S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O	S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O	S	100.00	100.00	100.00	100.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O	S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O	S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O	D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O	D	50.00	50.00	50.00	50.00
Copy of Notice	O	S	25.00	25.00	25.00	25.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003

Premises - Band A (None to £4,300)

Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
Club Premises Certificates - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00

Premises - Band B (£4,301 to £33,000)

Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00

Premises - Band C (£33,001 to £87,000)

Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00

Premises - Band D (£87,001 to £125,000)

Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00

Premises - Band E (£125,001 plus)

Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00

Additional Fees (based on number in attendance at any one time)

Additional Premises Licence Fee:

5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00

Additional Annual Fee Payable (if applicable):

5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
Temporary event notice	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	243.00	243.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	225.00	225.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00	47.00	47.00
Trailer Inspections - Non Braked	O	S	15.00	15.00	15.00	15.00
Trailer Inspections - Braked	O	S	23.00	23.00	23.00	23.00
Re-Inspection	O	S	12.50	12.50	12.50	12.50
Re-Inspection 2	O	S	47.00	47.00	47.00	47.00

Drivers Licence - Hackney Carriage and Private Hire

Driver New - 3 years	O	S	300.00	300.00	N/A	N/A
Renewal - 3 years	O	S	240.00	240.00	N/A	N/A
Combined Driver New - 3 years (includes DBS and DVLA checks)	O	S	N/A	N/A	456.00	456.00
Combined Driver Renewal - 3 years (includes DBS and DVLA checks)	O	S	N/A	N/A	406.00	406.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00
Disclosure and Barring Service (DBS) Check	O	S	44.00	44.00	52.00	52.00
Driver and Vehicle Licensing Agency (DVLA) Check	O	S	5.00	5.00	5.00	5.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Signs (pair)	O	S	15.00	15.00	15.00	15.00
Plate Platforms (optional)	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	325.00	325.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,085.00	1,085.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,345.00	1,345.00

FEES & CHARGES SCHEDULE FROM 1 APRIL 2018

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m²

HO1						
Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	587.98	705.57	646.75	776.10
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	646.78	776.13	711.42	853.70
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	892.55	892.55	981.80	981.80
HO2						
Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	830.56	996.67	913.58	1,096.30
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	913.62	1,096.34	1,005.00	1,206.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,260.79	1,260.79	1,386.90	1,386.90
HO3						
Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,162.57	1,395.08	1,278.83	1,534.60
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,278.83	1,534.59	1,406.75	1,688.10
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	1,764.78	1,764.78	1,941.30	1,941.30
HO4						
Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,357.49	1,628.99	1,493.25	1,791.90
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,493.24	1,791.89	1,642.58	1,971.10
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,060.67	2,060.67	2,266.70	2,266.70
HO5						
Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	1,611.32	1,933.58	1,772.42	2,126.90
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	1,772.45	2,126.94	1,949.67	2,339.60
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	2,445.98	2,445.98	2,690.60	2,690.60
FO1						
Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	532.29	638.74	585.50	702.60
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	585.52	702.62	644.08	772.90
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	808.01	808.01	888.80	888.80
FO2						
Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	756.66	907.99	832.33	998.80
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	832.33	998.79	915.58	1,098.70
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,148.61	1,148.61	1,263.50	1,263.50
FO3						
Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	946.76	1,136.12	1,041.42	1,249.70
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,041.44	1,249.73	1,145.58	1,374.70
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	1,437.19	1,437.19	1,580.90	1,580.90
FO4						
Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,207.37	1,448.85	1,328.08	1,593.70
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,328.11	1,593.73	1,460.92	1,753.10
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	1,832.79	1,832.79	2,016.10	2,016.10
FO5						
Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	1,409.44	1,691.32	1,550.42	1,860.50
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	1,550.38	1,860.46	1,705.42	2,046.50
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	2,139.52	2,139.52	2,353.50	2,353.50
CV01						
Conversion to a Single Dwelling House Plan and Inspection	S	D	650.63	780.76	715.67	858.80
Conversion to a Single Dwelling House Building Notice	S	D	715.70	858.83	787.25	944.70
Conversion to a Single Dwelling House Regularisation	O	D	987.66	987.66	1,086.40	1,086.40
CV02						
Conversion to a Single Flat Plan and Inspection	S	D	586.91	704.29	645.58	774.70
Conversion to a Single Flat Building Notice	S	D	645.60	817.37	710.17	852.20
Conversion to a Single Flat Regularisation	O	D	939.97	939.97	1,034.00	1,034.00
ED						
Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	315.00	378.00	346.50	415.80

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)

DW00							
Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	294.53	353.43	324.00	388.80	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	406.44	406.44	447.10	447.10	
DW01							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	505.87	607.04	556.42	667.70	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	556.46	667.75	612.08	734.50	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.91	767.91	844.70	844.70	
DW02							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	631.89	758.27	695.08	834.10	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	695.08	834.09	764.58	917.50	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	959.21	959.21	1,055.10	1,055.10	
DW03							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	589.05	706.86	647.92	777.50	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	647.96	777.55	712.75	855.30	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	894.18	894.18	983.60	983.60	
DW04							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	655.45	786.54	721.00	865.20	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	721.00	865.20	793.08	951.70	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	994.98	994.98	1,094.50	1,094.50	
DW05							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	322.37	386.85	354.58	425.50	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	354.61	425.53	390.08	468.10	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	489.36	489.36	538.30	538.30	
DW06							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	414.48	497.37	455.92	547.10	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	455.92	547.11	501.50	601.80	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	629.18	629.18	692.10	692.10	
DW07							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	486.77	584.12	535.42	642.50	
First Floor & Second Floor loft conversion Building Notice	S	D	535.45	642.54	589.00	706.80	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	738.92	738.92	812.80	812.80	
DW08							
Other Works Plan and Inspection Charge	S	D	289.17	347.00	318.08	381.70	
Other Works Building Notice	S	D	318.09	381.70	349.92	419.90	
Other Works Regularisation Charge	O	D	438.96	438.96	482.90	482.90	
DW09							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	176.72	212.06	194.42	233.30	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	194.39	233.26	213.83	256.60	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	268.25	268.25	295.10	295.10	
DW10							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	158.51	190.21	174.33	209.20	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	174.36	209.23	191.83	230.20	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	240.62	240.62	264.70	264.70	
DW11							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	211.52	253.83	232.67	279.20	
Cost of work not exceeding £5,000 Building Notice	S	D	232.67	279.21	255.92	307.10	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	321.09	321.09	353.20	353.20	
DW12							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	451.61	541.93	496.75	596.10	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	623.21	623.21	685.50	685.50	
DW13							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	746.13	895.36	820.75	984.90	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,029.66	1,029.66	1,132.60	1,132.60	
ED							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	315.00	378.00	346.50	415.80	

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

Extensions and New Builds

ND01

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	499.80	599.76	549.75	659.70
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.55	767.55	844.30	844.30

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	571.20	685.44	628.33	754.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	865.73	865.73	952.30	952.30

ND03

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	624.75	749.70	687.25	824.70
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	946.05	946.05	1,040.70	1,040.70

ND04

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,026.38	1,026.38	1,129.00	1,129.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	401.63	401.63	441.80	441.80
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	232.05	278.46	255.25	306.30
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	339.15	339.15	373.10	373.10
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	624.75	624.75	687.20	687.20
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	321.30	385.56	353.42	424.10
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	499.80	499.80	549.80	549.80
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	392.70	471.24	432.00	518.40
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	553.35	553.35	608.70	608.70

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	714.00	856.80	785.42	942.50
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,088.85	1,088.85	1,197.70	1,197.70
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	481.95	578.34	530.17	636.20
Fit out of building up to 100 sq m Regularisation Charge	O	D	669.46	669.46	736.40	736.40

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018

All Outline Applications						
Up to 2.5 hectare, per 0.1 hectare	O	S	462	462	462	462
More than 2.5 hectares	O	S	11,432	11,432	11,432	11,432
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	138	138	138	138
Householder Applications						
Alterations/extensions to a single dwelling	O	S	206	206	206	206
Full Applications						
Alterations/extensions two or more dwellings	O	S	407	407	407	407
New Dwellings (up to 50) per dwelling	O	S	462	462	462	462
New Dwellings more than 50	O	S	22,859	22,859	22,859	22,859
Each dwelling in excess of 50 to a maximum of £250,000	O	S	138	138	138	138
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)						
Gross Floor up to 40sq m	O	S	234	234	234	234
Gross Floor 40 sq m to 75 sq m	O	S	462	462	462	462
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	462	462	462	462
Gross Floor more than 3750 sq m	O	S	22,859	22,859	22,859	22,859
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	138	138	138	138
Erection of building (on land used for agriculture for agricultural purposes)						
Gross Floor Space up to 465 sq m	O	S	96	96	96	96
Gross Floor 465 sq m to 540 sq m	O	S	462	462	462	462
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	462	462	462	462
Gross Floor more than 4215 sq m	O	S	22,859	22,859	22,859	22,859
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	138	138	138	138
Erection of glasshouses						
Gross Floor no more than 465 sq m	O	S	96	96	96	96
Gross Floor more than 465 sq m	O	S	2,580	2,580	2,580	2,580
Erection/Alterations/Replacement of Plant and Machinery						
Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	462	462	462	462
Site Area more than 5 hectares	O	S	22,859	22,859	22,859	22,859
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	138	138	138	138
Applications other than Building Works						
Car parks, Service Roads or other accesses	O	S	234	234	234	234
Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)						
Site Area no more than 15 hectares per 0.1 hectare	O	S	234	234	234	234
Site Area more than 15 hectares	O	S	34,934	34,934	34,934	34,934
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138	138	138	138
Operations connected with exploratory drilling for oil or natural gas						
Site area not more than 7.5 hectares each 0.1 hectare	O	S	508	508	508	508
Site area more than 7.5 hectares	O	S	38,070	38,070	38,070	38,070
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	151	151	151	151
Operations (other than exploratory drilling) for the winning and working of oil or natural gas						
Site area not more than 15 hectares each 0.1 hectares	O	S	257	257	257	257
Site area more than 15 hectares	O	S	38,520	38,520	38,520	38,520
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	151	151	151	151
Operations (winning and working of minerals) excluding oil or natural gas						
Site area not more than 15 hectares each 0.1 hectares	O	S	234	234	234	234
Site area more than 15 hectares	O	S	34,934	34,934	34,934	34,934
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	138	138	138	138
Other operations (not coming within any of the above categories)						
Any site area per 0.1 hectares up to a maximum of £1690	O	S	234	234	234	234
Lawful Development Certificate						
Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing use or operation - lawful not to comply with any condition or limitation	O	S	234	234	234	234
Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018

Prior Approval

Agricultural and Forestry buildings & operations or demolition of buildings	O	S	96	96	96	96
Telecommunications Code Systems Operators	O	S	462	462	462	462
Proposed Change of Use to State Funded School or Registered Nursery	O	S	96	96	96	96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	96	96	96	96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	96	96	96	96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	96	96	96	96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	96	96	96	96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	206	206	206	206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	96	96	96	96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	206	206	206	206
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	96	96	96	96
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	O	S	96	96	96	96
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	206	206	206	206
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	96	96	96	96
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	206	206	206	206
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (Class D2)	O	S	96	96	96	96

Reserved Matters

Application for approval of reserved matters following outline approval	O	S	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462	Full Fee due or if paid £462
-------------------------------------------------------------------------	---	---	------------------------------	------------------------------	------------------------------	------------------------------

Approval/Variation/Discharge of condition

Application for removal or variation of a condition following grant of planning permission	O	S	234	234	234	234
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	34	34	34	34
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	116	116	116	116

Change of Use of a building to use as one or more separate dwellings houses or other cases

Not more than 50 dwellings - each dwelling	O	S	462	462	462	462
More than 50 dwellings	O	S	22,859	22,859	22,859	22,859
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	138	138	138	138
Other Changes of use of a building or land	O	S	462	462	462	462

Advertising

Relating to the business on the premises	O	S	132	132	132	132
Advance signs which are not situated on or visible from the site, directing the public to a	O	S	132	132	132	132
Other advertisements	O	S	462	462	462	462

Application for a New Planning Permission to replace an Extant Planning Permission

Applications in respect of major developments	O	S	690	690	690	690
Applications in respect of householder developments	O	S	68	68	68	68
Applications in respect of other developments	O	S	234	234	234	234

Application for a Non-material Amendment following a grant of Planning Permission

Applications in respect of householder development	O	S	34	34	34	34
Applications in respect of other developments	O	S	234	234	234	234

Application for Permission in Principle

For each 0.1 hectare of the site area	O	S	402	402	402	402
---------------------------------------	---	---	-----	-----	-----	-----

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

Householder - written response only	S	D	66.66	80.00	66.66	80.00
Band A - Brentwood businesses, non residents of Brentwood - written response only	S	D	83.33	100.00	83.33	100.00
Band B - Development of 10 dwellings or fewer or non-residential development of less than 1000 sq m	S	D	416.66	500.00	416.66	500.00
Band C - Developments in excess of ten dwellings or 1000 sq m of non-residential development	S	D	1,250.00	1,500.00	1,250.00	1,500.00
Band D - Larger or more complex than Band B or C	S	D		negotiable		negotiable

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING POLICY

CHARGING AREA: Design Panel Review

Design Panel Review

Panel review session, tailored to reflect the proposal	S	D	negotiable	negotiable
--------------------------------------------------------	---	---	------------	------------

This page is intentionally left blank

Brentwood Borough Council

Summary Business Plan

Year Details of Expenditure	2018/19 £'000	2019/20 £'000	2020/21 £'000	21/22 £'000	2022/23 £'000	2023/28 £'000	2028/33 £'000	2033/38 £'000	2038/43 £'000	2043/48 £'000	TOTAL £'000
Repairs and Maintenance	2,420	2,420	2,420	2,481	2,543	13,698	15,498	17,535	19,839	22,446	101,301
General Management	2,043	1,980	1,921	1,951	1,982	10,388	11,244	12,187	13,227	14,374	71,299
Special Services	1,021	1,038	1,057	1,077	1,095	5,768	6,290	6,870	7,512	8,226	39,955
Supervision and Management Total	3,064	3,018	2,978	3,028	3,077	16,156	17,535	19,057	20,739	22,601	111,253
Rent, Rates, Taxes and Other Charges	163	168	173	178	183	984	1,113	1,260	1,425	1,612	7,260
Depreciation and Impairment of Property	2,810	2,950	3,098	3,098	3,098	15,490	15,490	15,490	15,490	15,490	92,504
Increased Provision for Bad Debts	40	40	40	40	41	220	245	273	303	338	1,581
Loan Repayment				5,000	0	10,000	15,000	15,000	14,166	0	59,166
TOTAL EXPENDITURE	8,497	8,597	8,711	13,828	8,946	56,549	64,882	68,614	71,963	62,488	373,075
Capital Charges Reversal	0	0	0	(5,000)	0	(10,000)	(15,000)	(15,000)	(14,166)	0	(59,166)
Interest on Loan	2,000	2,000	2,000	2,000	1,882	9,107	7,449	5,149	2,589	605	34,781
Interest on Balances	(63)	(73)	(91)	(91)	(91)	(455)	(455)	(455)	(455)	(455)	(2,684)
	10,434	10,524	10,620	10,737	10,737	55,201	56,876	58,308	59,931	62,638	346,006
Details of Income											
Dwelling Rents (net)	(11,746)	(11,629)	(11,955)	(12,023)	(12,272)	(65,282)	(72,335)	(80,150)	(88,809)	(98,404)	(464,603)
Non Dwelling Rents (net)	(385)	(391)	(403)	(407)	(415)	(2,205)	(2,436)	(2,691)	(2,973)	(3,284)	(15,590)
Charges for Services and Facilities	(893)	(916)	(940)	(976)	(1,008)	(5,556)	(6,529)	(7,674)	(9,019)	(10,602)	(44,112)
Contribution Towards Expenditure	(71)	(71)	(71)	(71)	(71)	(353)	(355)	(355)	(355)	(355)	(2,125)
Net Cost of HRA Services	(2,661)	(2,483)	(2,748)	(2,738)	(3,028)	(18,195)	(24,780)	(32,561)	(41,225)	(50,006)	(180,425)
CDC	408	399	394	401	408	2,146	2,334	2,543	2,774	3,030	14,836
Pension Interest Cost	300	300	300	315	331	1,919	2,449	3,126	3,989	5,092	18,121
Net Expenditure of HRA Services	(1,953)	(1,784)	(2,054)	(2,022)	(2,290)	(14,131)	(19,996)	(26,893)	(34,462)	(41,885)	(147,468)
Funding Volatility	800	0	600	500	850	6,500	12,300	16,050	26,800	33,500	97,900
Capital Program Funding	1,036	2,240	1,400	1,400	1,400	7,000	7,000	7,000	7,000	7,000	42,476
(Surplus)/Deficit for HRA Services	(117)	457	(54)	(122)	(40)	(631)	(696)	(3,843)	(662)	(1,385)	(7,092)
Working Balance b/f	2,106	2,222	1,766	1,820	1,942	1,982	2,612	3,309	7,151	7,813	9,198
Accumulated Surplus	2,222	1,766	1,820	1,942	1,982	2,612	3,309	7,151	7,813	9,198	

This page is intentionally left blank

6th February 2018

Policy, Projects and Resources

Asset Development Programme Update

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 Since the January P, P&R Committee check and challenge sessions have taken place between Council Officers, the Project Delivery Team, the Project Lawyer and the EELGA and JCG consultants who arranged and coordinated the Market Soundings exercise. These sessions reviewed and summarised the key findings of the market soundings exercise as set out further in this report. The sessions also discussed how best to take the procurement of a joint venture partner forward, including initial thoughts on governance, procurement process, key decisions to be taken, crucial milestones etc. These are still being developed and will be reported to your next meeting (March 2018). The March 2018 report will highlight activity in relation to key sites incorporated into the joint venture procurement.
- 1.2 There is one other specific report for the Asset Development Programme being presented to committee on this occasion. It is the follow up report to progress the Memorial Wall project at Woodman Road cemetery. A design for potential layout at the cemetery and a set of estimated figures have now been prepared for the introduction of purpose built towers, called “Columbaria”, plus small memorial walls, and also a proposal for a new section of boundary fence, currently in a bad state of repair, at the far end of the cemetery for placing Pet Memorial Plaques. The Columbaria and the small memorial walls will accommodate ashes, but it is not intended to obtain the required licensing to be able to accept animal ashes at this stage. There are implications for the pricing strategy for the current process of burial of ashes in the ground which will need to be changed to encourage the use of the Columbaria/small memorial walls. A report to the relevant committee will be required for this.
- 1.3 Each month, a “Project Highlight Report” is produced for the Asset Development Programme, setting out achievements for that month and what is planned for the coming month and reported to Project Board. As

the February P, P & R Committee is early in the month, the January Project Highlight Report is not ready at the time of writing. However, work completed to date and intended for the coming month is covered further below for Members' information.

1 Recommendation(s)

1.1 To note the progress of the Asset Development Programme Project Board

3 Introduction and Background

2.1 The Asset Development Programme Project Board is a working group of the P, P&R Committee and oversees the project, its delivery and the associated interdependencies and risk on behalf of P, P&R.

2.2 At its inaugural meeting on 1st November 2017 an action point arising was that "Asset Development Programme Project Board Update was to be a standing item on the P, P&R Agenda for items that need a resolution".

3 Primary Objectives of the Asset Development Programme

- Generate capital and revenue returns from the Council's asset programme and managing opportunities as appropriate;
- Develop a portfolio approach that balances risk and reward across a portfolio of assets;
- In developing / making investment decisions / optimising assets be cognisant of the potential to reduce long term costs and risks to the Council Tax payers;
- In making development / investment decisions / optimising assets take into account the Council's growth agenda;
- To develop and utilise a series of approaches that are in line with the Council's corporate strategy whilst maximising income return;
- The Council will use its borrowing powers, and capital receipts, to invest in asset based transactions targeting financial return;
- Undertake activities with a view to establishing and maintaining pace; and
- The Council is open to appraising out of borough investments for better financial returns and will also consider co-investment opportunities with public not for profit and private sector partners.

4 Achievements during January 2018

- Completed first stage of “check and challenge” sessions – officers, the project lawyer, and EELGA reviewed the outcome of the market soundings exercise where 11 consultees gave the Council feedback on their level of interest, ideas for how to engage with them and, in some cases, what they could achieve with the 8 sample sites. The feedback was very positive and whilst some written responses are awaited at the time of compiling this report the following conclusions are emerging:
 - a) *The Council’s partnership approach has been well received by the market*
 - b) *The example sites are of strong interest to the market, although the Council should seek to draw the procurement as wide as possible to include multiple sites, multiple potential partners and a higher contract value.*
- A detailed timeline is now being developed to take the project forward, outlining how a development partner might be procured.
- Due to the value of the potential works, external legal advisors have recommended that the procurement process be undertaken in accordance with EU regulations.
- Progressed sales process for assets identified in 29/11 Committee report (“List 1”).

5 Planned Activities (February 2018)

- Work through Special Purpose Vehicle (SPV)/Company Structure options with Lawyers for the Joint Venture
- Firm up/develop questions for evaluating the procurement process
- Engage fully with Members on the procurement process.

6 Reasons for Recommendation

6.1 PPR Members to note progress at this stage.

7 Consultation

7.1 None

8 References to Corporate Plan

Value for Money: policies that invest in key services to create opportunity for all, provide better value for Brentwood’s taxpayers and enhance the Borough’s infrastructure whilst modernising and transforming Brentwood Borough Council. We will re-prioritise and focus our resources and be innovative in our approach.

Our Borough: Policies which promote our environment, support sustainable growth, and safeguard our high-quality environment including heritage and countryside. We will provide responsive, accessible and forward thinking services for vulnerable residents, supporting people back into work and providing good quality housing making Brentwood our residents' Borough of Choice.

9 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel & Email: 01277 312 829

jacqueline.vanmellaerts@brentwood.gov.uk

- 9.1 None. The Financial Implications for the Memorial Wall project are included in the specific report on this agenda.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 10.2 Legal Services are available to provide ongoing advice and assistance in relation to this programme, including advice on public procurement requirements and property issues as these emerge.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 10.3 None

- 11 Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 11.3 None

12 Appendices to this report

None

Report Author Contact Details:

Name: Ray Inns – Interim Project Accountant

Telephone: 01277 312837

E-mail: ray.inns@brentwood.gov.uk

6th February 2018

Policy, Projects and Resources Committee

Wholly Owned Company and Joint Venture

Report of: Chris Leslie – Commercial Manager

Wards Affected: All

This report is: This Report is Public but refers to a schedule (Appendix A) that is Exempt due to legal professional privilege

1. Executive Summary

- 1.1 This report sets out the business case to create a company that will be wholly owned by the Council. It also provides an update on the progress of acquiring a partner to assisting in the development of the Council's sites to realise regeneration and financial objectives.
- 1.2 As part of the Council's asset development programme a private company is required to engage in commercial activity and to facilitate future opportunities.

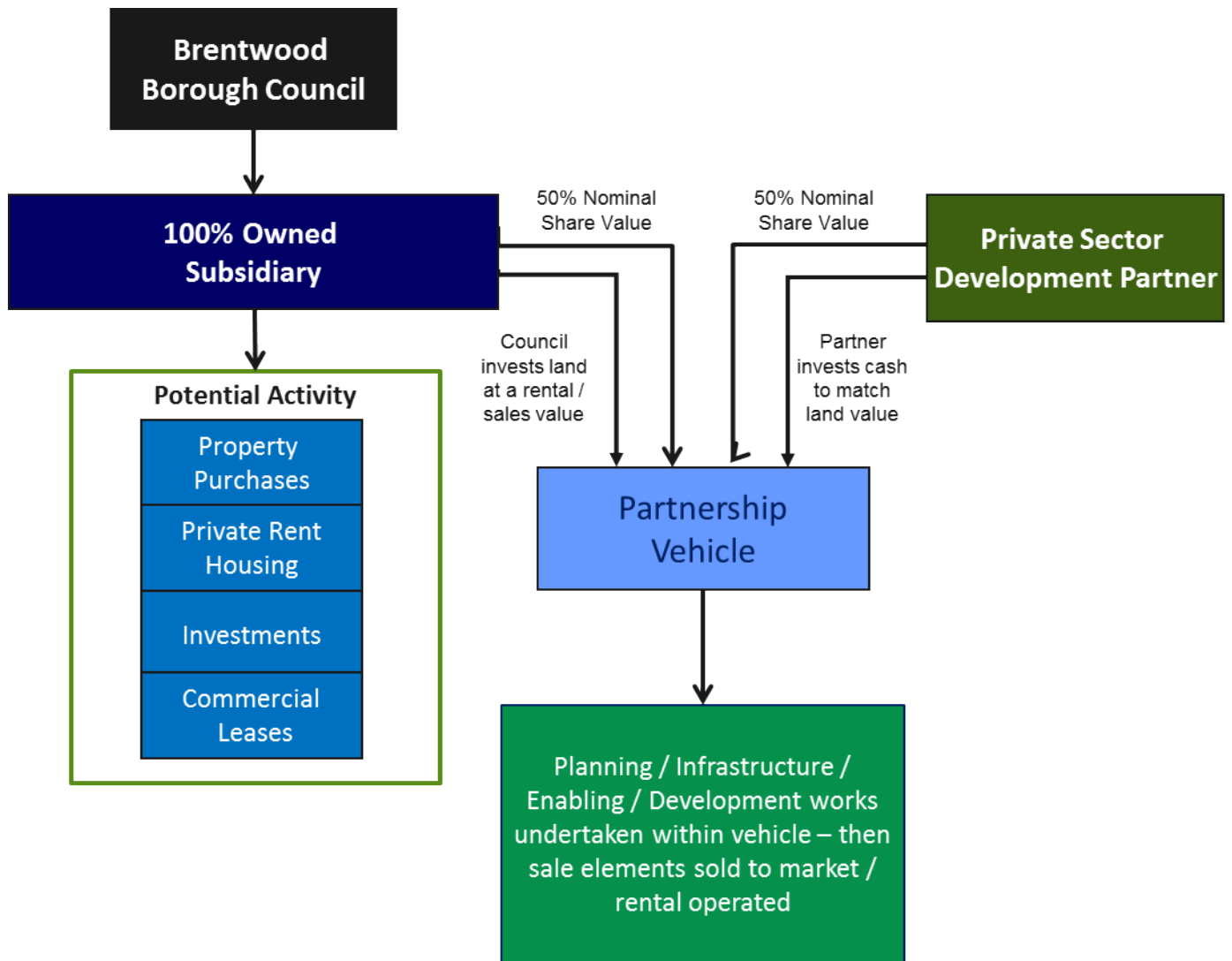
2. Recommendation(s)

- 2.1 **That a report recommending the creation of a wholly owned company, (WOC) be brought to the next PPR Committee following finalisation of the governance arrangements.**
- 2.2 **That the work on the procurement of an asset development partner continues and a decision to formally tender be brought back to the Committee.**

3. Introduction and Background

- 3.2 On 19 September 2017 the Policy, Projects and Resources Committee approved a hybrid approach for delivering the asset development programme. The Committee also approved the investigation of appropriate investment vehicles.
- 3.3 The hybrid approach involves the self-development of simple sites by the Council, while more complex sites would be undertaken jointly between the Council and a procured joint venture partner.

- 3.4 To maintain a revenue stream for the Council the self-developed sites will be leased out on a commercial basis. The Localism Act 2011 allows local authorities to do anything an individual can do. However, section 4 of the act requires that any commercial activity must be undertaken through a company.
- 3.5 Therefore, to comply with the requirements of the Localism Act 2011 the Council needs to establish a company. This will be wholly owned by the Council. It should be noted that certain local authority activities that could be considered commercial, such as leisure and car parks, are covered under separate legislation and do not need to be undertaken through a company.
- 3.6 The wholly owned company will seek to engage in a variety of commercial activities that will be asset based initially, and subject to appropriate business cases and financial sustainability could be extended into other areas such as service provision. Through a combination of equity from the sale of those Council assets, which are approved for sale through the asset challenge process and borrowing the Council would provide the company with a loan to acquire investment properties to generate a sustainable revenue stream.
- 3.7 Sites developed with a partner will also require the establishment of a separate company to comply with legislative requirements and to formalise the partnership. This will likely be in the form of a limited liability partnership (LLP) with ownership split 50:50. The best arrangement will be assessed through the procurement process.
- 3.8 The following diagram provides an illustration of the potential relationship between the wholly owned company and the joint venture vehicle.



4. Issue, Options and Analysis of Options

- 4.1 To act on a commercial basis the Council must do so through a company. Legal advice is that a limited company by shares is the best model. The overview of the legal advice from Sharpe Pritchard is at Appendix A.
- 4.2 Tax advice has also been sought from financial experts. The advisors are in place and will have significant involvement during investment activity as this is when tax liability will occur.
- 4.3 The Council has a number of assets that could be used more effectively to produce a better revenue stream. An example of this is the Town Hall that is undergoing development and once completed will require a company to manage the commercial and residential aspects. Conversely there are other assets with limited revenue generating potential that could

be sold, and the proceeds invested for a greater return for the Borough through the company.

- 4.4 Combining disposal proceeds with borrowing would enable the Council to provide sufficient funding to the company. With this investment the company would have the necessary funding to acquire properties that produce strong returns. The financing would be provided to the company by the Council in the form of a loan that the company would be expected to pay interest against. As a wholly owned company the Council would benefit from all surpluses generated.
- 4.5 Due to state aid rules the company would have to be charged interest at market rate for the loan. As the Council would borrow from the Public Works Loan Board (PWLB) below market rate, the Council would benefit from the difference in interest rates.
- 4.6 Initially the company would not employ anyone, and Council officers would provide the required services. The cost of officers' time would be charged to the company.
- 4.7 There will be two company Directors, the Head of Paid Service and the Chief Operating Officer. It is anticipated the company would be established in April 2018 and undertake activity in the first half of 2018/19. Policy, Projects and Resources Committee will receive reports in the Council's capacity as sole shareholder, from the company board, detailing their activity and performance.
- 4.8 In regard to finding a development partner, the Council has engaged the services of the East of England Local Government Association (EELGA) 31ten Consulting and J C Gill and Co Limited to assist on the asset development programme. So far, they have assisted with:
 - Refining asset information
 - Producing a provisional development programme
 - Considering options for delivery (hybrid option selected)
 - Undertaking soft market testing (completed in December 2017)
- 4.9 Following a very positive response from the soft market testing the intention is to continue market engagement with the objective of procuring a development partner and establishing a joint venture entity. As the procurement progresses options for development and company structures will be developed and reported to this Committee.

5. Investment Strategy (Wholly Owned Company)

5.1 Before undertaking an investment, advice will be taken from consultants who specialise in the investment class. Their advice will ensure that risk is minimised and returns maximised. Tax advice will also be sought on investments to minimise liability.

5.2 Investment Objectives:

Requirement	Reason for requirement	Investment approach to inform and impact on performance
Minimise risk	Risk needs to be carefully managed to ensure the company is sustainable.	Risk is a key consideration and low risk investments will be targeted. Over time an increased level of risk may be appropriate depending on the existing portfolio.
Focus on revenue returns	To meet revenue funding gap	Consideration for investing in existing property funds Acquire to hold, rather than to dispose Re-invest surpluses
Short term revenue generation	Meet short term funding gaps	Seek to invest initially in current revenue generating assets or funds. In the medium term, identify opportunities for greater return on investment (ROI) by taking a longer term approach e.g. acquisition of vacant properties or development to realise a revenue stream.
Long term revenue generation and capital growth	Balanced fund	Seek to invest initially in current revenue generating assets or funds in the short term. In the medium term, identify opportunities for greater return on investment (ROI) by taking a longer term approach e.g. acquisition of vacant properties or development to realise a revenue stream.

Requirement	Reason for requirement	Investment approach to inform and impact on performance
Ability to make quick decisions	Commercial opportunities can require the ability to react quickly to ensure they are not missed.	The Investment Company will need to be able to react quickly to investment opportunities.
Stakeholder buy-in	Stakeholder support is vital for the success of the company.	Regular reports and review of Company Performance.
Governance and Transparency	Meets the Councils audit and scrutiny requirements. Demonstrates basis of investment decisions and value for money.	Investment decisions evidenced based. Regular reporting and review of fund performance.
Commercial and political sensitivity	Set up and operation of the company may create conflicts of interest. As a public body there are reputational risks that may impact upon the nature and type of investments.	Appropriate governance structure to mitigate conflicts of interest. Consider reputational risks within all investment opportunities and subsequent investment management decisions.

5.3 Investment Criteria:

Requirement	Reason for requirement	Statements
The Council will invest in a balanced portfolio of assets	Manage risk	Specialist investment advice will be obtained
Portfolio development	Development to fit timing of revenue returns	Specialist investment advice will be obtained
Geographic focus	From a governance, legal and reputational perspective	National but initially an emphasis on opportunities in the Borough.
Target yield	Balance Risk and Reward	Investments will aim to achieve a net initial yield of 6%.
Leveraging the Investment Company/Assets	Maximising investment returns	Specialist investment advice will be obtained

5.4 Risks:

- In the long term, property investment tends to produce a strong return. However, in the short term there is greater risk of prices falling below the original investment.
- Investment in property and the carrying out of development activities carries risks at both macro and micro levels. Property rentals, values and occupancy rates typically fluctuate broadly in line with the regional, national and increasingly, the global economy.
- The timing of acquisitions and sales can thus have a significant impact on the rate of return as can complementary investment in lower risk or countercyclical investments such as Private Rental Residential property.
- Individual investments will be the subject of pre-acquisition due diligence and risk assessments and regular updates to the Council.

6. Financial Considerations

- 6.1 Based on the investment criteria the company would acquire property that aims to return an initial yield of 6%. This would allow the company to cover its operating costs and produce a surplus that it could reinvest. In addition to the rental income it is anticipated that over time capital appreciation in some of the properties would also occur.
- 6.2 Operating costs would also include time of Council officers who undertake work for the company.
- 6.3 The Council would benefit from the loan interest it receives, charges for officers' time and any surpluses made by the company.

7. Reasons for Recommendation

- 7.1 To create a wholly owned company Committee recommendation to Council and subsequent Council approval is required.

8. References to Corporate Plan

- 8.1 This fits with the Council's Transformation Vision, to explore new income generating ideas and opportunities.

9. Implications

Financial Implications

Name & Title: Phoebe Barnes, Principle Revenue Accountant

Tel & Email: 01277 312 839 phoebe.barnes@brentwood.gov.uk

- 9.1 There are considerable financial benefits to the Council's General Fund from the creation of a company.
- 9.2 However, investments carry a degree of risk and the company will need to be sustainable in the long term.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312 860 daniel.toohey@brentwood.gov.uk

- 9.3 This report sets out the business case to create a wholly owned company the legal basis on which the Council can set up a wholly owned company are contained in the Legal Advice as set out in Appendix A.
- 9.4 Insofar as the procurement of the development partner is concerned this must be undertaken in accordance with the Council's standing orders relating to contracts, and the requirements of the procurement regulations and related legislation. Legal Services, acting with specialist external solicitors, is available to advise and assist as the project goes forward.

10. Appendices to this report

- Appendix A – Legal Advice (Exempt)

Report Author Contact Details:

Name: Chris Leslie – Commercial Manager

Telephone: 01277 312500

E-mail: christopher.leslie@brentwood.gov.uk

Appendix A

Appendix A contains exempt information and is therefore not publicly available.

This page is intentionally left blank

6th February 2018

Policy Projects and Resources Committee

South Essex Vision 2050

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: This report is public

1. Executive Summary

- 1.1 The purpose of this report is to explain the work undertaken by Leaders and Chief Executives of South Essex Councils to create a vision and sense of place for the area. (commonly known as South Essex Vision 2050).
- 1.2 To explain the reason for the formation of a Joint Committee with the title of the Association of South Essex Local Authorities;
- 1.3 South Essex Councils are defined as Brentwood, Basildon, Thurrock, Southend, Rochford, Castle Point and Essex CC.

2. Recommendations

- 2.1 That Members support the co-ordinated approach with neighbouring authorities on strategic place shaping in the South Essex 2050 Vision.**
- 2.2 That Members agree and support a programme of further collaboration on key strategic place shaping to support much needed infrastructure and economic growth to underpin delivery of the local plan.**

3. Introduction and Background

- 3.1 The local authorities in South Essex have for some time been defined as Basildon, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County Council. In June 2017, Brentwood was incorporated in the group, given its close relationship with Basildon, Thurrock and key infrastructure affecting the area, such as the A127.

- 3.2 There is a long established tradition of working in partnership on strategic matters, one which Brentwood wishes to maintain. An example of this work includes the Strategic Flood Risk Assessments., amongst others.
- 3.3 Following discussions regarding devolution at an Essex level, and having regard to the duty to cooperate, which is vital in ensuring that Brentwood has a successful and deliverable Local Development Plan, Leaders and Chief Executives of the South Essex authorities have come together to describe overarching strategic principles for South Essex, especially around infrastructure and economic growth.
- 3.4 The evidence of the willingness to co-operate and fulfilling the Duty to Co-operate can be clearly evidenced in the letter that has been signed by all Leaders of the ASELA sent to the Secretary of State – see Appendix A
- 3.5 The Leaders and Chief Executives of South Essex have met on a regular basis since the summer of 2017.
- 3.6 The purpose of the discussions has been to start to prepare a strategic “vision” for the area, which embraces a range of public and private enterprises that together have the ability to create a sense of place.
- 3.7 The work has an interim title of “South Essex Vision 2050” and its intention has been to describe a joint “place-based” vision, together with the growth and strategies necessary to support this, the infrastructure required in the area, and how local authorities might work together to deliver these aspirations.
- 3.8 It is accepted and agreed by the Leaders and Chief Executives that the shared mutual ambitions for South Essex collaboration and joint working. It is only by working more closely together the major challenges in the area can be addressed, and opportunities taken forward.
- 3.9 Consequently following extensive discussion, working together the Leaders and Chief Executives have agreed on eight industrial and infrastructure strategic priorities for the area;

1. *Place leadership, proposition and brand*

2. *Opening up spaces for development (green infrastructure, housing and commercial)*

3. *Transforming transport connectivity*

4. *Supporting our seven sectors of industrial opportunity:*

- *Advanced manufacturing*
- *Construction*
- *Environmental technologies and energy*
- *Digital and creative services*
- *Finance and business services*
- *Life sciences and healthcare*
- *Transport and logistics*

5. *Shaping local labour and skills markets*

6. *Creating a fully digitally-enabled place*

7. *Securing a sustainable energy supply*

8. *Enhancing health and social care through co-ordinated planning.*

3.10 South Essex Leaders and Chief Executives are committed to continuing with the “vision” work beyond January 2018. This includes formalising the collaboration by creating an Association to:

- Prepare an initial statement of intent explaining what has been done through the work shop programme and how it is intended to take the collaboration forward
- Build a forward plan of work to fully develop the outline proposition and ideas created through the work shop programme
- Implement a wider engagement plan and programme

This includes three key tasks

- Design a place proposition to promote South Essex
- Take a joined – up and strategic approach to infrastructure and economic growth
- Co-ordination of an infrastructure strategy

3.11 The attached MOU (Appendix B) provides clear background as to the activities of ASELA

4. Issue, Options and Analysis of Options

4.1 The co-operation in South Essex and determination to succeed for the prosperity of the whole of the South Essex area requires this activity and there are no real delivery vehicles other than ASELA that can achieve this with acceptable timeframes.

5. Reasons for Recommendation

- 5.1 In order to fulfil the obligation of the Duty to Co-operate as required for the Brentwood LDP to be accepted, and to promote and deliver much needed infrastructure and economic growth, Brentwood must engage with the surrounding boroughs.

6. Consultation

- 6.1 No formal consultation has been undertaken

7. References to Corporate Plan

- 7.1 The Council is committed to make Brentwood a Borough where people feel safe, healthy and supported.

8. Implications

Financial Implications

Name & Title: Jacqueline Vanmellaerts, Financial Services Manager

Tel & Email: 01277 312829

Jacqueline.Vanmellaerts@brentwood.gov.uk

Financial implications are yet unknown for the south Essex vision 2050 collaboration.

The Council has sufficient reserves to fund any financial costs that may arise, and will be reported back to Committee appropriately.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312860 / daniel.toohey@brentwood.gov.uk

- 8.1 The Localism Act 2011 places a legal duty on local planning authorities and other defined bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross-boundary matters. It is not a duty to agree but local planning authorities must make every effort to secure the necessary cooperation before they submit their Local Plan for examination. The cooperation should produce effective and deliverable policies on strategic cross boundary issues.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None.

9. Background Papers

none

10. Appendices to this report

Appendix A – ASELA Letter to Secretary of State

Appendix B – ASELA MOU

Report Author Contact Details:

Name: Philip Ruck

Telephone: 01277 312648

E-mail: philip.ruck@brentwood.gov.uk

This page is intentionally left blank

Appendix A

The Rt Hon Sajid Javid MP
Secretary of State for Housing, Communities & Local Government
Ministry of Housing, Communities & Local Government
4th Floor, Fry Building
2 Marsham Street
LONDON
SW1P 4DF

25th January 2018

South Essex 2050

We understand that you are considering what action you may take in relation to the local plan process of three authorities namely Brentwood, Basildon and Castlepoint in South Essex. To help inform your thinking, we are writing to you as the leaders of all the local authorities in South Essex setting out what we are doing to strengthen our collaboration across this economic and housing market corridor. We are working together to set out a new strategic approach to housing and planning which allows us collectively to deliver in full the homes and economic growth our area needs.

Local circumstances have made delivery of Local Plans in these three areas, challenging,, with all authorities having to consider the Metropolitan Green Belt restraints on development.

Recognising the need to deliver housing in a sustainable way that will create strong communities across the South of the county, we have come together to bring certainty to the adoption of local plans and most importantly are working to address the needs around new infrastructure that will support the much needed housing and economic development opportunities. Earlier this month we established the Association of South Essex Local Authorities (ASELA), which brings together all our authorities to progress our strategic long term ambitions for our region. Critically, in forming the Association we have agreed to work together collectively across district borders to seek to realise our full economic and social potential and plan on a joint basis for new infrastructure, homes and jobs.. A copy of the Memorandum of Understanding setting out our collective commitment to this work is attached.

We also attach to this letter a clear timetable for delivery of a joint infrastructure and spatial plan and the new Statement of Common Ground, which we have offered to pilot with your Ministry. This sets out our commitment that all of our local plans will be delivered in a joined up approach, with an emphasis on the provision of necessary infrastructure to support the expanding and new communities. Your department has previously discussed the importance of this and made reference to its relevance for new towns and new village and town developments, a position that we very much support.

Our focus is on ensuring the delivery of more than 90,000 homes over the next 20 years across South Essex in the shortest possible time with the necessary infrastructure. We recognise and accept that there will be some areas that will find full delivery of their plans more difficult than others. We are committed to working together to help address this and will co-operate across the region, recognising that the opportunities and challenges are not confined within single municipal boundaries.

Through ASELA we are committed to progress these matters collectively in the interests of South Essex as a whole, whilst respecting local priorities. The joint spatial plan will provide a strong framework to build on and deliver the sound individual local plans and provide the future strategic

context for them. Individual authorities are taking immediate steps to progress their local plans and those three authorities at risk of intervention have set out to you individual responses which we fully support. Additionally within South Essex we will use the joint strategic plan to set the future strategic context for our local plans as part of the national requirement for a 5 year review of housing needs in the region. This will deliver our ambition of creating growth for our communities across the region, as we seek to develop a strong and robust South Essex economy.

We have a tremendous opportunity to work together across South Essex as a whole to deliver in full the homes we need. We want to do so in close partnership with Government. We are concerned that formal intervention in any one of the three authorities could disrupt the collective political progress we are making and would not make any faster progress towards getting sound local plans in place, slowing delivery of new homes.

Our plans are ambitious and we are keen to work in partnership with your Ministry to put in place the proposed framework. We intend to provide quarterly updates on the progress we are making in our shared objective of delivering new homes and communities with South Essex.

Signed

Leaders of
Thurrock,
Brentwood,
Basildon,
Castle Point,
Rochford
Southend and
ECC

Appendix B

Association of South Essex Local Authorities

Memorandum of Understanding

between

Basildon Borough Council

Brentwood Borough Council

Castle Point Borough Council

Essex County Council

Rochford District Council

Southend on Sea Borough Council

Thurrock Borough Council

1. Background

- 1.1 Stemming from housing and local planning issues initially, there has been a growing recognition of the opportunity and need for greater cross-boundary working on strategic infrastructure planning and growth across South Essex. In June 2017 Leaders and Chief Executives of Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County Council (the Authorities) agreed to initiate and shape a programme of work through the summer and autumn to explore a joint 'place vision' and the scope for greater strategic collaboration along the South Essex growth corridor.
- 1.2 The work during the summer and autumn has resulted in an emerging vision and identification of strategic growth opportunities that need testing and strengthening with the people and stakeholders of South Essex and beyond. It has also built a strong commitment amongst the Authorities to collaborative working. It was agreed that an Association of South Essex Local Authorities (ASELA) should be established to continue this collaborative work.
- 1.3 The Authorities wish to record the intention to establish ASELA and basis of our collaboration through a Memorandum of Understanding (MoU). This MoU sets out:
 - a) The core purpose and aims of ASELA
 - b) The principles of collaboration

2. Core Purpose and aims

- 2.1. The core purpose of ASELA is to provide place leadership for South Essex. Recognising that through our collaborative approach we will be best placed to develop and deliver a vision for South Essex up to 2050, promoting healthy growth for our communities.
- 2.2. ASELA will focus on the strategic opportunities, regardless of individual local authority boundaries for the South Essex economic corridor to influence and secure the strategic infrastructure that will help our individual areas to flourish and realise their full economic and social potential.
- 2.3. The aims of ASELA will be to:
 - Provide place leadership;
 - Open up spaces for housing, business and leisure development by developing a spatial strategy;
 - Transform transport connectivity;
 - Support our 7 sectors of industrial opportunity;
 - Shape local labour & skill markets;
 - Create a fully digitally-enabled place;
 - Secure a sustainable energy supply;
 - Influence and secure funding for necessary strategic infrastructure;
 - Enhance health and social care through co-ordinated planning; and
 - Work with and provide a voice for South Essex to the Thames Estuary 2050 Growth Commission and Commissioners.

3. Principles of collaboration

- 3.1. Our collaboration will be focused on three key areas:
 - Tackling problems we can't solve individually
 - Creating collective scale and impact
 - Providing the place leadership to promote and sell the 'South Essex' proposition
- 3.2. The Authorities agree to adopt the following principles in working together:
 - We are all in this together – and stronger if we work together
 - We should build our governance incrementally – learning from the lessons from other places who are more advanced
 - Through our collaboration we should be gaining something not losing something
 - Local identities should not be lost
 - We need to be a voice for South Essex

4. Term and Termination

4.1. This MoU shall commence on the date of the signature by each Authority, and shall expire if ASELA dissolves.

5. Variation

5.1. The MoU can only be varied by written agreement of all the Authorities.

6. Charges and liabilities

6.1. Except as otherwise provided, the Parties shall bear their own costs and expenses incurred in complying with their obligations under this MoU.

7. Status

7.1. This MoU cannot override the statutory duties and powers of the parties and is not enforceable by law. However the parties agree to the principles set out in this MoU.

Signed by

Local Authority	Leader/Chairman of Policy and Resources Committee	Chief Executive	Date
Basildon Borough Council			10/1/18
Brentwood Borough Council			10/1/18
Castle Point Borough Council			10/1/18
Essex County Council			10/1/18
Rochford District Council			10/1/18
Southend on Sea Borough Council			10/1/18
Thurrock Borough Council			10/1/18

This page is intentionally left blank

6th February 2018

Policy Projects and Resources Committee

Devils Head Cross Roads – Dedication of Land for Highway Purposes

Report of: *Adrian J Tidbury Estates and Valuation Surveyor Portfolio Development*

Wards Affected: *Warley*

This report is: *This report is public*

1. Executive Summary

- 1.1 This report considers a request from Essex Highways for an extension to the Highway Rights over the Council land title at these cross roads

2. Recommendation(s)

- 2.1 **That the land coloured red on the plan be dedicated as highway.**
- 2.2 **That delegated authority be given to the CEO in consultation with the Leader of the Council to finalise agreements with ECC in regards to safety improvements at Devil's Head crossing.**

3. Introduction and Background

- 3.1 Members will be aware that the safety of traffic negotiating this junction has been considered by this Council on many occasions over that last 30 years during the time that this Council acted as the Agent Highway Authority for Essex County Council.
- 3.2 Members will also be aware that the proposal for a conventional roundabout to be constructed by the Highways Authority Essex County Council was withdrawn in 2010 due to the cost of the project and complexity of land acquisition.

4. Issue, Options and Analysis of Options

- 4.1 Essex Highways have recently approached the Council regarding a further low-cost highway improvement scheme in the form of road widening around the bell mouth of the Hartswood Road onto Eagle Way and The Avenue.

- 4.2 Part of the land need to accommodate this localised widening scheme is land in the ownership of Brentwood Borough Council and which does not form part of the public Highway maintainable at public expense. The parcel of land required is shown in the appendix coloured pink and measures 49m².
- 4.3 The land coloured green in the appendix and measuring some 360m² is land not required to be dedicated as highway but land to be cleared of existing vegetation and replanted as part of the accommodation works for the project, with low growing vegetation in order to improve the existing visibility splay for vehicles exiting Hartswood Road.
- 4.4 Members will be aware that land dedicated to the Highway remains in the ownership of the land owner in terms of the subsoil. The responsibility for the maintenance of the land transfers to the Highway Authority which in this case will be Essex County Council. Future maintenance of the areas coloured green will remain with Brentwood Borough Council
- 4.5 All costs associated with the improvement scheme will be borne by Essex County Council.

5. Reasons for Recommendation

- 5.1 To enable safety improvement works as proposed by Essex County Council to be carried out at the junction of Hartswood Road and Eagle Way, Devils Head Crossroads.

6 Consultation

- 6.1 No formal consultation has been undertaken

7 References to Corporate Plan

- 7.1 The Council is committed to make Brentwood a Borough where people feel safe, healthy and supported.

8 Implications

Financial Implications

Name & Title: Phoebe Barnes, Principal Accountant (revenue)
Tel & Email: 01277 312 839 phoebe.barnes@brentwood.gov.uk

- 8.1 There are no financial implications to the Council for land to be dedicated as highway. If there are any costs associated to this arrangement these are to be paid by Essex Highways.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312860 / daniel.toohey@brentwood.gov.uk

- 8.2 A Highways Authority may enter into an agreement for the dedication of land for the purposes of highways widening under section 72 Highways Act 1980. The Council may dedicate the relevant land for highways widening purposes by way of a deed of dedication.
- 8.3 **Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.
- 8.4 None.

- 9 Background Papers** (include their location and identify whether any are exempt or protected by copyright)

10 Appendices to this report

Appendix A – map

Appendix B – map

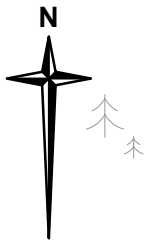
Report Author Contact Details:

Name: Adrian J Tidbury

Telephone: 312678

E-mail: adrian.tidbury@brentwood.gov.uk

This page is intentionally left blank

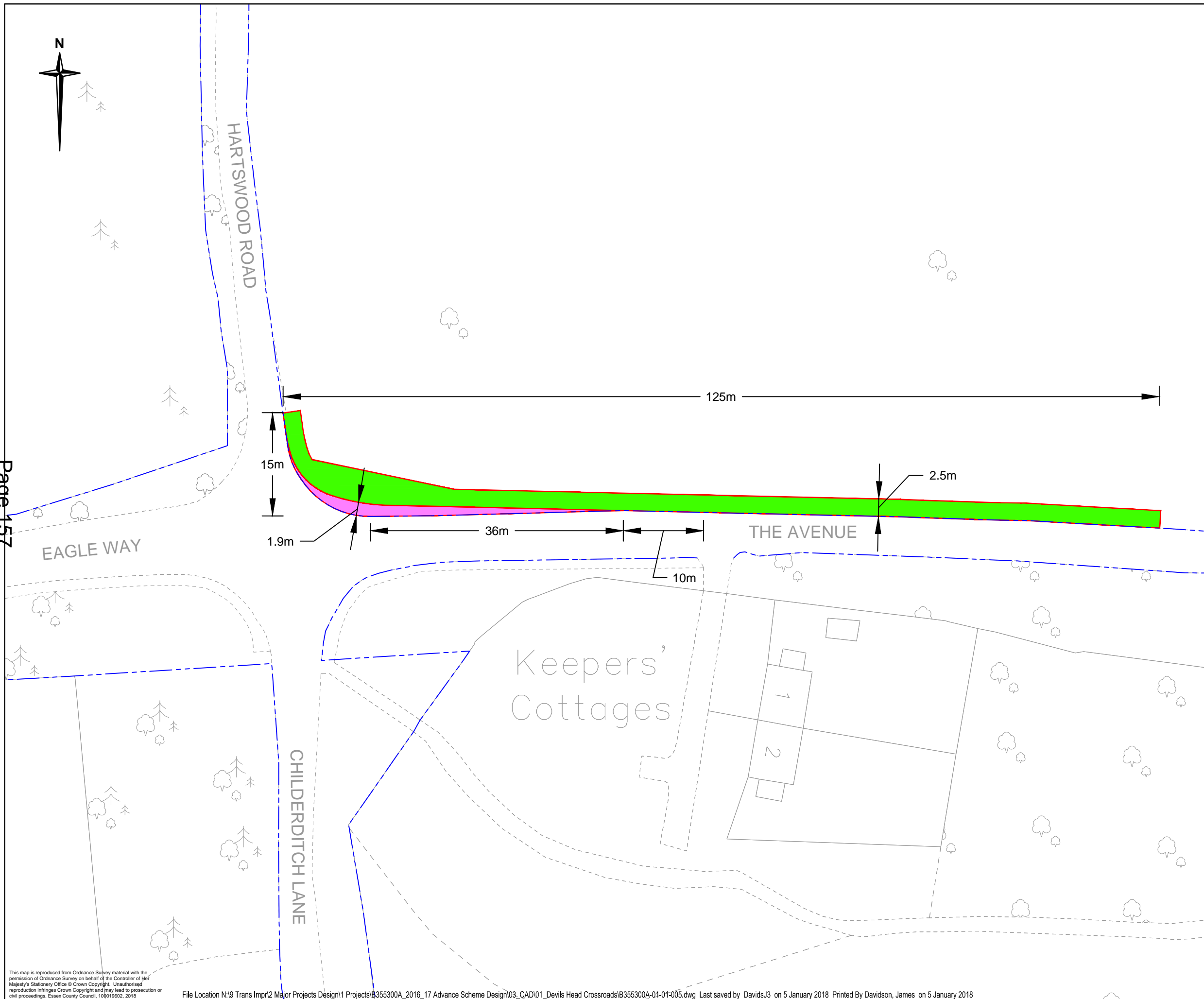


Notes

1. Do not scale.

Key

- Proposed land to be dedicated Highway - 49m²
- Proposed Accommodation Works - existing vegetation to be removed and replaced with low growing planting to preserve junction visibility splay - 360m²
- Existing Highway boundary



Rev.	Date	Description of revision	Drawn	Checked	Reviewed	Approved

DRAWING STATUS

FOR INFORMATION



Essex Highways, Seax House, Victoria Road South,
Chelmsford, CM1 1QH.
Tel: 0345 6037631 © Essex County Council

SCHEME TITLE
**DEVILS HEAD CROSSROADS
JUNCTION IMPROVEMENTS**

DRAWING TITLE
**PROPOSED LAND TO BE
DEDICATED HIGHWAY**

DESIGNED	DRAWN	CHECKED	REVIEWED	APPROVED
JGD	JGD	PFW	PJN	PJN
DATE JAN 18	DATE JAN 18	DATE JAN 18	DATE JAN 18	DATE JAN 18

DRAWING UNITS U.N.O. DIMENSIONS IN MILLIMETRES LEVELS IN METRES
SCALE AT A3 (420x297mm) 1:500

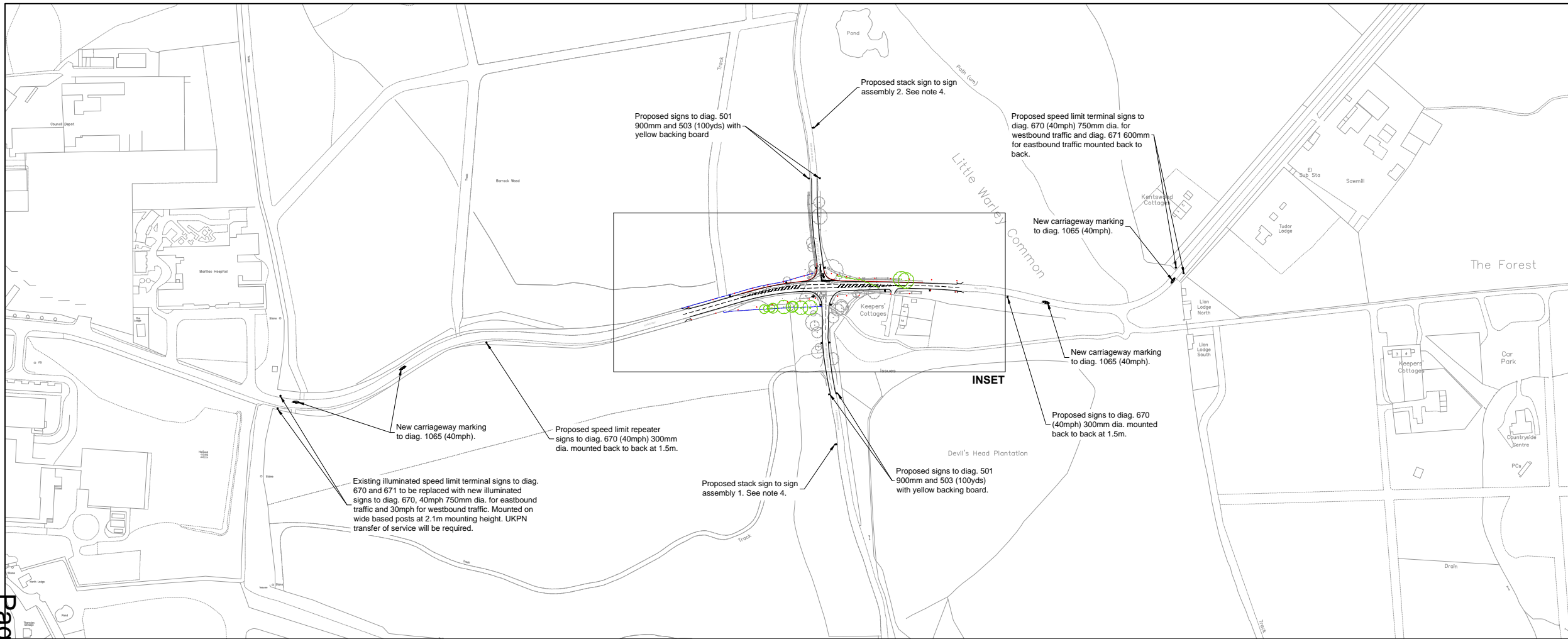
DRAWING No. **B355300A-01-01-005** REV. -



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Essex County Council, 100019602, 2018

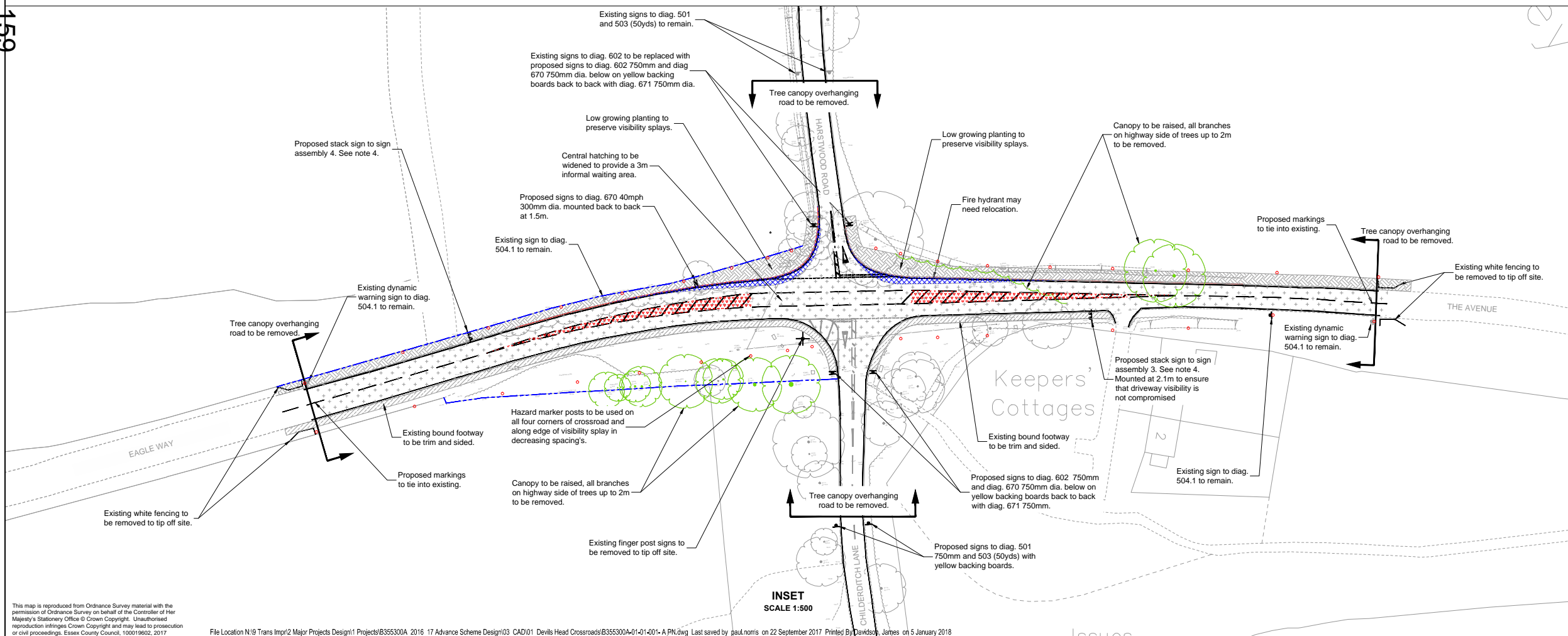
Appendix A

This page is intentionally left blank



- Notes**
1. Do not scale.
 2. This drawing to be read in conjunction with all other contract drawings and documents.
 3. For sign face details refer to drawing no. B355300A-01-12-001.
 4. All works to be in accordance with the Department for Transport's Specification for Highway Works and Essex County Council's Specification and Standard Construction Drawings.
 5. Edge lines to diag. 1012.1 to be provided for the extent of the new speed limit.
 6. Existing centre line marking to be removed and replaced with marking diag. 1004 with surface applied glass beads, bi-directional and uni-directional studs throughout.
 7. All signs are to be mounted at 2.1m unless otherwise stated

- Key**
- Areas of low growing planting (Heather or similar).
 - Proposed carriageway widening - with surface course to be laid during junction resurfacing.
 - Carriageway inlay - approx. 40mm 120m east and west from centre of junction.
 - Red in central hatching to be re-applied after resurfacing.
 - Back of existing footway to be trim and sided.
 - Highway boundary
 - New kerb
 - New Hazard marker posts located at the back of visibility splay and spaced in accordance with Chapter 5 Table 11-1



Rev.	Date	Description of revision	Drawn	Checked	Reviewed	Approved

DRAWING STATUS

FEASIBILITY



Mark Rowe, Service Director, Highways
Seax House, Victoria Road South, Chelmsford, CM1 1QH.
Tel: 0345 6037631 © Essex County Council

DEVILS HEAD CROSSROADS JUNCTION IMPROVEMENTS

GENERAL ARRANGEMENT

DESIGNED	DRAWN	CHECKED	REVIEWED	APPROVED
PJN	JLE	JGD	PJN	PJN
DATE	DATE	DATE	DATE	DATE
JULY 17	JULY 17	SEPT 17	SEPT 17	SEPT 17

DRAWING UNITS U.N.O. DIMENSIONS IN MILLIMETRES LEVELS IN METRES SCALE AT A1 (841X594mm) 1:2000

DRAWING No. **B355300A-01-01-001** REV. -



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Essex County Council, 100011602, 2017

This page is intentionally left blank

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Policy

To undertake and discharge any functions in relation to strategic policies including periodic reviews of the policy framework adopted by full Council from time to time except where required by law to be undertaken elsewhere.

Finance

- 1) Financial Services
- 2) Contracts, commissioning, procurement
- 3) Legal services
- 4) Health and safety at work (in so far as it relates to the Council as an employer)
- 5) Corporate communications and media protocols
- 6) Corporate and Democratic services
- 7) Member Development
- 8) Data quality
- 9) Human resources
- 10) Information Communication Technology
- 11) Revenues and Benefits
- 12) Customer Services
- 13) Assets (strategically)

2. Overall responsibility for monitoring Council performance
3. To formulate and develop relevant corporate policy documents and strategies including the Corporate Plan.
4. To formulate the budget proposals in accordance with the Budget and Policy Framework, including capital and revenue spending, and the Housing Revenue Account Business Plan (including rent setting for Council homes), in accordance with the Council's priorities and make recommendations to Council for approval.
5. To formulate the Council's Borrowing and Investment Strategy and make recommendations to Council for approval.
6. To take decisions on spending within the annual budget to ensure delivery of the Council's priorities.
7. To approve the making of a virement or payment from the Council's reserves with a maximum value of £200,000.
8. To approve the write off of any outstanding debt owed to the Council above the delegated limit of £5,000.
9. To determine capital grant applications.
10. To make recommendations on the allocation and use of resources to achieve the council's priorities.
11. To manage and monitor the Council approved budgets.
12. To provide the lead on partnership working including the joint delivery of services.
13. To consider any staffing matters that are not delegated to Officers, such as proposals that are not contained within existing budgetary provision.
14. To strategically manage any lands or property of the council and provide strategic property advice relating to the council's Housing Stock and without prejudice to the generality of this, to specifically undertake the following.

The Council's Asset Management Plan

- (a) The acquisition and disposal of land and property and taking of leases, licenses, dedications and easements.
- (b) The granting variation renewal review management and termination of leases, licenses, dedications and easements.

- (c) Promoting the use of Council owned assets by the local community and other interested parties.
 - (d) To manage any lands or property of the Council;
 - (e) To include properties within the council's Asset Management Portfolio including Halls etc.
 - (f) To take a strategic approach to asset management, ensuring that the use of all of the Council's Property assets achieves Value for Money and supports the achievement of the Council's corporate priorities.
 - (g) To review the corporate Asset Management Plan annually.
 - (h) The acquisition of land in advance of requirements for the benefit, improvement or development of the Borough.
 - (i) Disposal of land surplus to the requirements of a committee.
 - (j) Appropriation of land surplus to the requirements of a committee.
 - (k) Promote the use of Council owned assets by the local community and other interested parties where appropriate.
 - (l) Property and asset management, including acquisitions and disposals not included in the approved Asset Management Plan.
 - (m) To take a strategic approach to commercial activity, both existing and new, ensuring the Council realises revenue generation opportunities and supports the achievement of the Council's corporate priorities.
 - (n) Promoting a culture of entrepreneurialism and building the required skills and capacity.
 - (o) To consider and approve business cases and commercial business plans for commercial activity.
15. To consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.

Economic Development

- (a) To lead, consider and propose matters concerning the promotion of economic development throughout the Borough and the interface with countryside or regional economic development initiatives.

- (b) To promote and encourage enterprise and investment in the Borough in order to maintain and sustain the economic wellbeing and regeneration of the area.
- (c) To develop climate where businesses and individuals can innovate, compete and contribute to the economic development and regeneration of the area; and excellence in local business.
- (d) To encourage the growth of existing businesses in the borough and access to the skills and training necessary to support them.
- (e) To develop and deliver a Borough wide initiative on apprenticeships.
- (f) To consider and determine matters relating to the promotion, maintenance and enhancement of the vitality and viability of shopping centres within the Borough.
- (g) To consult with the Chamber of Commerce, Federation of Small Businesses, residents and other interested third parties.
- (h) To maintain a special interest in promoting employment in the Borough.
- (i) To promote and encourage tourism and heritage.
- (j) Parking (off street parking provision in Council owned/leased off-street parking places).
- (k) Crossrail
- 16. To review and facilitate the transformation of delivery of services.

Transformation

- (a) To approve and facilitate the transformation of delivery of services.

Projects

- (a) To identify, monitor and oversee the implementation of major Corporate projects.
- (b) To advise the Corporate Projects Scrutiny Committee of the major Corporate projects that require scrutiny in 2017/18.