



Please ask for Rachel Appleyard  
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The Chair and Members of Cabinet

25 November 2019

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 3 DECEMBER 2019 at 10.30 am in Committee Room 5, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)

To approve as a correct record the Minutes of the Cabinet meeting held on 12 November, 2019.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

5. Delegation Report (Pages 7 - 10)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Economic Growth

6. Markham Vale Enterprise Zone - Business Rates (Pages 11 - 26)

Cabinet Member for Business Transformation and Customers

7. Local Council Tax Support Scheme (Pages 27 - 38)

Cabinet Member for Housing

8. Housing Strategy (Pages 39 - 86)

Cabinet Member for Health and Wellbeing

9. Derbyshire Care Leaver Offer (Pages 87 - 122)
10. Environmental Health Fees and Charges 2020/21 (Pages 123 - 152)
11. Outdoor Sports and Leisure Fees and Charges 2020/21 (Pages 153 - 166)
12. Sport and Leisure Fees and Charges 2020/21 (Pages 167 - 184)
13. Cemeteries Fees and Charges 2020/21 (Pages 185 - 196)

Cabinet Member for Town Centres and Visitor Economy

14. Chesterfield Markets Fees and Charges 2020/21 (Pages 197 - 210)
15. Car Parks Fees and Charges 2020/21 (Pages 211 - 220)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

## CABINET

Tuesday, 12th November, 2019

Present:-

Councillor Serjeant (Vice-Chair in the Chair)

Councillors Blank  
Ludlow  
Holmes

Councillors J Innes  
Mannion-Brunt

\*Matters dealt with under the Delegation Scheme

55 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

56 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Gilby, T Gilby and Sarvent.

57 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 22 October, 2019 be approved as a correct record and signed by the Chair.

58 **FORWARD PLAN**

The Forward Plan for the four month period 1 December, 2019 to 31 March, 2020 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

59 **LOCAL LIST OF HERITAGE ASSETS**

The Development Management and Conservation Manager submitted a report recommending for adoption a Local List of Heritage Assets following consultation with stakeholders and property owners. The Council's Local Plan requires the identification and, where appropriate, protection of buildings on the Local List. This policy would be carried forward into the new emerging Local Plan which was under examination.

A Local List of Heritage Assets is a non-statutory designation recognising elements of the Borough's historic environment. The criteria to assess nominations to the list was developed using guidance issued by English Heritage and input from the Chesterfield and District Civic Society.

The report advised that the Council had the opportunity to introduce an Article 4 Direction to remove permitted development rights on some or all of the residential properties on the Local List. Though this would give the Council more control over the properties, the report recommended not to introduce Article 4 Directions due to the likely heavy impact on officers' time and resources, and the risk of objections to Local Listing from property owners.

**\*RESOLVED –**

1. That the Local List of Heritage Assets, attached at appendix 1 of the officer's report, be adopted.
2. That the Council do not introduce an Article 4 Direction removing permitted development rights at the present time.
3. That the content of the Local List of Heritage Assets be monitored regularly and assessed by the established Local List Assessment Panel.

**REASON FOR DECISIONS**

To identify and protect the borough's non-statutory local heritage assets and to be consistent with adopted and emerging Local Plan policy.

**60 VENUES FEES AND CHARGES 2020/2021**

The Arts and Venues Manager submitted a report recommending for approval proposed fees and charges for venue and equipment hire at the

Pomegranate Theatre, the Winding Wheel Theatre, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2020/21.

Following a review in 2011, the Council had implemented an improvement programme for the venues with the key aims of integrating the operation of the venues, improving the arts and cultural offer and reducing the overall subsidy to the council tax payer. It was noted that the net controllable costs of operating the Council's venues had reduced by a total of £284,188 since 2011/12.

The Arts and Venues Manager had been tasked with reducing the subsidy further in the new Council Plan for 2019-2023. A medium term financial plan for the venues had been developed which outlined a sustainable route to deficit reduction by adopting a focussed commercial approach to the management and operation of the venues.

**\*RESOLVED –**

1. That the theatre hire charges for the Pomegranate Theatre, as detailed in appendix A of the officer's report, be approved and implemented from 1 April, 2020.
2. That the room hire charges for the Winding Wheel, as detailed in appendix B of the officer's report, be approved and implemented from 1 April, 2020.
3. That the equipment hire charges at the Winding Wheel, as detailed in appendix B of the officer's report, be approved and implemented from 1 April, 2020.
4. That the theatre hire charges for the Winding Wheel for professional companies and commercial use, as detailed in appendix C of the officer's report, be approved and implemented from 1 April, 2020.
5. That the room hire charges for the Assembly Rooms in the Market Hall, as detailed in appendix D of the officer's report, be approved and implemented from 1 April, 2020.
6. That the room hire charges at Hasland Village Hall, as detailed in appendix E of the officer's report, be approved and implemented from 1 April, 2020.

## **REASON FOR DECISIONS**

To make further progress towards a sustainable financial position for the venues.

## CABINET MEETING

3 December 2019

## DELEGATION REPORT

### DECISIONS TAKEN BY LEAD MEMBERS

#### Cabinet Member for Economic Growth

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>13/19/20</b>	<b>Transfer of land on Gloucester Road</b>	<b>EG270L</b>	<b>22 October 2019</b>
<p>Decision</p> <p>That the transfer of land and fence at the property 127 Gloucester Road, owned by Chesterfield Borough Council, to the private property at 125 Gloucester Road be approved.</p>			
<p>Reason for Decision</p> <p>To resolve a long running dispute with associated costs and risks to the Council and residents.</p>			
<b>14/19/20</b>	<b>Lease of Unit 32, The Pavements, Chesterfield</b>	<b>EG550L</b>	<b>28 October 2019</b>
<p>Decision</p> <p>(1) That the ten year lease of Unit 32, The Pavements, Chesterfield on the terms set out in the officer's report be granted.</p> <p>(2) That the Property, Procurement and Contracts Law Manager be granted delegated authority to agree late amendments to the terms of the lease.</p>			
<p>Reason for Decision</p> <p>To secure an income stream for ten years at The Pavements.</p>			

**Cabinet Member for Town Centres and Visitor Economy**

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>15/19/20</b>	<b>Modification of Off-Street Parking Places Order</b>	<b>TV260L</b>	<b>24 October 2019</b>
<p>Decision</p> <p>(1) That the proposed changes to the 2014 Order (as amended) be made, subject to consideration of any unresolved representations by the Cabinet Member for Town Centre and Visitor Economy, following statutory consultation.</p> <p>(2) That the Local Government and Regulatory Law Manager be authorised to make the proposed changes to the 2014 Order providing there are no unresolved representations.</p>			
<p>Reason for Decision</p> <p>To ensure that the 2014 Order (as amended) is modified to reflect necessary changes to parking provision.</p>			

**Cabinet Member for Housing**

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>16/19/20</b>	<b>Application to waive Disabled Facilities Grant repayment</b>	<b>H01040I</b>	<b>8 November 2019</b>
<p>Decision</p> <p>That the residents' request to waive the repayment of a Disabled Facilities Grant, for the reasons set out in the officer's report, be granted.</p>			
<p>Reason for Decision</p> <p>To enable the family to move to a property that will meet their needs and allow them to safely care for their son.</p>			

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## For publication

### **Business Rates policy for Markham Vale Enterprise Zone**

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Meeting:	Council Cabinet
Date:	18 December 2019 3 December 2019
Cabinet portfolio:	Deputy Leader and Cabinet Member for Economic Growth
Report by:	Executive Director; Assistant Director – Economic Growth

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## **For publication**

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### **Purpose of report**

- 1.1 To revise the Council's policy with regards to Business Rates income from the Markham Vale Enterprise Zone (MVEZ).
- 1.2 To propose that the retained Business Rates income be re-invested locally to support the delivery of local economic priorities in and around Chesterfield.

### **2.0 Recommendations**

For Cabinet to recommend to Council:

- 2.1 That the Business Rates income from the Markham Vale Enterprise Zone (MVEZ) be retained by the Council from 1 April

2020 and re-invested locally to support the delivery of local economic priorities.

- 2.2 That the change in Business Rates policy for MVEZ be applied annually for the remaining 17 years of allowable business rates retention up to 2036/37.
- 2.3 That approval is given to the proposal for three key programme areas for investment: key projects delivery, economic growth activities and skills activities; and that the funding should be particularly targeted at unlocking and accelerating key developments and sites and delivering better outcomes for local communities.
- 2.4 That detailed programmes of investment are developed, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with Derbyshire County Council (DCC); and recommendations made to Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

### 3.0 **Report details**

#### Retained Business Rates Policy

- 3.1 At its meeting on 17 December 2014, Council agreed for the retained business rates from MVEZ to be paid to the Sheffield City Region (SCR) Local Enterprise Partnership (LEP), in line with Government policy at that time. It also agreed that this arrangement would be reviewed in the future should there be a change in Government policy or a change to the Council's membership of the SCR LEP.
- 3.2 Since its designation in 2014, MVEZ has proved to be an attractive location for business and the site is today nearing full capacity. Over time, the business rates generated on site

have increased and for 2019/20 are projected to be circa £1.9 million.

- 3.3 Due to a change in Government policy the Council has had to review its membership of the SCR LEP. In July 2019 Council received a report from the Leader of the Council advising members that the Council would not be able to retain membership of both the SCR and D2N2 LEPs, and for a range of reasons recommending that the Council align itself from 1 April 2020 with the D2N2 LEP. As such it is now appropriate to review the Council's policy relating to the retained business rates income from MVEZ.
- 3.4 The Council has sought and received advice from the Government's Cities and Local Growth Unit on what should happen with the business rates that are currently pass-ported to SCR LEP. The advice confirms that Markham Vale's standing as an EZ endures, as primary legislation would be required to change its designation, and therefore as billing authority the Council ultimately has the right to determine how the retained business rates income from MVEZ is allocated post 1 April 2020 through 31 March 2037.
- 3.5 The Council, however, must have regard to the Government's original EZ policy, which states that ... *"all Enterprise Zone business rates growth should be retained by the local area, to support local economic priorities and ensure that Enterprise Zone growth is reinvested locally"*.
- 3.6 On the basis of this advice it is recommended to Cabinet and Council that the Council now retains the business rates income associated with the MVEZ, but that the retained funding be exclusively targeted at projects, initiatives and activities that support the delivery of local economic priorities.
- 3.7 The Council remains committed to working in partnership with DCC and the D2N2 LEP in determining appropriate

programmes for investment to support the delivery of local economic priorities and improved outcomes for local communities and businesses.

**Proposals to support the delivery of local economic priorities**

- 3.8 As set out in the Council's Growth Strategy (2019-23) approved by Council in December 2018, there are currently a number of significant growth and regeneration projects underway in the borough. Collectively, these projects provide an opportunity to put Chesterfield on a higher growth trajectory and redress the deficit in local job creation that arose from economic restructuring during the 1980s and 1990s.
- 3.9 The retention of the business rates income arising from MVEZ provides the Council and its partners with the opportunity to accelerate the delivery of these significant growth and regenerations projects and, in particular, ensure that the Council achieves the desired outputs and outcomes to time and budget.
- 3.10 The Council's Growth Strategy sets out a strategic framework for the delivery of a range of programmes that are grouped under three thematic headings and seven key objectives, as set out in Table 1.

**Table 1 Economic Growth Strategy - Strategic Framework**

Themes	Objectives
Supporting business growth and investment	<ol style="list-style-type: none"> <li>1. Work to increase business start-ups and support the expansion of the existing business base.</li> <li>2. Undertake a range of marketing activities to raise the profile of the borough as a business location and attract new business investment.</li> </ol>
A great place to live,	<ol style="list-style-type: none"> <li>3. Secure investment in infrastructure that enables employment and housing growth</li> </ol>

visit and do business	<p>and delivers a high quality of place.</p> <p>4. Strengthen the distinctive role of Chesterfield town centre to ensure its longer term vitality and viability.</p> <p>5. Support the growth of Chesterfield as both a visitor destination and hub.</p>
An inclusive approach to growth	<p>6. Work to raise the level of workforce skills to support future business growth.</p> <p>7. Ensure that all local people are in a position to benefit from the growth which takes place in the borough.</p>

- 3.11 Some of these programmes can be classed as “business as usual” and will continue to be delivered by the existing Economic Development Team.
- 3.12 However, three key programme areas have been identified as priorities for investment for the retained MVEZ business rates income: key projects delivery, economic growth activities and skills activities. At this stage, indicative annual allocations to the three key programme areas are presented for consideration, as shown in Table 2 below; whilst Table 3 shows the current list of key growth projects where it is envisaged that the majority of the available funding will be targeted.
- 3.13 In October 2019, Council approved the establishment of a Joint Growth Board and Joint Growth Unit, in partnership with DCC, to ensure that the borough’s key growth projects would be expedited and their economic benefits realised. Council also agreed that the Joint Growth Unit would be funded from the retained MVEZ business rates income, subject to the Council also agreeing to the change of policy recommended in this report.
- 3.14 The additional staff resources that will be available post the establishment of the Joint Growth Unit will enable the development of detailed programmes of investment, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with DCC; and

recommendations made to future meetings of Cabinet and Council as appropriate to ensure the programmes and associated spending are approved in line with the Council's constitution.

**Table 2 Proposals for allocation of retained MVEZ business rates funding**

<b>Key investment area</b>	<b>Detail/ description</b>	<b>Indicative annual funding</b>
Key projects delivery (see Table 3)	<ul style="list-style-type: none"> <li>Joint Growth Unit – funding to cover the annual net staffing costs (as approved at Council on 9 October 2019).</li> </ul>	£500,000
Sub-total - £1.55m	<ul style="list-style-type: none"> <li>Accelerated project delivery capital resource – over a 17-year period this amount of revenue funding could resource up to £10m capital borrowing, enabling activity to remove barriers to project delivery and providing match funding for new government funding rounds; if managed as a revolving fund, where possible, then this resource could be available for re-investment beyond 2036/37.</li> </ul>	£850,000
	<ul style="list-style-type: none"> <li>Accelerated project delivery revenue resource – allocation of revenue funding to pay for feasibility work, specific technical advice etc.</li> </ul>	£200,000
Economic growth activities	<ul style="list-style-type: none"> <li>A targeted programme of support for local businesses e.g. business grants or loans targeted at job creation and climate change adaptation measures.</li> </ul>	£200,000
Sub-total - £200k	<ul style="list-style-type: none"> <li>Initiatives and activities to achieve a vibrant town centre and visitor economy, and support economic growth across the borough.</li> </ul>	
Skills activities	<ul style="list-style-type: none"> <li>Skills post - funding for specific skills post to expand the coordination of outreach work with partners across the borough (as approved at Council on 9</li> </ul>	£50,000
Sub-total -		

£150k	October 2019).	
	<ul style="list-style-type: none"> <li>Additional resources to support delivery of the Council's skills action plan, including extending the reach of the 'Made in Chesterfield', 'HS2 and You' and Apprentice town initiatives.</li> </ul>	£100,000
Retained reserve	Any funding not spent or allocated within a financial year would be set aside within a specific reserve for future allocation and investment. This reserve to maintain a minimum balance of £100,000 to manage fluctuations in the level of business rates collected in any one year.	
<b>Total</b>		<b>£1,900,000</b>

**Table 3 Key Growth Projects**

<b>Scheme</b>	<b>Headline outcomes</b>	<b>Current activities</b>	<b>Total estimated investment</b>
Chesterfield Waterside	1,500 residential units, 30,000sqm office, 22,000sqm commercial/leisure/ community uses, 2,500 jobs	Avant Homes on site, delivering 180 residential units; Bridge works complete to residential site; Planning permission obtained for office development with construction to start on site March 2020; Developer currently finalising proposals for Multi Storey Car Park (MSCP), build to rent apartments and hotel at Basin Square.	£340m
Peak Resort	90,000sqm commercial floor space, 1,200 jobs	Footpath and bridleway works completed and adopted; Roundabout and	£400m

		access road completed and adopted; Planning permission achieved for first element of Phase 1 – David Lloyd Adrenaline World, with construction to start on site March 2020.	
HS2 (station and town centre)	1,450 residential units, 40,000sqm office, 38,000sqm ancillary development, 3,200 jobs	HS2 Town Centre Masterplan in development; Housing Infrastructure Fund application submitted – currently being assessed; Negotiations with other landowners for strategic acquisitions on-going; CBC progressing full business case for Local Growth Fund funding.	£420m construction cost
Staveley corridor	1,500 residential units, 120,000sqm B1/B2/B8 floor space plus Infrastructure Maintenance Depot, 2,900 jobs £90m Chesterfield-Staveley Regeneration Route (CSRR)	Bid submitted to Large Local Majors for funding of CSRR); Planning permission submitted for housing scheme (up to 1000 residential units); Liaising with HS2 re IMD; Exploring linkages with Staveley Town Deal opportunity from expanded geography.	£290m construction cost
A61 growth corridor	Hollis Lane extension, Lordsmill roundabout improvements,	DCC planning application submitted for Hollis Lane Link Road; DCC progressing full	£9m

	21 <sup>st</sup> century corridor Smart Signalisation and Wayfinding project.	business case for LGF funding; CBC supporting site acquisition to enable site assembly.	
Town Centre	Northern Gateway Phase 1 16,200sqm development (Co-op, enterprise centre, MSCP), 320 jobs; Northern Gateway Phase 2 – outputs tbc; Market Place Reconfiguration.	MSCP complete; Elder Way hotel complete and operational (37 jobs); Construction of Enterprise Centre due to commence on site February 2020; Public Realm Traffic Regulation Order consultation completed; Commercial space below hotel being marketed and interest shown. Revitalising the Heart of Chesterfield project funding secured – project scoping underway in advance of consultation with stakeholders.	£35m
Housing Delivery	1500 residential units – Walton Works, Dunston, Mastin Moor, Spire Neighbourhoods.	Housing Delivery Manager in post; Housing Delivery Strategy being developed and a range of schemes being advanced; Business Plans being developed for Town Centre residential schemes.	Tbc

## **4.0 Communications and consultation**

- 4.1 It is not proposed to carry out proactive external communications with regards to the policy change recommended in this report.
- 4.2 Productive discussions on the Council's proposal to use the retained business rates income from MVEZ to support the delivery of local economic priorities have, however, been held with key partners at Derbyshire County Council, D2N2 and SCR LEPs and the Government's Cities and Local Growth Unit.

## **5.0 Human Resources**

- 5.1 There are no direct human resource implications arising from the policy change recommended in this report. The human resource implications associated with the establishment of the Joint Growth Unit were considered as part of the 'Delivery of Chesterfield's Growth Strategy' report at Council on 1 October 2019.

## **6.0 Financial considerations**

- 6.1 The suggested budgets for the three key programme areas can be met from the current levels of business rates income generated from MVEZ.
- 6.2 It is, however, considered prudent to establish a reserve to assist with the management of this income as spend will vary from year to year; also to ensure that this reserve retains a minimum balance of £100,000 to deal with any in-year fluctuations arising from voids or successful business rates appeals. It is also the case that the level of business rates income available each year is not known with certainty until the end of the financial year.

6.3 The proposed flexible use of this new and additional source of funding resource to cover capital and revenue spending, grant payments, loan arrangements and the financing of commercial deals, will require significant financial input and oversight to ensure that the funding is managed effectively and efficiently for the benefit of the local community.

## **7.0 Legal, governance and information assurance considerations**

7.1 The Localism Act 2011 provides the Council with the so called power of competence, which allows a local authority to do anything which an individual may generally do. Whilst the decision to designate parts of Markham Vale as an EZ is a Government decision there is no legal requirement in place to force Chesterfield Borough Council as the billing authority to transfer EZ business rates growth to the D2N2 LEP. Such a decision is a budget policy matter and therefore a decision for this Council.

## **8.0 Equality and diversity considerations**

8.1 A preliminary equality impact assessment has been undertaken. No disproportionately negative impacts are anticipated as a result of the proposed policy change recommended in this report. It is anticipated that there would be a number of positive impacts for residents and businesses through an improved focus on delivery of the borough's key growth projects. Accelerating the delivery of these growth projects would start to redress the deficit in local job creation, deliver positive benefits in terms of community impact and contribute towards the financial sustainability of the council, given the shift away from Government grant funding towards council tax, business rates and income from facilities and services.

## 9.0 Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Risk of businesses leaving Markham Vale and EZ business rates income decreasing	High	Medium	Key Account Management is in place with businesses at Markham Vale and demand is good for any space that becomes available. Funding and spend will be carefully managed to ensure that the risks of reduced income from business rates is managed effectively. A reserve will also be established with a minimum balance of £100k.	High	Low
Change in legislation or Government policy around EZ business rates collection and retention	High	Low	Unspent balances would be used to meet established funding commitments for as long as possible.	High	Low
D2N2 LEP challenge the Council's position on retaining all of the business rates income from MVEZ to defray on activity to support the delivery of	High	Low	The Council has sought advice which has confirmed that it is for the Council to determine the use of the retained MVEZ business rates funding. The proposals in this paper comply with the requirement to ensure that funding is spent on the delivery of local economic priorities and	Low	Low

local economic priorities.			that EZ growth income is re-invested locally. The Council has also discussed its intentions with D2N2 LEP and the Government's Cities and Local Growth Unit.		
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## 10.0 Alternative options and reasons for rejection

- 10.1 Alternative options considered include: (a) do nothing; b) pass-port the retained Business Rates funding from MVEZ to D2N2 LEP rather than retaining to spend on the delivery of local economic priorities; c) allocating all of the funding to one programme area.
- 10.2 A do nothing option has been rejected since it would mean the Council continuing to pass-port business rates income from MVEZ to the SCR LEP. This makes little sense when the Council has already resolved to discontinue its membership of SCR LEP from 1 April 2020. The Council would effectively be pass-porting £1.9m of funding each and every year through 2036/37 to an organisation over which it would no longer have influence.
- 10.3 The option of pass-porting the retained MVEZ business rates to the D2N2 LEP has been considered. However, the Council would immediately lose the ability to: (a) resource the Joint Growth Unit that it is committed to establishing with DCC, and (b) accelerate delivery of the borough's key growth projects as referenced in the Council's growth strategy. It is also the strongly held view of DCC that the retained MVEZ business rates income should be re-invested locally and in support of the delivery of local economic priorities. The Council will, however, continue to work in partnership with the D2N2 LEP and is committed to ensuring that the delivery of the borough's local economic priorities is wholly in line with the

LEP's Strategic Economic Plan and the emerging Local Industrial Strategy.

- 10.4 An option of allocating all of the funding to one key programme area has also been considered. However, this would limit the scope of investments that the Council and its partners might wish to make through 2036/37. The key is flexibility, i.e. being able to apply a range of funding tools and solutions to the economic opportunities that arise over the lifetime of the Government's EZ programme.

## **11.0 Recommendations**

For Cabinet to recommend to Council:

- 11.1 That the Business Rates income from the Markham Vale Enterprise Zone (MVEZ) be retained by the Council from 1 April 2020 and re-invested locally to support the delivery of local economic priorities.
- 11.2 That the change in Business Rates policy for MVEZ be applied annually for the remaining 17 years of allowable business rates retention up to 2036/37.
- 11.3 That approval is given to the proposal for three key programmes of investment: key projects delivery, economic growth activities and skills activities; and that the funding should be particularly targeted at unlocking and accelerating key developments and sites and delivering better outcomes for local communities.
- 11.4 That detailed programmes of investment be developed, with a particular emphasis on the key growth projects being progressed through the Joint Growth Board, with Derbyshire County Council; and recommendations made to Cabinet and Council as appropriate to ensure the programmes and

associated spending are approved in line with the Council's constitution.

## **12.0 Reasons for recommendations**

- 12.1 To revise the Council's policy with regards to the retained business rates income from MVEZ, following the Council's decision to discontinue its membership of the SCR LEP.
- 12.2 To ensure that the retained business rates income is re-invested locally and used to support the delivery of local economic priorities in and around Chesterfield.

### **Decision information**

<b>Key decision number</b>	901
<b>Wards affected</b>	<b>ALL</b>
<b>Links to Council Plan priorities</b>	1) Making Chesterfield a thriving borough 2) Improving the quality of life for local people 3) Delivering value for money services

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
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## **For publication**

### **Local Council Tax Support Scheme 2020/21**

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Meeting:	Council Cabinet
Date:	11 <sup>th</sup> December 2019 3 <sup>rd</sup> December 2019
Cabinet portfolio:	Business Transformation & Customers
Report by:	Acting Chief Finance Officer

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To gain approval for the Local Council Tax Support (LCTS) scheme to apply in 2020/21.

### **2.0 Recommendations**

- 2.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2020/21. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability
  - The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Local Council Tax Support scheme
  - The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%
- 2.2 That the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation be granted delegated powers to update the 2020/21 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.
- 2.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).
- 3.0 **Background**
- 3.1 Prior to April 2013 central government funded the actual cost of the Council Tax Benefit scheme (CTB). In the 2010 Spending Review the Government announced its intention to introduce a Localised Council Tax Support Scheme (LCTSS) from April 2013 to replace the national CTB scheme.
- 3.2 The Council implemented a local scheme in respect of 2013/14 which required property occupiers of working age to pay at least the first 8.5% of the Council Tax liability for their property. Those of pensionable age continued to receive up to 100% support.
- 3.3 Under the localised arrangements local councils were required to manage a 10% reduction in government support and in

future years to absorb the burden of any additional funding required should caseloads and costs increase. These additional financial costs are shared between the precepting authorities through the mechanisms of the Collection Fund, which based on the 2019/20 precepts gives the following shares: Derbyshire County Council (73.7%), the Borough Council (9.2%), the Police Authority (12.1%), Fire and Civil Defence (4.2%) and Parish Councils (0.8%).

3.4 To help mitigate the 10% funding reduction, the Council agreed a number of changes to other Council Tax discounts and exemptions from April 2013. The changes included:

- A local discount of 100% for vacant properties, which would previously have qualified for an exemption under class C, for periods of up to three months. A three month discount (reduced from six months) was agreed to avoid having to collect small amounts of debt which would arise as residents sold or moved property. In a situation where a property becomes occupied or furnished for a period of 6 weeks or less it will only be eligible to receive discount for any of the original three month period which remains
- A local discount of 100% for properties which are uninhabitable due to them requiring or undergoing major structural repairs or alterations that would have previously qualified for exemption under class A for a period of up to 12 months was also agreed. While this exemption is unchanged it has now become a locally determined discount
- Removal of the residual 10% discount for second homes
- A 150% charge for property empty for more than 2 years

#### 4.0 **Previous Years' Schemes**

4.1 The key statistics to note include:

- The number of working age people receiving support has reduced from 6,438 on 1<sup>st</sup> April 2013 to 5848 as at 30<sup>th</sup> September 2019; a reduction of 590 or 9.2%
- The number of pensioners receiving support has reduced from 5,342 on 1<sup>st</sup> April 2013 to 3,727 as at 30<sup>th</sup> September 2019; a reduction of 1,615 or 30.2%
- The number of households receiving support has reduced from 13,925 in 2013/14 to 11,493 in 2018/19 (a reduction of 2,432 or 17.5%)
- The collection rate for the element of tax that is payable by those who previously received 100% Council Tax Benefit was 71% for 2013/14. This has slowly risen to 88.3% for 2018/19 and 61.4% to date for 2019/20

4.2 The collection rates achieved to date, whilst in excess of the 67% collection rate forecast originally assumed when the local scheme was first introduced, is nevertheless well below the rate for the other Council Tax payers of above 97%.

## 5.0 **Proposed Scheme for 2020/21**

5.1 Welfare Reform changes to the benefits and tax credits people can receive continues. There is a four year freeze on working age benefit increases that started in April 2016. Because the allowances and premiums used to assess Council Tax Support for working age claimants mirror those in Housing Benefit, this freeze also applies to working aged Council Tax Support recipients. The Government have recently announced that there will be an increase in 2020/21 of 1.7%.

5.2 The extension of the benefit cap to more households from 7<sup>th</sup> November 2016 means that currently 38 households in Chesterfield are subject to Housing Benefit restrictions compared to 12 cases before the 7<sup>th</sup> November 2016. Because of the roll out of Universal Credit there will also be households affected by the benefit cap within their Universal

Credit award. The implication on Council Tax Support expenditure of other benefit reductions is being monitored. It is difficult to forecast what the financial impact on the CTSS would be and what mitigating actions might be required.

- 5.3 Universal Credit went Full Service for the Chesterfield Jobcentre on 29<sup>th</sup> November 2017. This has impacted on Chesterfield residents and may impact on Council Tax collection. The Council is working with partners and the Department for Work and Pensions (DWP) to mitigate the risks. The Council's benefit service continues to encourage Council Tax Support take-up and there are concerns that the separation of Housing Benefit from Council Tax Support is having an impact on people claiming Council Tax Support. Between 1<sup>st</sup> April and 31<sup>st</sup> October 2019, the Benefits Service issued 1,089 letters inviting council tax payers that were claiming Universal Credit to also make a claim for Council Tax Support. At the 2<sup>nd</sup> September 2019 there were 2,012 live in payment Council Tax Support claims for households receiving Universal Credit.
- 5.4 If the Council plan to make any significant changes to the scheme there is a legal duty to consult stakeholders and to undertake further equalities analysis and update the equality impact assessment. This exercise would take a minimum of 12 weeks. In view of these uncertainties and constraints it is proposed to leave the scheme unchanged for 2020/21.
- 5.5 The experience of the schemes in previous years has also been a key consideration in arriving at the recommendation to continue with the current scheme for 2020/21. The collection rate at 31<sup>st</sup> March 2019 at 88.3% has surpassed our initial forecast of 67% when the scheme was first introduced. If the minimum contribution rate is increased above the current 8.5% level the contributions would inevitably become more difficult to collect and could become uneconomic to recover.

- 5.6 The operation of the scheme depends upon the premiums, allowances and non-dependent deductions for the elderly being uprated in accordance with figures provided by the DWP. For working age claimants, the premiums and allowances are uprated in accordance with those provided by the DWP for Housing Benefits and the non-dependent deductions are the same as those for elderly cases. It is recommended that delegated powers are granted to the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation to amend the 2020/21 local scheme with the relevant details. In addition to these specific delegations it is considered appropriate that the delegation should be extended to cover other minor technical changes where amendment of the scheme may be necessary during the course of the financial year in order to ensure that the local scheme reflects accepted practice and DWP guidance.
- 5.7 Given the continued financial pressures on the Council's finances it is also recommended that the Council Tax Discounts and Exemptions outlined in paragraph 3.4 be maintained at their current levels. While these measures do create an added financial burden for the tax payers affected they do, nevertheless, act as incentives to bring property into use.
- 5.8 The Council will continue to work with individuals and the local advice agencies to ensure that those experiencing difficulties paying will receive appropriate advice and support.
- 5.9 The impact of the welfare, tax and living wage changes will be monitored throughout 2020/21 to enable a review of the options in good time for setting the scheme for 2021/22.
- 6.0 **Financial Considerations**
- 6.1 Local Council Tax Support will be calculated using 91.5% of the Council Tax liability, leaving residents of working age to pay a minimum of 8.5% themselves. Assuming they were living in a

Band A property then the Council Tax liability would be in the region of £100.90 per annum (£1,187.06 x 8.5%) for a couple or £75.67 per annum (£100.90 less 25% discount) for a single person, before any award of CTS. Those of pensionable age will be eligible for CTS of up to 100% of their council tax liability.

- 6.2 A key factor in this decision has been that if the full cost of the reduction in Central Government support were passed on to claimants the amount due may well become uncollectable. On the basis of evidence to date a Council Tax liability of 8.5% for those of working age is a collectable amount in most cases, with a recorded collection rate of 88% in previous financial years.
- 6.3 If Council adopts the recommended approach then the income that will be generated from charging a minimum of 8.5% Council Tax to those of working age on benefits is estimated to be some £587k after an assumed non-collection rate of 15%. The income will be shared amongst the precepting authorities.
- 6.4 It is not possible to quantify precisely what the LCTSS costs because the major element of funding, government grant, is no longer separately identified but is now combined into the overall funding settlement. In the first year of the scheme (2013/14), when the funding was separately identified, it was estimated that the net cost of the scheme, after government funding, was £1.1m. Of the £1.1m, it was estimated that the changes to other discounts and the requirement to pay the first 8.5% would reduce the net cost down to £0.4m which was then to be shared amongst the precepting authorities through the mechanics of the Collection Fund. It should also be noted that as case load decreases, which has happened each year since 2013/14, this will increase the Tax Base and increase the overall tax raising capacity. It is estimated that by 2019/20, 1,096 Band 'D' equivalent properties will have been added to the Tax Base

since the first year of the CTSS (2013/14), potentially generating over £1.9m additional income to the collection fund.

6.5 In 2013/14, £66k of the CTS funding which the Council received was earmarked as relating to the parish councils and this amount was paid over to the parishes. In setting the Budget it was agreed that the parish funding would be phased out over a period of ten years to reflect the fact that the Council's funding was being reduced.

## 7.0 **Legal and data protection implications**

7.1 Sections 9 to 12 of the Local Government Finance Act 2012 give the Council the necessary legal powers to implement the proposals made in this report regarding the Local Council Tax Support Scheme and other Council Tax discounts.

7.2 The Council Tax Support Scheme will need to be adopted by 31<sup>st</sup> January each year and will be required to meet the requirements as set out by legislation.

7.3 The Local Council Tax Support Scheme and changes to council tax discounts must be advertised within 21 days of the decision to adopt them being made.

## 8.0 **Equalities Issues**

8.1 Council tax support is intended to provide financial support to some of the most vulnerable groups in society. The Government has already given a commitment to protect those of state pension age but does not intend to prescribe in statute which other vulnerable groups must be protected. Instead, local authorities are expected to take into account existing duties in relation to vulnerable groups in designing their schemes. The following duties must therefore be considered:

- The public sector Equality Duty

- The duty to mitigate the effects of child poverty
- The duty to prevent homelessness

A full Equalities Impact Assessment (EIA) was prepared prior to the implementation of the original scheme in 2013/14 and this was reported to the Council as part of the process of adopting the scheme.

## 9.0 Risk management

9.1 The key risks are summarised in the table below:

Description of Risk			Mitigating Actions	Residual	
	Impact	Likelihood		Impact	Likelihood
Government funding is fixed but demand for support could increase from: <ul style="list-style-type: none"> <li>• Pensioners as the stigma of 'benefit' removed.</li> <li>• Job shock in the local economy e.g. major employer goes out of business.</li> <li>• Pensioners because they are living longer</li> <li>• Other welfare reforms affect the incomes of those in receipt</li> <li>• Higher levels of Council Tax required to achieve a balanced budget</li> </ul>	High	Possible	Prudent assumptions about take-up.	Medium	Possible
Reduced demand for support from: <ul style="list-style-type: none"> <li>• Working age claimants as the</li> </ul>	Medium	Possible	Monitor trends	Medium	Likely

economy recovers and more people move into work; • Declining pensioner caseloads.					
Difficulties in collecting the amounts due.	Medium	Definite	Flexible recovery procedures. Spread the risk by funding the grant cut from a variety of measures.	Medium	Likely
Tax avoidance	Medium	Possible	Rigorous and adequately resourced validation and recovery procedures.	Low	Possible

## 10.0 Recommendations

10.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2020/21. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of the Local Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability
- The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Council Tax Support scheme
- The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%

10.2 That the Chief Finance Officer in conjunction with the Cabinet Member for Business Transformation be granted delegated powers to update the 2020/21 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.

10.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).

## 11 Reasons for recommendations

11.1 To ensure that the Council can continue to operate a localised scheme providing council tax support from April 2020.

### Decision information

<b>Key decision number</b>	<b>905</b>
<b>Wards affected</b>	<b>All wards</b>
<b>Links to Council Plan priorities</b>	To improve the quality of life for local people.

### Document information

<b>Report author</b>	<b>Contact number/email</b>
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<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	

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## For publication

### Housing Strategy 2019-2023 (H000)

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Meeting:	Cabinet Council
Date:	3 <sup>rd</sup> December 2019 11 <sup>th</sup> December 2019
Cabinet portfolio:	Housing
Report by:	Assistant Director - Housing

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To seek Council approval of the Chesterfield Housing Strategy 2019-2023.

### **2.0 Recommendations**

- 2.1 That Cabinet recommends the Chesterfield Housing Strategy 2019-2023 for adoption by the Council.

### **3.0 Background**

- 3.1 The purpose of the Housing Strategy 2019-2023 (attached as **Appendix A**) is to provide a framework for the delivery of housing related programmes and initiatives where the Council can play an active role.

3.2 The draft Housing Strategy 2019-2023 was considered at Cabinet at its meeting on the 10th September 2019 where it was resolved that the draft Housing Strategy 2019-2023 be approved for wider consultation.

#### **4.0 Housing Strategy**

4.1 The Housing Strategy 2019-2023 will play a key role in helping deliver the Council Plan vision of 'putting our communities first' and the priorities of 'making Chesterfield a thriving borough' and 'improving the quality of life for local people'.

4.2 The strategy details the housing and housing related activity of the Council in response to the national and local strategic context, local issues affecting demand for housing and housing services locally.

4.3 The strategy sets this out under an overall aim and three key objectives:

##### Aim

'To enhance Chesterfield's housing offer so that people of all ages of life can find and live in a quality home they can afford'

##### Objectives

- **Delivery** – ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide homes for every stage of life
- **Quality** – to utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

## 5.0 Housing Strategy 2019- 2023 Consultation

- 5.1 Following the Cabinet decision a consultation programme on the draft Housing Strategy 2019-2023 took place during September and October 2019. This programme included:
- An online survey for members of the public to respond
  - A session with tenant representatives
  - A session with managers across the Council
  - Circulation to neighbouring local authorities and active housing associations and housing support providers within Derbyshire.
- 5.2 Eleven responses to the online consultation were received. The comments and responses are set out in **Appendix B**.
- 5.3 The session with the tenants identified a number of ideas for the Housing Service to progress around tenant involvement in the service and a desire to increase the environmental sustainability of the Council stock. These will be addressed as policy issues by the Housing Service.
- 5.4 The consultation with managers across the Council enabled further discussion on the issues identified within the strategy and where work across the Council could help achieve the aims of the Housing Strategy. These are set out in **Appendix C**.
- 5.5 Responses were received from officers at two local authorities – neither sought to amend the Housing Strategy but to acknowledge that they thought it covered all the relevant issues.
- 5.6 Whilst there have been no substantive changes to the strategy as a result of the consultation a small number of amendments have been made. The sessions with the tenants and

managers within the Council identified opportunities for closer working which has led to the development and completion of the action plan.

## 6.0 Financial considerations

6.1 The Housing Strategy 2019-2023 provides the overall strategic framework for housing and housing related activities by the Council. As such, the preparation of the Housing Strategy has no direct financial implications for the Council, although new activities brought forward under the action plan may require resourcing in the future.

## 7.0 Risk management

7.1 The main risks associated with not adopting the Housing Strategy 2019-2023 are shown in the table below:

<b>Description of the Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigating Action</b>	<b>Impact</b>	<b>Likelihood</b>
A risk of duplication or less effective service delivery between partner organisations in delivering housing objectives	M	M	The Housing Strategy clearly sets out the role of the Council in supporting housing and housing related activities within the Borough	L	L
There is a risk that the Council's approach to supporting housing growth and investment in new and existing stock will lack focus and be fragmented in the absence of a Housing Strategy	L	L	The Housing Strategy provides a clear link between housing issues and the Council's policy/action response. The Strategy provides a framework for the development of new programmes and initiatives	L	L

The ability of the Council to make the case for housing investment is reduced in the absence of a Housing Strategy	M	L	The Housing Strategy ensures demonstration of a strategic fit when preparing business cases for funding	L	L
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## **8.0 Equalities Impact Assessment (EIA)**

8.1 An Equalities Impact Assessment has been produced and is attached at Appendix D.

## **9.0 Recommendations**

9.1 That Cabinet recommends the Chesterfield Housing Strategy 2019-2023 for adoption by the Council.

## **10.0 Reasons for recommendations**

10.1 To secure the adoption of the Housing Strategy 2019-2023.

## Decision information

<b>Key decision number</b>	<b>902</b>
<b>Wards affected</b>	<b>ALL</b>
<b>Links to Council Plan priorities</b>	<p>The Housing Strategy outlines how housing can play a role in delivering the following Council Plan objectives:</p> <p>Making Chesterfield a thriving borough</p> <ul style="list-style-type: none"><li>• Enabling the completion of 1000 homes</li><li>• As a partner in Waterside enable 314 apartments</li><li>• Increase the number of residents living in our town centres</li></ul> <p>Improving quality of life for local people</p> <ul style="list-style-type: none"><li>• Build or acquire a minimum of 100 new council homes</li><li>• Ensure 100% of our council homes continue to meet decency</li><li>• Identify and reduce the number of poor quality private sector houses</li><li>• Explore policy changes which could reduce the number of empty homes</li><li>• Support 1,450 vulnerable people a year to maintain independent living via our Careline and Neighbourhoods Services</li><li>• Increase homeless prevention</li></ul> <p>Providing value for money services</p> <p>Work with partners to enable more efficient use of the Council's properties and land</p>

## Document information

Report author	Contact number/email
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<b>Appendices to the report</b>	
Appendix A	Housing Strategy 2019-2023
Appendix B	Online consultation responses
Appendix C	Managers seminar responses
Appendix D	Equality impact assessment

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**Chesterfield Borough Council**

**Housing Strategy 2019-2023**

Logo / photos

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## Foreword

The Chesterfield Borough Council Housing Strategy 2019-2023 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of *'putting our communities first'* and the priorities of *'making Chesterfield a thriving borough'* and *'improving the quality of life for local people'*.

The council acknowledges housing is more than bricks and mortar and its ability to drive economic growth. The council supports independent healthy living that enables people to reach their full potential, seeks to support to local residents to make positive housing choices to improve their health and wellbeing as well as providing services to ensure the quality of existing stock. The council is also committed to working closely with partners including Derbyshire County Council, developers, registered providers, local enterprise partnerships and support providers to shape a positive future for all residents.

To achieve this, we have set the strategy aim and three key objectives as follow:

### Aim:

'To enhance Chesterfield's housing offer so that people of all ages of life can find, and live in a quality home they can afford'

### Objectives:

- **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide homes for every stage of life
- **Quality** – to utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – Ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

The strategy aims to be concise and accessible to a wide audience. It highlights in broad terms what the council considers to be the key issues and what it can do to tackle them. In taking the strategy forward these matters can be explored further with partners and other stakeholders in order to share ideas and ensure a common understanding of expectations and responsibilities.

The following pages will set out the objectives in more detail and identify the key actions to deliver them. You can find out more about the strategies and documents referred to in the strategy by following the links provided.

(Photo)

Councillor Chris Ludlow - Cabinet Member for Housing

## Strategic context

The key legislation, strategies and documents that influence housing in Chesterfield are set out below. These documents provide the context for the council's direct role in providing housing and housing related services and its indirect role enabling the provision of new housing and new housing services locally.

### National

#### Planning policy framework

The [National Planning Policy Framework](#) (NPPF) sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced. The revised NPPF introduced a standardised housing needs calculation and a new housing delivery test

#### Housing and Planning Act (2016)

The [Housing and Planning Act 2016](#) introduced new measures that will impact on the social rented sector and introduce the Right-to-Buy to the Housing Association sector.

#### Welfare Reform Act 2012 and Welfare Reform and Work Act 2016

The [Welfare Reform Act 2012](#) introduced Universal Credit, the benefit cap and introduced the 'bedroom tax' amongst a number of changes

The [Welfare Reform and Work Act 2016](#) reduced the maximum amount of benefits that could be paid to a family household to £20,000 and fixed the benefit amounts for four years. These changes to welfare policy will disproportionately affect larger households and could increase housing affordability issues for families claiming benefits.

#### Homeless Reduction Act 2017

The [Homelessness Reduction Act](#) made changes to homelessness legislation placing new duties on local authorities to intervene at an earlier stage to prevent homelessness and take reasonable steps to secure accommodation for the household.

#### Fixing our broken housing market

The Government's white paper '[Fixing our broken housing market](#)' (2017) sets out plans to reform the housing market and boost the supply of new homes. The paper seeks to increase the average build rate of 160,000 homes a year to between 225,000 and 275,000 to keep up with population growth and to tackle years of under supply. It includes measures that aim to: plan for the right homes in the right places; build homes faster; diversify the housing market; and help people buy their own homes.

#### Homes Fit For Human Habitation Act 2018

This new [Act](#) amends the Landlord and Tenant Act 1985 to require that any property let by a landlord (private or social) is fit for human habitation when a tenancy is granted and remains so for its duration. The Act came into force from 20 March 2019 and covers all tenancies less than seven years in length in both the social and private rented sectors. The act outlines fitness for habitation by virtue of what constitutes a property unfit for human habitation.

## **A new deal for social housing green paper**

On 14 August 2018 the Government published the green paper '[A new deal for social housing](#)' – [A consultation](#). The consultation sought views on making sure that social housing provides safe and secure homes that help people get on with their lives. The consultation was split into five parts:

- Part 1; Ensuring homes are safe and decent
- Part 2: Effective resolution of complaints
- Part 3: Empowering residents and strengthening the regulator
- Part 4: Tackling stigma and celebrating thriving communities
- Part 5: Expanding supply and support home ownership

The areas covered by the green paper indicate the areas the council as a landlord will have to respond to and ensure services meet any new requirements set out by Government.

## **Regional**

### **Local enterprise partnerships**

Chesterfield is a member of – the '[D2N2](#)' ([Derbyshire and Nottinghamshire Local Enterprise Partnership](#)) and a non-constituent member of the Sheffield City region Mayoral Combined Authority. From April 2020 Chesterfield Borough Council will only be a member of D2N2.

Through these partnerships the council has been successful in drawing down funding for infrastructure investment for regeneration projects in the borough. Both LEP's identify Chesterfield and the A61 corridor as a priority for housing and employment growth.

## **Local**

### **Council Plan 2019-2023**

The Council Plan 2019-2023 ([insert link not published yet](#)) sets out the council's priorities. It is set out over three priorities with housing related objectives under each:

Making Chesterfield a thriving borough

- Enabling the completion of 1000 homes
- As a partner in Waterside enable 314 apartments
- Increase the number of residents living in our town centres

Improving quality of life for local people

- Build or acquire a minimum of 100 new council homes
- Ensure 100% of our council homes continue to meet decency
- Identify and reduce the number of poor quality private sector houses
- Explore policy changes which could reduce the number of empty homes
- Increase homeless prevention

Providing value for money services

- Work with partners to enable more efficient use of the council's properties and land

### **Revised Chesterfield Local Plan**

Planning policy is currently set out in Chesterfield Borough Local Plan Core Strategy (2013) and the saved policies of the Replacement Chesterfield borough Local Plan (2006). These set a target of 380 net new dwellings a year. The council has consulted on a new [Local Plan \(2018\)](#) which updates and identifies new site allocations for the period 2018 to 2033. In June 2019 the

proposed submission Local Plan was submitted for inspection. The submission version of the Local Plan makes provision for a minimum additional 4,374 homes at an average build rate of 292 homes per year.

### **Strategic housing market assessment update (2017)**

The [Strategic housing market assessment update 2017](#) (SHMA) is a piece of evidence used in the development of the local plan. The updated assessment identified a need for 265 additional properties a year over the local plan period to 2031. A new Local Housing Need (LHN) methodology was subsequently published in the revised NPPF. This methodology gave a LHN figure of 248 for the borough, lower than the SHMA figure of 265. Government concerns that their LHN methodology would not deliver sufficient housing nationally, preparation of the Local Plan continued on the basis of the higher SHMA.

### **Growth strategy (2019-2023)**

The [Growth strategy](#) sets out the role of the council in supporting the growth and regeneration of Chesterfield Borough. A significant part of this is the role of housing in making Chesterfield a great place to live, visit and do business.

### **North Derbyshire homelessness strategy (2016)**

The [North Derbyshire homelessness strategy](#) sets out how we will work with our neighbouring authorities to tackle homelessness locally. Following the introduction of the Homelessness Reduction Act in 2017 the strategy and action plan will be updated to ensure we are meeting the requirements of the Act.

### **Tenancy strategy and tenancy policy (2019)**

Following the Government confirming that a requirement to introduce fixed term tenancies in the Housing and Planning Act 2016 would not be enacted an updated tenancy strategy and tenancy policy will both be produced in 2019/20.

### **Joint strategic needs assessment**

The [Joint strategic needs assessment](#) (JSNA) reports on the health and wellbeing of people in Derbyshire – including those in Chesterfield Borough. This information then guides the future planning and commissioning of health and wellbeing services within Derbyshire. The first JSNA was developed in 2008 and is reviewed and refreshed annually to take into account the latest evidence and data, including work on specific topics or themes.

### **Derbyshire older persons housing vision (2018)**

[Housing and accommodation for an ageing population](#): a strategic vision for Derbyshire to 2035. This Derbyshire County Council document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. The document provides an overarching vision for Derbyshire and more localised objectives for the district and borough councils.

## Housing in Chesterfield - Key facts (as infographics)

### Increasing numbers of households

104,500 people live in Chesterfield Borough in around 47,500 households

The population is expected to rise to between 110,000 to 113,500 by 2035

The number of households is expected to rise to between 51,800 and 53,400 over the same period.

The number of older persons over 75 in Chesterfield is expected to increase by 57.6%

2018	2020	2025	2030	2035
9,900	10,600	12,800	14,200	15,600

To meet this increasing population the council has a target in the local plan of an additional 240 properties per annum.

### Cost of housing in Chesterfield:

#### Median house prices (September 2018)

Chesterfield                £150,000 5.3% increase from £142,500 in September 2018

National average        £232,500 3.3% increase from £225,500 in September 2018

Please select this link for up-to-date house price data from the [Office for National Statistics](#).

#### Affordability of owner occupied housing (2018)

	Entry Level house price	Increase in entry level price 2008-2018	Affordability Ratio			Approx Deposit required
			Average Income	Bottom 25% income	Bottom 20% income	
Chesterfield	£113,080	0.2%	3.0	5.1	6.3	£15,928

### Rents

The average rents for different elements of the rental sector and incomes needed to access without using subsidy (local housing allowance) are set out below.

	Private rents			Affordable rents		Social rents	
	Entry level per month	Income needed	%rents at or below Local Housing Allowance	Average per month	Income needed	Average per month	Income needed
Chesterfield	£472	£18,125	6.9%	£444	£16,517	£414	£15,416

### Local housing stock and supply

There are around 49,500 properties in Chesterfield. As shown in the house prices the local housing market is valued significantly lower than national averages and this is reflected in the council tax banding of properties in the borough with the vast proportion in the lowest council tax band's A and B.

Council Tax Band	Number (%)	Council Tax Band	Number (%)
A	26,645 (53.8%)	E	1,881 (3.8%)

<b>B</b>	10,227 (20.7%)	<b>F</b>	542 (1.1%)
<b>C</b>	6,192 (12.5%)	<b>G</b>	220 (0.4%)
<b>D</b>	3,757 (7.6%)	<b>H</b>	23 (0.04%)
		<b>Total</b>	49,485 (100%)

Of the 49,500 dwellings around 10,500 (21%) are affordable properties owned either by Chesterfield Borough Council or registered providers.

At any one time there are typically around 500 properties that have been empty over 6 months.

### Stock Condition

In 2008/09 78.1% Private Properties meet decency standards compared to 62.5% nationally\*

100% Council properties meet decent homes

\*Last comparable year available

**RTB** - 400% increase in RTB since 2012

Average number per annum 2008-2012 – 14.5 per annum

Average number per annum 2013-2018 – 72 per annum

### Council lettings –

Number of households on housing register 1636

Number of lettings to CBC properties 2018/19 851

### New build housing supply

Chesterfield has been low in recent years and well under the proposed local plan target of 292 dwellings per annum. Completion improved to 212 in 2019/20.

### Net Housing Completions

2014/15 - - 184

2015/16 – 206

2016/17 – 123

2017/18 – 110

2018/19 - 212

### Homelessness

The council accepted as homeless and in priority need 23 households in 2017/18 and 7 in 2018/19

The council worked to prevent homelessness in over 800 instances in both of the past two years.

Homelessness Prevention	2016-17	2017-18	2018-19
Able to remain in existing home	536	848	621
Assisted to obtain alternative accommodation	97	43	201
<b>Total</b>	<b>633</b>	<b>891</b>	<b>822</b>

**Rough sleeper count autumn 2018 – 18**

## Challenges for 2019-2023

Through reviewing the key facts and context in which the local authority operates there are a number of areas where the council will need to focus its efforts over the four years.

### **New housing supply**

The key challenge remains increasing and sustaining higher levels of housing delivery within the borough. Despite granting a large number of new planning permissions and being able to demonstrate a five year supply of deliverable housing sites as required by the National Planning Policy Framework, housing delivery remains below target.

The government announced a new Housing Delivery Test in July 2018. Authorities where housing delivery over a three year period is below 95% of the OAN, which will include Chesterfield, are required to prepare and publish an [action plan demonstrating how housing delivery will be increased](#). This is being prepared and put in place by August 2019 as required.

The borough's objectively assessed need (OAN) for housing - calculated using the standard methodology from February 2019 - is 240 net new dwellings per year. This is lower than the Local Plan target (292) that includes meeting the shortfall of earlier years in its calculation.

A significant amount of new housing is expected to come from large, complex brownfield sites primarily [Chesterfield Waterside](#) and [Staveley Corridor](#) which are expected to deliver the majority of their housing towards the middle, end and beyond the local plan period.

### **Affordable housing supply**

Whilst the council has started to develop its own homes through the Housing Revenue Account - successes so far include a new older person's scheme and beginning to build out the sites of former sheltered housing schemes - the overall supply of new affordable homes has been low. This is linked to the limited new market supply meaning fewer s106 agreements providing new affordable homes. Efforts to drive up supply will be linked to increasing market delivery.

Investment locally through Homes England, or its predecessor the Homes and Communities Agency, has also been limited. Taking better advantage of the funding streams made available will be crucial in delivery both of more homes and more affordable homes.

The council plan has an objective to develop or acquire 100 council homes by 2023. As overall development numbers increase opportunities for affordable housing delivery through section 106 agreements will also increase.

### **Improving quality of homes in the social and private rented sector**

Although dated the last private sector stock condition survey identified that the private sector stock in Chesterfield is in better condition than the national average. There is still work to do and some areas of the borough where the prevalence of private renting is highest are linked to poorer housing conditions. Ensuring that the council plays an active role in standards in the private sector will have benefits for the overall health and wellbeing of the residents.

As the implementation and awareness of the Homes (Fitness for Human Habitation) Act 2018 takes place, the council's role will be to ensure its own stock meets the standards but can also deal with a potentially increase in workload in offering and giving advice to tenants seeking to use the Act.

### **Housing and Health**

The links between housing and health are well proven. A home that offers security, safety and is of the right size and connectivity can offer enormous health benefits. Whilst the housing stock in the borough is of a higher standard than many areas the [indices of deprivation 2019](#) indicated that health deprivation within Chesterfield is amongst the worst in the country. Housing has a critical role in improving local health outcomes.

### **Tackling homelessness including rough sleeping**

In response to the Homelessness Reduction Act 2017 the council reviewed all of its homeless policies and working practises and increased resources to meet the new duties. An increase from 12 to 18 in the rough sleeper count indicates a growing issue locally. There is a challenge to ensure services are available to assist those at risk of homelessness or sleeping rough into more permanent and secure accommodation.

### **Housing to meet specialised need**

Whilst there are a number of supported housing schemes for a variety of groups operating within the borough, the cuts to adult care budgets may mean that resources for supported housing are tight and could reduce further. To offset the loss of DCC funded provision, changes to the intensive housing management element within Housing Benefit has led to a recent increase in speculative enquiries for new supported housing supply. Ensuring that both the existing and new supply of supported housing and supported housing services continues to meet the needs of those in Chesterfield will be crucial to ensure that vulnerable groups can maintain their homes and improve health outcomes.

### **Housing an ageing population**

Derbyshire County Council's 'Derbyshire older persons housing vision' examined the housing requirement of an ageing population in Derbyshire. Those aged over 75 will increase from 9,900 to 15,600 within the borough by 2035. The work identified that whilst there was likely to be adequate provision of rental properties for older persons, there was little availability and choice in the sale market. For housing with care there is a shortfall in both new rental and sale properties to meet the demand from the increasing older population

### **Implementing social housing reform**

The Government will follow up the social housing green paper with a package of reforms for the social rented sector. Potential changes to the decent homes standard and regulation of the sector will mean the council's housing service has to be ready to implement reform as legislative change is introduced. This will have significant impact on the expected standards of both services to tenants and the properties the council owns.

### **Climate change**

Climate change has risen up the political agenda. The council has declared a [climate emergency](#) and has established a working group to respond to the emergency with a shared purpose of enabling Chesterfield to become a low carbon, resilient and sustainable borough.

# Objectives 2019-2023

## 1. Delivery

The Council Plan 2019-2023 emphasises the importance of new supply in meeting the council's ambitions. It includes targets to enable both the completion of 1000 homes, and 314 apartments at the Waterside development – of which the council is a partner, to increase the number of residents living in our town centres and build a minimum of 100 new council homes.

### **Increasing delivery and making development viable**

The supply of new housing has been on a gradual upward trajectory following the collapse in new build activity due to the global financial crisis in 2008. Completions per annum fell to a low of 24 in 2009 but have reached 212 in 2018/19 – still below the local plan target of 292. The undersupply of new homes in recent years has been caused by a variety of factors but key to this has been low local viability levels in comparison to other areas.

As at April 2019 the [Authority Housing Supply Position Statement](#) showed that over the next five years there was potential for 1,982 dwellings to be constructed in the borough. Nearly all of these properties had a planning permission for residential development highlighting the council's positive approach to supporting housing development via the planning process.

Despite the council's positive approach to planning permissions many other varied factors can influence the rate of housing delivery at the local level including levels of local employment growth, the delivery strategies of regional housing developers and landowner expectations of the value of potential housing sites in their ownership.

The council is committed to increasing the rate of housing delivery and maintaining a five year land supply of available housing sites. To achieve this:

- We will continue to ensure the provision of a sufficient range of housing sites in the borough and seek to positively enable growth through the local planning framework
- As a partner in the [Chesterfield Waterside Ltd](#), we will support the delivery of the first phases of residential and commercial development
- We will work with landowners, developers and [Homes England](#) to accelerate the delivery of housing development of key sites across the borough such as Chesterfield Waterside, [Staveley Corridor](#), [Northern Gateway](#) and the proposed area for HS2 station and masterplan.
- The council has appointed a housing delivery manager to facilitate and drive new developments in the borough
- We will enact commitments made in the Housing Delivery Action Plan such as development briefs and increasing engagement with developers and stakeholders
- We will make best use of public sector land assets to deliver new housing

### **Community Infrastructure Levy**

The council has operated a Community Infrastructure Levy (CIL) since April 2016. The aim of this levy will be to support both future employment and housing growth in the borough. Effective use of the CIL will help fund the key infrastructure needed to support further new development in the borough, although for major infrastructure additional funding may need to be levered. The CIL priorities will be determined in line with Core Strategy (2013) and draft local plan (2018) priorities once adopted.

### **Affordable housing**

[The council's local plan policy CS11 states](#) that on sites totalling 15 or more dwellings and where there is evidence of need and subject to viability assessment, up to 30% of affordable and, where appropriate, special needs housing, will be sought by negotiation accepting up to 30% affordable housing on site subject to viability'. The Submission Local Plan adjusts this target that up to 20% of affordable housing and 25% of adaptable and accessible housing on applications of 10 or more dwellings – subject to viability.

Once the revised local plan is adopted preparation for an affordable housing SPD to support emerging local plan policy and expand on the approaches to commuted sums, tenures and delivery will be developed. This will ensure that the council can continue to actively seek developer contributions on and off site affordable housing.

The council's internal housing service is working to meet the council plan target of a minimum of 100 council properties by 2023. A number of sites already have planning permission granted and start on site has commenced. The council's housing service will set out a new build strategy to sit alongside the housing strategy to facilitate this development.

### **Older persons housing**

Derbyshire County Council's '[Older persons housing vision](#)' document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. In Chesterfield the provision of older person's accommodation for rent will meet demand until 2035 but there will be a need to ensure an increase in provision for older person's properties for sale and an increase in care home provision.

Through 2019 Derbyshire County Council is working on developing a specialist accommodation and support strategy for those with a variety of specialist support needs. Chesterfield Borough Council will need to play an active role in supporting Derbyshire County Council to meet the housing requirements of vulnerable groups

### **Custom and self-build housing**

The council maintains a register of individuals and groups with an interest in plots for [Custom and self-build projects](#) within the borough. The Housing Delivery Action Plan seeks to support self and custom build and the housing delivery manager will be tasked with looking at ways to increase the contribution of custom and self-build to housing delivery numbers in the borough.

### **Gypsies and Traveller**

The council met the requirements identified in the previous countywide [Gypsy and traveller needs assessment](#) that was published in 2015. This countywide piece of work is due for renewal and will be led by Derbyshire County Council during 2019/20. We will seek to implement any needs outcomes from this study.

### **Student housing**

Derby University do not have any short-term plans to provide purpose built or University owned accommodation for their students. The University currently use DASH (Decent and Safe Homes) to signpost students to accommodation. If their aspiration changes the Council will work in collaboration to assist in the provision of accommodation to meet student need.

## 2. Quality

As the condition of housing has a direct impact on the health of residents in the borough, the strategy's second objective aims to make the best use of and increase the quality of Chesterfield's housing stock. The council plan contains objectives that directly link to housing quality: Ensure 100% of our council homes continue to meet decency, to identify and reduce the number of poor quality private sector houses and explore policy changes which could reduce the number of empty homes. The council wants to ensure that the use of the housing stock is optimised and housing standards continue to grow.

### **New homes**

In order to ensure that high standards of design and quality are key to the development of new homes the council has an adopted Supplementary Planning Document on Residential Design – [‘Successful Places, a Guide to Sustainable Housing Layout and Design’](#), which is used in assessing planning applications for development. By ensuring quality design is built in upfront there will be less need for future intervention.

The increasing climate change agenda will also mean that the council will need to reflect this agenda in all its activities and policies including those for new housing. Subject to the outcomes of its examination in late 2019, the council's new local plan will contain several policies which seek to ensure that any new housing within the borough is of a high standard of quality, environmentally sustainable and futureproof.

### **Stock condition surveys**

Over the next twelve months extensive work will take place to ensure that information held on the housing stock in the borough – both in the private and council ownership – is up-to-date and accurate. This will help inform how the council allocates resources to best tackle poor housing conditions in the borough.

### **Private Sector Homes**

#### **Private sector stock condition survey**

During 2019/20 a Derbyshire wide private sector stock condition survey (PSSCS) will be undertaken. Being led on by Derby City Council it will provide all Derbyshire authorities with up to date detailed information of the standards of the private sector housing stock in their boroughs.

The completion of PSSCS will inform the council's response to housing conditions and consideration of what policy option such as selective licencing could be implemented and where the resources of the council's private sector housing team are focused.

#### **Private sector enforcement policy**

The council launched a 'Private sector housing enforcement policy' in early 2019. This sets out the council's private sector housing teams 'operating guidelines' for relationships with landlords and homeowners. The policy set out the fees and charges that the council will levy in the course of its housing work to drive improvements in housing quality. The policy will be reviewed for effectiveness and to ensure that any new or amended powers are included within its remit. At the current time the council currently only has a small number of licensable houses of multiple occupation (HMO's) but with recent benefit changes this type of housing will need to be identified and monitored to ensure standards are met for the often vulnerable groups that utilise this housing type.

Moving forward the council will also consider adoption of ‘civil penalties’ of up to £30,000 to force landlords to improve the condition of their properties.

### **Empty homes**

The council does not currently have any specialised resource for tackling empty homes. The council’s private sector housing team do spot checks and basic encouragement to tackle empty homes however, at present many of the powers available to local authorities of compulsory purchase orders and enforced sale are not utilised due to the lack of resource. Over the strategy period the approach to empty homes will be considered and reviewed to ensure that work to bring them back into use either directly or with partners becomes a core part of the council’s housing role.

### **Energy Efficiency and Fuel poverty**

With the rising priority of climate change within local and national government policy the council will work locally and wider with Derbyshire County Council to proactively develop an approach to reduce emissions locally. A key part of this will be to ensure that the existing housing stock is as energy efficient as possible. A revised council approach reducing fuel poverty through maximising incomes, providing access to funding and advice to increase energy efficiency will play a role in this agenda.

The council will continue to utilise schemes available such as those through Local Authority Energy Partnership (LAEP) to improve the energy efficiency of properties within the borough and publish its activity on tackling fuel poverty and energy efficiency through the annual Home Energy Conservation Act report. Current work with LAEP targets the remaining ‘free’ coal properties left in the borough to move them onto more efficient heating systems.

### **Home repair assistance loan funding**

The council will continue to operate its homes repair assistance scheme to fund works to properties of financially vulnerable home owners to ensure essential works to properties are carried out.

### **Council homes and estates**

The council carries out a programme of surveys of its 9,000 properties and every three years an external stock condition survey takes place. This external survey enables the council’s housing service to verify its own data and ensure investment programmes are accurate and effectively targeted to ensure that the Decent Homes standard is maintained – providing warm, safe and affordable properties for our tenants.

A five year plan to improve the condition of stock in CBC ownership is already underway and the overall ‘housing business plan’ covering a 30 year period will be written using the information from the stock condition survey during the strategy period. This business plan will need to take into account any changes to the decent homes definition set out in the housing green paper and any improvements required linked to the recent [‘Homes fit for habitation’](#) legislation.

An increasing part of the housing services investment in future years will be focused on improvements to estate environments. Multi-million pound projects are underway at Barrow Hill and Grangewood to improve estate environments and further areas will be identified and programmed to deliver improvements to environments around people’s homes.

### 3. People

The relatively low local house prices and rents along with the good supply and type of affordable housing for rent means that the majority of households can satisfy their housing need. The council will play a more active role to ensure more vulnerable households can access and sustain their homes with a variety of housing related supporting services. The council plan includes objectives to maintain independent living through the continued support of vulnerable people, working with partners to tackle homelessness and to provide advice and support to access benefits.

#### Homelessness

The current homelessness strategy and delivery of its action plan to improve related services locally is overseen by a homelessness forum run in partnership with North East Derbyshire and Bolsover District Councils. The introduction of the Homelessness Reduction Act 2017 and the amended duties placed on local authorities means that a new homelessness strategy and action plan is required and will be in place by December 2019.

A range of homelessness prevention services funded by the council are provided by local support agencies. These include funding a post at Derbyshire Law Centre to prevent evictions, a 'call before you serve' phone line through [Decent and Safe Homes](#) to work with and provide advice to landlords.

A 'homelessness hub' run by [Pathways](#) has been operational since November 2018. The three local councils have funded the hub for two years using a number of grants such as [flexible homelessness support funding](#) and [new burdens funding](#). The service provides support options for a variety of client groups such as domestic violence, young persons, older person and those with more complex needs who are at risk of homelessness. The scheme will be monitored and reviewed over the next two years and we will work to identify further funding opportunities to ensure its continued operation.

Work to identify suitable funding for local homelessness prevention projects both locally and Derbyshire wide will continue.

#### Rough Sleeping

Extensive multi-agency work to tackle the increasing prevalence of rough sleeping locally is underway and ensuring appropriate and timely interventions are available are key to both the housing and revised homelessness strategy. The new homelessness strategy will include a rough sleeping strategy within it to set out the actions the council will undertake to tackle this increasing issue.

Work is already underway to mitigate the increases in rough sleeping number and including:

- Using homeless prevention funding from [MHCLG](#) to fund a multiagency panel around the person
- A winter night shelter running from December to March each year
- Working with Derbyshire wide colleagues to secure funding from [rough sleeper initiative fund](#) and [rapid rehousing pathway](#) for 2 rough sleeper co-ordinators and five outreach workers. One of each will be based in Chesterfield
- Using social lettings workers to provide tenancy support for rough sleepers who move into accommodation

Moving forward we will work with colleagues in neighbouring local authorities and across the county and Sheffield City Region to access and utilise funding to tackle the issue.

## Supported housing

Supported housing has experienced significant reduction due to budget cuts and austerity. Recent changes to the intensive housing management element of housing benefit have seen a renewed interest from providers seeking to increase their provision. CBC will co-ordinate with providers and housing benefit to ensure that new supply is appropriate and affordable.

Derbyshire County Council is currently working on two pieces of work to identify supported housing need. A specialist accommodation and support strategy and a working age adult accommodation strategy for the period 2019 -2024 will be written. We will work with DCC and providers to meet the needs identified within these strategies.

A range of supported housing schemes exist across the borough including Platform for Life run with Action Housing and a hospital discharge scheme 'healthy futures' run by Derventio. Several schemes have been identified to deliver in the next twelve months including the re-provision of Newbold Court as supported housing for young persons with Action Housing.

## Older Persons

There is a good supply of housing suitable for older persons in Chesterfield but as the local population ages there will be a growing pressure on resources to ensure that older persons can remain living in their homes and demand for support services and adaptations will grow.

The council offers a 24/7 telecare service to residents to aid independent living. The ['Careline' response service](#) currently benefits 2600 households in Chesterfield and adjoining districts. Residents living within Chesterfield also benefit from a falls recovery service to lift non-injured fallers.

The council will continue to work closely with DCC, the Health Service and East Midlands Ambulance Service in developing services to respond to and prevent falls and to explore and develop support packages and telecare technology to meet local needs. Marketing to increase the number of households benefiting from the service will continue.

Chesterfield Borough Council also delivers an [Independent Living Service](#) across Chesterfield, North East Derbyshire, and Amber Valley, assisting and supporting residents over the age of 55 to maintain independent living in their own homes. Over 1700 residents currently benefit from this service, mostly through Derbyshire County Council funding, and the council is working with DCC to monitor and plan for this service in the longer term.

The council will look to develop a support strategy for older persons to co-ordinate its resources and respond to the increasing numbers of older persons in the borough

The [Better Care Fund](#) is a partnership programme between the NHS and local authorities that seeks to join up health and care services to improve outcomes. During 2019.20 it has provided resources of £1.8m to spend in Chesterfield. This resource funds a [disabled facilities grant](#) programme to adapt properties and a number of other initiatives to reduce the burden on the health service such as the hospital discharge scheme, a falls prevention pilot and the healthy homes fund to work with fuel poor and vulnerable owner occupiers to provide new heating systems. The Better Care Fund is a vital resource but as funding is only allocated annually, long term decisions and schemes are difficult to support.

The potential of utilising this funding to provide an older persons housing advice worker to support older people in making informed choice about the housing, will be considered.

## Delivery plan

The delivery plan is accurate at the time of publication but will change throughout the strategy period to ensure any changes to national and local policy can be reflected. All actions are work identified that is ongoing or to start in the next twelve months.

### Resources

Housing Services	1	LEP's – D2N2 & Sheffield City Region	4	Private developers	7
Growth Directorate	2	Derbyshire County Council	5	Homes England	8
Health and Wellbeing Directorate	3	Registered Providers	6	Neighbouring Local Authorities	9
Supported Housing Providers	10	Others	11		

### Delivery Plan

Ref	Challenge	How we will deliver	Resource / Responsibility
<b>1</b>	<b>Delivery of housing in all tenures</b>		
1.1	New Housing Supply	<p>Adopt and implement revised Local Plan</p> <p>Begin delivery of key regeneration schemes such as Waterside, Staveley Corridor, High speed to housing</p> <p>Encourage and enable increased provision of housing locally through utilising external funding and working in partnership with developers and housing providers to boost supply</p> <p>Develop action plan to work with housing providers in all sectors to boost supply</p>	2,4,5,7,8,
1.2	Affordable Housing Supply	<p>Resource a new build and acquisitions programme in the Housing Revenue Account to meet the Council Plan target of 100 new council homes by 2023.</p> <p>Development of an SPD will begin following the adoption of the new Local Plan (subject to any amendments made during the examination process).</p>	1,2

Ref	Challenge	How we will deliver	Resource / Responsibility
		Introduce a revised affordable and special needs housing supplementary planning document once local plan adopted	
<b>2</b>	<b>Quality of housing</b>		
2.1	Improve quality of homes in private sector	<p>Complete private sector stock condition survey</p> <p>Review potential for selective licencing after private sector stock condition survey is completed</p> <p>Identify and introduce a method for tackling long term empty properties</p> <p>Implement the housing enforcement policy</p>	3
2.2	Improve quality of public sector homes	<p>Complete stock condition survey</p> <p>Implement changes as set out in Housing White Paper to ensure that the council's own housing stock continues to meet the decent homes standard</p> <p>Development capital investment programmes based on results of stock condition survey</p> <p>Ensure council's own housing stock is safe and decent in line with any changes to decent homes standard</p>	1
2.3	Housing and Health / Climate change	<p>Work up a suite of activities to tackle fuel poverty in the Borough linking with climate change agenda</p> <p>Utilise sector stock condition survey data to identify areas to target with energy improvement measures.</p> <p>Identify and access available grants through organisations such as LAEP to</p> <p>Develop and implement a strategy for mitigating the impact of housing and housing related activities on climate change</p>	1,2,3

Ref	Challenge	How we will deliver	Resource / Responsibility
		Implement optional housing standards on accessibility, adaptability and water use within Local Plan.	
<b>3</b>	<b>Meet housing needs in Chesterfield</b>		
	Tackling homelessness and rough sleeping	<p>Develop new rough sleeping strategy and with NEDDC and Bolsover homelessness strategy for the Borough.</p> <p>Work with NEDDC and BDC to revisit and revise the homelessness strategy identifying opportunities for funding resources and tackling identified need</p> <p>Implement year two of winter night shelter and consider options for extending into future years Explore funding options to continue provision in future years</p> <p>Work with NEDDC / BDC and countywide LA's to access homelessness grant funding to tackle issues of rough sleeping and homelessness in the Borough</p>	1,6,8
	Housing to meet supported housing needs	<p>Work with supported housing providers and Derbyshire County Council to ensure appropriate supported housing provision is offered within the borough</p> <p>Revise and update tenancy strategy and tenancy policy</p> <p>Update DCC wide gypsy and traveller housing needs assessment and implement findings</p>	1,5,6,10
	Social housing reform	<p>Implement changes in housing white paper to ensure council services to tenants meet required regulatory standards</p> <p>Commission external review of tenant engagement to identify where Housing Service needs to develop services to meet Housing Green Paper proposals</p>	1,6

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## Appendix B – Online Consultation Responses

<b>Q1a: Are there any other housing challenges you think the Council should be considering as part of the housing strategy</b>	
<b>Comment:</b>	<b>Response:</b>
Set more challenging home provision targets in the Borough.	The Local Plan sets the councils housing targets through a standard methodology set by the government. The current Local Plan is undergoing independent examination at present.
Increase in rough sleeping of people with complex needs- lack of appropriate supported housing options in the borough	The opportunities to review our approach to tackling rough sleeping and ensuring appropriate support for these groups will be considered within the Rough Sleepers Strategy to be published in late 2019.
No	N/A
Traffic, Chesterfield is heading towards being uncommutable either out of Chesterfield or into Chesterfield. Housing developments around key roads such as A61 NEED to be limited! Road infrastructure will not support what is already built without adding more.	The council is working with Derbyshire County Council and North East Derbyshire District Council on the A61 Corridor Project – a range of road improvements and sustainable transport measures to reduce the impact of congestion on the A61.
Well it states in your listing provide houses that are of reasonable quality or something like that which is a joke. My house has plaster falling off. Windows that blow a draft and leak and a door that catches floor windows and doors been told by there workmen are past it and need new but no money Shock and the plaster work was damaged by there lads and promise phone calls back and don't get any. And one of windows damaged by there lads	No contact details provided to pass details to Commercial Services to address concerns
Stop ripping up green land - use the old houses / land - yes it will cost more but we need to save some green space Avoid at all costs building slums of the future.	The council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land. Council has a design guide to ensure quality design of new developments

	<p>however some developments can be done without requiring planning permission under permitted development rights. This includes conversion of commercial into residential.</p>
<p>When upgrading council properties (roofing, insulation, windows etc) offer the same service to adjacent properties not owned by the council, at same prices, to allow the whole area to be upgraded.</p>	<p>Where appropriate this has been offered most routinely on external wall insulation programmes. Suggestion passed onto Commercial Services for further consideration.</p>
<p>Think about the effect more housing has on local services</p>	<p>The council's Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development. <a href="https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx">https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</a></p>
<p>I think that in these times of technology houses should have to have solar panels so as to keep home owner bills down and ever home should have to have a rapid charge point and a smart meter and smart thermostat.</p>	<p>The council's Local Plan requires electric vehicle charging in all new developments. The Government has reduced 'feed-in-tariffs' for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy</p>
<p>1.providing appropriately adapted or new build housing for younger disabled adults who may have family. 2. Climate change targets and how our older housing can be made energy efficient economically without causing problems to the fabric of the buildings. 3. Providing housing for the young adult that is affordable to those within the current benefits system.</p>	<p>1. Derbyshire County Council is working on research and a strategy to identify the need for support and adapted properties. The council's new Local Plan will require 25% of new properties to be adaptable. 2. Exploring options for increasing the energy efficiency of older housing will be a part of the strategy 3. Housing benefit will cover the full rent of a social rented property. As there is a good supply of 1 bedroom flats in the</p>

<p>4. Ensuring the Building Contractors deliver on the affordable social Housing, as often many reduce the level to the bare minimum.</p> <p>5. To deal with Elderly tenants living in large properties on their own that are not suitable for their needs, do they adapt them or encourage succession planning to downsize to appropriate housing. How do they get them to transfer.</p>	<p>Borough there is affordable accommodation available.</p> <p>4. The council's new Local Plan will set out minimum percentages of new housing that must be affordable (up to 20% in parts of the borough). In the future variations from this will only be allowed in exceptional circumstances.</p> <p>5. The Council is currently considering its Tenants Incentive scheme and proposals will be put to Cabinet in late 2019.</p>
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<b>Are there any opportunities that the Council has not identified that could be included within the Housing Strategy</b>	
<p>Build more old people's bungalows in the Borough so single occupants of family homes can be rehoused to more suitable accommodation. This will release more homes for family occupation. Also enter into innovative factory made flat pack house building schemes to provide hundreds of lower cost homes quickly.</p>	<p>The Council's Housing Service will develop a range of property types to meet Housing Needs of its housing register. The Derbyshire County Council work on older persons housing suggests a sufficient supply of rented housing for older people. The Council's Housing Service is using Modern Methods of Construction (MMC) in its new build developments. Private developers will need to make their own judgements as to the suitability and viability of construction methods. The Government is seeking to increase the use of MMC methods to drive housebuilding numbers.</p>
<p>Opportunity to install charging points to be ready for changes to transport going forward.</p>	<p>The Council's Local Plan requires electric vehicle charging in all new developments</p>
<p>Re-use / do up older houses - it will cost more but better than destroying all the green space</p>	<p>The strategy includes actions to look at options and opportunities to bring properties back into use</p>
<p>Strengthen the emphasis on increasing council housing stock by building more new properties and re-purchasing previously sold properties under the Right to Buy scheme.</p> <p>Put more effort into reducing the number of empty properties, by compulsory purchase if necessary, so</p>	<p>The Council has committed to developing or acquiring a minimum of 100 properties by 2023.</p> <p>The Council adopted a revised Housing Acquisitions policy in October 2019 to increase its ability to purchase homes of the market.</p>

that the level of available housing is increased.	The strategy includes actions to look at options and opportunities to bring properties back into use
Use brownfield and town centre sites rather than Greenfield	The Council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land.
I think the planning of new roads needs to be better with the new heritage green near Sainsburys should have come off the traffic lights on Chesterfield road and been made a four way traffic light rather than how it is now.	Comment not related to Housing Strategy.
As long as the council look to utilise all empty buildings for conversion to homes where appropriate and look to developing more accommodation in the town Centre I think the strategy meets all the opportunities there are available to them currently.	The strategy includes actions to look at options and opportunities to bring properties back into use

<b>Are there any other comments you would like to make?</b>	
More action less words.	
Agree with the strategy	
Please give consideration to moving around Chesterfield at peak times, certain roads, especially peripheral have more capacity than Town centre or main roads	The management and improvement of the highway network is the responsibility of Derbyshire County Council. Chesterfield Borough Council is working with the County to deliver a range of projects to improve movement around the borough, including the A61 Corridor Project, improving access to the railway station and the Chesterfield-Steveley Regeneration Route through the former Steveley Works.
Listen to the tenants more. Look after the people who look after there homes and not the ones who neglect there homes as you tend to find the council do more for people who neglect there homes. Where as people who look after	This comment relates to the Housing Service rather than being a strategic issue. Implementing the proposals in the Green Paper will increase the tenant role in the management of the housing service

<p>there homes get second hand stuff fitted or bodged</p>	
<p>The Ashgate woods that are being sold should be kept as woods and not chopped down for building land as we are in a climate crisis more than a housing crisis.</p>	<p>Ashgate Plantation is protected through the council's Local Plan as a local wildlife site, which would prevent its development, and any felling is controlled by the Forestry Commission, which requires replanting.</p>
<p>Get people who are wanting housing support to work for their rent if they have no job</p>	<p>This is a central Government issue relating to welfare policy. The council provides homes – access to those homes is set out in the allocation policy</p>
<p>There has been an immense amount of house building in and around Chesterfield this year surely there is no need for anymore, it is having a detrimental effect in the identity of our town and countryside. The roads and hospital are full to bursting with no provision of extra beds or services. The existing inhabitants are suffering. I love Chesterfield but it is becoming a ridiculously busy conurbation. Please stop building on Greenfield and use what you already have spoilt. Surely there is no need for anymore!</p>	<p>As shown in the strategy there has been low numbers of development taking place in Chesterfield Borough in recent years. Infrastructure requirements to support development proposed is set out in the Local Plan.</p> <p>The Council's Local Plan seeks to maximise the use of previously developed land, but this is not enough to meet all identified housing need and the plan does include some greenfield land.</p> <p>The Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p><a href="https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx">https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</a></p>
<p>The prices of any home needs to be affordable on a minimum wage so that people can go from paying someone else's mortgage to paying their own to stop people having to spend dead money.</p>	<p>The price of housing to own is determined by the housing market not the local authority.</p> <p>The Council can work to ensure that an affordable housing offer is available in the Borough and will look at options to introduce other affordable ownership options</p>

<p>A well thought out strategy, that will when approved form the basis of an exciting plan for housing for our town to meet the changes of an ageing population, those socially and economically deprived or suffering with ill health. Also where regeneration will bring increased challenges of house numbers required in new areas of our town. It is important to ensure that all new housing has appropriate infrastructure such schools GP' shops and a community centre that will bring people together as well as parks, open green space and leisure facilities that are served with good public transport.</p>	<p>The Council's Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p><a href="https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx">https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</a></p>
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## Appendix C: Managers Seminar Consultation – Housing Strategy – 15<sup>th</sup> August 2019

### Q1. Are there any other housing challenges you think the council should be considering as part of the Housing Strategy?

Challenges	Response
<p>Issues around infrastructure:</p> <ul style="list-style-type: none"> <li>• Large scale housing developments around the borough – not necessarily in the borough – need to link - could be putting pressure of Chesterfield infrastructure</li> <li>• What are the implications of accelerated housing delivery in North East Derbyshire compared to Chesterfield and the impacts that this will have on Chesterfield? (Congestion on A61 on Chesterfield Services) but mindful that this may increase footfall and spend in Chesterfield town centre</li> <li>• Planning across the housing market area</li> </ul>	<p>The council is working with Derbyshire County Council and North East Derbyshire District Council on the A61 Corridor Project – a range of road improvements and sustainable transport measures to reduce the impact of congestion on the A61.</p> <p>The Council’s Local Plan sets out the new infrastructure that is needed to support future housing growth. Funding for this is secured by planning obligations set out on planning permissions and via the Community Infrastructure Levy that is paid by developers based on the floorspace of development.</p> <p><a href="https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx">https://www.chesterfield.gov.uk/planning-and-building-control/planning-permission-and-development-management/community-infrastructure-levy.aspx</a></p>
<p>Issues around homelessness / rough sleeping:</p> <ul style="list-style-type: none"> <li>• Chesterfield can act as a honey pot for rough sleeping etc. – people from many different areas</li> <li>• Homelessness – rough sleeping – not necessarily an issue of housing supply – it’s a question of chaotic lifestyles and being able to sustain a tenancy – with any provider</li> <li>• Community communication – about sleeping rough = perception</li> </ul>	<p>The opportunities to review our approach to tackling rough sleeping and ensuring appropriate support for these groups will be considered within the Rough Sleepers Strategy to be published in late 2019</p>

<ul style="list-style-type: none"> <li>• Homelessness in Chesterfield – what are the reasons behind it? Less an issue of housing supply and availability and more social and lifestyle issues. What should the response be?</li> <li>• Lack of clarity between people being on street and homeless – connection with ‘community safety/police’ – connections to employability – how do you get people to take that step? – token scheme for homeless</li> <li>• Hostel</li> </ul>	
<p>Issues around design:</p> <ul style="list-style-type: none"> <li>• ASB through poor design – secure by design</li> <li>• Environmentally friendly by design – green technology – links to cycle routes – electric charging</li> <li>• Links with existing green space and preservation of green space</li> <li>• Longevity of ‘life cycle’ – cradle to grave housing design around adaptations (future proofing property)</li> </ul>	<p>The Council’s Local Plan requires Electric Vehicle charging in all new developments. The Government has reduced ‘feed-in-tariffs’ for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy Council has a design guide to ensure quality design of new developments however some developments can be done without requiring planning permission under permitted development rights. This includes conversion of commercial into residential. The council’s new Local Plan will require 25% of new properties to be adaptable.</p>
<p>Issues around climate change:</p> <ul style="list-style-type: none"> <li>• Consideration of wider impact – schools / transport / air quality</li> <li>• Climate change – flooding considerations – impact of available land</li> <li>• Fuel poverty</li> <li>• Conversion of empty properties – climate / carbon budget</li> </ul>	<p>The Council’s Local Plan requires EV charging in all new developments. The Government has reduced ‘feed-in-tariffs’ for solar panels to zero earlier this year. This makes their installation unlikely to be cost effective and changes to legislation has prevented these being required under a planning policy The strategy includes actions to look at options and opportunities to bring properties back into use</p>

<p>Issues around meeting housing demand:</p> <ul style="list-style-type: none"> <li>• Sufficient social / affordable housing</li> <li>• RTB Buyback</li> <li>• Private sector Older persons – housing offer to meet this</li> <li>• Aging population – types needed</li> <li>• HS2 and impact of demand etc</li> </ul>	<p>The Council’s new Local Plan will require 25% of new properties to be adaptable. The Council adopted a new acquisitions policy in October 2019</p> <p>Work done by DCC sets out the types of older persons accommodation required. Station Masterplanning in Growth Team is considering impact and opportunity of HS2.</p>
<p>Other issues raised:</p> <ul style="list-style-type: none"> <li>• Universal credit – improvements to accessing costs – 5/6 week delay – DWP relationship – funding / authorising of housing</li> <li>• Educating / training across the council – more joined up – communicating – joined up</li> </ul>	<p>Ongoing working relationship between the Avarto, Council and the DWP to ensure most effective operation of Universal Credit locally.</p> <p>Promotion of skills agenda /apprentice town with major housing developments</p>

**Q2. Are there any opportunities that the council has not identified that could be included within the Housing Strategy?**

<b>Opportunities</b>	<b>Response</b>
<p>Opportunities to deliver new housing and regeneration:</p> <ul style="list-style-type: none"> <li>• House pricing and quality attractive to potential investors</li> <li>• Improved place-based working – Staveley Regeneration rate – Joint Economic Growth Unit</li> <li>• HS2 – connectivity – Chesterfield’s geographical location - real opportunity commuters</li> <li>• Town centre living – conversion of property – Borough-wide approach</li> <li>• Private developers – link with these to support complementary development</li> <li>• McCarthy and Stone – assisted living – retirement villages offering secure safe environment to move generations out of properties that would better suit families</li> </ul>	<p>These are all referenced and included in the Strategy</p>
<p>Opportunities around housing related support:</p> <ul style="list-style-type: none"> <li>• Currently clearing up problems – invest in tenancy sustainment and support maybe a hostel to support most vulnerable</li> <li>• Social services / mental health service – increasing accessibility of statutory service of those at risk of homelessness</li> <li>• DWP working relationship</li> <li>• Need more support for chaotic people – break the cycle</li> <li>• Need more connectivity with existing agencies to help build skills</li> </ul>	<p>Internal reshaping of Housing Service will identify appropriate resources for tenancy sustainment for tenants. Other opportunities will be identified as part of rough Sleeping and Homeless Strategy work.</p> <p>Re-provision of Newbold Court increasing supported accommodation available locally</p> <p>Strategy includes working with DCC on Housing related support as identified within their needs assessments</p>

<ul style="list-style-type: none"> <li>• Can the council provide any training/skills to teach people how to manage a budget</li> </ul>	
<p>Opportunities around climate change:</p> <ul style="list-style-type: none"> <li>• Council – operates as facilitator for good practice / new ways of working</li> <li>• Trail blaze new technology and lead the way – plastic bottle walls</li> <li>• Eco homes incentives – planning costs / council tax and decisions</li> <li>• Climate change – what to do with existing stock</li> </ul>	<p>Strategy incorporates climate change and Housing and Housing related services will have a major role as part of the Council’s wider Climate change agenda.</p>
<p>Opportunities for Housing Services</p> <ul style="list-style-type: none"> <li>• Community safety</li> <li>• Community engagements / managing / younger people</li> <li>• Council services – opportunity to raise profile of housing related services that we offer</li> <li>• CRM – single view of the customer including tenants</li> <li>• Community design opportunities – involve the community in designing solutions</li> <li>• Isolation – support for the most vulnerable – links with other services / sectors</li> <li>• Links with volunteering sector – social connectedness – design this within the strategy</li> <li>• Engagement with school leavers (education) re: managing a house to try and develop skills for the future</li> </ul>	<p>Ideas for consideration within service planning for Housing Services in 2020/21</p>

**Q3. Are there any links with works that your team do that Housing can link with and build on?**

Opportunities that delivering the Housing Strategy will provide to other areas of the Council:

- Leisure – increased house building – increased footfall and economic activity (e.g. QPSC memberships)
- More houses, more people, more gym memberships and theatre visits – making the most of linking this offer
- Increasing population – increased house building and increased economic activity in Chesterfield town centre
- Ageing population – rich in leisure time – potential market for leisure services
- Links with VIC / CSC / Venues / Corporate Coms / Leisure – regarding tenant benefits

Work being done by Council that will inform and enable the Housing Strategy to be delivered:

- Legal – support services for planning and housing
- Economic Growth – university links – student accommodation etc
- Kier link – land supply, vacant property – direct link with Asset Management Strategy
- Land condition / contaminated land – Environmental Health full mapping of industrial heritage and land risks
- Project management office – involvement in concept through to implementation
- Wider understanding of roles with housing to support corporate schemes
- Green space in housing areas – quality – open space older people – green space strategy

Working with partners to deliver Housing Strategy:

- Links with university sector? CBC potential to support university / college in provision of (affordable) student accommodation and potential to change demographic on town centre and extend night time economy
- Working with partners – digital connectivity – broadband speed

#### Q4: Any other comments

Comment	Response
<p>Ageing population - issues for housing supply (type) and impact on other service areas but also linked to deprivation. Ageing population with available income has very different needs to ageing population in deprivation</p>	
<p>Political uncertainties – HS2 – be aware of the possibility on previous commitments and Chesterfield losing an HS2 station as a result of financial re-alignment. Need to ensure that the Strategy / Plan is sufficiently flexible to be delivered with or without HS2.</p>	<p>Growth Team developing Station Masterplan.</p>
<p>Student Housing Market – holistic joined up approach – helping to develop life skills – developing new residential for town – understanding the long-term vision for Chesterfield – growing economic infrastructure</p>	<p>Strategy includes reference to student accommodation and the universities current approach with a commitment to work together if this need changes in the future</p>
<p>Existing tenants – how do our policies look currently – try to support challenging tenants. Are we truly supportive?</p>	<p>Comment relating to operation of Housing Service. Housing Service routinely reviews policies and procedures. Size of support service will be considered as part of service reshaping.</p>

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## Appendix D: Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

Title of the policy, project, service, function or strategy:	Housing Strategy 2019-2023	
Service Area:	Housing Services	
Section:	Business Planning and Strategy	
Lead Officer:	Liz Cook	
Date of assessment:	October 2019	
Is the policy, project, service, function or strategy:		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

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### Section 1 – Clear aims and objectives

#### 1. What is the aim of the policy, project, service, function or strategy?

The Chesterfield Borough Council Housing Strategy 2019-2023 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of '*putting our communities first*' and the priorities of '*making Chesterfield a thriving borough*' and '*improving the quality of life for local people*'.

#### 2. Who is intended to benefit from the policy and how?

The Housing Strategy is intended to co-ordinate the housing and housing related activity of the council. The co-ordination of this activity is intended to benefit residents across the Borough in delivering housing to meet local needs and provide appropriate support to residents who need assistance in accessing and maintaining their homes.

#### 3. What outcomes do you want to achieve?

The strategy is set out under three key objectives:

- **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide home for every stage of life
- **Quality**– Whilst a lot of Government focus is placed on new build supply the vast majority of the housing stock is already in place. The council will utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – Ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

**4. What barriers exist for both the Council and the groups/ people with protected characteristics to enable these outcomes to be achieved?**

The introduction of the strategy does not produce any barriers for groups with protected characteristics to enable these outcomes to be achieved. The strategy sets out the context and evidence that inform objectives and action plan. The main barrier is the question of resource and suitable resourcing opportunities. Funding for supported accommodation has been reduced substantially since 2010 and further reduction to these services in the future are likely.

**5. Any other relevant background information**

None

## Section 2 – Collecting your information

**6.** What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- The housing strategy has been informed through utilising a wide range of secondary information relating to the quantity, price, condition and affordability of housing
- This information is considered within a policy context set by national and local government and its funding priorities and opportunities. The information identifying the levels of expected demand for support services is produced via the Joint Strategic Needs Assessment from Derbyshire County Council.

## Section 3 – Additional engagement activities

**7.** Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
Sept – Oct 2019	Online consultation via CBC website. Consultation promoted via front page on website and also social media	11 responses received (details referenced in Cabinet Report Appendix B)
Sept 19	Tenant consultation session	Session identified areas for landlord service improvements and landlord performance rather strategic housing issues
Sept 19	CBC managers seminar	Ideas and response set out in Cabinet Report Appendix C
Sept 19	Local Housing Associations and supported housing providers	No responses received

## Section 4 – What is the impact?

**8. Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	Negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 9. Details of anticipated positive impacts.

a)	The Housing Strategy is designed to co-ordinate the housing and housing related activity of Chesterfield Borough Council. This framework provides the evidence and resources available for interventions to benefit the residents of the borough. The positive impacts on those with protected characteristics will be for age and disability.							
	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

### 10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i> None
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<i>Mitigating action:</i>		None					
<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

**11. Have all negative impacts identified in the table above been mitigated against with appropriate action?**

Yes       No       N/A      *If no, please explain why:*

**Section 5 – Recommendations and monitoring**

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**12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?**

The EIA has not shaped the strategy directly but drawn out the areas where Housing and housing related activities can make a positive difference to those with protected characteristic esp. age related and disability related.

**13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?**

The Housing Strategy has an action plan of identified work areas for the Council to deliver. The strategy action plan will be reviewed and refreshed to respond to changing demands and priorities over the strategy period 2019-23.

**Section 6 – Knowledge management and publication**

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	
	Date:	
Reviewed by Policy Service	Name:	
	Date:	

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Final version of the EIA sent to Policy Service	<input type="checkbox"/>
Decision information sent to Policy Service	<input type="checkbox"/>

## For publication

### Local offer for children in care and care leavers

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Meeting:	1. Cabinet 2. Council
Date:	1. 03 December 2019 2. 11 December 2019
Cabinet portfolio:	Health and Wellbeing
Report by:	Assistant Director – Policy and Communications

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To seek approval for Chesterfield Borough Council to support and commit to a countywide (Derbyshire excluding Derby City) local offer for children in care and care leavers.

### **2.0 Recommendations**

- 2.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.
- 2.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills,

apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.

- 2.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 2.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

### **3.0 Background**

- 3.1 There are approximately 70,000 to 80,000 children in care in England at any one time. At the time of writing this report there are 826 children in care across Derbyshire, 144 of these children are from Chesterfield Borough.
- 3.2 There are unique challenges that children in care and care leavers face. Nationally approximately 60% of children become looked after due to abuse or neglect and they have poorer educational and health outcomes than their peers. When young people leave care, many face considerable disadvantage in their lives. Whilst most young people continue to rely upon their families well into early adulthood and beyond, young people leaving care, often do not have this support.
- 3.3 The care system is not just about keeping children safe, but should also promote recovery, resilience and well-being. This provides the context for Section 2 of the Children and Social Care Act 2017 which requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Through the Derbyshire Chief Executives

Group and the newly formed Corporate Parenting Board, Derbyshire County Council and District/Borough Councils agreed to collaborate to create one single 'Local Children in Care and Care Leaver Offer' for Derbyshire (excluding Derby City).

#### 4.0 Eligibility and numbers

4.1 A care leaver is eligible for the local care leaver if they are over 18 years old and under 25 years old and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months.

4.2 The table below shows the current known number of care leavers across Derbyshire:

<b>District</b>	<b>18 years old</b>	<b>19 years old</b>	<b>20 years old</b>	<b>21 years old</b>	<b>Total</b>
Amber Valley	8	11	12		31
Bolsover	3	3	5		11
Chesterfield	20	9	14		43
Derbyshire Dales	3	2	1		6
Erewash	8	16	12	1	37
High Peak	9	6	10		25
North East Derbyshire	9	5	3	1	18
South Derbyshire	5	7	6		18

<b>Total</b>	<b>65</b>	<b>59</b>	<b>63</b>	<b>2</b>	<b>189</b>

4.3 At the age of 21 care leavers have the right to access additional support services from the County Council and via the local offer but unfortunately accurate figures are not available for this cohort. It is estimated that the total number of eligible care leavers in Chesterfield is around 85 aged 18 – 25. The number of children in care has however for a number of years been rising so this figure is likely to increase on an annual basis.

## **5.0 Derbyshire local children in care and care leaver offer**

5.1 Officer working group meetings have been held to discuss proposals based on lessons learned from early adopters of local offers including Nottinghamshire.

5.2 The offer includes a range of provisions including:

- Discretionary discount from Council Tax for Derbyshire care leavers
- Active fostering and care leavers physical activity programme
- Employment, skills, apprenticeships and work experience
- Housing
- Recruitment of foster carers/ supported lodgings

## **6.0 Discretionary discount from council tax for Derbyshire care leavers**

6.1 Managing budgets can be challenging for many people, particularly for people on low incomes. A 2015 report by the Children’s Society (the wolf and the door – how Council Tax debt collection is harming children) suggests that care leavers are a particularly vulnerable group for Council Tax debt. This is linked to the fact that unlike many young people, care leavers cannot rely on the continued support of their families as they move into young adulthood.

- 6.2 This discretionary discount of council tax offer applies to eligible care leavers aged 18 – 25 who become liable for council tax for a dwelling in Chesterfield borough. The discount will be awarded on the main residence of the care leaver up until their 25<sup>th</sup> birthday and will equate to 100% of their liability for council tax after all other relevant discounts have been applied. Where a care leaver is jointly liable a proportionate award will be made according to their individual circumstances e.g. if there is one other occupier than a 50% discount will apply.
- 6.3 The policy attached at Appendix 1 explains how this discretionary discount will work in practice. The council tax discretionary discount will come into force from 1 April 2020.

## **7.0 Active fostering and care leaver physical activity programme**

- 7.1 It is well documented how physical activity improves overall health and wellbeing. Since 2007 Chesterfield Borough Council has delivered, on behalf of Derbyshire County Council, a 'free access to leisure centres' scheme (gym and swim) for children in the care of Derbyshire County Council, their carers and the carers own children. In March 2008 the scheme was broadened to provide care leavers with free access to the fitness gym and swimming up to the age of 25. The cost of the scheme is fully funded by Derbyshire County Council.
- 7.2 In addition Chesterfield Borough Council revised its concessions policy for all services including leisure centres and theatres to provide concessionary rates for care leavers amongst other groups.

## **8.0 Employment, skills, apprenticeships and work experience**

- 8.1 Working whether paid or unpaid, is good for our wellbeing. It contributes to our happiness, helps us to build confidence and

self esteem and allows us to build supportive relationships and friendships with our colleagues. Employment can improve health by increasing social capital, enhancing psychological wellbeing, providing income and reducing negative health impacts of economic hardship.

- 8.2 Despite reforms over a number of years to improve the educational attainment of children in care, it is still the case that only 14% of children in care achieved five GCSEs (A\* – C), compared to 53% of all children (Department of Education, 2015). Looked after children are five times more likely to be temporarily excluded from School (Department of Education, 2018) and are far more likely to have special educational needs by age 11 (59% for children in care compared with 17% for other children, Department of Education 2018). These challenges can limit options available to care leavers when they leave education.
- 8.3 The wider care leaver offer will need to think creatively about how to provide the opportunities for care leavers to catch up on education that they have missed out on; and to develop the essential knowledge and skills that will enable them to progress. District/Borough councils can assist by working with Derbyshire County Council's Children's leaving care service to actively signpost care leavers to apprenticeships, work placements, work experience and mentoring opportunities within our own and partner organisations.

## **9.0 Housing**

- 9.1 Housing services will not make any decision regarding a care leaver being intentionally homeless without consulting their leaving care worker. In the event that we do consider a care leaver to be intentionally homeless we have a duty to secure accommodation which will be available to the care leaver to give them a reasonable opportunity for them to find with the

assistance of Housing services and their leaving care worker to find alternative accommodation.

- 9.2 All Derbyshire care leavers will be given a local connection to access housing in any district in Derbyshire irrespective of where they have been living. Derbyshire care leavers exiting supported accommodation as a positive move on will be given priority for social housing in Derbyshire.

## **10.0 Recruitment of foster carers/ supported lodgings**

- 10.1 There is a significant national shortfall of foster carers and supported lodgings. Derbyshire County Council currently has approximately 350 active foster families/carers/supported lodgings, far fewer than is needed to meet the rising demand.
- 10.2 Effective and appropriate advertising, marketing and promotion is key to attracting and retaining quality foster carers and supported lodgings across the county. Getting the rights messages and information to a larger audience will help to increase the number of enquiries and successful recruitment. Working with Derbyshire County Council we can actively support the promotion and recruitment of foster carers and supported lodgings through the Council's many and varied communication channels including Your Chesterfield/Our Homes newsletter, website, social media, displays at buildings and intranet for staff.

## **11.0 Improving our local offer and the care leaver covenant**

- 11.1 In July 2016, the Government published a major policy document 'Keep on Caring' which aimed to support young people from care towards independence. A key policy commitment in the paper was a strategic pledge to introduce a care leaver covenant. The covenant is a promise made by the private, public and voluntary sectors to provide support for

care leavers to help them to live independently. Care leaver covenants aim to ensure care leavers:

- Are better prepared and supported to live independently
- Have improved access to employment, education and training
- Experience stability in their lives and feel safe and secure
- Achieve financial stability

11.2 All central government departments have signed the covenant and have agreed specific offers they will deliver. Our Derbyshire local offer goes some way towards contributing to the covenant aims. Following the collaborative approach taken to developing the local children in care and care leaver offer there is some desire to continue to work together to further improve the offer and outcomes as well as considering the widening out of the offer to different sectors and partners under a covenant commitment.

## **12.0 Equality impact assessment**

12.1 An equality impact assessment for these proposals is attached at Appendix 2.

## **13.0 Financial considerations**

13.1 The majority of the offer can be funded and supported via existing budgets and programmes however the Council Tax discretionary discount does add additional financial pressure to Chesterfield Borough Council. As the collection authority we are 100% liable for any shortfall in collection as a result of discounts applied. The normal distribution mechanism would not apply so this authority would bear 100% of the lost council tax rather than our normal 10% share.

13.2 Experience from other areas of the country and for the four Derbyshire districts that have already applied Council Tax discretionary discount indicates that take up has been low.

However, this is likely to increase as the care leaver offer is publicised and awareness raised. The actual financial contribution in the majority of cases is also low as the discretionary discount is applied after other discounts are applied. In many cases the residual liability is the 8.5% contribution gap from the Council Tax Support Scheme, however for those care leavers in work, the discount would represent 100%. For Derbyshire care leavers in Chesterfield the financial contribution for 2020/21 is estimated at £16,000.

## 14.0 Risk

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
As this is a Derbyshire wide scheme. Care leavers who did not enter the care of Derbyshire County Council within Chesterfield Borough will be eligible for Council Tax discretionary discount and other provisions if they now live in Chesterfield. Due to accommodation type/availability and amenities in Chesterfield – it can be more attractive to care leavers than other areas. Estimates of care leaver numbers could grow over time therefore our financial liability grows.	M	H	<p>Policy will be reviewed annually regarding affordability. Notice period could be given to suspend or collapse elements of the scheme.</p> <p>All Derbyshire districts and Derbyshire County Council have co-developed the scheme so that care leavers can access an equal equivalent offer across the administrative county of Derbyshire.</p>	M	M

The number of children in care has been on an upward trajectory for several years and continues to rise. The cost per annum of this scheme will rise over the medium term to reflect the increasing number of children in care and care leavers.	M	H	We will review the affordability and effectiveness of the scheme on an annual basis.	M	H
Other groups may request a similar discretionary discount based on vulnerabilities or hardship. Potential for reputational damage and further pressure on finances.	H	H	Key reasons developed for establishing this offer (including the Children and Social Care Act 2017). This will need to be communicated to groups.  This is a Derbyshire wide agreed position as a response to corporate parenting responsibilities.	L	M

## 7.0 Recommendations

- 7.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.

- 7.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills, apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.
- 7.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 7.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

## **8.0 Reason for recommendations**

- 8.1 To fulfil our duties within the Children and Social Care Act 2017 and provide support for vulnerable young people within the care and leaving the care of Derbyshire County Council.

### **Decision information**

<b>Key decision number</b>	<b>889</b>
<b>Wards affected</b>	<b>All</b>

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
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<b>Appendices to the report</b>	
Appendix 1	Policy - Care Leaver discretionary discount policy
Appendix 2	Equality impact assessment



# **Policy – Care leaver Offer – Discretionary discount for Council Tax**

## **1. Introduction**

- 1.1 Section 13A (1) (c) of the Local Government Finance Act 1992 (as amended by section 10 of the Local Government Act 2012) allows the Council (in its capacity as billing authority) to reduce the amount of Council Tax payable. This includes the power to reduce the council tax to nil.
- 1.2 The Council has the right to choose whether to use powers on a case by case basis or to specify a class of use, where several taxpayers may fall into a group due to similar circumstances – in this case care leavers.
- 1.3 There is a financial implication to awarding reliefs under Section 13A (1) (c) as the billing authority has to finance all such reliefs from its own funds. Therefore awards must meet the underlying principle of offering value for money to Council Tax payers.
- 1.4 This policy sets out how Chesterfield Borough Council will consider applications and apply relief under section 13A (1) (c). This policy applies from 1 April 2020.

## **2. Purpose of the policy**

- 2.1 This policy outlines the conditions that should be satisfied in order for the council to consider relief as part of the Derbyshire Care Leaver offer.
- 2.2 The Council provides a Council Tax Support Scheme in accordance with section 13A of the Local Government Finance Act 1992. This discretionary relief policy is independent of the Council's Council Tax Support Scheme.

## **3. Council tax discretionary discount award criteria**

- 3.1 A care leaver is eligible for the local care leaver and council tax discretionary discount if they are liable for Council Tax on a dwelling within the Chesterfield Borough Council area, are over 18 years old and under 25 years and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months. This also applies to adults aged 18 to 25 who

were in the care of Derbyshire County Council as part of the child unaccompanied asylum seeking children programmes.

- 3.2 Applications may be made by the care leaver or by the Derbyshire County Council leaving care team (or equivalent support), for and on behalf of the care leaver.
- 3.3 Applications may be backdated to 1 April in the financial year of application if the 18<sup>th</sup> birthday fell in the previous financial year.
- 3.4 Council tax discretionary discount will be awarded on a single property occupied as the sole or main residence in the Borough Council area, from the date of the care leavers 18<sup>th</sup> birthday until the day immediately preceding their 25<sup>th</sup> birthday, as follows:
  - a. Sole occupation by a care leaver of 100% residual balance of Council Tax payable after the award of any other discount.
  - b. Where a care leaver is jointly liable a proportionate award will be made according to their individual circumstances e.g. if there's one other occupier a 50% discount will apply.
  - c. Where the care leaver is not liable for Council Tax no discount will apply.
  - d. Discounts will be subject to an annual review of eligibility.
  - e. The scheme may be varied or terminated on 6 months' notice on a decision by the Council (we are intending to keep the scheme under review as regards to cost and administration).
- 3.5 The Council Tax discretionary discount scheme for care leavers will only be applied after all other relevant discounts have been applied. Where the qualifying criteria is met and all discounts including Council Tax Support Scheme, do not cover the full Council Tax charge, then under this scheme qualifying care leavers will receive further assistance to cover 100% of their council tax charge.

#### **4. Application process**

- 4.1 Applications should be made in writing (including e-mail) to the Revenues Team using the care leaver application form. Applications may be made by the care leaver

or by the Derbyshire County Council leaving care team (or equivalent support), for and on behalf of the care leaver.

4.2 Each application must set out the circumstances upon which the application is based and should include:

1. Full name, address, telephone number, e-mail address and date of birth
2. Confirmation that you are an eligible Derbyshire care leaver and date of birth (we will check this with the Derbyshire County Council care leaver service)
3. The period the discount is required e.g. full financial year, part financial year or some other period of time
4. Full name of any other person or persons living at the property including date of birth and if they are a care leaver (we will check this with the Derbyshire County Council care leaver service)
5. Information about steps taken to meeting or mitigate the council tax liability i.e. application for Council Tax Support Scheme

4.3 The Council aims to make a decision within 28 working days of receiving all the information required.

## **5.0 Appeals**

5.1 An applicant (or leaving care worker) can request an explanation of their application decisions in writing (or e-mail) to the Revenues Service within 28 working days of the notification of the decision. An applicant (or leaving care worker) who disagrees with a decision may appeal the decision within 4 weeks of the notification of the decision or if requested, within 4 weeks of the written reasons being notified to the applicant, whichever is later.

5.2 Where possible the Council will try to resolve the matter by explaining the reasons for the decision and potentially requesting further evidence. Where agreement cannot be reached the Section 151 Officer will review the decision and consider whether there are grounds to change the decision. The Council will notify the applicant within 4 weeks of receiving the request for reconsideration.

5.3 Where a Council Tax payer is aggrieved by a Council's refusal to abide by its own resolution to award discount regarding a specific class, further appeal may be made to the Valuation Tribunal.

## **6.0 Overpayments**

6.1 If the Council becomes aware that information contained in an application for Section 13A (1) (C) relief was incorrect or that relevant information was not declared, either intentionally or otherwise, the Council may seek to recover the value of any award made as a result of that application. The award will be removed from the relevant council tax account and any resulting balance will be subject to the normal methods of collection and recovery applicable.

## **7.0 Fraud**

7.1 The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a Section 13A discount might have committed an offence under the Fraud Act 2006. If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

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## For publication

### Local offer for children in care and care leavers

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Meeting:	1. Cabinet 2. Council
Date:	1. 03 December 2019 2. 11 December 2019
Cabinet portfolio:	Health and Wellbeing
Report by:	Assistant Director – Policy and Communications

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To seek approval for Chesterfield Borough Council to support and commit to a countywide (Derbyshire excluding Derby City) local offer for children in care and care leavers.

### **2.0 Recommendations**

- 2.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.
- 2.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills,

apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.

- 2.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 2.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

### **3.0 Background**

- 3.1 There are approximately 70,000 to 80,000 children in care in England at any one time. At the time of writing this report there are 826 children in care across Derbyshire, 144 of these children are from Chesterfield Borough.
- 3.2 There are unique challenges that children in care and care leavers face. Nationally approximately 60% of children become looked after due to abuse or neglect and they have poorer educational and health outcomes than their peers. When young people leave care, many face considerable disadvantage in their lives. Whilst most young people continue to rely upon their families well into early adulthood and beyond, young people leaving care, often do not have this support.
- 3.3 The care system is not just about keeping children safe, but should also promote recovery, resilience and well-being. This provides the context for Section 2 of the Children and Social Care Act 2017 which requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Through the Derbyshire Chief Executives

Group and the newly formed Corporate Parenting Board, Derbyshire County Council and District/Borough Councils agreed to collaborate to create one single 'Local Children in Care and Care Leaver Offer' for Derbyshire (excluding Derby City).

#### 4.0 Eligibility and numbers

4.1 A care leaver is eligible for the local care leaver if they are over 18 years old and under 25 years old and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months.

4.2 The table below shows the current known number of care leavers across Derbyshire:

<b>District</b>	<b>18 years old</b>	<b>19 years old</b>	<b>20 years old</b>	<b>21 years old</b>	<b>Total</b>
Amber Valley	8	11	12		31
Bolsover	3	3	5		11
Chesterfield	20	9	14		43
Derbyshire Dales	3	2	1		6
Erewash	8	16	12	1	37
High Peak	9	6	10		25
North East Derbyshi re	9	5	3	1	18
South Derbyshi re	5	7	6		18

<b>Total</b>	<b>65</b>	<b>59</b>	<b>63</b>	<b>2</b>	<b>189</b>

4.3 At the age of 21 care leavers have the right to access additional support services from the County Council and via the local offer but unfortunately accurate figures are not available for this cohort. It is estimated that the total number of eligible care leavers in Chesterfield is around 85 aged 18 – 25. The number of children in care has however for a number of years been rising so this figure is likely to increase on an annual basis.

## **5.0 Derbyshire local children in care and care leaver offer**

5.1 Officer working group meetings have been held to discuss proposals based on lessons learned from early adopters of local offers including Nottinghamshire.

5.2 The offer includes a range of provisions including:

- Discretionary discount from Council Tax for Derbyshire care leavers
- Active fostering and care leavers physical activity programme
- Employment, skills, apprenticeships and work experience
- Housing
- Recruitment of foster carers/ supported lodgings

## **6.0 Discretionary discount from council tax for Derbyshire care leavers**

6.1 Managing budgets can be challenging for many people, particularly for people on low incomes. A 2015 report by the Children’s Society (the wolf and the door – how Council Tax debt collection is harming children) suggests that care leavers are a particularly vulnerable group for Council Tax debt. This is linked to the fact that unlike many young people, care leavers cannot rely on the continued support of their families as they move into young adulthood.

- 6.2 This discretionary discount of council tax offer applies to eligible care leavers aged 18 – 25 who become liable for council tax for a dwelling in Chesterfield borough. The discount will be awarded on the main residence of the care leaver up until their 25<sup>th</sup> birthday and will equate to 100% of their liability for council tax after all other relevant discounts have been applied. Where a care leaver is jointly liable a proportionate award will be made according to their individual circumstances e.g. if there is one other occupier than a 50% discount will apply.
- 6.3 The policy attached at Appendix 1 explains how this discretionary discount will work in practice. The council tax discretionary discount will come into force from 1 April 2020.

## **7.0 Active fostering and care leaver physical activity programme**

- 7.1 It is well documented how physical activity improves overall health and wellbeing. Since 2007 Chesterfield Borough Council has delivered, on behalf of Derbyshire County Council, a 'free access to leisure centres' scheme (gym and swim) for children in the care of Derbyshire County Council, their carers and the carers own children. In March 2008 the scheme was broadened to provide care leavers with free access to the fitness gym and swimming up to the age of 25. The cost of the scheme is fully funded by Derbyshire County Council.
- 7.2 In addition Chesterfield Borough Council revised its concessions policy for all services including leisure centres and theatres to provide concessionary rates for care leavers amongst other groups.

## **8.0 Employment, skills, apprenticeships and work experience**

- 8.1 Working whether paid or unpaid, is good for our wellbeing. It contributes to our happiness, helps us to build confidence and

self esteem and allows us to build supportive relationships and friendships with our colleagues. Employment can improve health by increasing social capital, enhancing psychological wellbeing, providing income and reducing negative health impacts of economic hardship.

8.2 Despite reforms over a number of years to improve the educational attainment of children in care, it is still the case that only 14% of children in care achieved five GCSEs (A\* – C), compared to 53% of all children (Department of Education, 2015). Looked after children are five times more likely to be temporarily excluded from School (Department of Education, 2018) and are far more likely to have special educational needs by age 11 (59% for children in care compared with 17% for other children, Department of Education 2018). These challenges can limit options available to care leavers when they leave education.

8.3 The wider care leaver offer will need to think creatively about how to provide the opportunities for care leavers to catch up on education that they have missed out on; and to develop the essential knowledge and skills that will enable them to progress. District/Borough councils can assist by working with Derbyshire County Council's Children's leaving care service to actively signpost care leavers to apprenticeships, work placements, work experience and mentoring opportunities within our own and partner organisations.

## **9.0 Housing**

9.1 Housing services will not make any decision regarding a care leaver being intentionally homeless without consulting their leaving care worker. In the event that we do consider a care leaver to be intentionally homeless we have a duty to secure accommodation which will be available to the care leaver to give them a reasonable opportunity for them to find with the

assistance of Housing services and their leaving care worker to find alternative accommodation.

- 9.2 All Derbyshire care leavers will be given a local connection to access housing in any district in Derbyshire irrespective of where they have been living. Derbyshire care leavers exiting supported accommodation as a positive move on will be given priority for social housing in Derbyshire.

## **10.0 Recruitment of foster carers/ supported lodgings**

- 10.1 There is a significant national shortfall of foster carers and supported lodgings. Derbyshire County Council currently has approximately 350 active foster families/carers/supported lodgings, far fewer than is needed to meet the rising demand.
- 10.2 Effective and appropriate advertising, marketing and promotion is key to attracting and retaining quality foster carers and supported lodgings across the county. Getting the rights messages and information to a larger audience will help to increase the number of enquiries and successful recruitment. Working with Derbyshire County Council we can actively support the promotion and recruitment of foster carers and supported lodgings through the Council's many and varied communication channels including Your Chesterfield/Our Homes newsletter, website, social media, displays at buildings and intranet for staff.

## **11.0 Improving our local offer and the care leaver covenant**

- 11.1 In July 2016, the Government published a major policy document 'Keep on Caring' which aimed to support young people from care towards independence. A key policy commitment in the paper was a strategic pledge to introduce a care leaver covenant. The covenant is a promise made by the private, public and voluntary sectors to provide support for

care leavers to help them to live independently. Care leaver covenants aim to ensure care leavers:

- Are better prepared and supported to live independently
- Have improved access to employment, education and training
- Experience stability in their lives and feel safe and secure
- Achieve financial stability

11.2 All central government departments have signed the covenant and have agreed specific offers they will deliver. Our Derbyshire local offer goes some way towards contributing to the covenant aims. Following the collaborative approach taken to developing the local children in care and care leaver offer there is some desire to continue to work together to further improve the offer and outcomes as well as considering the widening out of the offer to different sectors and partners under a covenant commitment.

## **12.0 Equality impact assessment**

12.1 An equality impact assessment for these proposals is attached at Appendix 2.

## **13.0 Financial considerations**

13.1 The majority of the offer can be funded and supported via existing budgets and programmes however the Council Tax discretionary discount does add additional financial pressure to Chesterfield Borough Council. As the collection authority we are 100% liable for any shortfall in collection as a result of discounts applied. The normal distribution mechanism would not apply so this authority would bear 100% of the lost council tax rather than our normal 10% share.

13.2 Experience from other areas of the country and for the four Derbyshire districts that have already applied Council Tax discretionary discount indicates that take up has been low.

However, this is likely to increase as the care leaver offer is publicised and awareness raised. The actual financial contribution in the majority of cases is also low as the discretionary discount is applied after other discounts are applied. In many cases the residual liability is the 8.5% contribution gap from the Council Tax Support Scheme, however for those care leavers in work, the discount would represent 100%. For Derbyshire care leavers in Chesterfield the financial contribution for 2020/21 is estimated at £16,000.

## 14.0 Risk

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
As this is a Derbyshire wide scheme. Care leavers who did not enter the care of Derbyshire County Council within Chesterfield Borough will be eligible for Council Tax discretionary discount and other provisions if they now live in Chesterfield. Due to accommodation type/availability and amenities in Chesterfield – it can be more attractive to care leavers than other areas. Estimates of care leaver numbers could grow over time therefore our financial liability grows.	M	H	<p>Policy will be reviewed annually regarding affordability. Notice period could be given to suspend or collapse elements of the scheme.</p> <p>All Derbyshire districts and Derbyshire County Council have co-developed the scheme so that care leavers can access an equal equivalent offer across the administrative county of Derbyshire.</p>	M	M

The number of children in care has been on an upward trajectory for several years and continues to rise. The cost per annum of this scheme will rise over the medium term to reflect the increasing number of children in care and care leavers.	M	H	We will review the affordability and effectiveness of the scheme on an annual basis.	M	H
Other groups may request a similar discretionary discount based on vulnerabilities or hardship. Potential for reputational damage and further pressure on finances.	H	H	Key reasons developed for establishing this offer (including the Children and Social Care Act 2017). This will need to be communicated to groups.  This is a Derbyshire wide agreed position as a response to corporate parenting responsibilities.	L	M

## 7.0 Recommendations

- 7.1 That the council tax discretionary discount for eligible Derbyshire care leavers aged 18 – 25 is applied from 1 April 2020 and the Care Leaver discretionary discount policy is approved.

- 7.2 That the other elements of the local children in care and care leaver offer (active fostering, employment, skills, apprenticeships and work experience, housing and recruitment of foster carers/supported lodgings) come into force with immediate effect.
- 7.3 That Chesterfield Borough Council continues to work with Derbyshire County Council, Derbyshire districts/boroughs and other partners to further develop and improve the children in care and care leaver offer/care leaver covenant for Derbyshire.
- 7.4 That a review of the Chesterfield Borough Council elements of the local care leaver offer is undertaken on an annual basis for affordability and effectiveness.

## **8.0 Reason for recommendations**

- 8.1 To fulfil our duties within the Children and Social Care Act 2017 and provide support for vulnerable young people within the care and leaving the care of Derbyshire County Council.

### **Decision information**

<b>Key decision number</b>	<b>889</b>
<b>Wards affected</b>	<b>All</b>

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
<b>Donna Reddish - Assistant Director Policy and Communications</b>	<a href="mailto:donna.reddish@chesterfield.gov.uk">donna.reddish@chesterfield.gov.uk</a>
<b>Appendices to the report</b>	
Appendix 1	Policy - Care Leaver discretionary discount policy
Appendix 2	Equality impact assessment



## Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Care Leaver Offer
<i>Service Area:</i>	Lead service – Policy and Communications
<i>Section:</i>	Policy and Communications
<i>Lead Officer:</i>	Donna Reddish
<i>Date of assessment:</i>	10/19
<i>Is the policy, project, service, function or strategy:</i>	
<i>Existing</i>	<input type="checkbox"/>
<i>Changed</i>	<input type="checkbox"/>
<i>New / Proposed</i>	<input checked="" type="checkbox"/>

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### Section 1 – Clear aims and objectives

#### 1. What is the aim of the policy, project, service, function or strategy?

Section 2 of the Children and Social Care Act 2017 requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Through the Derbyshire Chief Executives Group and the newly formed Corporate Parenting Board, the County Council and District/Borough Councils agreed to collaborate to create one single ‘Local Children in Care and Care Leaver Offer’. There are unique challenges that children in care and care leavers face. Nationally approximately 60% of children become looked after due to abuse or neglect and they have poorer educational and health outcomes than their peers. When young people leave care, many face considerable disadvantage in their lives. Whilst most young people continue to rely upon their families well into early adulthood and beyond, young people leaving care, often do not have this support.

#### 2. Who is intended to benefit from the policy and how?

A care leaver is eligible for the local care leaver if they are over 18 years old and under 25 years old and before reaching 18 were in the care of Derbyshire County Council for a period of 13 weeks (or periods amounting to 13 weeks) which began after reaching

the age of 14 years and includes at least one day whilst they were 16 or 17 years old. The exception to this is if the applicant had a planned return home to their family or carer which was successful for more than six months.

The care offer includes a range of provisions including:

- Exemption from Council Tax for Derbyshire care leavers
- Active fostering and care leavers physical activity programme
- Employment, skills, apprenticeships and work experience
- Housing
- Recruitment of foster carers/ supported lodgings

### 3. What outcomes do you want to achieve?

The care system is not just about keeping children safe, but should also promote recovery, resilience and well-being. This provides the context for Section 2 of the Children and Social Care Act 2017 which requires each local authority (including District/Borough Councils) to publish a Local Offer for care leavers aged 18 – 25. Across Derbyshire we want to improve outcomes for care leavers in terms of reducing financial hardship, improving health and wellbeing, access to employment, skills and training, access to housing and the increased recruitment of foster carers and supported lodgings.

**4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?**

Young people are the key protected characteristic who will benefit from the care leaver offer. A higher than average number of people within care and leaving care have special educational needs which can be health or disability related. There is a relatively small financial cost to the Council for one element of the offer – Council Tax exemption and some changes to policy and practice required.

**5. Any other relevant background information**

All Derbyshire districts and Derbyshire County Council have co-developed the care leaver offer and are taking the offer through their decision making processes.

**Section 2 – Collecting your information**

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**6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?**

- Data from Derbyshire County Council's children service and care leaver service
- Children's Society report
- Department for Education reports
- Experience from other areas of the UK which have implemented offers

### Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
Various	Care Leaver working group including children in care advocates.	Developing the offer based on young people leaving care and the challenges they face.

### Section 4 – What is the impact?

8. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	Negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Details of anticipated positive impacts.	
a)	Across Derbyshire we want to improve outcomes for care leavers in terms of reducing financial hardship, improving health and wellbeing, access to employment, skills and training, access to housing and the increased recruitment of foster carers and supported lodgings.

	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

**10. Details of anticipated negative impacts.**

a)	<i>Negative impact:</i>	None						
	<i>Mitigating action:</i>	None						
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

**11. Have all negative impacts identified in the table above been mitigated against with appropriate action?**

Yes       No       N/A      *If no, please explain why:*

## Section 5 – Recommendations and monitoring

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**12.** How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The EIA has highlighted some key challenges with young people leaving care.

**13.** How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The policy will be monitored on an annual basis for affordability and effectiveness.

## Section 6 – Knowledge management and publication

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Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Donna Reddish
	Date:	09.10.19
Reviewed by Policy Service	Name:	Donna Reddish
	Date:	09.10.19
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

## For publication

### **Environmental Health Fees and Charges 2020 - 2021**

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Meeting: Cabinet

Date: 12<sup>th</sup> November 2019

Cabinet portfolio: Cabinet Member for Health and Wellbeing

Report by: Ian Waller, Assistant Director for Health and Wellbeing

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#### **1.0 Purpose of report**

1.1 To ask Members to approve the proposed fees and charges for the period 2020/21, that relate to various environmental health functions; as detailed in Appendix A.

#### **2.0 Recommendations**

2.1 That Members approve the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix A, with effect from 1st April 2020.

2.2 That the Senior Environmental Health Officer continues to have discretion to offer reduced charges for micro-chipping of dogs at promotional events and campaigns associated with the mandatory chipping that came into effect in April 2016.

2.3 That the Senior Environmental Health Officer continues to have discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice (this could include a simple caution or prosecution).

### 3.0 **Background**

3.1 In accordance with the Council's Financial Regulations, it is necessary for all fees and charges to be reviewed annually.

3.2 General principles that govern the Council's approach to charging include:

3.2.1 Fees and charges should aim to recover at least the full cost of the service except where:

- there is an opportunity to maximise income; or
- Members determine a reduction or subsidy should be made, for a specific reason.

3.2.2 That where charges are reduced from full cost the reason for that reduction is reviewed periodically (at least annually) to ensure it remains valid.

3.2.3 People on low income and/or suffering disadvantage through poverty or social exclusion may be charged less to ensure equal access.

3.3 On 12th January 2016 Cabinet approved the recommendations made by the 'Overview and Performance Scrutiny Forum' and it was resolved that '*concessions for bulky waste and pest control be reduced from 50% to 20%*'.

3.4 The 'concessions working group' has developed the Concessions Policy and this was approved by Cabinet in November 2016. This Policy supports the recommendations of the 'Overview and Performance Scrutiny Forum' in 3.3 and

confirms that concessions will be available for pest control treatments for residents in receipt of 'income based' benefits.

#### 4.0 **Scope of Review**

4.1 The services for which fees and charges are reviewed in this report are as follows:

- **Environmental Permitting** – statutory function to inspect and regulate certain activities that might give rise to atmospheric pollutants.
- **Dog Control** – statutory function for seizure and kennelling of stray dogs and compulsory micro-chipping.
- **Pest Control** – discretionary service for the provision of advice and treatment at domestic and commercial premises.
- **Fixed penalty levels** - for antisocial and environmental crimes where the level of penalty to be offered in lieu of prosecution for the offence.
- **Environmental information requests** – supply of information under the Environmental Information Regulations 2004 (EIR).
- **Skin piercing** – application and inspection of all skin piercing activities (including acupuncture, cosmetic piercing, ear piercing, electrolysis, semi-permanent make up such as microblading and tattoo studios).
- **Animal Licensing** – application and inspection of animal related activities such as animal boarding establishments, animal breeders and pet shops.
- **Food re-rate visits** – charges to cover reinspection of food businesses for reinspection.
- **Export health certificates** – charge for administration of certificates.

#### 5.0 **Outline of Services**

5.1 Environmental Permitting

5.1.1 The Pollution Prevention and Control Regime (PPC), (or Permitting Regime) is a statutory process for controlling pollution from certain industrial activities such as foundries, petrol stations, dry cleaners, concrete batching plants and vehicle re-sprayers. Environmental Permits are issued under the Pollution, Prevention and Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2018. The Environmental Permit specifies conditions that must be complied with to ensure that the process operates in a way that does not give rise to excessive atmospheric pollutants and is operated in a manner that does not give rise to noise and/or odour complaints.

5.1.2 When applying for an Environmental Permit the operator must pay an application fee. Once an Environmental Permit has been issued, each operator is required to pay Chesterfield Borough Council an annual charge (subsistence fee) to cover administration and inspection fees. DEFRA are responsible for setting all fees and charges and whilst these are reviewed on an annual basis, the Council cannot deviate from the set statutory fees. The current fees are available in Appendix B. A list of premises and the corresponding annual subsistence fees is listed in Appendix C.

## 5.2 Dog Control

5.2.1 A stray dog is any dog that is running free in a public space without its owner being present. The law requires all local authorities to treat all unaccompanied dogs on public land as strays, regardless of whether they are wearing a collar/tag and/or have been microchipped. The Council must seize such dogs and if they cannot be returned immediately to their owner they must be taken to a kennelling facility where they are held for a

mandatory period of 7 days. After the 7 day period, the dog legally becomes the property of Chesterfield Borough Council. If the dog has a suitable temperament, it will be possible to re-home the dog to a new owner.

5.2.2 The following table shows trends for demand on the dog control service.

Table 1 – requests for service for lost and stray dogs (number of service requests received), April to March

	<b>2014 - 2015</b>	<b>2015 - 2016</b>	<b>2016 - 2017</b>	<b>2017 - 2018</b>	<b>2018 - 2019</b>	<b>2019 (April to end of Sept)</b>
Number of dogs reported as 'lost dogs'	107	88	82	79	94	34
Number of dogs reported as 'stray dogs'	300	214	176	139	134	61
Total number of service requests	407	302	258	218	228	95

5.2.3 The overall number of service requests for dog control has reduced significantly since 2014/15 and this can be attributed to the use of social media to reunite dogs with their owners. In addition to this, compulsory microchipping of dogs came into force in April 2016 making identification easier and resulting in less dogs being transported to the kennels.

5.2.4 What has become evident is the number of dogs that are microchipped but the contact information on the relevant database is incorrect; resulting in the duty dog

warden being unable to reunite the dog with its owner and the dog being taken to the kennels.

5.2.5 In March 2018 arrangements were put in place with a new kennelling provider. As part of the contractual arrangements with the kennelling provider the Council must pay a 'retention fee' to the kennelling provider for each of the five kennels, regardless of whether or not there is a dog in that kennel. For each day a dog is kennelled, there is an additional daily charge for that kennel. There is an additional charge when the kennel is occupied.

5.2.6 The charges for the seizure and detention of a stray dog primarily reflects the costs we incur for kennelling that dog until it is claimed. We are statutorily required to provide a stray dog service and we use the kennels at a private facility. We cannot profit from individuals who pay these charges.

5.2.7 If the dog cannot be reunited with its owner and is taken to the kennels, the dog cannot be handed back to it's owner until all the fees are paid – this is a legal requirement. The kennel 'release fee' consists of three parts:

- Administrative fee.
- Statutory 'return to owner' fee.
- Kennelling fee/daily charge.

We are also obliged to ensure that stray dogs receive veterinary treatment (when necessary) and these costs are passed onto the dog owner and are in addition to the kennelling fees.

5.2.8 The Council may receive occasional requests to provide transportation to the kennelling facility for dogs coming

into their possession (e.g. Social Services, Prison Services etc). It is recommended that the fee for providing this service be retained at £50 an hour.

5.2.9 Compulsory microchipping of dogs became a legal requirement in April 2016. The Council offers a competitively priced microchipping service for dogs and the main advantage of our service to customers is that it can be provided in their home, which can be more relaxing for dog owners and their pet. The current fee is £16 including VAT and no changes are proposed to this fee. It would be of benefit to the service for the Senior Environmental Health Officer to have discretion to reduce this fee (i.e. to £10) when participating in promotional events across the Borough.

### 5.3 Pest Control

5.3.1 Provision of a pest control treatment service is discretionary; however, the Council does have a statutory duty to keep the borough free from rats and mice, principally on its own land (Prevention of Damage by Pests Act 1949).

5.3.2 Table 2 below shows number of requests for the pest control service (i.e. number of requests/treatments for each pest type/year).

Table 2 – number of requests for the pest control service

Pest treatment/year	2012 to 2013	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	April 2019 to Sept 2020
Advice (telephone)	2	2	415	162	200	253	275	272
Advice (home visit – full pay)	--	--	--	--	4	3	11	4
Advice (home visit – concession)	--	--	--	--	--	--	1	n/a
Ants	17	9	12	11	9	10	6	4
Ants (concession)	39	17	20	17	12	3	3	2
Ants (commercial)	6	4	3	5	2	5	9	7
Bedbugs	2	3	4	8	5	4	13	4
Bedbugs (concession)	1	3	3	2	3	--	10	1
Bedbugs (commercial)	--	--	--	--	--	2	--	-
Cockroaches	1	3	--	1	--	--	3	-
Fleas	25	28	38	37	62	65	41	26
Fleas (concession)	32	23	38	24	35	16	15	9
Fleas (commercial)	--	3	3	4	3	--	1	-
Mice	244	180	53	46	39	48	56	19
Mice (concession)	--	--	44	28	18	16	24	10
Mice (commercial)	3	1	8	4	7	--	--	1
Rats	443	466	162	156	154	146	180	117
Rats (concession)	--	--	50	46	43	31	40	14
Rats (commercial)	12	12	27	28	16	16	7	6
Wasps	137	160	226	150	241	134	279	209
Wasps (concession)	58	58	57	46	49	25	53	37
Wasps (commercial)	13	21	22	20	20	7	33	14
Pigeons	2	2	--	--	--	1	3	1
Other insects	2	2	8	33	16	19	11	10
<b>Total</b>	<b>1,039</b>	<b>997</b>	<b>1,194</b>	<b>828</b>	<b>938</b>	<b>804</b>	<b>1,074</b>	<b>767</b>

- 5.3.3 In April 2014 a charge for treatment of pests posing a significant public health risk (i.e. rats, mice and cockroaches) was introduced. From the table above it is clear to see that there was a significant decrease in requests for service for the treatment of rat/mice infestations and an increase in the number of requests for “advice only” telephone calls.
- 5.3.4 The total number of requests for service fluctuates on an annual basis and this can be explained by the variation in wasp treatments (attributed to exceptional warm weather/heat waves during the summer months).
- 5.3.5 The number of ‘telephone advice’ calls remains high, in spite of the readily available information on the Council’s webpages. This could be because customers prefer to speak with a pest control officer rather than seek information from our website and/or customers are seeking advice and treating the pest themselves because the cost of treatment is a barrier to using the service. Moving forward with the ‘digital transformation programme’ the number of advice calls should significantly reduce as residents will be encouraged to ‘self-serve’ on our website as well as more calls being answered by the contact centre.
- 5.3.6 As part of the ‘digital transformation programme’ there will be a desire to cease taking cash payments for this service; instead customers will be asked for payment by card when booking the treatment. Carrying large sums of cash has been identified as a health and safety risk for the pest control officers and this risk will be eliminated in the future. What is not known at this time is whether this arrangement will have an impact on the number of treatments booked, as we know that some

pest customers (estimate 10%) still prefer to pay in cash at the time the treatment is carried out.

5.3.7 The current income covers the salary and some of the on-costs. Increasing the standard charges could deter potential customers to shop around for a more competitive quote and/or self-treat. Self-treating (i.e. purchasing of over the counter baits and insecticides) causes concern amongst the profession as pests can become immune to future baits and treatment programmes. Furthermore, we lose the knowledge of what is happening within our area, for example, if a resident is continually treating a vermin infestation without the knowledge of the pest control officer they may fail to identify the source of vermin (such as a drainage fault and/or a nearby property with harbourage).

5.3.8 The recommendation is to retain the majority of the treatment charges for pest control the same as 2019/2020 with the introduction of set fees for some 'one-off' pest treatments at commercial premises. The charges for pest control are listed in Appendix A.

5.3.9 Appendix D shows a comparison of pest control fees at other local authorities in Derbyshire.

#### 5.4 Fixed Penalty Levels

5.4.1 Fixed Penalty Notices (FPNs) can be issued for a range of environmental offences including littering, flytipping, dog related issues and nuisance parking and Public Spaces Protection Order (PSPO) offences.

5.4.2 Whilst penalties should not be seen as "income"; Cabinet maintains the discretion to vary them from the national default sum.

5.4.3 Table 3 lists the fixed penalty levels for a range of statutory functions.

Table 3 – levels of FPNs

<b>Offence</b>	<b>Minimum full penalty</b>	<b>Maximum full penalty</b>	<b>CBC</b>	<b>Discount?</b>
<a href="#">Littering</a> in the street	£50	£80	£60	None offered
<a href="#">Littering</a> from a vehicle	-	£150	£150	Reduced to £60 within 14 days.
Anti-social Behaviour Crime & Policing Act 2014 <a href="#">Community Protection Notices</a>	-	£100	£70	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection order s.63 <a href="#">Order (alcohol)</a>	-	£100	£100	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection Order s. 67 <a href="#">Order (asb)</a>	-	£100	£100	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection Order s. 59 <a href="#">Order (dog control)</a>	-	£100	£80	None offered
<a href="#">Flytipping</a> (commercial)	£200	£400	£300	None offered
<a href="#">Flytipping</a> (household duty of care)	£150	£400	£250	None Offered
<a href="#">Smoke free</a>	-	£50	£50	Reduced to £30 if paid within 15 days

5.4.4 Table 4 shows the number of FPNs issued.

Table 4 – number of fixed penalty notices issued

<b>Offence</b>	April 2016 to March 2017	April 2017 to March 2018	April 2018 to March 2019	April 2019 to Sept 2019
Littering in the street	34	26	17	8
Littering from a vehicle	FPN not available in legislation	FPN not available in legislation	11	11
Community Protection Notices	2	3	9	-
PSPO (town centre)	-	7	9	4
PSPO (dog control, including dog fouling)	9 (previously under dog control legislation)	11 (previously under dog control legislation)	10	6
Flytipping (commercial)	1	-	4	1
Flytipping (householder duty of care)	FPN not available in legislation	FPN not available in legislation	FPN not available in legislation	-
Smokefree	3	9	6	2

5.4.5 Current government guidance is that local authorities must have an enforcement strategy that details

- ✓ Offences included in the local authority FPN scheme
- ✓ How much fine is issued for each offence
- ✓ Details of any early repayment discounts
- ✓ How fixed penalty notices are issued
- ✓ How we will deal with juvenile offenders
- ✓ What we will do if the offenders don't pay
- ✓ How to appeal (if that option is offered)
- ✓ How the money received from FPNs will be spent

✓ What records we will keep

5.4.6 The level of FPN has to reflect local demographics and the amount of penalty has been set at a level that encourages prompt payment. Non-payment of FPNs can result in prosecution; preparing a case file can be time-consuming and whilst costs can be awarded to the Council, it can be some time before monies are returned to the central funds.

## 5.5 Environmental Information Requests

5.5.1 The Environmental Information Regulations 2004 (EIR) give rights of public access to information held by public authorities.

5.5.2 The overarching purpose of the EIR is to encourage straightforward access to environmental information. Public authorities can charge for supplying environmental information that they hold in response to requests, but any charge must be 'reasonable' and take account the aim of the Regulations.

5.5.3 Requests are usually made for information held on commercial premises (i.e. any known contamination issues, nuisance complaints, pollution incidents etc.), properties (both commercial and residential) going through the conveyancing process and for professional opinion on environmental reports from solicitors and commercial proprietors for insurance purposes.

5.5.4 The charge for this type of enquiry will be £50 per hour.

## 5.6 Skin Piercing

5.6.1 The Local Government (Miscellaneous Provisions) Act 1982 (as amended) allows a local authority to charge

such reasonable fees as they may determine for registration under the legislation for skin piercing.

5.6.2 Appendix E list the fees and charges for skin piercing.

## 5.7 Animal Licensing

5.7.1 Following a change in legislation, the council have recently reviewed animal licensing fees. Members of the Appeals and Regulatory Committee approved the revised fees on 26<sup>th</sup> September 2018.

5.7.2 Appendix E lists the fees and charges for animal licensing.

## 5.8 Food re-rate visits

5.8.1 This scheme is governed by the Food Standards Agency operating under the Food Hygiene Rating Scheme. Currently a fee of £175 is charged for re-rate inspections. It is recommended that an increase of 3% is applied. The new fee will be £180. From 1<sup>st</sup> April 2019 to date 8 re-rate visits have taken place resulting in an income of £1400. It is estimated that a similar amount will continue into 2020/21.

## 5.9 Export Health Certificates

5.9.1 Since 1<sup>st</sup> April 2019, 5 applications for export health certificates have been submitted resulting in an income of £260 (as the current fee is £52). It is recommended that an increase of 3% is applied. The new fee will be £54. It is estimated that this number of export certificates is low in the future.

## 6.0 **Equalities Impact Assessment (EIA)**

- 6.1 A preliminary Equalities Impact Assessment has been completed and no group is anticipated to face a disproportionate negative impact. We continue to facilitate appropriate income based concessions to assist residents.
- 6.2 Registered assistance dogs, as defined in law, shall be exempt from fees associated with straying and fouling.

## 7.0 **Financial Implications**

- 7.1 It is not easy to accurately predict the financial gain that will be achieved through these charges, as demand is variable and can be wholly dependent upon the weather (i.e. wasps) and, in the case of kennelling income, is principally there to offset the fees we pay to the kennelling provider.
- 7.2 For the purposes of these calculations, demand is based on recent years (and takes averages of fluctuations) and conservative predictions about the take-up of chargeable vermin control, since it came into effect in April 2014.
- 7.3 The Concessionary Policy will ensure that residents in receipt of 'income based' benefits will be eligible for concessionary fees for pest control treatments.

## 8.0 **Alternative options to be considered**

- 8.1 Given the agreed policy in terms of income generation, the alternative is to increase charges above those suggested and/or further reduce the level of concessions for pest control.

## 9.0 **Risk Management**

- 9.1 Details of the risks associated with fees and charges are given in Table 5 below.

Table 5 - Risk Factors Affecting Income

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>	<b>Revised Likelihood</b>	<b>Residual Impact</b>
Below expected take up of services and competition	Medium	Medium impact on the income levels	Conservative income projection. Marketing of pest control services. Training to provide a wider range of pest treatments. Competitive pricing and concessions. Publicity about risks associated with DIY treatments.	Low	Low
Unpaid fees and written off debts	Low	Low	Pre-payment is necessary for many services. In others it is at point of delivery, apart from commercial invoicing	Low	Low
Fixed penalty fees not paid	Low	Low	Existing reminder letters to offenders keeps payment rates high. Court costs will be sought.	Low	Low
Reduced income due to uptake of Universal Credit	Low (due to phased introduction)	Low	Advice sought from Revenues. Limit to "income based" claimants. To monitor uptake.	Low	Low

## 10.0 Recommendations

- 10.1 That Members approve the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix A, with effect from 1st April 2020.
- 10.2 That the Senior Environmental Health Officer continues to have discretion to offer reduced charges for micro-chipping of dogs at promotional events and campaigns associated with the mandatory chipping that came into effect in April 2016.
- 10.3 That the Senior Environmental Health Officer continues to have discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice (this could include a simple caution or prosecution).
- 11.0 **Reasons for recommendations**
- 11.1 To set the environmental health fees and charges for 2020/21.

### **Decision information**

<b>Key decision number</b>	<b>913</b>
<b>Wards affected</b>	All wards
<b>Links to Council Plan priorities</b>	To provide value for money services.

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
Ian Waller, Assistant Director Health & Wellbeing	01246 345337
<b>Background documents</b>	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
This must be made available to the public for up to 4 years.	

<b>Appendices to the report</b>	
Appendix A	Proposed Fees for 2019 to 2020
Appendix B	DEFRA fees and charges for Environmental Permitting
Appendix C	Subsistence charges for 2019/2020 for processes regulated by CBC
Appendix D	Comparison of pest control fees across Derbyshire (correct at the time of writing)
Appendix E	Fees for animal licensing and skin piercing

## Appendix A - Proposed Fees for 2020/2021

	Existing fees 2019/2020	Proposed fee for 2020/2021 fees	
<b><u>Pest Control</u></b> <b><u>(all domestic fees include VAT)</u></b>			
Domestic premises – advice only home visit (no treatment)	£20, no concession available	£20, no concession available	
Rats	£45 full price £35 concession	No change	
Mice (indoor only)	£45 full price £35 concession	No change	
Cockroaches	£45 full price £35 concession	No change	
Wasps	£45 full price £35 concession	No change	
Ants (indoor only)	£60 full price £50 concession	No change	
Fleas	<b>2 rooms:</b> £70 full price £55 concession	<b>3 rooms:</b> £90 full price £70 concession	<b>4 or more rooms:</b> £110 full price £90 concession
Bedbugs	<b>2 rooms:</b> £100 full price £80 concession	<b>3 rooms:</b> £120 full price £100 concession	<b>4 or more rooms:</b> £140 full price £120 concession
<b><u>Pest control</u></b> <b><u>commercial one off treatments and</u></b> <b><u>contracts</u></b>			
Commercial/contract work	POA	POA	
Commercial – Wasps (one off treatment)	£50 (plus VAT)	£50 (plus VAT)	
Commercial – Ants (one off treatment)	-	£60 (plus VAT)	

Commercial – rats/mice (one off treatment)	-	£75, plus VAT (including 2 visits)
<b><u>Dog Control</u></b> <b>(all fees include VAT)</b>		
Microchipping	£16 £10 @ events	£16 £10 @ events
Stray dog: admin fee	£15.00	£15.00
Stray dog: kennel fee (per day or part thereof)	£20.00	£20.00 (per day or part thereof)
Stray dog: Statutory return to owner fee	£25.00	£25.00
<b><u>Fixed Penalty Notices</u></b>		
Littering offence (street)	£60	No change
Littering offence (from a vehicle)	Maximum penalty is £150, reduced to £60 if paid within 14 days	No change
Public Spaces Protection Order (dog control)	Maximum £80	No change
Public Spaces Protection Order (town centre)	Maximum £100	No change
Flytipping (commercial)	£300	No change
Flytippin (householder, duty of care)	£250	No change
Community Protection Notice	£70	No change
Smoke free	£50 or £30 if paid within 29 days	No change
<b><u>Environmental Information Requests</u></b>		
	£50/hour	£50 per hour
<b><u>Skin Piercing</u></b>		
Premises Registration	£130	£134
Personal Registration	£130	£134
<b><u>Food Re-Rate inspection</u></b>		
	£175	£180
<b><u>Export Health Certificate</u></b>		
	£52	£54

<b>Animal Licensing</b>		
Application: Animal Boarding, Animals for Exhibition Breeding Dangerous Wild Animals Dog Day Care Home Boarding Pet Shop Riding Establishments, Zoo	£250	£257
Additional licence Activity	£65	£67
Mid-term compliance fee	£55	£67
Re-rate inspection (full cost recovery) / reinstatement after suspension	£160	£165
Appeal fee (unless re-inspection gives higher rating)	£160	£165
Lost Licence /Duplicate Licence	£10	£10
Variation of licence (admin only)	£25	£26
Variation that involves further inspection	£160	£165
Vets Fees	A recharge to the licensee of the cost to the Authority	A recharge to the licensee of the cost to the Authority

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## Appendix B – DEFRA fees and charges for Environmental Permitting

Further details are available from 'The local authority permits for Part B installations and mobile plant and solvent emissions activities (fees and charges) (England) Scheme 2017', a copy of which is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/636243/env-permit-part-b-fees-2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf)

At the time of writing this report, the fees for 2020/21 remain unchanged from 2017.

### 2017/18 Charges

#### LAPPC (Part B) Charges for 2017/18

Type of charge	Type of process	2017/18 fee
Application Fee	Standard process (includes solvent emission activities)	£1650
	Additional fee for operating without a permit	£1188
	PVRI, and Dry Cleaners	£155
	PVR I & II combined	£257
	VRs and other Reduced Fee Activities	£362
	Reduced fee activities: Additional fee for operating without a permit	£99
	Mobile plant**	£1650
	for the third to seventh applications	£985
	for the eighth and subsequent applications	£498
	<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts</i>	£808
Annual subsistence charge	Standard process Low	£772 (+£103)*
	Standard process Medium	£1161 (+£156)*
	Standard process High	£1747 (+£207)
	PVRI, and Dry Cleaners L/M/H	£79/£158/£237
	PVR I & II combined L/M/H	£113/£226/£341
	VRs and other Reduced Fees	£228/£365/£548
	Mobile plant, for first and second permits L/M/H**	£646/£1034/£1506
	for the third to seventh permits L/M/H	£385/£617/£924
	eighth and subsequent permits L/M/H	£198/£316/£473
	Late payment Fee	£52
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>	
<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts</i>		
Transfer and Surrender	Standard process transfer	£169
	Standard process partial transfer	£497
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£47
Temporary transfer for mobile plant	First transfer	£53

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### Appendix C – annual subsistence charges for environmental permitting 2019/2020 (correct at time of writing)

<b>Process type</b>	<b>Address</b>	<b>Annual subsistence fee £</b>
Cremation	Chesterfield Rd, Brimington, S43 1AU	1161
Cement and lime	Armytage Trading Estate, Station Road, S41 9ES	228
Cement and lime	Brimington Road North, Whittington Moor S41 9ES	228
Cement and lime	Storforth Lane, Hasland	228
Non-ferrous metals	Station Rd, Whittington Moor S41 9ES	1161
Ferrous metals	Trinity Works, Foundry Street, Whittington Moor, S41 9AX	1161
Vehicle re-finishing	464 Chatsworth Rd, S40 3WQ	228
Vehicle re-finishing	The Brushes, Sheffield Road, S41 9ED	228
Animal and vegetable	Clayton Street, Chesterfield, S41 0DU	772
Ferrous metals	Spital Lane, Spital, S41 0EX	1610
Timber processes	Albion Sawmills, Union Walk, S40 4SA	228
Tar and bitumen	Foxwood Way, Sheepbridge, S41 9RX	349
Cement and lime	Broombank Road, Sheepbridge, S41 9QF	228
Service station	1 Barnfield Close, Staveley, S43 3UL	79
Service station	Rother Way, Tupton, S41 0UB	79
Service station	300 Sheffield Road, S41 8JZ	79
Service station	Derby Road, Chesterfield	79
Service station	Newbold Road, Chesterfield, S41 7AL	79
Service station	Chatsworth Road, Chesterfield, S40 3BQ	79
Service station	561 Chatsworth Road, S40 3JX	79
Service station	108 Ashgate Road, Chesterfield, S40 4AR	79
Service station	Mansfield Road, Hasland, S41 0JF	79
Service station	High Street, Brimington, S41 1DF	79
Ceramics	Broombank Road, Sheepbridge, S41 9BS	772
Dry cleaning	5 Elder Way, S40 1UR	79
Coating activity (SED)	Farndale Road, Staveley, S43 3YN	772
Dry cleaning	Unit 2, Lordsmill Street, S41 7RR	79
Mineral activities	Troughbrook Road, Hollingwood, Chesterfield, S43 2JP	636
Cement and lime	Micon Brimington Road North, Chesterfield, S41 9BE	228
Dry cleaning	Chatsworth Road, Chesterfield, S40 3BQ	79
Dry cleaning	6 Littlemoor Centre, Newbold, S41 8QW	79
Service station	Lockoford Lane, Chesterfield, S41 7JB	79
Coating activity (SED)	Speedwell Industrial Estate, Staveley, S43 3JP	772
Ceramics	655 Sheffield Road, Chesterfield S41 9ED	772
Service station	Markham Lane, M1 Commerce Park, S44 5HY	79
Coating activity	Speedwell Industrial Estate, Staveley, S43 3PF	1161
Road-stone coating	Foxwood Industrial Estate, Foxwood Road, Sheepbridge, S41 9RN	365
Vehicle re-finishing	Sheffield Road, Stonegravels, S41 7JH	1161
	<b>Total income</b>	<b>15914</b>

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**Appendix D – comparison of pest control fees across Derbyshire (based on information publicly available and at the time of this report) – fees are per treatment, unless specified as commercial/per hour**

	Rats	Mice	Wasps	Fleas	Bed Bugs	Ants	Comments
Amber Valley	£70	£70	£55	£80	£65	£45	
Bolsover	No charge	No charge	£46.23	£46.23	£46.23	-	
Chesterfield	£45 £35	£45 £35 (indoor only)	£45 £35 £50 commercial	2 rooms £75/£50 3 rooms £90/70 4+ rooms £110/90 (full price/concession)	2 rooms £100/£80 3 rooms £120/£100 4+ rooms £140/£120 (full price/concession)	£60 £50	Home visit £20 Commercial work - POA
Derby City	£34 (pay online) £39 (pay over phone)	£74 (pay online) £85 (pay over phone)	£59 (pay online) £85 (pay over phone)	3 bedrooms or less: £106/£121 4 bedrooms or less: £116/£135 5 + bedrooms £150/£169 (payment online/over phone)	3 bedrooms or less £123/£141 4 bedrooms £150/£173 5+ bedrooms £183/£206 (payment online/over phone)	-	Additional wasp nests are £19/nest.
Derbyshire Dales	£27.60/ £13.80	£55.20/ £27.60	£68.90/£34.40	£68.90/£34.40	£82.70/£41.30	£68.90/ £34.40	
Erewash	-	-	-	-	-	-	Service not provided.
High Peak	No charge	£65	£65	2 bed house £90 3 bed house £110 4 bed house £130	2 bed house £115 3 bed house £175 4 bed house £225	£70	Commercial work - POA
North East	£41	£41	£45	£45	£65	-	Commercial work - POA
South Derbyshire	-	-	-	-	-	-	No information on website regarding commercial work

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## **Appendix E – fees for animal licensing, skin piercing and food related charges**

### **Animal Licensing**

	2019/20	2020/21	<b>Rounded up/down</b>
Application	£250	£257.5	<b>£257</b>
Additional licence activity	£65	£66.95	<b>£67</b>
Mid-term Compliance Fee	£55	£56.65	<b>£57</b>
Variation of Licence (admin only)	£25.00	£25.75	<b>£26</b>
Variation that involves further inspection	£160	£164.80	<b>£165</b>
Revocation - No Fee	£0.00	£0.00	<b>£0.00</b>
Lost Licence/Duplication of licence	£10	£10.30	<b>£10</b>
Re-rate inspection (full cost recovery) /reinstatement after suspension	£160	£164.80	<b>£165</b>
Appeal fee (unless re-inspection gives higher rating)	£160	£164.80	<b>£165</b>
Vets Fees	<p>A recharge to the licensee of the cost to the Authority.</p> <p>To be determined by vet following inspection</p> <p>Required following inspection. The licence holder will be invoiced the amount determined by the vet</p>		

### **Skin Piercing**

	2019/20	2020/21	<b>Rounded up/down</b>
Premises	£130	£133.90	<b>£134</b>
Personal	£130	£133.90	<b>£134</b>
Fee if carried out at same time plus the full initial fee	£45	£46.35	<b>£46</b>

### Food related charges

	2019/20	2020/21	<b>Rounded up/down</b>
FHRS RE-Rate inspection	£175	£180.25	<b>£180</b>
Export Certificates	£52	£53.56	<b>£54</b>

### Smoke free/Fixed Penalty

Offence	FPN amount	Discount applied
Smoke-free legislation	£50.00	£30.00 if paid within 29 days

## For publication

### **Environmental Services Fees and Charges 2020/21**

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Meeting:	Cabinet
Date:	3 December, 2019
Cabinet portfolio:	Health and Wellbeing
Report by:	Interim Assistant Director – Commercial Services

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To set the fees and charges for and Outdoor Leisure from 1 April 2020.

### **2.0 Recommendations**

- 2.1 That the fees and charges for outdoor sports and leisure services in 2019/20, as detailed in Appendix 1, be approved.
- 2.2 That the interim Assistant Director – Commercial Services be authorised to vary rates for major bookings to ensure market competitiveness.

### **3.0 Background**

- 3.1 In accordance with the Council's Budget Strategy, this is the annual review of fees and charges taking into consideration

that charges should aim to recover at least the full cost of the service except where:

- (1) There is an opportunity to maximise income: or
- (2) Members determine a reduction or subsidy should be made for a specific reason.

3.2 In preparing this report, we have had regard to The Council's Budget Strategy in that provision should be made for a minimum inflationary increase each year.

### Outdoor Recreation fees and charges

3.3 The Council provides a variety of facilities and services that contribute to promoting positive and healthy lifestyles and improving the quality of life for residents. The demand for our services has held up generally well against national and local economic difficulties. Page 3 of appendix A shows booking levels for football facilities in 2019/20.

### 3.4 **Football Pitches**

There are 30 teams using council grass pitch facilities, last season there were 31 teams plus the local youth league. The local youth league has chosen to use facilities elsewhere – where all weather facilities are available. This is largely driven by the FAs desire to see youth football played on all weather facilities, rather than being cost driven. It should be noted that where CBC have no bookings the facilities are not maintained to the same standard, and therefore are not a burden to the service. E.g. if a football pitch is not required it will not be marked out. This means that the pitches not now required by the local youth league have not been marked out, and are not costing anything to maintain beyond the basic grass cuts which are part of the parks maintenance cycle in any case. **Given that the level of use from individual teams remains constant, it**

**is recommended that the fees for football pitches are increased as shown in appendix 1.**

### 3.5 **Bowling**

There are currently four clubs using council bowling facilities. Two of these clubs have lease agreements in place. Within the lease agreements review periods are set. One is due to be reviewed in 2021 and the second in 2020. The remaining two clubs pay a seasonal fee for use of the facilities. One of these clubs is keen to move to a lease agreement which will be progressed during 2020. The fourth club wishes to remain on the current agreement at this time.

### 3.6 **Cricket**

A lease agreement is due to be signed with Chesterfield Cricket Club for use of the pitch and pavilion at Queens Park. They will also make a contribution of 23 hours of their greenkeepers time at peak season. Brearley Park hosts 1 club with 2 teams paying a seasonal pitch fee.

### 3.7 **Tennis**

Chesterfield tennis club have a seasonal contract for the use of Queen Park Tennis Courts. We are currently in discussion with the club about the future of this arrangement.

**Recommendation: That the hire of bowling greens, tennis courts and cricket pitches is reviewed in line with current lease arrangements.**

3.8 From time to time event organisers wish to make a major booking and there needs to be the flexibility to vary rates to be competitive and to attract bookings that will increase income to the Council. A decision on pricing of events of this nature is normally agreed by the Interim Assistant Director – Commercial Services.

**Recommendation: That the Interim Assistant Director – Commercial Services is authorised to make such decisions with the portfolio holders agreement.**

3.9 The council is keen to continue to meet its stated aim of encouraging people to lead healthy and active lifestyles and so there is still some level of subsidy in the provision of sports pitches, however we are actively seeking to secure lease agreements, where possible, with sports clubs and supporting them to find external funding to work towards reducing this level of subsidy. 2020/21 will continue to see a review of current leases and arrangements to ensure value for money and a consistent approach is achieved. This may affect the overall level of fees and charges during the year.

#### 4.0 **Equalities Impact Assessment (EIA)**

3.2 The proposals have no negative impacts on any of the equalities groups.

#### 4.0 **Alternative Options to be Considered**

4.1 Members could decide not to increase fees and charges but that would increase the level of subsidy required to continue to provide sports pitches.

4.2 A larger increase could be applied to fees, however, this may result in services being either not competitive or not affordable and reduce the councils ability to encourage people to lead healthy and active lifestyles

#### 5.0 **Recommendations**

5.1 That the fees and charges for outdoor sports and leisure services in 2019/20, as detailed in Appendix 1, be approved.

5.2 That the interim Assistant Director – Commercial Services be authorised to vary rates for major bookings to ensure market competitiveness.

## 6.0 Reasons for Recommendations

6.1 To comply with the Council's Budget Strategy.

### Decision information

<b>Key decision number</b>	<b>908</b>
<b>Wards affected</b>	All
<b>Links to Council Plan priorities</b>	To provide value for money services

### Document information

<b>Report authors</b>	<b>Contact number/email</b>
Dean Epton/Shirley Hallam	345120
<b>Appendices to the report</b>	
Appendix A	Outdoor Leisure Facilities Fees and Charges proposal 2020-21

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## OUTDOOR RECREATION FEES & CHARGES

### BOWLING

	<u>Existing</u> £	<u>Proposed 2020/21</u> £	comments re use 2019/20
Casual - Adult per hour			
Casual - Concessionalry per hour			
Hire of Green Exclusive Use			to be reviewed as part of the club lease reviews
Club - Annual Green Fee (Including Pavilion)			
Bowling Clubs x4			

### FOOTBALL

#### **PITCHES** (per season per team including posts & marking)

Adult - Full Size	£588.80	£605
Adult - Full Size (Holmebrook Valley Park)	£700.19	£720
Junior - Full Size	£503.93	£520
Junior - Full Size (Holmebrook Valley Park)	£594.10	£610
3/4 Pitch	£424.36	£440
3/4 Pitch (Holmebrook Valley Park)	£498.62	£515
9 v 9 Pitch	£424.36	£435
9 v 9 Pitch (Holmebrook Valley Park)	£498.62	£515
Mini-Soccer	£265.23	£270
Mini-Soccer (Holmebrook Valley Park)	£297.05	£305

#### **CHANGING ACCOMODATION** (per team per season)

Adults - Purpose built changing rooms with showers & toilets	£222.79	£230
Juniors - Purpose built changing rooms with showers & toilets	£116.70	£120
Adults - Changing rooms with hand wash basin & toilets	£137.92	£140
Juniors - Changing rooms with hand wash basin & toilets	£74.26	£75
Adults - Changing rooms with no facilities	£116.70	£120
Juniors - Changing rooms with no facilities	£58.35	£60

#### **OCCASIONAL MATCHES**

With changing accomodation	£71.08	£75
Without changing accomodation	£55.17	£60

## CRICKET

### **WICKET** (per season per team)

Brearley Park	£604.71	£623
Queens Park		

### **CHANGING ACCOMODATION** (per team per season)

Brearley Park	to be reviewed as part of the club lease reviews	
Eastwood Park		

### **OCCASIONAL MATCHES**

Adults - With changing accomodation	£95.48	£98
Juniors - With changing accomodation	£61.53	£63
Adults - Without changing accomodation	£68.96	£71
Juniors - Without changing accomodation	£42.44	£44

## TENNIS

Adult - Casual court booking per hour	to be reviewed as part of the club lease reviews	
Concessionary - Casual court booking per hour		

## MINIATURE RAILWAY

Per person	£2.00	£2.00	propose to hold current fee for next financial year.
Family Ticket (1 Adult & 2 Children)	£5.00	£5.00	propose to hold current fee for next financial year.

## RECREATION GROUNDS

Hire per day	£265.23	£273
Club Hire of a designated area up to 3 hours	£20.60	£21
Catering rights per mobile unit / stall	£61.80	£64

## COMMUNITY ROOM HIRE (Country Parks)

Monday - Friday (up to 2 hours)	£28.33	£29
Additional hourly rate	£11.33	£12

Weekends & Bank Holiday by negotiation

### **QUEENS PARK CRICKET PAVILION**

Monday - Friday (up to 4 hours)	£61.80	£64
Monday - Friday (all day)	£123.60	£127
Additional hourly rate	£22.66	£23
Weekends & Bank Holiday by negotiation		

### **POOLSBROOK COUNTRY PARK**

**LAUNCHING FEES** (Based on 8 canoeists plus qualified coach)

Club sessions (up to 2 hours)	£33.99	£35
Club sessions (up to 4 hours)	£46.35	£48
Club sessions (all day)	£87.55	£90

### **PERMITS**

Use of metal detector at designated sites per annum	£25.00	£25
Commercial fitness coach at designated sites per annum	£92.70	£95

### **EASTWOOD PARK**

#### **M.U.G.A.**

Netball - per match *	£18.54	£19
Walking football - per session	£12.36	£13
Petanque - season	£113.30	£117

\* Evening fixtures incurring security and flood light expenditure

### **EVENTS IN GENERAL**

Friends of groups events		
Sponsored walks / bike rides / picnic		
Community event (fun day, awareness days)	£25.75	£30
Charity event	£77.25	£80

Commercial Events (Up to 500 attendees)	£515.00	£530
Commercial Events (Over 500 attendees)		By negotiation
Weddings - tapton	£515.00	£530

## **FUNFAIRS**

Queen's Park - early may, spring bank and august bank	£1,678.90	£1,730
Eastwood Park	£1,245.27	£1,285
Other park	£656.11	£675
Stand Road fireworks	£2,060.00	£2,120

## **CIRCUS**

Stand Road / Queen's Park - up to 1 week	£2,317.50	£2,390
Stand Road / Queen's Park - over 1 week	£3,862.50	£3,980
Smaller Circus on other sites- up to 1 week	£850.00	£880
Smaller Circus on other sites- over 1 week	£1,250.00	£1,290
Ground Bond		£500

## Market Comparison (Where available)

chesterfield borough council	Mansfield District Council	Erewash Borough Council
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**BOWLING**

Casual - Adult per hour			£3.60
Casual - Concessionalry per hour			£3.60
Hire of Green Exclusive Use	£95.00	NA	NA
Club - Annual Green Fee (Including Pavilion)	£1,400.00	£1,650.00	NA

Bowling Clubs - Brimington, King George, Eastwood Park and Stand Road

Fixed at 2017/18 following each Club agreeing to take on additional maintenance responsibilities

**FOOTBALL****PITCHES** (per season per team including posts & marking)

Adult - Full Size	£588.80	£410.00	NA
Adult - Full Size (Holmebrook Valley Park)	£700.19	NA	NA
Junior - Full Size	£503.93	£410.00	NA
Junior - Full Size (Holmebrook Valley Park)	£594.10	NA	NA
3/4 Pitch	£424.36	NA	NA
3/4 Pitch (Holmebrook Valley Park)	£498.62	NA	NA
9 v 9 Pitch	£424.36	NA	NA
9 v 9 Pitch (Holmebrook Valley Park)	£498.62	NA	NA
Mini-Soccer	£265.23	NA	NA
mini-Soccer (Holmebrook Valley Park)	£297.05	NA	NA
Mini-Soccer (Holmebrook Valley Park)			
Adults - Purpose built changing rooms with showers & toilets	£222.79	NA	NA
Adults - Purpose built changing rooms with showers & toilets	£116.70	NA	NA
Adults - Changing rooms with hand wash basin & toilets	£137.92	NA	NA
Juniors - Changing rooms with hand wash basin & toilets	£74.26	NA	NA
Adults - Changing rooms with no facilities	£116.70	NA	NA
Juniors - Changing rooms with no facilities	£58.35	NA	NA

**OCCASIONAL MATCHES**

With changing accomodation	£71.08	£46.00	£42.00
Without changing accomodation	£55.17	£46.00	£34.80

## CRICKET

### WICKET (per season per team)

Eastwood Park	£604.71	£1,050.00	NA
School Use	£434.97	£1,050.00	NA
Junior Teams	£307.66	£1,050.00	NA

### CHANGING ACCOMODATION (per team per season)

Brearley Park			
Eastwood Park	£137.92	NA	NA

### OCCASIONAL MATCHES

Adults - With changing accomodation	£95.48	£52.00	£37.20
Juniors - With changing accomodation	£61.53	£26.00	£37.20
Adults - Without changing accomodation	£68.96	£52.00	NA
Juniors - Without changing accomodation	£42.44	£26.00	NA

## TENNIS

Adult - Casual court booking per hour	£8.22	NA	NA
Concessionary - Casual court booking per hour	£6.63	NA	NA

## MINIATURE RAILWAY

Per person	£2.00	NA	NA
Family Ticket (1 Adult & 2 Children)	£5.00	NA	NA

## RECREATION GROUNDS

Hire per day	£265.23	£1,050.00	NA
Catering rights per mobile unit / stall	£61.80	NA	

## COMMUNITY ROOM HIRE (Country Parks)

Monday - Friday (up to 2 hours)	£28.33	£21.50	NA
Additional hourly rate	£11.33	NA	NA
Weekends & Bank Holiday by negotiation		£40 Community- £50 Corporate	NA

## QUEENS PARK CRICKET PAVILION

Monday - Friday (up to 4 hours)	£61.80	£32.00	NA
Monday - Friday (all day)	£123.60	£53.00	NA
Additional hourly rate	£22.66	NA	NA
Weekends & Bank Holiday by negotiation		NA	NA

## POOLSBROOK COUNTRY PARK

### **LAUNCHING FEES** (Based on 8 canoeists plus qualified coach)

Club sessions (up to 2 hours)	£33.99	NA	NA
Club sessions (up to 4 hours)	£46.35	NA	NA
Club sessions (all day)	£87.55	NA	NA

## PERMITS

Use of metal detector at designated sites per annum	£25.00	NA	NA
Commercial fitness coach at designated sites per annum	£92.70	£150.00	NA

## EASTWOOD PARK

### **M.U.G.A.**

Netball - per match *	£18.54	NA	NA
Walking football - per session	£12.36	NA	NA
Petanque - season	£113.30	£1,650.00	NA

\* Evening fixtures incurring security and flood light expenditure

## EVENTS IN GENERAL

Friends of groups events			£0.00
Sponsored walks / bike rides / picnic			£0.00
Community event (fun day, awareness days)	£25.75	£359 small/£1025 large per day	by negotiation
Charity event	£77.25	£359 small/£1025 large per day	by negotiation
Commercial Events (Up to 500 attendees)	£515.00	£718.00 per day	by negotiation
Commercial Events (Over 500 attendees)	By negotiation	£2050 per day	NA
Weddings - tapton	£515.00	NA	NA

## **FUNFAIRS**

Queen's Park - early may, spring bank and august bank	£1,678.90	By Negotiation	NA
Eastwood Park	£1,245.27	By Negotiation	NA
Other park	£656.11	By Negotiation	NA
Stand Road fireworks	£2,060.00	By Negotiation	NA

## **CIRCUS**

Stand Road / Queen's Park - up to 1 week	£2,317.50	By Negotiation	NA
Stand Road / Queen's Park - over 1 week	£3,862.50	By Negotiation	NA
Smaller Circus on other sites- up to 1 week	£850.00	By Negotiation	NA
Smaller Circus on other sites- over 1 week	£1,250.00	By Negotiation	NA
Ground Bond	£500.00	By Negotiation	£500.00

## **For publication**

Sport and Leisure Fees and Charges for 2020 - 2021

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Meeting: Cabinet

Date: 12<sup>th</sup> November 2019

Cabinet portfolio: Health and Wellbeing

Report by: Assistant Director – Health and Wellbeing

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### **For publication**

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#### **1.0 Purpose of report**

1.1 To ask Members to approve the proposed fees and charges for 2020 / 21 as outlined in Appendix A that relate to various activities and facilities provided within Queens Park Sports Centre and The Healthy Living Centre, Staveley.

#### **2.0 Recommendations**

2.1 That Members approve the proposed fees and charges as detailed in Appendix A, with effect from 1<sup>st</sup> April 2020.

2.2 That the proposals for concessionary charges be approved as outlined in Appendix A and that the concessionary memberships continue as Change4Life.

2.3 That the Assistant Director – Health and Wellbeing through delegated authority with the Portfolio Holder for Health and

Wellbeing applies appropriate fees and charges to new activities that are introduced during the period covered by this report.

- 2.4 Where there are promotional opportunities to stimulate usage, support the retention of customers and /or to respond to external market forces that the Assistant Director – Health and Wellbeing through delegated authority with the Portfolio Holder applies appropriate fees and charges to maximise these opportunities.

### 3.0 **Background**

- 3.1 In accordance with the Council`s Financial Regulations, it is necessary for all fees and charges to reviewed annually.

- 3.2 General principles that govern the Councils approach to fees and charges include;

3.2.1 To make a charge wherever non-statutory services benefit an identifiable group as opposed to the entire community.

3.2.2 Fees and charges should aim to recover at least the full cost of the service except where; there is an opportunity to maximise income, or Members determine a reduction or subsidy should be made for a specific reason.

3.2.3 Where charges are reduced from full cost for activities delivered with partners the reason for that reduction is reviewed periodically to ensure it remains valid.

3.2.4 To support the more vulnerable members of the community and support wider access to various users through reduced charges promoting equal access.

- 3.3 This report reflects the approach taken over the past five years on charging for sport and leisure activities given the need for financial efficiencies to support service sustainability.

- 3.4 The service is committed to delivering affordable and accessible activities assisting the improvement of health and well-being of people in Chesterfield Borough.
- 3.5 The leisure centres alongside all council services continue to work under economic pressures. There is significant competition locally with extremely low-level fees for access due to their operating model; which directly influences the ability of the service to change its fee structure.
- 3.6 It is appropriate for the Council to take a more commercial approach to service delivery to ensure sustainability of service delivery. The need for a balance between competitive pricing, maximising income and community wellbeing priorities will be maintained.
- 3.7 The service will develop its customer relationship through increasing the use of direct debit to ensure that our payment options for customers are suitable and sufficient to ensure continued good customer care.
- 3.8 Proposed fees and charges for 2020/2021 take into consideration the competitiveness of market rivals within the borough, throughout Derbyshire and neighbouring counties where applicable. These are presented in appendix B.

#### 4.0 **Issues for Consideration**

- 4.1 Setting the fees and charges for the Sport and Leisure Centre service needs to be sensitive to a range of factors that influence customer choice to consume the services on offer. Given concerns in relation to maintaining income levels to support the sustainability of the services being delivered the proposed fees and charges have reflected upon and taken into account the following;

- 4.1.1 The need to develop income opportunities to work towards a zero subsidy for sports and leisure services, including wider value for money considerations including accessibility, booking arrangements, service quality and membership benefits.
  - 4.1.2 The level of fees and charges applied by neighbouring sports and leisure providers and the potential impact of local competition on centre use and membership.
  - 4.1.3 The Council's Concessions Policy aligns to support addressing health inequalities in our communities.
  - 4.1.4 The need to fulfil customer expectations and develop new activities supporting regular physical activity.
- 4.2 The approach to fees and charges has been consistent for both centres with consideration for specific activities at The Healthy Living Centre that are provided with Staveley Town Council and are targeted towards specific communities.
- 4.3 Each centre will deliver promotional opportunities to stimulate demand or to support the retention of customers. This will help ensure that the service remains relevant and in a sustainable proposition for our customers ensuring that we can impact upon improving the health and well-being of people in Chesterfield.
- 4.4 A detailed review of fees and charges applied by local providers has been undertaken. This assists to provide insight to inform our own decisions for the proposed fees and charges. These are attached within Appendix B. The benchmarking process has compared key activities and memberships of other providers, of both the private sector and local authority, to those delivered at the sports centres.
- 4.5 The service faces increased inflationary pressures in relation to the cost of operation; consequently, it is important to try, as far as is reasonably practicable, to offset these pressures through income growth.

4.6 To achieve this increase, the service has assessed its fees and charges and as a result has applied a range of percentage increases on those areas that it is believed can support a price rise. This assessment utilised insight based on competitor analysis, risk of attrition and demand for services and facilities. Details are contained within Appendix A.

4.7 The proposed fees and charges, along with other factors, will assist to address the subsidy for sport and leisure. Since 2012/2013 the net controllable costs for the sport centres has reduced significantly from £1,308,000 to £220,000 forecast estimate for 2019/2020.

4.8 The proposed fees and charges have been developed with full consideration for equality impact and the provisions of the Council's Concessions Policy. The Change4Life membership will continue to provide access to reduced fees and charges in line with the corporate concessions policy reducing inequality and support the more vulnerable members of our community.

## 5.0 **Human resources/people management implications**

5.1 There are no human resource implications within the context of this report.

## 6.0 **Financial implications**

6.1 The proposed fees and charges are anticipated to achieve an increase in income (based on demand patterns for services and activities remaining consistent over the next 12 months) to help address increase inflationary pressures on the cost of operation. In deciding on the increases applied consideration has been given to competition, demand / market value of some services, risk of attrition, equalities and the wider health and wellbeing outcomes for the Borough.

6.2 Retention of customers and improving the health and well-being of people in Chesterfield Borough remains a key focus. It is essential that the Sport and Leisure offer remains relevant to our customers so that perceived value for money remains high. This is being addressed in several ways to include, but not exclusive to, continuous evaluation of the services offered, partnership working, development of new activities and programmes, targeted marketing and promotion, and the investment in training, learning and development of staff to deliver the very best experience and customer service.

6.3 The analysis of fees and charges has shown that the proposed increases remain consistent with other local providers. Price promotion will be developed where appropriate to support the services ambition to grow its customer base, support the delivery of improved health and wellbeing outcomes, target areas of low use and to ensure that services work towards priorities for reducing inequality and support for the more vulnerable members of our communities.

## 7.0 Risk management

7.1 There is a risk that any significant increase in charges above those proposed could have a negative impact on usage and therefore income. Proposed increases have therefore been carefully considered and are targeted, competitive, market focussed and sensitive.

7.2 The key risks are identified below:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Severe economic conditions	High	Medium	Developing a retention plan to ensure that both centres remain a feasible option for residents of the	High	Low

			<p>Borough.</p> <p>Building a quality and attractive programme developing targeted activities towards specific community groups.</p> <p>Regular review of financial performance and other key indicators.</p> <p>Investment in staff training to maximise customer service and sales opportunities.</p>		
Competition	High	High	<p>Pricing and packages for services to offer value for money.</p> <p>Robust retention and promotion plans.</p> <p>Monitoring of external market environment.</p> <p>Continued development of a varied activity programme in line with industry trends and with key stakeholders and partners.</p> <p>Proactive outreach to create potential interest.</p> <p>Investment in staff training to maximise customer service and sales opportunities.</p>	High	Medium
Exclusion of groups	Medium	Low	<p>Accessible usage and charging schemes in</p>	Medium	Low

			place. Engagement of community through partnership working and consultation.		
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## 8.0 **Equalities Impact Assessment (EIA)**

8.1 A preliminary Equality Impact assessment has been completed and no group is anticipated to face a disproportionate negative impact. The impacts of the fees and charges proposed have been evaluated in line with the Council's Concessions Policy. There remain concessionary prices applied for persons meeting the eligibility criteria detailed in section 5.0 of the Concessions Policy.

## 9.0 **Alternative options and reasons for rejection**

9.1 There were a number of options considered in terms of achieving the required net income growth to offset inflationary operating costs. These included a fixed 3% increase on all fees and charges and a higher than 3% increase in an attempt to deliver additional net gain, however these were rejected due to risks associated with adversely affecting demand given market forces and local competition.

9.2 The option of not increasing fees and charges was also considered but given the inflationary operational cost pressures that the service faces and the need to ensure a sustainable service this was not deemed to be an acceptable option at this stage.

## 10.0 **Recommendations**

- 10.1 That Members approve the proposed fees and charges as detailed in Appendix A with effect from 1<sup>st</sup> April 2020.
- 10.2 That the proposals for concessionary charges be approved as outlined in Appendix A and that the concessionary memberships continue as Change4Life.
- 10.3 That the Assistant Director – Health and Wellbeing through delegated authority with the Portfolio Holder for Health and Wellbeing applies appropriate fees and charges to new activities that are introduced during the period covered by this report.
- 10.4 Where there are promotional opportunities to stimulate usage, support the retention of customers and /or to respond to external market forces that the Assistant Director – Health and Wellbeing through delegated authority with the Portfolio Holder applies appropriate fees and charges to maximise these opportunities.
- 11.0 **Reasons for recommendations**
- 11.1 To set the fees and charges for Sport and Leisure activities and facilities with effect from 1<sup>st</sup> April 2020.

**Decision information**

<b>Key decision number</b>	<b>912</b>
<b>Wards affected</b>	All wards
<b>Links to Council Plan priorities</b>	To improve the health and well-being of people in Chesterfield Borough. To reduce inequality and support the more vulnerable members of our communities. To provide value for money services.

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## Document information

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<b>Background documents</b>	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<b>Appendices to the report</b>	
Appendix A	Proposed Fees and Charges
Appendix B	Comparison of Fees and Charges for other service providers in the area

**Appendix A - REVIEW OF FEES AND CHARGES FY18 - Charging effective 1st April 2020 to 31st March 2021.**

All Income areas	Activity	Existing FY20	Benchmark comparison	Proposed FY21
Stock	NTP Swimming badges	£3.80		£4.00
	BG Badges	£3.80		£4.00
Swimming	Swimming - Junior	£2.85	£2.95	£3.00
	Swimming - Junior Fun based sessions from...	£2.85		£3.00
	Swimming - Junior Water Rave	£3.90		£4.10
	Swimming - Adult	£3.95	£4.50	£4.15
	Swimming - Adult Fun based sessions from...	£3.95		£4.15
	Swimming - Adult Change4Life	£2.85		£3.00
	Swimming - Family Group (Up to 4 people, max. 3 adults)	£10.00	£11.70	£11.00
	Swimming - Promotions - 10 for 8	£31.60		£33.20
	Swimming - Promotions - 10 for 8 - Junior	£22.80		£24.00
	Swimming - Promotions - 10 for 8 - Change4Life	£22.80		£24.00
Swimming - Parties	Swimming - Main Pool (Inflatable)	£130.00	£170.00	£150.00
	Swimming - HLC + QP Small Pool	£93.00	£95.00	£100.00
Swimming Lessons	Swimming Lesson - Adult - 45 min member	£5.65	£5.52	£5.65
	Swimming Lesson - Adult - 45 min non-member	£6.25		£6.25
	Swimming - Stroke technique/improvement (10 for 8 applicable)	£3.95		£3.95
	Swimming Lesson - Jnr - 30min (member)	£5.40	£5.05	£5.55
	Swimming Lesson - Jnr - 30min (non-member)	£5.95		£6.10
	Swimming Lesson - Jnr - 60min (member)	£7.25		£7.60
	Swimming Lesson - Jnr - 60min (non-member)	£8.00		£8.35
	Survive and Save (2 Hour)	£9.00		£9.50
	Survive and Save (2 Hour)	£9.90		£10.40
	Swimming Lesson - 1-2-1's	£20.70		£21.40
	Swimming Lesson - 1-2-1's member	£18.00		£18.70
	Swimming Lesson - 1-2-2's	£31.00		£32.20
	Swimming Lesson - 1-2-2's member	£27.80		£29.00
	Teacher hire/hour - DCC lessons	£22.50		£23.00
Swimming - Contracts	Main Pool Hire - per lane/hour	£15.50		£16.00
	Small Pool Hire - per lane/hour	£10.50		£11.00
Holiday Activities	Holiday Activities - half day non-member QPSC	£7.90		£8.50
	Holiday Activities - half day member QPSC	£7.10		£7.75
	Holiday Activities - half day member HLC *New*	£5.00		£5.00
	Holiday Activities - half day non-member HLC *New*	£5.00		£5.50
Main Hall Activities	Main Hall Activities - Per badminton court x 1 (45m) - Adult	£9.75	£9.60	£9.90
	Main Hall Activities - Per badminton (45m) - Conc/Jnr	£6.95		£7.10
Activity Parties	Dry side Activity Parties	£95.00		£100.00
Squash	Squash - per court - Full	£8.85	£7.95	£9.10
	Squash - per court - Junior/Conc	£6.75		£7.00
	Squash Off Peak - per court (Promotional price used with disgression)	£6.50		£7.00
Outdoor Synthetic Pitches	Outside Pitch - (1hr) 5 a side Peak	£32.50		£32.50
	Outside Pitch - (1hr) 5 a side Off Peak	£22.75		£22.75
	Outside Pitch - (1hr) 5 a side school rate	£16.25		£16.25
	Outside Pitch - (1hr) 7 a side Peak	£45.50		£45.50
	Outside Pitch - (1hr) 7 a side Off Peak	£31.85		£31.85
	Outside Pitch - (1hr) 7 a side school rate	£22.75		£22.75
	Outside Pitch - (1hr) - (Promotional price used with disgression)	£29.50		£29.50
Health Spa	Health Spa - (2hrs)	£5.25		£5.40
Hire of Studio	Studio Hire - hourly - peak from (negotiated for health groups/partners)	£29.25		£29.70
	Table Tennis - Adult	£9.75		£9.90
	Table Tennis - Junior	£6.95		£7.00
Course - Gymnastics	Gymnastics /trampolining - Junior (member)	£5.40	£4.50 - £6.50	£5.70
	Gymnastics /trampolining - Junior (non-member)	£6.00		£6.30
	Gymnastics/trampolining - Infant/toddler (member)	£4.10		£4.40
	Gymnastics/trampolining - Infant/toddler (non-member)	£4.50		£4.80
	Gymnastics/Trampoline Academy - (member per hour)	£3.90		£4.20
	Gymnastics/Trampoline Academy - (non-member per hour)	£4.30		£4.60
Room Hire	Training room hire (by negotiation down from ...)	£15.75		£20.00
Course - Other	Adult sports courses from...	£4.20		£4.40
	Junior sports courses from...	£3.25		£3.40
	Return to Sport (e.g. Netball)	£3.40		£3.60
	Pool Lifeguard Courses- Prices down from	£230.00		£250.00
	First Aid - Prices down from	£85.00		£200.00
Fitness Room - Pay as you go	Fitness Room (Casual) & Induction - Adult	£6.50	£6.75	£6.70
	Fitness Room (Casual) & Induction - C4L & Junior	£3.15		£3.30
	Membership card / Card Replacement	£2.10		£3.00
	Shower	£2.10		£2.50

Fitness Classes	Fitness Classes - Adult Indoor cycling	£5.75		£5.95
	Fitness Classes - Adult 60 minutes	£5.15		£5.35
	Fitness Class - Adult 45 minutes	£4.30		£4.50
	Fitness Class - Adult 30 minutes	£3.00		£3.30
	Fitness Classes - Junior AVERAGE CHARGE	£3.00		£3.30
	Fitness Classes - C4L (targetted sessions only)	£3.00		£3.30
	Fitness Classes - Health, Wellbeing & Specialist	£3.00		£3.30
	Active Ability	£2.20		£2.30
	Arrears	£3.15		£3.30
Membership Fees	Memberships Fee's - DD's - Full	£29.00	£34.13	£29.00
	Memberships Fee's - DD's - Conc/Corp	£24.50	£24.55	£24.50
	Memberships Fee's - DD's - Student	£16.00	£22.06	£16.00
	Memberships Fee's - DD's - Family (4)	£58.00		£58.00
	Memberships Fee's - DD's - Motiv8	£10.00	£15.50	£10.00
	Memberships Fee's - 3 month pre-paid - Full	£105.00		£105.00
	Memberships Fee's - 3 month pre-paid - Conc/Corp	£79.80		£79.80
	Memberships Fee's - 3 month pre-paid - Student	£54.00		£54.00
	Memberships Fee's - 3 month pre-paid - Family (4)	£210.00		£210.00
	Memberships Fee's - 3 month pre-paid - Motiv8	£39.00		£39.00
	Memberships Fee's - 12 month pre-paid - Full	£319.00		£319.00
	Memberships Fee's - 12 month pre-paid - Conc/Corp	£269.50		£269.50
	Memberships Fee's - 12 month pre-paid - Student	£176.00		£176.00
	Memberships Fee's - 12 month pre-paid - Family (4)	£638.00		£638.00
	Memberships Fee's - 12 month pre-paid - Motiv8	£110.00		£110.00
	Memberships Fee's CBC Workplace	£15.00		£15.00
	One month pro-rata membership (e.g. armed forces leave, etc)	1/3 of 3 month PP		
Leisure Pass	Active Chesterfield Single Annual fee	£17.00		£18.00
	Active Chesterfield Family Annual fee	£22.00		£24.00
	Active Chesterfield Student / Volunteer Annual fee	£2.60		£3.00
	Change4Life	£2.60		£3.00
Playzone	Playzone - Child	£4.40	£4.95	£4.60
	Playzone - Term time (9-3.30pm M-F)	£3.50	£3.63	£3.60
	Playzone - Oganisation Hire (up to 40)	£80.00		£95.00
	Playzone - Non Private Party (up to 20)	£58.00		£60.00
	Playzone - Per Child (Not Private)	£2.80		£3.00
	Playzone 12-24mnths New Price	£2.20		£2.30
	Playzone - under 12 mths	£0.60		£1.00
	Playzone- 30mins	£2.00		£2.10
Climbing Wall	Climbing Wall - Adult inc Concession (up to 2 hours)	£5.40		£5.60
	Climbing Wall - Taster (60 mins)	£5.00		£5.20
	Climbing Wall - Koala U7 (60 mins)	£5.35		£5.55
	Climbing Wall - Chimp Club and Young Climbers Club (90mins)	£6.00		£6.20
	Climbing Wall - Induction	£21.00		£21.00
	Climbing Wall - Induction DD	£0.00		£0.00
	Climbing Wall - Parties max 8 NEW	*New*		£65.00
	Climbing Wall - Adult inc Concession 1048	£43.20		£44.80
	Climbing Wall - Koala 1048	*New*		£44.40
	Climbing Wall - Chimp Club and Young Climbers Club 1048	£48.00		£49.60
Photocopying	Black per copy	£0.05		£0.10
	Colour per copy	£0.10		£0.20
Equipment hire		£0.60		£1.00

#### Notes

Sports courses to be worked out pro-rate to an hourly rate given length of coaching session  
All dryside courses to include badminton, squash, etc.

Fee's and Charges Comparison October 2019

Chesterfield Borough Council 2019/2020 fees	North East e.g. Dronfield	Bolsover e.g. The Arc @ Clowne	Derbyshire Dales e.g. The Arc @ Matlock	PfP Amber Valley e.g. Alfreton	Sheffield e.g. Hillsborough	PfP Graves e.g. Graves	High Peak e.g. New Mills	South Derbys e.g. Green Bank	Derby City e.g. Springwell @ Oakwood	Erewash e.g. West Park	Mansfield e.g. Water Meadows EA Ashfield e.g. Lammas @ Sutton	Others:	Nuffield	Virgin active	The Gym was Lifestyles	Exercise 4 Less	Places Gym was Simply Gym	Darwin Forest	Brampton Manor	Average

Swimming

			Prices Frozen							Prices Frozen							Prices Frozen						
Adult	Price 1	£3.95	£3.90	£4.90	£4.75	£4.40	£4.80	£5.00	£4.00	£3.30	£4.65	£4.25	£6.20	£3.80									
	Price 2	£2.85	£3.30	£3.00	£4.25	£2.20		£4.00	£2.70	-	£2.80	£2.55	£4.60	£2.00									
Junior	Price 1	£2.85	£2.45	£3.00	£3.35	£2.90	£2.80	£3.30	£2.30	£2.40	£3.50	£2.55	£4.60	£2.00									
	Price 2		-	-	£2.85	-	-	£2.60	-	-	-	-	-	-									
Family	Price 1	£10.00	£9.80	N/A	£13.65	N/A	£7.55	N/A	N/A	N/A	£9.50	£12.35	£21.60	N/A									
	Price 2		-	-	£11.65	-	£12.60	-	-	-	-	-	£20.00	-									

Swimming Lessons

Adult	Price 1	£5.65	£5.50	£4.80	£6.25	£6.00	£6.25	£6.25		from £14.75	£5.65	£5.60	£5.50	£5.40	£16.00						
	Price 2	£6.25	-	-	-	-	-	-	-	-	£5.45	£6.20	-	-							
Junior	Price 1	£5.40	£4.95	£4.80	£5.30	£6.00	£6.85	£5.30		from £14.75	£5.65	£5.05	£5.50	£5.40	£16.00						
	Price 2	£5.95	-	-	£5.75	-	-	-	-	-	£5.45	£5.65	-	-	£7.50						

Gym (non-member)

Adult	Price 1	£6.50	£6.60	£6.20	£7.50	£7.00	£6.70	£7.50	£6.20	£6.45	£8.15	£7.25	£7.70	£6.05			£6.99	£6.00			
	Price 2		-	-	-	£6.30	-	-	£5.20	-	-	-	-	-							
Concession	Price 1	£3.15	£3.30	£4.50	£4.50	£3.50	N/A	£6.50	£3.40	N/A	£4.90	£4.60	£5.30	£3.05							
	Price 2		-	-	-	-	-	-	-	-	-	-	-	-							
Junior	Price 1	£3.15	£3.35	£4.00	£4.35	£4.00	N/A	N/A	£3.40	£2.75	£1.50	£3.05	£4.30	£3.05							
	Price 2		-	-	-	-	-	-	-	-	-	£2.45	-	-							

Fitness Classes

Adult	Price 1	£5.75	from £2.50	£5.00	£5.95	from £2.60	£7.00	£5.75	from £5.00	from £3.10	from £4.00	from £6.40	£6.70	£3.00						
	Price 2	£3.00	to £4.60	£4.00	£5.45	to £6.50	£5.25	to £7	N/A	N/A	to £6.30	-	£5.70	£5.05-5.55						

Fee's and Charges Comparison October 2019

Concession	Price 1	£3.00	N/A	£4.00	£4.10	N/A	£7.50	N/A	N/A	N/A	from £2.40	N/A	N/A	N/A						
	Price 2		-	-	£3.60	-	-	-	-	-	to £3.80	-	-	-						
Junior	Price 1	£3.00	£3.35	N/A	£4.10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
	Price 2		-	-	£3.60	-	-	-	-	-	-	-	-	-						

**Gym membership**

Adult	Price 1	£29.00	£30.00	£29.95	£39.60	From £34	£38.00	From £30	£35.00	£36.50	£38.00	from £25.00	£27.95	£34.00	£40.00	£48.00	£17.98	£19.99	£17.00	£40.00	£40.95
	Price 2		-	£25.00	-	to £60	-	to £60	£63.00	-	-	-£30.00	-	-	£34.00	£56.00	£12.99	£17.00	£20.00	£31.00	£71.40
Concession	Price 1	£24.50	£19.00	£27.00	£26.80	From £31	£26.60	£29.00	£27.00	£26.00	£28.50	£20.00	N/A	£28.00				£9.99		£33.00	£35.70
	Price 2		-	£22.00	-	to £33	-	-	-	-	-	-	-	£20.50						£26.00	£15.75
Corporate	Price 1	£24.50	£25.00	N/A	£316.80	N/A	£26.60	N/A	N/A	N/A	£30.40	N/A	N/A	£28.05	£35.20						£20.48
	Price 2		-	-	£158.40	-	£30.40	-	-	-	-	-	-	-							
Junior	Price 1	£10.00	£19.00	N/A	N/A	N/A	£16.00	N/A	£16.25	N/A	N/A	£15.00	N/A	£18.50		from £10				£14.00	£15.75
	Price 2		-	-	-	-	-	-	-	-	-	-	-	-							
Student	Price 1	£16.00	N/A	N/A	N/A	£27.00	£34.20	£24.00	N/A	£26.00	£23.25	£20.00	N/A	£20.50	£32.00	from £28.00	£109.00		£17.00	£33.00	
	Price 2		-	-	-	-	£19.00	-	-	-	-	-	-	-						£26.00	
Family	Price 1	£58.00	Single m'ship + £12	£365.00	N/A	N/A	N/A	N/A	£70.00	N/A	N/A	N/A	N/A	£84.00							£99.00
	Price 2		-	-	-	-	-	-	-	-	-	-	-	-							

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**Badminton**

Peak/Standard	Price 1	£9.75	£9.40	£7.70	£11.65	£9.75	£9.90	N/A	£10.50	£8.70	£12.00	£9.55	£9.20	£7.80							
Off Peak	Price 2		£5.20	£6.00	-	-	-	-	£6.20	-	-	-	£7.00	£4.80							
Concession	Price 3	£6.95	-	-	£8.00	-	-	-	-	-	£7.20	-	-	£7.80							
Junior	Price 4	£6.95	-	-	-	-	£9.90	-	-	-	£9.00	-	-	£4.80							
	Price 5		-	-	-	-	-	-	-	-	-	-	-	-							
Time period (45/60 minutes)			45min	60min	55mins	60mins	45mins	-	60mins	45min	60mins			55mins							

**Squash**

Peak/Standard	Price 1	£8.85	£7.95	N/A	N/A	£9.00	£8.00	N/A	£7.00	£8.00	£9.90	£8.00	N/A	£6.75							
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Off Peak	Price 2		£5.90	-	-	-	-	£4.95	-	-	-	-	£4.25
Concession	Price 3	£6.75	-	-	-	-	-	-	-	£5.90	-	-	£6.75
Junior	Price 4	£6.75	-	-	-	£8.00	-	-	-	£7.40	-	-	£4.15
	Price 5		-	-	-	-	-	-	-	-	-	-	-
Time period (45/60 minutes)			40min	-	40mins	40mins	45mins	-	40mins	40mins	40mins	-	40mins

Gymnastics courses

Gymnastics	Price 1	£5.40	£4.50	N/A	N/A	£6.25	£6.85	£6.50		N/A	From £21	£5.40	£17.00	£5.00
Trampolining	Price 2	£5.40	£5.40	N/A	N/A	£6.25	£5.65	£6.50	N/A	N/A	£5.00	£5.40	N/A	N/A
Tots/Tumblers	Price 3	£4.10	£4.50	N/A	N/A	£4.25	£6.25	£6.25	N/A	N/A	£5.00	£4.10	N/A	N/A



Climbing Wall Comparisons October 2019

		HLC	Leicester	Wirkswth	Fndry	Awesm	Works
							Bouldring centre
Adult	Price 1	<b>£5.40</b>	<b>£9.00</b>	<b>£7.10</b>	<b>£7.50 pk</b>	<b>£8.50</b>	<b>£8.50 pk</b>
	Price 2	-	-	-	<b>£6.50 off pk</b>		<b>£7.50 off pk</b>
Child	Price 1	-	<b>£4.30</b>	<b>£3.80</b>	<b>£5.00 under 18</b>	<b>£7.50</b>	<b>£6.50 pk</b>
	Price 2		-		<b>£4 under 7</b>		<b>£4.50 off pk</b>
Concession	Price 1	-	<b>£7.00</b>	<b>£3.80</b>	<b>£6.50 pk</b>	<b>£8.00</b>	<b>£7.50 pk</b>
	Price 2	-	<b>£7.00</b>	<b>£3.80</b>	<b>£5.50 off pk</b>	-	<b>£6.25 off pk</b>
Registration Fee		-	<b>£3.00</b>	<b>£5.25</b>	<b>£2.00</b>	-	<b>£3.00</b>

Clubs	Koala £5.35	£60 - 90min - 6wk block - 7yr +	£65 13 x 1hr sessions - 7yr+	Spider £12 - 2 hours - ages 7-13	£8.50 - 90 mins - ages 3-6	£7 - 1hr for ages 18m-8yrs
	Monkey £6.00 - 90 mins	-	£68.90 13 x 2hr sessions - 7yr+	Young Climber £12 - 2 hours - ages 13-17	£10.50 - 2 hours	£10.50 - 90mins - ages 9+
	Chimp £9.00 - 2 hrs	-	-	Young Leaders - £15 - 2 hours - ages 13+	-	-
	Adult Booster £9.00 - 90 mins	-	-	-	-	-

Induction	Price 1	£21 1 x 2hr session includes free assesment	£60 - 6wk block - 90 mins each	Adult £45 2x 60 mins session	£16 - 2hr session - 4 sessions recommended	£95 - 4 weeks - 90 mins each	Adult £20
	Price 2			Child 14+ E1 £30.20 2x 60 mins session		Adult £12, Child £10 - 90mins ages 6+	£15 ages 14-17

Climbing Wall Comparisons October 2019

Tasters	Price 1	<b>£5.00 (45min)</b>	<b>Introduction £15 - 45 mins ages 14+</b>	<b>Adult £6.10 - 90 mins</b>	<b>£12 - 2 hours</b>	<b>£19.50 adult - 1 hour</b>	<b>£12 - 90mins</b>
	Price 2			<b>Child £5 - 90 mins</b>		<b>£15.50 child - 1 hour</b>	

121		<b>£30 per hour</b>	<b>£12 per house</b>	<b>£50 - 90 mins £70 2 hours</b>	<b>£32 - 1 hr £54 - hrs</b>	<b>£65 + entrance fee - 90 mins</b>
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Parties	<b>£47.25 - ages 7+ max 6 children</b>	<b>£15 each, ages 5+, max of 12 children</b>	<b>£54.10 - ages 6+ max 6 children. £64.30 for 6 adults</b>	<b>£60 - 6 children £120 - 12 children, ages 7+</b>	<b>£10.50 each - 1hr - ages 6-10. £14 each - 90min - ages 8+</b>	<b>1 hr - ages 7-13yrs: Max 6 = £60, Max 12 = £120, Max 15 = £150</b>
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Multi Ticket	Price 1	<b>Adult £43.20</b>	<b>Adult £72</b>	<b>Spider £100</b>	<b>Adult £42.50</b>	<b>Adult £85</b>
	Price 2	<b>Monkey £48</b>	<b>Conc £56</b>	<b>Young Climber £100</b>	<b>Conc £40</b>	<b>Conc/Student/Jnr £75</b>
	Price 3	<b>Chimp £72</b>			<b>Jnr £37.50</b>	

Groups		<b>10 people £4.50 each plus £30 instructor - 90 mins</b>		<b>90 mins from £50 SEE NOTE</b>	<b>1hr - ages 6-10yrs - £10.50 per head</b>	<b>Require own instructor. £4.50 per session - per instructor + £7 per person</b>
		<b>20 people free but £30 instructor charge - 90 mins</b>		<b>2 hours from £70 SEE NOTE</b>	<b>90 mins - ages 10-18 - £14 per head</b>	
					<b>2 hrs - ages 14+ - £17.50 per head</b>	

Climbing Wall Comparisons October 2019

Instructor Rate	<b>£15.42</b>	<b>£30.00</b>			<b>£30 per hr</b>	
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Membership	Price 1	<b>£29 adult</b>	<b>£49 adult</b>	<b>£39.60 adult</b>	<b>£45 adult</b>	<b>£39 Adult</b>	<b>£62.50 Adult</b>
	Price 2	<b>£16 Student</b>	<b>£35 concession</b>	<b>£26.80 concession</b>	<b>£35 student</b>	<b>£35.10 conc/student</b>	<b>£52.50 Conc/Student/Jnr</b>
	Price 3	<b>£24.50 conc/corp</b>			<b>£40 concession</b>	<b>£33.15 jnr</b>	
	Price 4	<b>£58 Family</b>				<b>£66.30 couple</b>	
						<b>£113.10 family</b>	

## For publication

### Review of Cemeteries Fees and Charges 2020/21

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Meeting:	Cabinet
Date:	3 December, 2019
Cabinet portfolio:	Health and Wellbeing
Report by:	Assistant Director - Commercial Services

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## **For publication**

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### 1.0 **Purpose of report**

- 1.1 To set the Council's cemeteries fees and charges for the financial year commencing 1 April 2020.

### 2.0 **Recommendations**

- 2.1 It is recommended that the 2020/21 fees and charges as detailed in Appendix A, be approved.
- 2.2 That Members note the introduction of the Children's Fund for England and the amendment of the Fees and Charges Table at Appendix A. A note has been added against any fee relating to the burial of a child under the age of 18 years. The note clearly states that fees will not be payable by the bereaved families, rather claimed from the Government Fund.

### 3.0 Report Details

- 3.1 Chesterfield Borough Council are responsible for the management of four Council cemeteries; Brimington, Staveley, Boythorpe and Spital. The cemeteries service is managed within the Bereavement Services Section who also manage the crematorium on behalf of the Chesterfield, North East Derbyshire and Bolsover Councils.
- 3.2 Cemeteries fees and charges are subject to annual review, with revised fees and charges implemented on 1<sup>st</sup> April each year.
- 3.3 In preparing this report, the Council's adopted general guidelines on charging for services have been taken into account.
- 3.4 The Cemeteries Service is currently subsidised with approximately 85% of controllable costs recovered from fees and charges. In setting the annual fees and charges for Cemeteries, proposals in this report have been taken into account;
- (a) The reduction in the number of burials taking place in recent years.
  - (b) The need for the Council to achieve a balanced budget.
  - (c) The level of fees and charges levied by other authorities in our family group and local cemeteries providers.
  - (d) Broader value for money considerations.
- 3.5 A Comparison of charges has been carried out, reviewing fees and charges made by other authorities in our family group (table1) as well as those made by surrounding authorities (table 2).

Table 1: Fees of "Family Group" Comparator Authorities 1 April 2019

Authority	Interment Fee	Exclusive Right	Exclusive Right of burial (CR)	Interment Fee (CR)	Non-resident fees?
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		<b>of Burial</b>			
Mansfield	£595	£1326	£740	£180	No
Ipswich	£982 Purchased £787 Non-purchased	£1406 £208 Extra depth	£1406	£214	No
Worcester	£900 single depth £1060 double depth	30/99 years £810 / £2080	30/99 years £405 / £780	£340	Yes
Gloucester	£1046 £458 Extra depth	50/75/90 years £715/£1088/£1813	£282	£227	No
Carlisle	£760	30/50 years £721 / £1209	30/50 years £253 / £421	£231	No
Newcastle U Lyme	£896	50 years £1207	£597	£392	No
Average Fee	<i>£884</i>	<i>£1441</i>	<i>£658</i>	<i>£267</i>	2 Yes 5 No
Chesterfield Borough Council	<i>£849</i>	<i>£1051</i>	<i>£382</i>	<i>£286</i>	Yes

Table 2: Fees of "Local" Comparator Authorities as at 1 April 2019

<b>Authority</b>	<b>Interment Fee</b>	<b>Exclusive Right of Burial</b>	<b>Exclusive Right of burial (CR)</b>	<b>Interment Fee (CR)</b>	<b>Non-resident fees?</b>
Amber Valley Borough Council	£691	£611	£305	£129	Yes
Sheffield City Council	£1200	£1400	£630	£210	No

Derby City Council	£931	£1126	£320	£126	No
Derbyshire Dales District Council	£722	£643	£207	£152	Yes
Erewash Borough Council	£810	£865	£225	£205	No
High Peak Borough Council	£790	£680	£320	£204	Yes
North East Derbyshire District Council	£704.50	£578.50	£345.50	£141	No
South Derbyshire District Council	£454	£629	£302	£132.50	No
Mansfield	£595	£1326	£740	£180	No
Average Fee	£774.65	£890.95	£377.65	£176.55	4 Yes 6 No
<b>Chesterfield Borough Council</b>	<b>£849</b>	<b>£1051</b>	<b>£382</b>	<b>£286</b>	<b>Yes</b>

*\*Note to Tables:*

*"Interment fee" is the price for each burial in a grave and is payable in addition to the Exclusive Right of Burial Fee"*

*"Exclusive Right of Burial Fee" is the price to purchase the right of burial in a grave. The owner of this right must authorise each burial in the grave and has the automatic right to be buried in the grave at the time of his or her own death.*

*"CR" - cremated remains*

3.6 Members will note that the Council's fees, whilst being above the local average, are still below the family group average. Comparator authorities will almost certainly increase their fees again in 2020-21.

3.7 For 2019/20 the controllable cost of cemeteries is forecast to be around **£288,560** and the income is expected to be approximately £246,150, meaning that there is an expected net

subsidy of £42,410, and that income now covers around 85.30% of the controllable cost of the service.

3.8 Should members approve fees and charges for 2020/21, as set out in Appendix A, it is estimated that burial numbers will continue to be consolidated and approximately 86.92% of controllable costs will be recovered.

3.9 The % of controllable costs recovered has risen from 49.43% in 2012/13 to 85.16% in 2018/19. This is due to higher increases in 2013-2015 and a review of grounds maintenance arrangements. However, since 2012, there has been a steady decline in the interment numbers.

#### 4.0 **Human resources/people management implications**

4.1 There are no human resource implications arising from this report.

#### 5.0 **Financial implications**

5.1 The Council's general guidelines for charging include an aim to recover the full cost of the service except where:

- There is an opportunity to maximise income; or
- Members determine that a reduction or subsidy should be made for specific reasons

5.2 The proposed fees and charges for 2019/20 therefore aim to ensure that:

- the service continues to move towards cost recovery
- our fees remain competitive helping to ensure we provide an affordable service.

## 6.0 Children's Funeral Fund for England

Earlier in 2019, the Government established a Funeral Fund for grieving parents who have lost their child. Under the scheme, parents will no longer have to meet the costs of burials or cremations. Fees will be waived by all Local Authorities and met instead by Government funding.

For many years, Chesterfield Borough Council has not charged for the interment of a child (the fees associated with preparing the grave). There has however, been a charge for parents wishing to purchase the Ownership Rights to the Grave along with a fee to permit the erection of a headstone.

From immediate effect, bereaved families will no longer be charged for these costs, instead the Manager will complete a claim to recover the costs from the Government and the Fees and Charges table for 2020/21 has been amended accordingly.

## 7.0 Legal and data protection implications

There are no legal or data protection implications arising from this report.

## 8.0 Risk management

8.1 Details of the risks associated with increasing fees and charges are given below.

<b>Description</b>	<b>Impact</b>	<b>Probability</b>	<b>Controls to be Implemented</b>
Below expected take up of services generally	Reduced income	Medium	Income from cemeteries is largely subject to fluctuations in the death rate, however, price sensitivities can be a factor. Proposed fees will

			be comparable with neighboring authorities.
Users choosing to use facilities elsewhere	Reduced income	Low	Families have a connection to local cemeteries and proposed increases still represent good value for money. Continue to build sound relationships with Funeral Directors who may influence the final decision.
Adverse publicity	Criticism of authority	Medium	Prepare good reasoning for the increase in fees and charges and that they remain below comparable authorities. Improve standards in cemeteries.

## 9.0 Equalities Impact Assessment (EIA)

9.1 Funeral payments are normally the first costs to come out of the deceased's estate. Where there is a shortfall a DWP Funeral Payment, an element of the Social Fund, provides help to people receiving specified income-related benefits and tax credits. This can provide a contribution towards the costs of a simple, respectful, low cost funeral. The payment covers the full cost of specified expenses (i.e. cemetery fees and charges) plus up to £700 for Funeral Director expenses. From Spring 2020, the maximum amount a family can claim to help meet the costs of funeral expenses will rise by 43% to £1000.00.

## 10.0 Alternative options and reasons for rejection

10.1 Members could decide not to increase fees and charges, however, the cemeteries service is already subsidised.

10.2 A larger increase could be applied to fees, however, this may result in burial being an unaffordable option.

10.3 Members could abolish or reduce the non-residents fee, however, this could result in greater demand for plots and eventually lead to a decline in available space for residents of the Borough.

#### 11.0 **Recommendations**

11.1 It is recommended that the 2020/21 Fees and Charges as detailed in Appendix A, be approved.

11.2 That Members note the introduction of the Children's Fund for England and the amendment of the Fees and Charges Table at Appendix A with a note against any fee relating to the burial of a child under the age of 18 years. The note clearly states that fees will not be payable by the bereaved families, rather claimed from the Government Fund.

#### 12.0 **Reasons for Recommendations**

12.1 There has been a decline in burial numbers over recent years which has coincided with above average fee increases. It is expected that by applying the fees set out at Appendix A, burial numbers will be consolidated and the service will move closer towards cost recovery.

12.2 To generate income to contribute to the costs of providing and maintaining a burial service.

### **Decision information**

<b>Key decision number</b>	<b>911</b>
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To provide value for money services

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
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<b>Appendices to the report</b>	
Appendix A	Proposed fees and charges for 2020/21



## APPENDIX A

	RESIDENT 2019/20	2020/21 PROPOSED	NON- RESIDENT 2019/20	2020/21 PROPOSED
<b>INTERMENTS</b>				
<b>Interment of Stillborn *</b>	No Charge	£350.00	No Charge	£350.00
<b>Interment of Child *</b>	No Charge	£350.00	No Charge	£350.00
Interment of Adult	No Charge	£900.00	£1698	£1800.00
Interment of Cremated Remains	Charge	£303.00	£286	£303.00
Scattering of Cremated Remains	£849.00	£59.00	£112	£118.00
	£286.00			
	£56.00			
<b>*Claimed by the Council from the Government's Children's Funeral Fund. Not charged to the Bereaved</b>				
<b>EXCLUSIVE RIGHT OF BURIAL</b>				
<b>Children's Grave *</b>	£90.00	£95.00	£180.00	£190.00
Graves 9' x 4' – 50 Years	£1051	£1114.00	£2102.00	£2228.00
Cremated Remains	£382	£404.00	£382.00	£404.00
<b>*Claimed by the Council from the Government's Children's Funeral Fund. Not charged to the Bereaved</b>				
<b>MEMORIALS (FOR A PERIOD OF 30 YEARS)</b>				
Headstone (3') and Footstones	£240	£254	£240	£254
Kerbstone/Other Memorial	£128	£136	£128	£136
Exceeding 3' Additional	£173	£183	£173	£183
Additional Inscription	£52	£55	£52	£55
Temporary Memorial Scheme	£101	£107	£101	£107
Communal Headstone Inscription	At Cost	At Cost	At Cost	At Cost
Headstone and Kerbs	£356	£377	£356	£377

Cremated Remains Plaque and Surrounds	<b>£254</b>	<b>£269</b>	<b>£254</b>	<b>£269</b>
<b>OTHER CHARGES</b>				
Grave Planting	<b>£128</b>	<b>£135</b>	<b>£128</b>	<b>£135</b>
Searching Burial Register (Per Name)	<b>£6</b>	<b>£6</b>	<b>£6</b>	<b>£6</b>
	<b>£202</b>	<b>£214</b>	<b>£202</b>	<b>£214</b>
Saturday Surcharge – Full Burial	<b>£119</b>	<b>£126</b>	<b>£119</b>	<b>£126</b>
Saturday Surcharge – Cremated Remains	<b>£286</b>	<b>£303</b>	<b>£286</b>	<b>£303</b>
Exhumation of Cremated Remains	<b>£54</b>	<b>£57</b>	<b>£54</b>	<b>£57</b>
Burials from 3.30pm Onwards (Additional Fee)				

## For publication

### **Chesterfield Markets Fees and Charges 2020/21**

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Meeting: Cabinet

Date: 3 December 2019

Cabinet portfolio: Town Centre and Visitor Economy

Report by: Assistant Director – Commercial Services

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#### **For publication**

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#### **1.0 Purpose of report**

1.1 To set the fees and charges for the Chesterfield open markets and the Sunday car boot sale from 1 April 2020.

#### **2.0 Recommendations**

2.1 That there should be no increase to stall rents on the general, flea and farmer's markets.

2.2 That there should be no increase in fees at the car boot sale held at Rose Hill car park.

2.3 That there should be a 10p increase per stall, per day on electricity recharged to traders.

2.4 That there should be no increase to the storage charges levied to traders requiring storage in the Market Hall.

- 2.5 That there should be no increase to the publicity levy on the open market. Currently 20p per trader, per each day traded.
- 2.6 That the Market Manager continues to have discretion to negotiate stall charges outside the set charges, to support new traders, existing traders that are struggling to continue and larger traders occupying multiple stalls.
- 2.7 That no rent-free holiday period be offered to licensed traders for 2020/21, to help offset the predicted deficit.
- 2.8 That a review of the operating costs is undertaken, particularly in relation to the cleaning arrangements with Veolia.
- 2.9 That on completion of the market reconfiguration project a review of the pricing structure is implemented taking into account, as one of the key project outcomes, the creation of stalls that are better positioned to attract higher footfall flows and clearer sight lines, enabling the majority of stalls to trade more effectively. This will create more premium stalls, which will attract more traders and generate increased income.

### 3.0 **Background**

- 3.1 Stall rents on the general markets vary in price according to four main factors:
- Length of stall – stalls are available in three sizes: 8 foot, 10 foot and 12 foot.
  - Day of the week – in recognition of the fact that the Monday and Friday markets are not as popular as the Saturday market, rents are lower on these days compared to Saturday. Thursday rents are comparable to Saturday. Tuesday and Wednesday are only available to selected traders.
  - Location in the town centre – rents reflect the anticipated footfall.

- Location within the market itself – reflects the anticipated footfall. Premium priced stalls are the top and bottom rows, intermediate priced stalls are at the end of a row and centre aisles, the lowest priced stalls are those in the middle.
- 3.2 The popularity of a stall location is reflected in the stall rents, these range from £9.70 for an inside, 8 foot stall on Monday and Friday to £31.20 for a 12 foot, top or bottom row stall on Saturday. A full list of all the stall rents is attached in Appendix A.
- 3.3 The rents on the Thursday flea market follow a similar pricing structure to the general markets; the location and the length of stall determine the prices.
- 3.4 Included in the stall rent, traders are also charged for electricity at £1.50 per day and 20p publicity fee. £11.20 is charged per storage box, per week, if required.
- 3.5 On the car boot sale, now held at Rose Hill car park from 21 July 2019, all vehicles are charged a fixed fee according to the number of parking spaces that they occupy. This is currently set at £10 per car space. This is viewed as the “ceiling price” for car boots in the area.
- 3.6 A fixed rent is also charged on the farmers’ market, which takes place on the second Thursday of each month.
- 3.7 The hire of New Square by third party operators, such as the Artisan Market and Edge Events, is by negotiation but typically costs £300 per day if all the stalls are to be let out.
- 3.8 The table below shows the stall fees agreed over the preceding 7 financial years:

Financial Year	Increase
2013 - 2014	1.5%

2014 - 2015	3.0%
2015 - 2016	3.0%
2016 - 2017	Nil
2017 - 2018	Nil
2018 - 2019	Nil
2019 - 2020	Nil

#### 4.0 **Current Situation**

4.1 Chesterfield is a historic market town and the success of the town as a shopping destination is often aligned with the performance of the market, both outdoor and indoor. Busy market days, particularly Event driven days, see the town centre become a lively, dynamic and social place.

4.2 The occupancy, and subsequently income, for the current financial year has shown a further decline, continuing the trend seen over the last 5 years and can be seen in the table below.

4.3 The decline in occupancy is due to a number of reasons, locally these include traders retiring, traders no longer being able to sustain their business, traders choosing to cease trading and seek paid employment, traders standing less days, traders exploring other markets, traders going on line to trade and traders moving into premises to grow their businesses.

4.4 Nationally many markets have declined citing the increase in on line shopping, competition from out of town retail, car parking charges, lack of investment in markets and both the decline in footfall on the High Street and market shopping as the contributing factor.

4.5 The Council continues to recognise the difficult trading conditions locally and nationally in markets, the previous 3 years have seen no stall fee increases in support of this,

despite increases in inflation and the RPI. If the RPI increase had been applied over the last 3 years then a year on year increase of around 3% would have been expected.

- 4.6 In line with the rise in fuel and energy costs it is recommended that the price recharged for lights and power is increased by £10p per, per stall. This will generate an additional £1,700 per year, ensuring the anticipated charge for electricity is met.

### Market Occupancy

<b>2014/15</b>	Monday		Friday		Saturday		Thursday	
	Actual	%	Actual	%	Actual	%	Actual	%
Full Year	121	50%	125	52%	146	61%	160	89%
<b>2017/18</b>	Monday		Friday		Saturday		Thursday	
	Actual	%	Actual	%	Actual	%	Actual	%
Full Year	81	34%	89	37%	97	40%	139	77%
<b>2018/19</b>	Monday		Friday		Saturday		Thursday	
	Actual	%	Actual	%	Actual	%	Actual	%
April to October	64	27%	74	34%	92	38%	121	67%
<b>2019/20</b>	Monday		Friday		Saturday		Thursday	
	Actual	%	Actual	%	Actual	%	Actual	%
April to October	56	21%	65	25%	94	38%	113	61%

## 5.0 Proposed Charges for 2020/21

- 5.1 The council's budget strategy is to deliver a balanced and sustainable budget. Given the forecast budget deficit to the General Fund it is important that all potential increases to income streams are implemented.

- 5.2 It is part of this strategy to seek a minimum inflationary increase of 3% on all income streams across the Council in 2020/21 or greater, but only if the market will bear it. The council does need to show a reasonable return on its investment on what is a valuable town centre asset.
- 5.3 Retaining traders is crucial to the continued survival of the market, attracting and retaining new traders is increasingly difficult, confidence is low and getting established takes time, and unfortunately not many new traders are prepared to take the risk.
- 5.4 Chesterfield stall fees are however competitive and have been benchmarked with other local markets as can be seen in the table below. New traders are given introductory rates of £10 per stall for the first 3 months and increased in line with existing prices once they are established. Thursday traders are not offered this incentive as there is not the same need to attract new traders as occupancy remains strong comparatively.

Town	Mon	Tues	Wed	Thurs	Fri	Sat
Chesterfield	£9.90 to £20.70	£15.00 to £20.00	£15.00 to £20.00	£17.50 to £29.00	£9.90 to £20.70	£16.00 to £32.10
Bakewell	£26.30					
Ilkeston				£15.00	£15.00	£15.00
Mansfield		£17.00	£7.00	£17.00	£17.00	£21.50
Newark	£15.00		£20.00	£15.00	£16.00	£20.00
Rotherham	£15.95	£19.90	£14.75		£16.65	£16.65
Worksop			£15.00		£14.50	£14.00
Retford				£14.50	£14.50	£16.50

- Prices were obtained from individual operator websites and direct phone call

- Prices shown for other markets are the cheapest stalls available on that day
- All markets have introductory offers for new starters, generally £5 to £10 per stall for up to 3 months and longer
- The majority of markets surveyed above, when questioned, were open to negotiation on stall prices
- It is noted that the majority of markets have not increased their fees in the last 12 months

5.5 It is difficult to directly compare stall rents between other markets for a variety of reasons, including facilities offered such as parking, lighting and stall sizes; location is always a key factor to a stalls worth and will be reflected in a premium price not represented in the table.

5.6 The National Market Traders Federation (NMTF) recognises that the industry nationally is facing difficult and uncertain times and urges Local Authorities to support and invest in their markets if they are to compete with all the threats from differing retail channels and the current, continuing downturn on the High Street.

5.7 The council is committed to ensuring the market continues to be a key attraction for the town centre creating both jobs and supporting the vitality of the town centre, encouraging shopping locally with a strong event calendar, sensitive parking charges and continued investment and support through the Revitalising the Heart of Chesterfield project, which encompasses the market reconfiguration work.

## 6.0 **Rent Free Holiday Entitlement 2020/21**

6.1 The concessionary free week rent given to licensed market traders has always been subject to the Council's financial position, no free rent week is proposed to licensed traders.

## 7.0 Financial Considerations

- 7.1 If no increase increase to the 2020/21 charges are accepted the target income from the general, flea market and farmers markets will be an estimated **£346,780**.
- 7.2 The main items of expenditure on the markets are refuse collection (£129,000), business rates (£107,000), staffing costs, central recharges and maintenance.
- 7.3 If the anticipated income is achieved then the Council will make a continued net deficit of around £100,000 in 2020/21.
- 7.4 Actions to improve this situation include the opportunity to increase trading by focussing on additional event driven markets e.g. a Food and Grooves offer, Motor Fest, Vegan Markets, Young Persons Markets and a Christmas Festive Fayre with a program currently underway for 2019/20, this has been very successful and will be further enhanced for 2020/21.

## 8.0 Risk Management

- 8.1 Retail conditions remain difficult both in Chesterfield and nationally throughout both the markets as an industry and the high street in general.

Description of Risk	Likelihood	Impact	Mitigating Action	Resultant Likelihood	Resultant Impact
Adverse weather conditions, less trading days	H	H	Open for business protocol in place. Seasonal drop in income accounted for in budget.	M	M
Drop in occupancy levels	H	H	Ensure licensed traders have tangible benefits.	M	M

			Benchmark our activities and pricing structure against other local markets and car boot sales		
Competitor activity/drop in footfall /increase in on line and out of town shopping	H	H	Vibrant town centre a priority. Investment in town centre, including markets.	M	M
No further investment in the market	M	H	Operate events to stimulate an increase in customer base	M	M

## 9.0 Equalities Impact Assessment (EIA)

9.1 The proposals have no negative impacts on any of the equalities groups.

## 10.0 Alternative Options to be Considered

10.1 That an increase in market rents is considered. As such a 3% increase will deliver around £10,000, a 2% increase would deliver around £6,600 and 1% around £3,300.

10.2 That a multiplier of 10p increase per stall is considered, delivering around an additional £1,700 per each 10p, as such a 50p increase would deliver approximately £8,500, a 60p increase £10,200.

10.3 That no increase be made on the price levied per stall for electricity.

## 11.0 **Recommendations**

- 11.1 That there should be no increase in stall fees from 1 April 2020 on the general, flea and farmers markets.
- 11.2 That there should be no increase on the car boot sale fee.
- 11.3 That there should be a 10p increase on electricity.
- 11.4 That there should be no increase in storage charges.
- 11.5 That there should be no increase to the publicity levy on the open market.
- 11.6 That the Market Manager continues to have authority to negotiate stall fees.
- 11.7 That no rent-free holiday period be granted to licensed traders for 2020/21.
- 11.8 That a review of the current operating costs is undertaken, in particular those relating to the Market Cleaning arrangements within the current contract with Veolia.
- 11.9 That on completion of the market reconfiguration project a review of the pricing structure is implemented, taking into account as one of the key project outcomes, the creation of stalls that are better positioned to attract higher footfall flows and clearer sight lines, enabling the majority of stalls to trade more effectively. This will create more premium stalls, which will attract more traders and generate increased income.

## 12.0 **Reasons for Recommendations**

- 12.1 To continue to secure a viable open air market in Chesterfield.

- 12.2 To ensure that the council continues to receive an acceptable return on a valuable town centre asset through supporting traders during this continued economic downturn.

### **Decision information**

<b>Key decision number</b>	<b>909</b>
<b>Wards affected</b>	All
<b>Links to Council Plan priorities</b>	To provide value for money services

### **Document information**

<b>Report authors</b>	<b>Contact number/email</b>
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<b>Appendices to the report</b>	
Appendix A	Stall Rents 2020-21

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<b>MONDAY &amp; FRIDAY</b>	<b>RENT 20/21</b>	<b>LIGHT 20/21</b>	<b>PUB 20/21</b>	<b>TOTAL 20/21</b>
12' (3.65m) Top & Bottom Row	18.40	1.60	0.20	20.20
10' (3.04m) Top & Bottom Row	17.30	1.60	0.20	19.10
8' (2.43m) Top & Bottom Row	16.20	1.60	0.20	18.00
12' (3.65m) End Row & Centre Aisle	16.20	1.60	0.20	18.00
8' (2.43m) End Row & Centre Aisle	12.80	1.60	0.20	14.60
12' (3.65m) Inside	11.50	1.60	0.20	13.30
8' (2.43m) Inside	8.00	1.60	0.20	9.80

<b>THURSDAY</b>				
12' (3.65m) Top & Bottom Row	26.50	1.60	0.20	28.30
10' (3.04m) Top & Bottom Row	24.00	1.60	0.20	25.80
8' (2.43m) Top & Bottom Row	21.00	1.60	0.20	22.80
12' (3.65m) End Row	26.30	1.60	0.20	28.10
8' (2.43m) End Row	20.90	1.60	0.20	22.70
12' (3.65m) Centre Aisle (Main Sq)	24.00	1.60	0.20	25.80
8' (2.43m) Centre Aisle (Main Sq)	19.60	1.60	0.20	21.40
12' (3.65m) Inside	20.40	1.60	0.20	22.20
8' (2.43m) Inside	15.30	1.60	0.20	17.10

<b>SATURDAY</b>				
12' (3.65m) Top & Bottom Row	29.50	1.60	0.20	31.30
10' (3.04m) Top & Bottom Row	25.30	1.60	0.20	27.10
8' (2.43m) Top & Bottom Row	20.90	1.60	0.20	22.70
12' (3.65m) End Row	29.40	1.60	0.20	31.20
8' (2.43m) End Row	20.60	1.60	0.20	22.40
12' (3.65m) Centre Aisle (Main Sq)	24.30	1.60	0.20	26.10
8' (2.43m) Centre Aisle (Main Sq)	17.80	1.60	0.20	19.60
12' (3.65m) Inside	19.60	1.60	0.20	21.40
8' (2.43m) Inside	13.90	1.60	0.20	15.70

<b>Other Pitches</b> (+ 20p Publicity Fee)	<b>Mon/Fri 19/20</b>	<b>Thurs 19/20</b>	<b>Sat 19/20</b>
8' Central Pavement	34.80	34.80	45.90
16' Central Pavement	51.50	51.50	68.20
Burlington Street	21.60	21.60	27.20
+ electricity	1.60	1.60	1.60
Direct Sales Pitch	22.30	22.30	27.80
DEMO PITCH	15.90	15.90	15.90
Arena/Portland Site	44.80	44.80	56.00
Fairground Ride	28.90	28.90	28.90
Ice Cream	21.90	21.90	21.90
Catering Unit Main Sq	36.30	36.30	36.30
+ electricity	1.60	1.60	1.60
Catering Unit New Sq	36.00	36.00	36.00
+ electricity	1.60	1.60	1.60
Storage per Week	11.20		
Farmers' Market	20.60		
Car Boot	10.00		

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## For publication

### **Car Parks Fees and Charges 2020/21**

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Meeting: Cabinet

Date: 3 December 2019

Cabinet portfolio: Town Centre and Visitor Economy

Report by: Assistant Director - Commercial Services

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## **For publication**

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### **1.0 Purpose of report**

1.1 To set the fees and charges for Car Parks for implementation from 1 April 2020.

### **2.0 Recommendations**

2.1 That from the 1 April 2020 it will cost 80p to park up to 30 minutes, £1.60 up to 1 hour, £2.80 for up to 2 hours, £3.00 up to 3 hours and £4.50 up to 4 hours in all town centre car parks.

2.2 In all short stay/shopper's car parks, as listed in paragraph 4.1 of this report, it will cost £1.60 for each subsequent hour over 4 hours to park. In all long stay car parks (except Saltergate MSCP) the price over 4 hours will be £5.00 (up to 12 hours).

2.3 That the price to park at Saltergate multi storey car park will be £6 over 5 hours and up to 24 hours from 1 April 2020. This is a stand-

alone tariff with Saltergate being the only 24 hour charging car park. All other tariffs fall in line with all other long stay car parks.

- 2.4 That all residents of the borough will continue to benefit from free parking in 2020/21 before 10am and after 3pm Monday to Saturday and all day Sunday, and Bank Holidays at selected surface car parks using the Residents Parking Permit.
- 2.5 That if the income target is achieved in 2020/21 there will be no increase in tariffs in 2021/22 but the prices will be reviewed for 2022/23.
- 2.6 That the Town Centre Operations Manager has authority to negotiate monthly and annual permit prices as necessary to attract new business and be competitive with competitor offers, this is a recommendation from the July 2019 Car Park audit.

### 3.0 **Background**

- 3.1 A review of town centre off-street parking charges was undertaken in 2015/16. This recommended various tariff changes creating a more coherent and simplistic pricing structure across both short and long stay car parks. These changes were successfully implemented on 1 April 2016.
- 3.2 The two most popular tariffs are the 1 hour and 3 hour's tariffs, both at around 25.5% uptake. The 2 hour tariff is at 21.4% and the 30 minute tariff at 17.7% utilisation.
- 3.3 It was recommended that no price increase should take place in 2019/20 however prices should be reviewed for 2020/21.

### 4.0 **Current Situation**

- 4.1 Short stay car parks are:

Location	Number of bays	Spaces for blue badges
Albion Road	30	1

Holywell Cross	165 *	16
Rose Hill	242	9
Soresby Street	208	14
St Mary's Gate	66	2

\* reduction of around 90 spaces for Innovation Centre

#### 4.2 Long stay car parks are:

<b>Location</b>	<b>Number of bays</b>	<b>Spaces for blue badges</b>
Beetwell Street MSCP	465	29
Derbyshire Times	55	0
Devonshire Street	73	0
Durrant Road	69	0
Hollis Lane	38	0
Queen's Park Annexe	43	2
Queen's Park (north)	120	3
Queen's Park (south)	43	0
Saltergate MSCP	526	32
Spa Lane	56	0
Station Road	59	0
Theatre Lane	50	0

#### 5.0 **Proposed Charges for 2020/21**

5.1 The council's budget strategy is to deliver a balanced and sustainable budget. Given the forecast budget deficits it is important that all potential increases to income streams are implemented.

5.2 It is part of this strategy to seek a minimum inflationary increase of 3% on all income streams in 2020/21 or greater, but only if the market will bear it.

5.3 The existing tariffs for short stay/shoppers car parks are as follows:

- Up to 30 mins - 70p
- Up to 1 hour - £1.40
- Up to 2 hours - £2.70

- Up to 3 hours - £3.00
- Up to 4 hours - £4.40
- Each subsequent hour - £1.40

5.4 The proposed tariffs for short stay/shopper car parks are as follows, changes in bold:

- **Up to 30 mins - 80p**
- **Up to 1 hour - £1.60**
- **Up to 2 hours - £2.80**
- Up to 3 hours - £3.00
- **Up to 4 hours - £4.50**
- **Each subsequent hour - £1.60**

5.5 The existing tariffs for long stay/commuter car parks are as follows:

- Up to 30 mins - 70p
- Up to 1 hour - £1.40
- Up to 2 hours - £2.70
- Up to 3 hours - £3.00
- Up to 4 hours - £4.40
- 4 hours plus - £5.00

5.6 The proposed tariffs for long stay/commuter car parks are as follows, changes in bold:

- **Up to 30 mins - 80p**
- **Up to 1 hour - £1.60**
- **Up to 2 hours - £2.80**
- Up to 3 hours - £3.00
- **Up to 4 hours - £4.50**
- 4 hours plus - £5.00

5.7 There are no proposed changes to permits:

	Current Prices
Annual Permit	£620

Monthly Permit	£62
Scratchcards	£3.60
Market Trader	£2.00
Blue Badge	£5 monthly/£50 annually

- 5.8 It is not practical to alter tariffs by anything other than increments of 10p; this is because of change handling and storage within the pay stations.
- 5.9 The above tariff changes represent an average overall increase in parking tariffs of 3% taking into account the changes recommended.
- 5.10 The incentive tariffs agreed in 2016 remain unchanged. These have been created to target shoppers to dwell more in the town centre on the 3 hour tariff and to be competitive for people who work or travel, in and from Chesterfield and park all day.
- 5.11 There are a number of existing schemes currently in use that provides free or reduced cost parking in the town centre. In particular the residents parking permit which allows free parking to Borough residents before 10am and after 3pm, Monday to Saturday, and all day on Sunday's and Bank Holidays. This is available on the majority of surface car parks in the town centre and uptake of this offer ranges from 40% to 70% on these car parks during hours of permitted use, proving its popularity. Both the scratchcard offer and monthly/annual permit offers again show continued uptake and ensure all day parking can be accessed from as little as £2.50 per day. No changes to this scheme is recommended.

- 5.12 The Council is committed to providing good quality, well maintained, safe and secure parking facilities. The uplift in charges ensures these standards are maintained and future investment in our sites continues.
- 5.13 The replacement Saltergate MSCP scheme and Beetwell Street MSCP repair scheme are evidence of this commitment.
- 5.14 The council is currently procuring replacement parking equipment at Beetwell Street MSCP, Rose Hill car park and Soresby Street car park. This will replace end of life parking equipment with new equipment that reflects the same standard of equipment in Saltergate, accepting all payment methods including card, contactless and Apple pay. Alongside this we are procuring a “pay by phone” solution at all out Pay and Display car parks. This adds value to the customer experience and expectation of modern car parks, overcoming not giving change and enabling customers to pay electronically, but still retaining the pay by cash option.
- 5.15 Electric Vehicle chargepoints have been fitted to 17 surface car parks in 2019, with a further 6 going live in Saltergate MSCP by the end of October 2019. These have a value of around £100,000, funded by Government grant schemes through the D2N2 partnership.

## 6.0 **Financial and Legal Considerations**

- 6.1 The anticipated income for 2019/20 is £2,718,200; This includes an additional £100,000 expected increased income generated by the Northern Gateway completed projects.
- 6.2 It is anticipated the proposed tariff increases will generate an additional £50,000 in income; as such the revised potential income for 2020/21 will be £2,768,360. This again includes £100,000 in income generated from the Northern Gateway completed projects.

6.3 It should be noted in both 6.2 and 6.3 that the Northern Gateway project has not been completed in line with the original timescales and as such the potential to uplift income by the £100,000 should be considered a risk and monitored.

6.4 Parking fee increases are notified by public notice under Section 35 of the Road Traffic Regulation Act 1984 (as amended) at the parking places affected and in the Derbyshire Times.

## 7.0 Risk Management

7.1 Income from car parks is reasonably stable under the existing tariff structure; the proposed changes are sensitive to this as any significant changes could result in loss of custom and negative publicity. The downturn in footfall on the High Street, both locally and nationally, remains a challenge and is often blamed on car parking fees.

Description of Risk	Likelihood	Impact	Mitigating Action	Resultant Likelihood	Resultant Impact
Increase in charges may result in lower usage and income	M	H	Not all prices have been increased, with incentive tariffs and resident offers changed sensitively	L	M
Damage to Council's reputation	M	M	Proposals remain in accordance with providing competitively priced car parks and will be explained in external communications	L	L

Competitor activity	L	M	Prices reflect core location and facilities offered.	L	L
Delayed completion of Northern Gateway project	H	H	Reduction in anticipated budget	H	M

## 8.0 Equalities Impact Assessment (EIA)

8.1 The proposals have no negative impacts on any of the equalities groups.

## 9.0 Alternative Options to be Considered

9.1 That no increase in parking fees is introduced.

9.2 An increase of greater than 3% is introduced. It is felt that this might undermine the stable income being generated currently.

## 10.0 Recommendations

10.1 That from the 1 April 2020 it will cost 80p to park up to 30 minutes, £1.60 up to 1 hour, £2.80 for up to 2 hours, £3.00 up to 3 hours and £4.50 up to 4 hours in all town centre car parks.

10.2 In all short stay/shoppers car parks, as listed in paragraph 4.1 of this report, it will cost £1.60 for each subsequent hour over 4 hours to park. In all long stay car parks (except Saltergate MSCP) the price over 4 hours will be £5.00 (up to 12 hours).

10.3 That the price to park at Saltergate multi storey car park will be £6 over 5 hours and up to 24 hours from 1 April 2020. This is a stand-alone tariff with Saltergate being the only 24 hour charging car park. All other tariffs fall in line with all other long stay car parks.

- 10.4 That the price to park at Saltergate multi storey car park will be £6 over 5 hours and up to 24 hours from 1 April 2020.
- 10.5 That all residents of the borough will continue to benefit from free parking in 2020/21 before 10am and after 3pm Monday to Saturday and all day Sunday (subject to terms and conditions).
- 10.6 That if the income target is achieved in 2020/21 there will be no increase in tariffs in 2021/22 but the prices will be reviewed for 2022/23.
- 10.7 That the Town Centre Operations Manager has authority to negotiate monthly and annual permit prices as necessary to attract new business and be competitive with competitor offers, this is a recommendation from the July 2019 Car Park audit.
- 11.0 **Reasons for Recommendations**
- 11.1 To continue to support the town centre economy, providing competitively priced car parks with simple charging structures and convenient payment methods and tariffs.
- 11.2 To ensure that the council continues to receive an acceptable return on a valuable town centre asset.

### **Decision information**

<b>Key decision number</b>	<b>910</b>
<b>Wards affected</b>	All
<b>Links to Council Plan priorities</b>	To provide value for money services

### **Document information**

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