



Please ask for Rachel Appleyard
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The Chair and Members of Cabinet

7 December 2020

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 15 DECEMBER 2020 at 10.30 am, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which members of the Cabinet and others in attendance will receive an invitation. Members of the public will be able to access the meeting online by following the link [here](#).

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 5 - 10)

To approve as a correct record the Minutes of the Cabinet meeting held on 1 December, 2020.

4. Forward Plan

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

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Leader and Cabinet Member for Economic Growth

5. Staveley Town Deal Investment Plan (Pages 11 - 34)

Deputy Leader

6. General Fund Revenue Budget Summary (Pages 35 - 48)

Cabinet Member for Health and Wellbeing

7. Leisure Centres Fees and Charges 2021/22 (Pages 49 - 66)
8. Outdoor Leisure Fees and Charges 2021/22 (Pages 67 - 76)
9. Waste Management Fees and Charges 2021/22 (Pages 77 - 84)
10. Environmental Health Fees and Charges 2021/22 (Pages 85 - 108)
11. Cemetery Fees and Charges 2021/22 (Pages 109 - 120)

Cabinet Member for Town Centres and Visitor Economy

12. Venues Fees and Charges 2021/2022 (Pages 121 - 142)
13. Chesterfield Market Fees and Charges 2021/22 (Pages 143 - 150)
14. Car Parks Fees and Charges 2021/22 (Pages 151 - 158)
15. Exclusion of the Public

To move “That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.”

Part 2 (Non Public Information)

Cabinet Member for Economic Growth

16. Sale of land to the east of Linacre Road (Pages 159 - 210)

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

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CABINET

Tuesday, 1st December, 2020

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant
Blank
J Innes

Councillors

Mannion-Brunt
Sarvent
D Collins

Non-voting P Innes
Members

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

8 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Holmes and Ludlow.

9 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 10 November, 2020 be approved as a correct record and signed by the Chair.

10 **FORWARD PLAN**

The Forward Plan for the four month period December, 2020 to March, 2021 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

11 DELEGATION REPORT

Decisions taken by Cabinet Members during November, 2020 were reported.

***RESOLVED –**

That the Delegation Report be noted.

12 CONCESSIONS POLICY UPDATE

The Policy Officer submitted a report to inform members of the review of the implementation of the Corporate Concessions Policy and seek approval for the continued use of the policy.

The current policy was implemented in April, 2017, enabling the Council to provide a concession on charges to some discretionary services and supporting the ongoing delivery of the council plan and medium term financial plan.

The policy had worked well across all relevant service areas; as a result no amendments or concerns were raised during the review.

***RESOLVED –**

1. That the information provided by service areas on the implementation of the Corporate Concessions Policy be noted.
2. That the continued use of the existing Corporate Concessions Policy be approved.
3. That the Service Director – Corporate, in consultation with the Deputy Leader, be granted delegated authority to approve minor amendments to the Corporate Concessions Policy between the formal review periods.

REASONS FOR DECISIONS

1. To ensure a consistent approach to concessions within discretionary services while retaining the flexibility needed to

achieve the Council's social and legal obligations, as well as its commercial needs.

2. To improve accessibility to our events and performances.

13 **LOCAL COUNCIL TAX SUPPORT SCHEME**

The Chief Finance Officer submitted a report seeking approval for the Local Council Tax Support Scheme for 2021/22.

The report noted that the proposed scheme being recommended for adoption was unchanged from that operated in 2020/21.

***RESOLVED –**

That it be recommended to Full Council that:

1. Approval be given to continue with the current Local Council Tax Support scheme for 2021/22. 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. The Chief Finance Officer, in conjunction with the Cabinet Member for Business Transformation and Customers, be granted delegated authority to update the 2021/22 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.

3. The current local council tax discounts which were originally implemented in 2013/14, as outlined in paragraph 4.4 of the officer's report, be continued.

REASON FOR DECISIONS

To ensure that the Council can continue to operate a localised scheme providing council tax support from April 2021.

14 REVIEW OF THE STATEMENT OF LICENSING POLICY

The Licensing Officer presented a report informing members of the Statement of Licensing Policy which, in accordance with the Licensing Act 2003, must be published every five years.

The policy sets out how the Council intends to administer and determine applications in accordance with Section 5 of the Licensing Act 2003. The policy had been reviewed to take into account changes since it was published in 2016; the changes were detailed in section 5.1 of the officer's report.

A consultation on the draft policy had been undertaken and the draft policy had been considered by the Council's Licensing Committee at its meetings on 30 September and 18 November, 2020.

***RESOLVED –**

That it be recommended to Full Council that the Statement of Licensing Policy be approved.

REASONS FOR DECISION

1. In accordance with the Licensing Act 2003, the Statement of Licensing Policy must be published every five years. The last edition was published in January 2016.
2. In order that the revised Statement of Licensing Policy be presented to Full Council for approval to enable publication in January, 2021.

15 ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014: RENEWAL OF THE PUBLIC SPACES PROTECTION ORDER

The Service Director – Leisure, Culture and Community Wellbeing submitted a report seeking approval for the renewal of the two Public Spaces Protection Orders (PSPO) that provide controls relating to street drinking and other anti-social behaviour in the town centre.

The current PSPOs came into effect following Cabinet approval on 15 December, 2017. The PSPOs can only be in place for a maximum of three years before they require renewal; there is no limit on the number of times that PSPOs can be renewed if the need is still present.

A consultation on the two PSPOs was undertaken in November, 2020 and responses from Derbyshire County Council, the Police and the Police and Crime Commissioner confirmed continued support for the Orders.

***RESOLVED –**

1. That the responses received from the consultation on the Public Spaces Protection Order Chesterfield (No1) (relating to restricting alcohol consumption), Public Spaces Protection Order Chesterfield (No2) (relating to other anti-social behaviour controls) and related issues, be acknowledged and noted.
2. That the Public Spaces Protection Order Chesterfield (No1) (relating to restricting alcohol consumption) and the Public Spaces Protection Order Chesterfield (No2) (relating to other anti-social behaviour controls) be continued with effect from 15 December, 2020 for a period of three years.

REASONS FOR DECISIONS

1. The current Public Spaces Protection Orders (PSPOs) were considered and approved by Cabinet on 10 October, 2017, following a Cabinet report regarding the potential for the PSPO being considered on 25 July, 2017. This report outlined the legislative background and evidence that supported the restrictions and the scope of two PSPOs to restrict alcohol consumption and other anti-social behaviour (ASB) in Chesterfield town centre.
2. The current PSPOs came into effect from the 15 December, 2017. The PSPO can only be in place for a maximum of three years before it is required to be renewed, consequently this report seeks approval to renew the existing orders. There is no limit on the

number of times that Orders can be renewed if the need is still present.

For publication

Staveley Town Deal

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Leader Economic Growth
Directorate:	Economic Development

1.0 Purpose of the report

- 1.1 To update Cabinet regarding the Town Investment Plan that has been submitted to central government for Staveley as part of the national Towns Fund programme, as well as the next steps of that process.

2.0 Recommendations

- 2.1 That Cabinet note and endorse the Staveley Town Investment Plan submitted to the Ministry for Housing, Communities and Local Government on 11th December 2020.
- 2.2 That Cabinet note and endorse the allocation of resources to fund a masterplan review for Staveley Town Centre.
- 2.3 That Cabinet note the role that Chesterfield Borough Council will play throughout the 5 year Town Deal programme as the accountable body for the Towns Fund allocated to Staveley.

3.0 Reason for recommendations

- 3.1 To ensure that Cabinet is aware of the work underway within the Town Deal programme and the role that Chesterfield Borough Council will play as the accountable body for future funding within that programme.

4.0 Report details

Background and process

- 4.1 In September 2019 the government invited 101 places to develop proposals for a Town Deal as part of its £3.6bn Towns Fund. Staveley was one of the areas chosen to be eligible for this programme. A prospectus was issued in November 2019 which set out the aims of the programme and required eligible towns to establish a Town Deal Board to lead the process of developing a vision and strategy for each town. Capacity funding was also made available through the lead council for each area (Chesterfield Borough Council for Staveley) to support the Deal process. For Staveley this was £140k.
- 4.2 As stated in the November 2019 prospectus, the objective of the Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through:
- Urban regeneration, planning and land use: ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.
 - Skills and enterprise infrastructure: driving private sector investment and ensuring towns have the space to support skills and small business development.
 - Connectivity: developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity.
- 4.3 Through submitting a Town Investment Plan aligned with these themes, each town is able to apply for up to £25m of Towns Fund investment. The funding should be at least 90% capital with revenue funding only requested by exception.
- 4.4 A Town Deal Board for Staveley was convened and first met in January 2020 with Ivan Fomin, Managing Director of MSE Hillier, appointed as the independent chair and Cllr Tricia Gilby as vice-chair. Using the capacity funding awarded for the Staveley Deal, a part-time Town Deal Manager was appointed and a consortium of consultants procured to develop the Town Investment Plan for Staveley. Further guidance for the Towns Fund was issued in June 2020. In addition to providing greater detail on the Deal

process, this guidance set out revised timelines for towns to submit their Town Investment Plans, recognising that responding to the Covid-19 pandemic had prevented areas from developing their plans.

- 4.5 To inform the Staveley Town Investment Plan, engagement activity took place during late summer and autumn 2020. This took a number of forms, including a community survey, focus groups and material generated through the central 'my town' website. A full engagement plan is included as appendix 1. Thinking Place consultants used this material to generate a vision for the Town Deal Board to consider. Specific proposals for projects to utilise the Towns Fund were also developed through this engagement activity, which together with proposals from wider stakeholders generated a long list of projects for consideration. A process of prioritisation took place, using the criteria set by government and the local vision, to reduce the longlist to a shortlist. The Town Deal Board was then able to approve 11 projects that have been included within the Town Investment Plan.
- 4.6 As well as details of each project, the plan sets out how the vision for Staveley will be delivered in the long term and how other funding, programmes and investment will support progress towards that vision alongside the specific Towns Fund projects. The Town Investment Plan was submitted to government on 11th December. A copy is included as appendix 2 (to be circulated on 11th December).
- 4.7 Following submission of the plan, government will assess the proposals and make a provisional funding allocation through agreeing Heads of Terms with the Town Deal Board. Allocations made for towns submitting proposals earlier in the process have typically been less than the amounts set out in the investment plans for those towns. However, it may be that later cohorts, including Staveley, are able to submit more robust investment plans having had more time to develop them and the benefit of learning from the earlier submissions.
- 4.8 The final stage of the process will be the development of a full business case for each of the projects included within the Town Investment Plan. As the accountable body for the fund, Chesterfield Borough Council will be responsible for running the business case assurance process. Provided business cases are sufficiently strong, funding will be provided to allow project delivery to commence.

Accelerator projects

- 4.9 In July 2020, Staveley was invited to put forward proposals for a series of accelerator projects that could be delivered within the 2020-21 financial year up to a total of £500k. These were to be projects aligned with the Towns Fund intervention framework. There was a very short period in which proposals had to be sent to government but 5 projects were identified as being deliverable within the year and the funding was subsequently confirmed. The projects are listed in section 1 of the Town Investment Plan. Funding for the projects has come through Chesterfield Borough Council as the accountable body for the Town Deal programme.
- 4.10 Good progress has been made with 4 of the 5 projects and they remain on track to spend in full by the year end. The 5th project (a 3G sports pitch at Springwell Community College) has subsequently been delayed until later in 2021. However, confirmation has been obtained that the Towns Fund allocation is still available to support this project in 2021-22.

Staveley's Town Investment Plan

- 4.11 The plan sets out a vision for Staveley and two key pillars that have emerged from the engagement work undertaken within the community and with stakeholders – leisure and living; business and skills. Four objectives were then set to deliver against these thematic pillars:
- **Innovation & Enterprise:** Attract new jobs and investment, building on the strengths and assets of Staveley, in particular manufacturing, construction and rail to deliver sustainable and inclusive economic growth.
 - **Inclusive Growth:** Improve the ability of Staveley's communities to take advantage of future job opportunities and build resilience to challenges through improved access to skills and enhanced transport.
 - **Place:** Rejuvenate the physical character of Staveley, in particular its town centre, building on its sense of place and rich heritage, to become a distinctive and vibrant destination that is well connected to existing and new communities and attracts new residents.
 - **Health & Wellbeing:** Maximise opportunities to enhance health and wellbeing, attract visitors and address climate change, making the most of and improving access to Staveley's green setting and rural assets.
- 4.12 Four packages of 11 projects are then described that will take Staveley further towards these objectives over the next 5 years. These form the

Towns Fund, a total of c. £26.5m having been requested to fund those projects (a number of towns have requested over £25m of funding and Staveley has also done so having taken advice from its assigned government lead).

Staveley Town Centre

- 4.13 The most common issue identified through the consultation carried out to inform the Town Investment Plan was the need to improve the quality of Staveley town centre. One of the 11 projects submitted includes a series of interventions designed to deliver significant change within the town centre and to complement other projects within the plan. However, those interventions were drawn from work undertaken to inform the 2009 masterplan for Staveley town centre. Since that time there has been relatively little development of the plan and many of its proposals are yet to be delivered. The Town Deal Board agreed that, given the importance of the town centre within the Deal process, there should be a full refresh of the 2009 masterplan. This would provide an up to date framework for development of the town centre, taking account of the significant changes to the economic, social and environmental context since then. This would include an opportunity to reflect on the future role that town centres are likely to play post-Covid and the opportunities for developing the town centre in light of the significant population growth Staveley will experience over the next 20 years.
- 4.14 Given the need for this work to inform the development of projects within the Town Investment Plan, Chesterfield Borough Council has agreed to use retained business rates income to fund the masterplanning work and is in the process of procuring the capacity needed to undertake this work. A budget of £50k has been set aside to appoint a lead firm to review and refresh the masterplan and to fund specialist studies and engagement activities as required. The Town Deal Board will receive regular reports on the masterplan refresh, which will allow it to revise the projects within the Town Investment Plan as appropriate in line with the revised masterplan proposals. Once the masterplan is fully revised it will come to the Borough Council's Cabinet for approval.

Next steps

- 4.15 Following the submission of the Town Investment Plan, there are likely to be questions and clarifications from government as it assesses the plan. There will then be a discussion with the Town Deal Board regarding the

overall funding to be provided, Heads Of Terms will be agreed and the Deal announced. For the first cohort of towns submitting investment plans, this process took around 3 months. The second phase of the process is the development of full business cases for each of the projects contained within the approved investment plan. Assurance of each business case will be undertaken by Chesterfield Borough Council as the accountable body for the Towns Fund or, in exceptional cases, directly by central government. There will be up to a year available for carrying out this second phase. A summary of the business cases and assurance process will then be reviewed by government prior to any funding being released.

5.0 Alternative options

- 5.1 In terms of the Town Deal process itself, the option of not submitting a Town Investment Plan has not been considered since this would leave the area with no prospect of securing up to £25m of investment.
- 5.2 Each project within the Town Investment Plan has been assessed by the consultant team working on the plan and this has informed the shortlisting and choice between different options for the final project list considered by the Town Deal Board.
- 5.3 Alternatives have been considered for the work required in Staveley Town Centre. These are:
 - Do nothing – this option would not provide an up to date context for the Town Investment Plan projects and risks interventions being delivered that do not bring about the required changes and improvements in the town.
 - Light touch review – a much lighter touch review of the 2009 masterplan could be undertaken. This is unlikely to fully explore the changes to the economic context, key trends that will shape the role of the town centre in the future, how covid-19 will affect future developments and the impact of the significant housing growth planned for the Staveley area. Without revising the plan in light of these factors it is unlikely to provide an effective framework for future developments in the town centre or securing other funding.
 - Use in house resources – consideration has been given to the use of in-house capacity to undertake the work. Whilst the council will

be an active client for the work, it does not at present have the capacity nor all the specialist capabilities required for a full refresh of the 2009 masterplan.

- 5.4 Alternatives have not been considered for providing the accountable body for the Towns Fund as the government guidance states this should be the lead body which in turn is defined as the Unitary, Borough or District council in which the town is situated.

6.0 Implications for consideration – Council Plan

- 6.1 The priorities within the Staveley Town Investment Plan align well with the current council plan. In particular the Town Deal priorities align strongly with the following objectives:

- Chesterfield Borough – a great place to live, work and visit
- Vibrant town centres
- Build a stronger business base
- Develop an inclusive and environmentally sustainable approach to growth
- Improve our environment and enhance community safety for all our communities and future generations
- Help our communities to improve their health and wellbeing
- Reduce inequality and provide support to vulnerable people

The Staveley Town Deal will also make a positive contribution to the council's Covid recovery planning and its response to the Climate Change Emergency.

7.0 Implications for consideration – Financial and value for money

- 7.1 At this stage there have been no direct costs to the council as government capacity funding has been provided to fund the Town Deal Manager role and the consultants appointed to develop the Town Investment Plan. However, this funding is limited and so options are being prepared for sustaining the required capacity within the council for the duration of the Town Deal programme. These will include:

- Bidding for capacity funding within the Town Investment Plan
- Seeking contributions from partners within the Town Deal Board
- Charging a programme management fee to each of the projects that are funded

- Utilising retained business rates
- A combination of the above

- 7.2 With the exception of the masterplanning work described above, there is no direct financial match funding from Chesterfield Borough Council being provided to any of the projects within the Town Investment Plan. However, there are likely to be indirect costs to the council in delivering projects where it is the sponsor and in supporting partners in deliver of their projects. This activity will need to be factored into future business planning.
- 7.3 By the time funding is in place for any of the projects they will have gone through several stages of assessment and assurance, which will provide the council as the accountable body with confidence regarding the value for money of each. The council is already providing the accountable body function for the accelerator projects and has significant experience of doing this for government funded programmes.
- 7.4 The work to refresh the 2009 town centre masterplan will be funded using the Markham Enterprise Zone retained business rates previously allocated by Council to the Joint Growth Unit as the objectives of the Town Deal align strongly with the purposes for which those rates are retained. The costs are estimated to be c. £50k though the exact amount will be determined following a procurement exercise.
- 7.5 Although further government guidance is awaited, the existing guidance indicates that funding for delivery of projects within the Town Deal will be allocated to the accountable body on an annual basis at the start of each year. Project sponsors will then be able to claim that funding from the council during the year as eligible spend is incurred.

8.0 Implications for consideration - Legal

- 8.1 As the accountable body for the Towns Fund, there will be legal considerations for the council as it manages this programme. As noted above, it has a strong track record in fulfilling this role for other similar funding programmes. Contracts have already been issued for the projects awarded funding through the accelerator fund (where the sponsor is not the council). A process will need to be put in place to issue funding contracts with sponsors of each project funded through the Towns Fund and consideration given to how project sponsors will be held to account

for delivery.

- 8.2 Procurement of the capacity required for the refresh of the 2009 Staveley Masterplan will take place through the normal approved processes.

9.0 Implications for consideration – Human resources

- 9.1 The continuing role as the accountable body and the need to coordinate the Town Deal programme beyond the life of the current capacity funding means that there is a need for more resource to be allocated beyond the current temporary and part-time Town Deal Manager. As noted above, options are being developed to fund this. The council has also been able to use retained business rates to appoint an interim director post, the responsibilities of which include providing strategic capacity to the Town Deal process. HR approvals are being sought for the ongoing programme management capacity required.

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Towns Fund allocation is less than the amount requested	M	M	Staveley Town Deal Board will need to set out a process for further prioritisation and/or scaling back of projects. The development of full business cases may well lead to a reduction in level and/or number of project asks.	L	M
Project sponsors are unable to develop strong business cases and/or cashflow delivery of projects	H	M	Further government guidance is expected including how to support project sponsors through subsequent	M	L

			<p>phases. Resource options are being developed to ensure robust programme management. Ability to cashflow will be a key part of the business case development process</p>		
<p>Communities and stakeholders do not remain engaged and/or see the impact they desire from the fund</p>	M	M	<p>There has been good engagement in developing the investment plan and a well balanced set of projects responding to community priorities has been put forward. An engagement plan in in place to ensure this continues through the next phases. The promotion of the accelerator projects has helped to maintain the profile of the work whilst the investment plan is developed.</p>	M	L

11.0 Implications for consideration - community wellbeing

11.1 The Town Investment Plan outlines a number of projects that would contribute directly and positively to community wellbeing in the Staveley area. The plan also sets out the engagement that has taken place with the

community to inform the priorities set. Health and wellbeing is one of the four thematic priorities around which the plan has been developed.

12.0 Implications for consideration – Economy and skills

- 12.1 A key rationale for the Towns Fund has been to drive growth in towns that may otherwise be left behind in terms of the economy and skills. The projects within the Staveley Town Investment Plan have been assessed in terms of the contribution they will make to the future economy of the area. The investment of c. £25m clearly has the potential to make a transformational impact in this regard and two of the four thematic priorities in the plan relate directly to economy and skills.

13.0 Implications for consideration – Climate Change

- 13.1 Each project within the Town Investment Plan has been considered from the perspective of the contribution it can make to low carbon growth as this is a key criteria set by government for Town Deals. The plan sets out how the projects will help to drive more sustainable growth in the Staveley area, in turn contributing to the council's response to the declared Climate Change Emergency.

14.0 Implications for consideration – Equality and diversity

- 14.1 An equality and diversity assessment has not been made of the Town Investment Plan. It will be proposed that the Town Deal Board build this into the next phase of the process where full business cases for each project will be developed.

Decision information

Key decision number	Non key 185
Wards affected	Lowgates & Woodthorpe, Middlecroft & Poolsbrook, Hollingwood & Inkersall, Barrow Hill & New Whittington

Document information

Report author	
Michael Rich, Interim Director (Projects)	
Background documents	
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>	
Appendices to the report	
Appendix 1	Staveley Town Deal – Engagement Plan (Dec 2020)
Appendix 2	Staveley Town Investment Plan (TO BE CIRCULATED ON 11 th DECEMBER)



A place to start,
to stay, to grow!

Staveley Town Deal

Stakeholder Engagement, Consultation, Communications Plan

Summary

The development of our Staveley Town Investment Plan is being overseen by our Town Deal Board. The Board was established in January 2020 and is responsible for developing the vision, strategy and delivery, in consultation and collaboration with the stakeholders, community and investors. Drawing on existing partnerships, Town Board member organisations and specialist Place Vision Consultants, robust consultation and engagement has been developed. Also, the MyTowns portal proved an informative method to capture public opinion. Stakeholder engagement is at the heart of our approach and we ran an online consultation drawing 130 responses, further enhanced by Focus Groups, one to one interviews strong and engagement events in the Market Place of Staveley prior to the plans' submission. We have successfully engaged with the private sector to understand support needs to facilitate development, exploring housing and construction; Manufacturing, Rail & Engineering and Transport/multi-modal transportation routes. This Stakeholder Engagement Plan to accompany the Town Investment Plan has been developed and confirms our commitment to ongoing involvement of the wide range of stakeholders that will ensure implementation of our Plan truly reflects the needs of our communities and delivers lasting sustainable change for Staveley.



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Staveley Town Deal

Stakeholder Engagement, Consultation, Communications Plan

Board Members Information

<https://www.chesterfield.gov.uk/staveley-town-deal-board>



Staveley Town Deal

Stakeholder Engagement, Consultation, Communications Plan

Objectives

To raise awareness of the Staveley Town Deal and its scope so that at least 1 in 5 residents is aware of the funding and we generate at least 4,000 responses to ongoing consultations from varying audiences, to help shape the Staveley Town Deal to re-imagine the town's future development.

These will help us assess priorities and potential future projects, taking into account factors that mean most to our residents, investors and stakeholders.

A successful outcome by the end of the investment period, is that Staveley has an improved sense of pride, evidenced through annual Place Vision consultations throughout the Town Deal.

Audiences

- 1) Residents in Staveley area, irrespective of age, gender or stage in life
- 2) Residents further afield across the borough, to take into account the view point of a visitor coming to Staveley
- 3) New residents as new homes are built and occupied
- 4) Local businesses (both new and established)
- 5) Local, regional and national support agencies (i.e. Canal & River Trust, Environment Agency, AMRC Nuclear, Universities and Innovate UK)
- 6) Local community and voluntary sector
- 7) From Place Vision – establish a residents' panel, Themed Focus Groups and Sub Groups to the Board

Methods of Consultation

- 1) Local Plan (evidence base)
- 2) My Towns website
- 3) Community Consultations
- 4) CBC and Destination Chesterfield Communications Teams – CBC Staveley Town Deal web pages; Press releases to local media, Social media posts– Facebook, Twitter, Instagram and LinkedIn, radio & TV interviews
- 5) 'Virtual' attendance at Markham Vale business networking events
- 6) Engaging with local, influential local business owners and ask them to share content
- 7) Engaging with local primary and secondary schools
- 8) Engaging with Chesterfield College
- 9) Face to face engagement with Police Consultation Events

Measures

1. Ensuring methods capture the range of audience types and attract a diversity of people and organisational views
2. Success of the campaign ultimately measured by amount of survey responses
3. Additionally, media coverage can be measured in terms of press releases picked up and published, prominence of print coverage. Social media engagement can be measured via number of comments, likes and shares. Social media engagement can also be measured and broken down into

Staveley Town Deal

Stakeholder Engagement, Consultation, Communications Plan

age group, gender and geographical location to highlight any groups missed which may need targeting another way.

PHASE I

Challenges

- Insufficient people respond or make use of the online survey
- People submit multiple times in response to a particular agenda
- Conducting physical or spacial consultations are limited due to COVID restrictions

Opportunities

- Accelerator Funding to promote deliverable activity in the area
- Build upon positive engagement and good will to date

Monitoring/Reporting

The feedback received to date has informed the range of projects contained in the “long list”. A robust appraisal and assessment overseen by the Town Board has “stress tested” each project on deliverability, viability and credibility and business cases developed. Those not meeting the high standard demanded by the Town Board have been rejected for inclusion in the TIP, but as they have arisen from consultation, should they develop and be deliverable in the future, community and investment needs shall be periodically reviewed.

Engagement and Consultation Completed to date (March 2019 – December 2020)

Date	Method of communication	Detail of communication/consultation	Progress/Outcome
Jan – November 2020	Board Meetings	Carried out virtually via MS Teams	Strategic overview of the TIP
June/July	Board Meetings	One to one meetings with Board members	Fed into Place Vision, feedback session 23 September
Friday 21 August	Community Consultation – Staveley Market Place	Face to Face consultation with Police and Community Safety Officer	Contributed to evidence base and some comments regarding the need for Public Realm improvements



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Staveley Town Deal

Stakeholder Engagement, Consultation, Communications Plan

Friday 21 August – 18 September 2020	Online Survey	130 responses, views of Staveley, residents, businesses and employees	Key element of the Place Vision and project portfolio development
July - September 2020	ThinkingPlace appointed	Place Vision consultants appointed to develop Vision and consult	Place Vision Report produced
July 2020	Launch of Staveley Town Deal website	Launched and updated with Board member information, Board papers; media releases, Accelerator Fund information	Adhere to CLG requirements
August – Sept 2020	ThinkingPlace - Place Vision Experts	One to one consultation and 3 x Focus Groups	
16 October 2020	Town Deal Manager - Consultation with all Head Teachers in Staveley area	MS Teams consultation	Digital equipment needs outstrip resources, parenting skills gap and digital skills of parents to assist child development
7 Sept – 9 Oct 2020	Engaged local design company Q2 Creative to work with the student to complete the digital design	Logo Competition with Year 7 Students of Springwell Community School. 68 entries – thus raising profile to over 70 families of the Town Deal	Complete and work with local design agency concluded the logo. Positive Media coverage inc winners family – very proud to know the logo shall used for Government and around Staveley
21 Sept 2020	Questionnaire about view and aspirations of Place	Teams consultation with Year 9 and Year 10 groups	Consultation to inform TIP
Ongoing	Media Releases & Social Media	Updates of the Town Deal, logo competition	Awareness raising to residents
November 2020	CBC Resident Magazine	Article about the Town Investment Plan	Awareness raising to residents
7 December 2020	Staveley Area Health & Well Being Network	Virtual consultation with the network to share work to date and engage	To consult on the Town Deal progress and establish links for ongoing participation
11 December 2020	Submission of the TIP and agreed projects		



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Consultation by Theme	Method	Outcome
Place	Local Plan (See Annex 1) The Chesterfield Local Plan was adopted on 15 th July 2020	Planning evidence base & consultations drawn upon for TIP development
Place	Historic England	to review the Heritage elements of our projects
Place	Stakeholder Focus Groups in three themes: Manufacturing, Rail & Engineering; Housing and Construction and Transport/multi-model transportation routes.	Direct evidence base for project development
Place	D2N2 Capital Projects Manager	Support for project assessments
Place	Nottingham Trent University – Construction School and Innovation techniques (MMC)	Make potential connections with Construction Skills Hub
Place	Homes England	to review support and funding opportunities for key sites in Staveley
Place	Midlands Connect	raising profile of Staveley Town Deal
Place	Destination Chesterfield Manager	To raise profile and engage
Innovation & Enterprise	Nuclear AMRC	Explore connections with AMRC Rotherham (Staveley Rail line connects and DRIive Project)
Innovation & Enterprise	CBC & Growth Hub Business Advisor	Develop Business Support Package
Innovation & Enterprise	Markham Vale and Business Network Co-ordinator	Develop connections throughout Town Deal



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Innovation & Enterprise	UKRI, Innovate UK - Regional Manager East & South East Midlands	Develop connections throughout Town Deal for projects and business support
Innovation & Enterprise	Engage with D2N2 Town Deal Group (8 across LEP area)	to share best practice
Innovation & Enterprise	Stakeholder Focus Groups in three themes: Manufacturing, Rail & Engineering	Develop project proposals
Inclusive Growth (Health & Wellbeing)	February – April 2019 – consultation with children and older residents of Staveley	Evidence of need
Inclusive Growth	D2N2 Enterprise Co-ordinator	to link enterprise within the School curriculum and engage businesses.
Inclusive Growth	March 2019 – findings from a consultation reviewing:	Reducing social isolation in Staveley through physical activity.**
Young People	School consultation - June 2019 – key finding:	“all three schools felt there to be a general problem with getting from the Staveley/Mastin moor area. To travel to activities, it can be a lengthy journey because, it may take at least two bus journeys to get there, with the buses not being frequent. Most youngsters rely on people to give them lifts to get to activities. After conversations in all the schools this point has been discussed and is a barrier.”

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- **Isolation and loneliness** is likely to be evident across the area but particularly in C002c
- Low car ownership in **E00098950, E00098951, E00098953** and **E00098954** are going to **limit resident's ability to access assets and opportunities** further afield
- **There is good evidence of an asset base in terms of buildings, green space and local groups** that could be used to improve the offer of physical activity
- There is strong **evidence of supply** within the area, particularly through SHLC. Analysis of user and member data to see how well the centre reaches into each of the local OAs would be helpful to consider penetration
- If the data is available, **then user analysis could help identify how different types of sessions may be accessed by different population groups in the local area.** This analysis would aid targeted non-user testing (why don't you use it) and future marketing
- Assets and supply appear to be located mainly around the main urban centre which may be more challenging for those on the outskirts to reach
- Access to green and open spaces appears within a relatively short walk for most of the area.
- The **perception of these spaces and other local assets** by the local community needs to be understood especially in the OAs - **E00098950, E00098951, E00098953** and **E00098954**
- These OAs have very high proportions of people in lower social grades and people with a limited day to day activities so access to local assets and supply needs to be understood

Consultation by Cross Cutting Theme	Method	Outcome
Digital Connectivity	D2N2 LEP: Skills Manager	Ensuring Skills Infrastructure build in digital capacity
Digital Connectivity	Digital Derbyshire (DCC)	to ensure digital infrastructure is embedded within Staveley
Digital Connectivity	Each Project appraised and given regard to digital connectivity applications	Stronger digital elements and links in and between projects
Clean Growth	Midlands Engine, Energy Strategy lead and D2N2 Project Manager	to raise profile for any pilot project opportunities for Staveley to engage with and part of the project "Check and Challenge" to strengthen each project
Clean Growth	Canal & River Trust – Yorkshire	to engage and share best practice on reporting clean growth, economic and health benefits to the TIP and Key projects
Clean Growth	Environment Agency	to engage and share best practice and evidence of economic impact within environmental projects

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well with the TIP for Staveley, enabling resources and plans to be dovetailed and opportunities maximised.

- Each project will progress with the development of a robust business case development. Cross cutting themes of Digital Connectivity and Clean Growth will be an integral part of this work.

Informing stakeholders and local community about the outcome of the TIP development and how they can participate in delivering the TIP

Date	Method	Detail of Engagement/communication/consultation	Outcome
Jan – December 2021	Strategic Overview	Town Board Meetings to guide and develop the TIP	Ensuring strong TIP and delivery
Feb – December 2021	Strategic Support	Establish Sub Groups and Focus Groups to report on themes to Town Board	
Begin March 2021	Promotional Campaign	Develop a promotional campaign (a town deal coming soon to Staveley...)	Awareness raising to residents and stakeholders
April 2021 and ongoing	Focus Group	Draw upon the respondents of the online survey (Sept 2020) to create a Residents Panel to participate in the TIP	Consultation mechanism
March – June 2021	Competition	A photography competition with gabion filled baskets to mount photography located around the area, sponsored by a local construction firm/developer. With the logo, a bit of information about the Town Deal and the photo around the area, it would be physical and visual promotion in and around the local community	Awareness raising to residents and stakeholders
April – December 2021	Cultural Engagement	Work with a local acting company to explore a heritage project to perform historical pieces to story tell the history/Heritage (Staveley Hall for example), which may have options for the Town Centre consultation (a performance in the market place alongside consultation)	Consult and Engage to inform on TIP and Projects
March 2021	Engagement & Communications	Establish an Engagement & Communications Sub Group to develop and implement appropriate plans and check and challenge effective communications	Oversight of Engagement Effectiveness
Ongoing	Media Releases & Social Media	Updates of the Town Deal progress	Awareness raising to residents and stakeholders



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Annually	Surveys face to face and online	Annual Place Vision perception surveys and consultations throughout the Town Deal.	Assess change in attitudes
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PHASE III - TIP Delivery

Ongoing dialogue with stakeholders and the local community using methods recorded above, to keep each group informed, engaged and involved in delivering the TIP projects and aspirations of the town.

Date	Method	Detail of Engagement/communication/consultation	Outcome
2022 - 2026	Strategic Overview	Town Board Meetings to guide and develop the TIP	Ensuring strong TIP and delivery
2022 - 2026	Strategic Support	Sub Groups and Focus Groups to report on themes to Town Board	
April 2021 and ongoing	Focus Group	Draw upon the respondents of the online survey (Sept 2020) to create a Residents Panel to participate in the TIP	Consultation mechanism
Ongoing	Media Releases & Social Media	Updates of the Town Deal progress	Awareness raising to residents and stakeholders
Annually	Surveys face to face and online	Annual Place Vision perception surveys and consultations throughout the Town Deal.	Assess change in attitudes

Monitoring/Reporting

A successful outcome by the end of the investment period, is that Staveley has an improved sense of pride, evidenced through annual Place Vision perception surveys and consultations throughout the Town Deal.

Annex 1 – Adopted Chesterfield Local Plan

The Chesterfield Local Plan was adopted on 15th July 2020.

<https://www.chesterfield.gov.uk/planning-and-building-control/planning-policy-and-the-local-plan/current-local-plan.aspx>

A copy of cabinet report which approved the adoption of the plan is here



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<https://chesterfield.moderngov.co.uk/ieListDocuments.aspx?CId=134&MId=5748&Ver=4>

https://chesterfield.moderngov.co.uk/documents/s32499/Chesterfield%20Borough%20Local%20Plan_v1.pdf

The local plan was adopted after the full statutory process of consultation and examination in public

<https://www.chesterfield.gov.uk/planning-and-building-control/planning-policy-and-the-local-plan/current-local-plan/local-plan-submission/examination-library.aspx>

The Local Plan was accompanied by a comprehensive evidence base, including **Infrastructure Strategy and Delivery Plan**

<https://www.chesterfield.gov.uk/media/930142/ksd6-infrastructure-delivery-plan-june-2019.pdf>

The IDP identifies the full range of infrastructure necessary to support growth in the plan, when it will need to be delivered, who will deliver it, and how it will be funded.

Infrastructure providers and stakeholders were invited to provide data and comment on the IDP, which will be regularly updated as part of the monitoring process.

For publication

General Fund Revenue Budget Summary (DL050)

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Deputy Leader
Directorate:	Finance

1.0 Purpose of report

- 1.1 To provide Cabinet with an update on the development of the General Fund Revenue Budget for 2021/22 and future years.

2.0 Recommendations

- 2.1 To note the updated budget projections for 2020/21 and future years (**Appendix A**) recognising the difficulty of producing accurate estimates in the current climate and the continued risks associated with these budget estimates.
- 2.2 That work continues to refine the draft estimates for 2020/21 and future years and to develop budget saving proposals to address the forecast deficits from 2021/22.
- 2.3 That the changes to budget assumptions outlined in paragraph 7.3 are approved.

3.0 Reasons for recommendations

- 3.1 To keep Members informed about the council's current financial standing, the budget estimates for 2021/22 and the latest medium term financial forecasts.

4.0 Background

- 4.1 The Council's Budget Strategy is to set a sustainable and affordable budget over the medium term. The budget forecasts included in this report cover the current financial year and the next 5 years.
- 4.2 This report brings together the portfolio totals and the non-portfolio items to produce an overall summary (**Appendix A**) which shows the latest surplus/deficit forecasts for each financial year. The budgets are a first draft as the Business Rates income assessment cannot be completed until January 2021.
- 4.3 The draft Local Government Finance Settlement will hopefully be published in the second half of December. It is expected to confirm that the regime for 2021/22 for district councils will be that a referendum will be required for increases of 2% or more. It may also provide a second option to increase the Council Tax by £5 per annum (equivalent to an increase of 2.9%).

5.0 Budget Assumptions and Forecasts

- 5.1 The updated Medium Term Budget Forecast is shown in **Appendix A**. It must be pointed out that many of the figures in the Financing section (the second page of the appendix) are provisional estimates. Unfortunately, some of these figures (e.g. Retained Business Rates Growth and Pooling) are **significant sums which could be subject to wide variations**. At this stage it is not possible to provide accurate forecasts for these pending:
- a) Confirmation of the Provisional Local Government Finance Settlement;
 - b) Completion of the NNDR1 in January; and
 - c) Further clarity on the ongoing uncertainties caused by outstanding Business Rates appeals.

The forecasts at this stage, therefore, come with a significant health warning. The forecasts will be updated over the next few weeks as further information becomes available and any significant changes reported to Cabinet at the earliest opportunity so that any corrective action can be considered before the final budget report is submitted to Council in February 2021.

6.0 2020/21 Revised Budget

- 6.1 At the start of the year, the forecast surplus was £16k. During the year the budget position has been reported to Cabinet on a quarterly basis. At the end of Quarter 2 the forecast for 2020/21 was a deficit of £192k.

- 6.2 As reported in the Month 2 and Quarter 2 budget monitoring reports, the impact of the coronavirus pandemic and the council's response to it continues to have a significant adverse effect on the council's financial position this year.
- 6.3 The latest revised budget for 2020/21 (**Appendix A**) shows a deficit of £165k.
- 6.4 The analysis of movements during the year are included in the table below.

	(£000's)	(£000's)
Original Budget 2020/21 Surplus / (Deficit)		16
<u>Covid19 Cost Pressures: -</u>		
Sports Centres	(2,340)	
Car Parking	(1,425)	
Venues	(513)	
Town Centre	(444)	
OSD Surplus	(331)	
Covid19 Expenditure - Homelessness & PPE	(241)	
Industrial/Commercial Rents	(216)	
Catering	(134)	
Commercial Waste	(124)	
Investment Income	(98)	
Spirepride Surplus	(90)	
Bad Debts Provision	(75)	
Golf Course	(67)	
Business Rates Pooling	(50)	
Legal & Land Charges Income	(42)	(6,190)
<u>Covid19 Related Grants: -</u>		
MHCLG Covid19 Sales Fees & Charges Compensation	2,105	
MHCLG Covid19 Grant	1,889	
CJRS (Furlough Grant)	475	
Cultural Recovery Grants (Venues & Museum)	414	
New Burdens Grant – Business Rates & Discretionary Grants	170	5,053
<u>Agreed Savings: -</u>		
Contribution to Business Rates Reserve	440	
Gas & Electricity	140	

Other Income	107	
Expenditure Savings – Budget Challenge	92	
Domestic Waste Contract	65	
Bank Charges	52	
Contribution to Vehicle & Plant Reserve	50	
Crematorium Surplus	47	993
Cost Pressures: -		
Pay Award (2.75% not 2.5%)		(31)
Other Movements		(6)
Revised Budget 2020/21 Surplus / (Deficit)		(165)

6.5 A 'check and challenge' process involving Service Directors, budget holders and the accountancy team is underway, designed to identify any areas of non-essential spend. Savings agreed will be reflected in the budget estimates reported to Cabinet and Council in February 2021. It is hoped that these activities will bring the General Fund Revenue Account for 2020/21 back into balance.

6.6 In the remaining few months of the financial year we will continue to monitor budgets and report any changes so that they can be included in the final budget report which will go to Council in February 2021.

7.0 Budget Forecast 2021/22

7.1 The forecast for 2021/22 in **Appendix A** shows a deficit of **£40k**. The Business Rates income forecast will require revision before the final budget is brought to Council in February 2021.

7.2 The Living Wage Foundation proposals to increase the living wage are included on an ongoing basis in the budget.

7.3 The budget assumptions agreed at Cabinet in November included provision for pay awards of 2.5% across all years. As a result of recent announcements relating to a public sector pay freeze, these assumptions have been revised downwards and the budget has been prepared assuming a 1% pay award for 2021/22 and 2% for all future years.

7.4 A savings action plan was approved by Council in February 2020 designed to eliminate the forecast deficits over the life of the medium term financial plan. This action plan has been updated and is included in Appendix B. The savings identified have been built into this financial forecast.

- 7.5 The £40k deficit position therefore includes assumed savings from the ICT Digital Innovation initiative of £374k and from the savings action plan of £498k.
- 7.6 The Provisional Local Government Finance Settlement is not available at the time of writing, but the expectation is that it will be similar to 2020/21. The Business Rates Pooling Gain figure (£300k) is also provisional at this stage and could be subject to considerable variance depending on the final business rate income forecasts for each of the Derbyshire districts.
- 7.7 One impact of the Covid19 pandemic is that collection rates for council tax and business rate income are lower than in previous years. Due to the accounting arrangements for these sources of income, the consequences of any reduction in collection rates in the current financial year are not felt until the following financial year. The current forecasts in the table above do not include any provision for this.
- 7.8 The Government has indicated that any deficits on the collection fund that are Covid19 related, can be spread over 3 financial years rather than the normal one-year period. There has also been an announcement that local authorities will receive compensation of 75% of any irrecoverable losses of income from council tax and business rates in 2020/21. Details of how this scheme will work and what the impact of this will be on our financial position are impossible to quantify at this stage. An analysis of the impact of this on future years' budgets will be included in the final budget reports to Cabinet and Council in February 2021.

8.0 Medium Term Forecasts

- 8.1 The draft estimates in **Appendix A** assume the current local government funding regime will remain unchanged. A new local authority funding regime is expected to be introduced for 2022/23 but we do not know what impact it will have at this time. Retained business rate income is forecast to grow steadily in future years assuming that the negative effects of Covid19 on the economy can be reversed, but the baseline may be reset as part of any changes introduced and we may not be able to benefit from this growth in future years. The assumption on council tax increases is for a 1.99% increase for 2021/22 and each year thereafter.
- 8.2 The medium term forecast assumes that levels of expenditure and income will return to normal from 2021/22 and that if this is not the case, the government will continue to provide financial support to local

authorities to allow them to continue to provide the full range of services. The government have recently announced that further financial support will be available in 2021/22 and that the income compensation scheme will be available to local authorities for the first quarter of 2021/22. It may be necessary to include a risk provision for non-achievement of income targets in the final budget figures to Cabinet and Council in February 2021. Based on the current budget estimates for sales, fees and charges in 2021/22 we have calculated that this risk provision could be potentially £365k.

- 8.3 Business Rates Pooling - It has been assumed that the £300k Derbyshire Pooling gain will continue in all years.
- 8.4 The latest forecast deficits are £40k in 2021/22 rising to £183k by 2025/26. These estimates assume that all ICT Digital Innovation and action plan savings are delivered in full and on time and that no risk provision is necessary for Covid19 related financial pressures. ICT Digital Innovation savings have previously been reported and approved by members and details of the savings action plan is included at Appendix B.
- 8.5 Our future forecasts are also dependant on our core trading income streams holding up (car parks, leisure, business rents, venues etc.). These income lines are sensitive to changes in the market.
- 8.6 Deficits of up to £265k still remain and further work is required to balance future year estimates.

9.0 Reserves

- 9.1 The **General Working Balance** was £1.5m at the start of this financial year. The on-going financial risks associated with the impact of Covid19 on the council's financial position, the business rates retention scheme and other funding sources would suggest that it would be imprudent to consider reducing this amount.
- 9.2 In addition to the General Working Balance the Council maintains a number of other reserves. Many of the reserves are earmarked and committed for specific purposes, such as property repairs and vehicle & plant replacements.
- 9.3 The table below shows a summary of the General Fund Reserves and Provisions. The summary of useable reserves in the table below excludes the General Working Balance of £1.5m.

Reserves & Provisions 2020/21	Opening Balance £000	Revised Forecast £000	Forecast 31/3/22 £000
Budget Risk Reserve	1,345	1,088	935
Service Improvement Reserve	300	300	300
Other Earmarked Reserves	7,693	6,093	5,780
Provisions	2,302	2,395	2,592
Total Reserves & Provisions	11,640	9,876	9,607

10.0 Conclusion & Next Steps

10.1 This report presents the first draft of the budget for 2021/22 but there are some elements of the budget that are still to be confirmed and other budget variances could be identified during the coming weeks. The latest forecast shows deficits in each financial year.

10.2 The full Council will approve the final budget and the Council Tax for 2021/22 at its meeting on 24th February 2021. The Cabinet will have to agree its final budget proposals ahead of the Council meeting. In the meantime, the budget forecasts will continue to be updated as the Provisional Local Government Finance Settlement proposals and other budget savings/variances are confirmed.

10.3 Further revenue pressures are expected as a result of the pandemic, undermining the council's ability to deliver a balanced medium-term financial plan in 2021/22. The current forecast position is dependent on all ICT Digital Innovation and action plan savings being delivered in full and on time and that no risk provision is necessary for Covid19 related financial pressures. Given the uncertainty around the future impact of Covid19 on our ability to deliver these outcomes, this may not be possible and deficits will increase as a result.

10.4 The outcome of the Government's review of local authority funding and the consequent changes to Business Rates funding from 2022/23 remains unclear. The impact of any changes could be significant for our finances. We have not included any figures in our budgets at this stage though we continue to work with advisors to understand the possible changes.

11.0 Alternative options

11.1 There are no alternative options to consider.

12.0 Implications for consideration – Council Plan

12.1 The first value for money milestone in the Council Plan is to deliver the councils medium term financial plan and actions for 2020/21. This report updates progress against that milestone.

13.0 Implications for consideration – Financial and value for money

13.1 Financial and value for money implications are detailed in sections 4 to 10.

14.0 Implications for consideration – Legal

14.1 It would be unlawful for the Council to set a deficit budget. Section 33 of the Local Government Finance Act 1992 requires the Council to set a balanced budget.

15.0 Implications for consideration – Human resources

15.1 There are no human resource implications to consider in this report.

16.0 Implications for consideration – Risk management

16.1 There are a number of significant risks inherent in any budget forecasting exercise and the risks increase as the period covered increases. The most significant budget risks at the moment include:

- The impact of Covid19 on the council's financial position and the wider economy
- Business Rate pooling opportunities and threats.
- Business Rate appeals, valuation changes, etc.
- ICT savings not being delivered.
- Delivering the required budget savings on time and to the value required
- Funding of asset management property repairs review
- Achieving income targets for rents, fees, charges and interest.
- Changes to local government funding

16.2 These and other financial risks will be evaluated more fully in the Budget Risk & Sensitivity Analysis, which will be included in the final budget report in February 2021.

17.0 Implications for consideration – community wellbeing

17.1 There are no community wellbeing implications to consider in this report.

18.0 Implications for consideration – Economy and skills

18.1 There are no economy and skills implications to consider in this report.

19.0 Implications for consideration – Climate Change

19.1 Individual climate change impact assessments are not required for the budget process. These are included as part of the decision-making processes for specific spending options.

20.0 Implications for consideration – Equality and diversity

20.1 Individual equality and diversity impact assessments are not required for the budget process. These are included as part of the decision-making processes for specific spending options.

Decision information

Key decision number	984
Wards affected	All wards

Document information

Report author	Contact number/email
Helen Fox	01246 936273 helen.fox@chesterfield.gov.uk
Background documents 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>	
Appendices to the report	
Appendix A	General Fund Revenue Estimates Summary
Appendix B	Savings Action Plan

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GENERAL FUND REVENUE ESTIMATES SUMMARY

	2020/21		2021/22	2022/23	2023/24	2024/25	2025/26
	Original	Revised	Estimate	Estimate	Estimate	Estimate	Estimate
	£	£	£	£	£	£	£
Leader of the Council	33,640	38,480	36,340	34,960	33,150	32,740	31,740
Deputy Leader of the Council	1,191,120	1,145,980	1,166,930	1,172,720	1,171,270	1,176,100	1,170,230
Cabinet Member for Economic Growth	(620,810)	(487,210)	(656,440)	(278,340)	(114,950)	(84,820)	(49,010)
Cabinet Member for Town Centre and Visitor Economy	453,890	2,324,000	1,034,530	1,101,750	1,180,990	1,038,210	1,078,720
Cabinet Member for Health and Wellbeing	7,753,690	10,332,000	8,465,940	8,532,390	8,686,100	8,842,490	8,997,830
Cabinet Member for Housing (GF)	1,054,190	958,720	768,580	895,190	925,010	940,000	972,520
Cabinet Member for Governance	2,748,330	2,732,270	2,716,660	2,805,110	3,012,920	2,920,340	2,967,370
Cabinet Member for Business Transformation	3,043,670	3,240,200	2,469,640	2,652,340	2,740,260	2,817,490	2,880,110
Portfolios Total	15,657,720	20,284,440	16,002,180	16,916,120	17,634,750	17,682,550	18,049,510
Spirepride surplus	(640,050)	(554,240)	(663,160)	(694,570)	(740,330)	(740,330)	(740,330)
OSD surplus	(331,000)	0	(368,000)	(362,000)	(342,000)	(342,000)	(342,000)
Crematorium surplus	(275,000)	(322,180)	(275,000)	(275,000)	(275,000)	(275,000)	(275,000)
ICT Digital Innovation Savings Target	(231,537)	(231,537)	(592,423)	(825,023)	(1,022,997)	(1,216,071)	(1,240,393)
ICT Digital Innovation Savings Achieved	214,160	214,160	218,290	220,040	227,910	233,590	239,430
Balanced Budget - Savings Plans	0	0	(497,500)	(1,159,834)	(1,258,013)	(1,367,695)	(1,471,875)
Pension Costs - 2020 Revaluation	145,000	0	0	0	0	0	0
MHCLG Covid19 Grant	0	(1,888,677)	0	0	0	0	0
MHCLG Covid19 Sales, Fees and Charges Compensation	0	(2,104,798)	0	0	0	0	0
CJRS Grant	0	(475,255)	0	0	0	0	0
Sales Fee's and Charges Reports	0	0	(70,670)	(134,410)	(200,080)	(267,700)	(337,360)
Staff vacancy / attendance allowance	(200,000)	(50,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Total Service Expenditure	14,339,293	14,871,913	13,553,717	13,485,323	13,824,240	13,507,344	13,681,982
Interest & capital charges	(3,319,778)	(2,821,565)	(2,839,044)	(2,896,403)	(2,830,685)	(2,651,609)	(2,469,953)
Contrib to/(from) Digital Innovation Reserve	(294,317)	(294,317)	(10,000)	0	0	0	0
Contrib to/(from) Service Improve't Reserve	(8,500)	(8,500)	0	0	0	0	0
Contrib to/(from) Revenue Risk Reserve	(42,710)	(153,760)	(127,540)	(77,040)	(4,090)	(4,090)	0
Contrib to/(from) Earmarked Reserves	(150,000)	(203,860)	(154,160)	(150,000)	(150,000)	0	0
Contribution to Vehicle & Plant Fund	106,000	56,000	106,000	106,000	106,000	106,000	106,000
Bad debt provision	25,000	100,000	100,000	50,000	25,000	25,000	25,000
New burden grants/other income	(49,000)	(368,731)	(49,000)	(49,000)	(49,000)	(49,000)	(49,000)
Surplus/(deficit) - savings target	16,022	(165,085)	(40,305)	(89,267)	(265,278)	(52,592)	(182,518)
NET EXPENDITURE	10,622,010	11,012,095	10,539,668	10,379,612	10,656,186	10,881,053	11,111,511
Total Savings Target	(1,355)	(182,462)	(911,938)	(1,854,085)	(2,318,379)	(2,402,768)	(2,655,356)

GENERAL FUND REVENUE ESTIMATES SUMMARY

	2020/21		2021/22	2022/23	2023/24	2024/25	2025/26
	Original	Revised	Estimate	Estimate	Estimate	Estimate	Estimate
	£	£	£	£	£	£	£
Financed By:							
RSG	441,530	441,530	441,530	0	0	0	0
Business Rates Baseline	3,373,521	3,373,521	3,457,859	3,544,306	3,632,913	3,723,736	3,816,829
Settlement Funding	3,815,051	3,815,051	3,899,389	3,544,306	3,632,913	3,723,736	3,816,829
Retained Business Rates Growth	1,379,717	1,379,717	1,379,717	1,379,717	1,379,717	1,379,717	1,379,717
Business Rates pooling	300,000	250,000	300,000	300,000	300,000	300,000	300,000
NNDR Fund Surplus/(Deficit)	440,085	440,085	0	0	0	0	0
Contrib (to)/from Business Rate Reserve	(440,085)	0	0	0	0	0	0
Council tax support grants to parishes	(19,841)	(19,841)	(13,226)	(6,611)	0	0	0
Council Tax Fund Surplus/(Deficit)	94,470	94,470	0	0	57,659	59,464	61,325
New Homes Bonus	95,039	95,039	8,400	5,320	0	0	0
Council Tax (taxbase x tax below)	4,957,574	4,957,574	4,965,388	5,156,880	5,285,897	5,418,136	5,553,639
TOTAL FINANCING	10,622,010	11,012,095	10,539,668	10,379,612	10,656,186	10,881,053	11,111,511
Council Tax Income:							
Taxbase Growth					0.5%	0.5%	0.5%
Taxbase Estimate	29,181.08	29,181.08	28,656.94	29,181.08	29,326.99	29,473.62	29,620.99
Tax increase	3.03%	3.03%	1.99%	1.99%	1.99%	1.99%	1.99%
Band 'D' Tax	169.89	169.89	173.27	176.72	180.24	183.83	187.49
Yield =- taxbase x Band 'D'	4,957,574	4,957,574	4,965,388	5,156,880	5,285,897	5,418,136	5,553,639



CHESTERFIELD BOROUGH COUNCIL

SAVINGS ACTION PLAN

PROJECT	2021/22 (£000's)	2022/23 (£000's)	2023/24 (£000's)	2024/25 (£000's)	2025/26 (£000's)
Shared Services	300	300	300	300	300
Voluntary Redundancies	50	200	300	400	500
VAT - Cultural Exemption	0	100	103	106	109
Strategic Review of HRA/GF Contributions	100	100	100	100	100
Procurement (TBC)	0	50	75	100	100
Capital Investments to Generate Income	0	152	121	101	102
£5 Council Tax Increase	48	48	49	50	51
Capital Borrowing Costs Funded by Economic Growth	0	210	210	210	210
	498	1,160	1,258	1,367	1,472

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For publication

Fees and charges leisure centres (HW000)

Meeting:	Cabinet
Date:	15 December, 2020
Cabinet portfolio:	Health and Wellbeing
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

- 1.1 To ask Members to approve the proposed fees and charges for the period 2021/22, that relate to various activities and facilities provided within Queens Park Sports Centre and Staveley Healthy Living Centre as referenced in Appendix two.

2.0 Recommendations

- 2.1 That Members approve the proposed fees and charges as defined in Appendix two with effect from 1 April 2021 until 31 March 2022.
- 2.2 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.
- 2.3 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 Reasons for recommendations

- 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 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 That where charges are reduced from full cost the reason for that reduction is reviewed periodically to ensure it remains valid.
- 3.2.4 People of low income and / or suffering disadvantage through poverty or social exclusion may be charged less to ensure equal access.
- 3.3 The service is committed to delivering affordable and accessible opportunities to engage in physical activity to support the Council's priority of improving health and wellbeing outcomes and reducing inequalities. In light of the current pressures facing communities as a result of Covid-19, it is appropriate to limit any additional financial burden placed upon our communities through maintaining the targeted approach to fees and charges increases that the authority has taken over the past five years.
- 3.4 Chesterfield has significant areas of deprivation and our leisure centres provide a variety of programmes and initiatives that contribute to promoting health and wellbeing for our communities. This necessitates the need for discretionary pricing to support the most vulnerable and given the range of current pressures maintaining existing concessions is an appropriate method of targeting support.
- 3.5 The leisure centres alongside all council services continue to work under economic pressures. There is increasing competition locally with low level fees for access to services due to their operating model. This competitive landscape influences the ability of the service to change its fee structure and as a result of this the service is recommending the continuation of targeted fees and charges changes, focussing on higher cost service delivery areas and those for which there remains a significant pressure relating to supply and demand. The sport and

leisure service is keen to mitigate any negative impacts upon income generation from an excessive and non-targeted fees and charges increase for 2021 / 2022.

- 3.6 It is appropriate for the Council to take a commercial approach to service delivery. The need for a balance between competitive pricing, maximising income and community wellbeing priorities will be maintained in the approach to fees and charges outlined within this report.
- 3.7 The service will develop its customer relationship through increasing the use of digital technology to ensure that our payment options for customers are suitable and sufficient to ensure continued good customer care.
- 3.8 Benchmarking has been undertaken to identify charges applied by other sport and leisure providers. This helps to provide some context and background as to the rationale that the service has applied to its proposed fees and charges for 2021 / 22. These are presented in Appendix one.

4.0 Report details

- 4.1 Setting the fees and charges for the Leisure Centres for the financial year 2021 / 2022 is one that needs to be sensitive to a range of factors that will influence customer choice at a time when all communities have been impacted upon by Covid-19. Given the need to maintain income levels to support the sustainability of the services being delivered the proposed fees and charges have reflected upon and considered the following;

4.1.1 The need to develop income opportunities to work towards lowering the subsidy for the leisure centres, including wider value for money considerations including; accessibility, booking arrangements, service quality and customer / 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, please refer to Appendix one.

4.1.3 The Council's Concessions Policy aligned to the need to support addressing health inequalities in our communities.

- 4.1.4 The need to fulfil customer expectations and develop and deliver new activities to support regular physical activity.
- 4.2 The approach to fees and charges is consistent for both centres without any areas of market differential.
- 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 a sustainable proposition to our customers.
- 4.4 A detailed review of local provider fees and charges has been undertaken, to provide suitable insight to inform our decision making regarding the proposed fees and charges for 2021 / 2022. These are attached within Appendix one.
- 4.6 The service has assessed its fees and charges utilising insight based on competitor analysis, risk of attrition and demand for services and facilities and the potential longer-term negative impacts of Covid-19 on communities' health and financial wellbeing. The net effect of this approach is the recommendation to target specific activities associated with the highest cost of delivery and to apportion a fees and charges increase that achieves the expected income increase as outlined within the Councils medium term financial plan for 2021 / 22. Details of the proposed fees and charges are contained within Appendix two.
- 4.7 The proposed fees and charges for 2021 / 2022 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. There are concessionary prices applied for persons meeting the eligibility criteria as detailed within the Concessions Policy.

5.0 Alternative options

- 5.1 There were alternative options considered which included a fixed percentage increase on all fees and charges and a higher fixed percentage increase to deliver additional net gain. These were rejected due to risks associated with adversely affecting demand given market

forces and local competition that are likely to be in place as a result of Covid-19.

- 5.2 The option of only increasing a targeted number of fees and charges to deliver the anticipated fees and charges growth as outlined within the Councils` medium term financial plan for our leisure centres was deemed to be the most appropriate action to take from April 1 2021; given the need to balance the requirements of the Councils approach to fees and charges as outlined in section 3.2 of this report, the need to ensure a sustainable service and the market pressures that exist as a result of the Covid-19 pandemic.

6.0 Implications for consideration – Council Plan

- 6.1 The recommendations within this report underpin the values of the council with specific reference to being customer focussed.
- 6.2 In taking a very sensitive and targeted approach to fees and charges this reflects well against the council's priorities with specific reference to improving the quality of life for local people and two key areas of helping our communities to improve their health and wellbeing and reducing inequality and providing support to vulnerable people.

7.0 Implications for consideration – Financial and value for money

- 7.1 Targeting specific fees and charges associated with the highest costs of delivery to achieve the income expectation from the councils medium term financial plan is an effective way of supporting the council in delivering a balanced budget; whilst recognising the challenges that the Covid-19 pandemic has placed upon our leisure centre customers.

- 7.2 The price comparison as shown in appendix one shows Chesterfield Borough Council pricing compared to our nearest districts and boroughs and as a result this reflects continued value for money.

- 7.3 The proposed fees and charges as outlined in Appendix two, does not present the council with any specific financial implications, as they support the expectations outlined within the medium-term financial plan.

8.0 Implications for consideration – Legal

8.1 There are no specific legal implications resulting from the recommendations within this report.

9.0 Implications for consideration – Human resources

9.1 There is a potential implication that increasing fees and charges above the level recommended within this report will result in reduced customer demand for the services provided at the leisure centres and as a result the centres may not need the volume of staff currently engaged.

10.0 Implications for consideration – Risk management

10.1 There is a risk that an increase in charges above those recommended could have a negative impact on usage and therefore income. The proposed charges have been carefully considered and as a result will ensure the leisure centres and the services they offer remain competitive, market focussed, relevant and sensitive to customer needs.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Severe economic conditions	High	Medium	Recommended pricing has been selected to reflect the economic conditions expected as a consequence of the ongoing impact of Covid-19. The service will develop its retention planning to ensure that both centres remain a feasible option for residents of the Borough.	High	Low

			<p>Building a quality and attractive programme developing targeted activities towards specific community groups.</p> <p>Regular review of financial performance.</p> <p>Ongoing staff training to support good customer service to aid retention.</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>Ongoing staff training to support good customer service to aid retention.</p>	High	Medium

Exclusion of groups	Medium	Low	Accessible usage and charging schemes in place. Engagement of community through partnership working and consultation.	Medium	Low
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11.0 Implications for consideration – community wellbeing

11.1 The provision of affordable leisure facilities as recommended within this report, is at the heart of supporting communities to engage in a range of physical activity opportunities to promote and enable the maintenance and development of physical and emotional health.

12.0 Implications for consideration – Economy and skills

12.1 In adopting the fees and charges as outlined in Appendix two it is anticipated that this will support the economic wellbeing of our communities through the sensitive and targeted nature by which the proposed changes to fees and charges have been applied.

12.2 In maintaining high levels of demand for the leisure centre services, the authority will be able to continue to provide; employment opportunities especially for young people, training and learning opportunities through the leisure centres volunteer programme and their first aid and national pool lifeguard training programmes.

13.0 Implications for consideration – Climate Change

13.1 Whilst there are no specific implications in relation to this fees and charges report for the Councils climate change action plan, the leisure team will continue to identify opportunities to enhance delivery in a sustainable way.

14.0 Implications for consideration – Equality and diversity

14.1 A preliminary Equality Impact assessment has been completed and no group is anticipated to face a negative impact as a result of the

targeted approach outlined within the report and the maintenance of the services approach to concessionary pricing.

Decision information

Key decision number	988
Wards affected	All

Document information

Report author	
<i>Ian Waller, Service Director - Leisure, Culture and Community Wellbeing</i>	
Background documents	
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>	
Appendices to the report	
Appendix 1	Fees and charges comparison
Appendix 2	Proposed fees and charges 2021-2022

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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		
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Swimming

Adult	Price 1	£4.15	£4.00	£5.00	£4.75	£4.40	£4.95	£5.00	
	Price 2		£3.30	£3.00	£4.25	£2.20		£3.40	
Junior	Price 1	£3.00	£2.50	£3.00	£3.35	£2.90	£3.00	£3.30	
	Price 2				£2.85			£2.60	
Family	Price 1	£11.00	£10.00		£13.95		£12.60	£13.00	
	Price 2				£11.65		£7.55		

Swimming Lessons

Adult	Price 1	£5.65	£5.60	£20.00	£26.00	£25.00	£28.50		
	Price 2	6.25							
Junior	Price 1	£5.55	£5.10	£20.00	£22.00	£25.00	£28.50		
	Price 2	£6.10			£24.00				

Gym (non-member)

Adult	Price 1	£6.70	£6.70	£6.50	£7.50	£7.80	£7.00	£7.50	
	Price 2					£6.30		£5.60	
Concession	Price 1	£3.30	£3.60	£4.50	£4.50	£3.50		£6.50	
	Price 2								
Junior	Price 1	£3.30	£3.35	£4.00	£4.35	£4.00		£5.00	
	Price 2								

Fitness Classes

Adult	Price 1	£5.95	£4.60	£5.00	£5.95	£6.50	£5.00	£7.00	
	Price 2	£3.30	£2.50	£4.00	£5.45	£2.60		£6.50	
Concession	Price 1	£3.30		£4.00	£4.10			£4.60	
	Price 2				£3.60			£4.00	
Junior	Price 1	£3.30	£3.35		£4.10				
	Price 2								

Gym membership

Adult	Price 1	£29.00	£30.00	£29.95	£39.60	£60.00	£39.00	£60.00	
	Price 2			£25.00		£34.00		£29.00	
Concession	Price 1	£24.50	£19.00	£27.00	£26.80	£33.00		£28.00	
	Price 2			£22.00		£31.00			
Corporate	Price 1	£24.50	£25.00		£316.80				
	Price 2				£158.40				
Junior	Price 1	£10.00	£19.00						

	Price 2								
Student	Price 1	£16.00			£27.00		£24.00		
	Price 2								
Family	Price 1	£58.00		£365.00					
	Price 2								

Badminton

Peak/Standard	Price 1	£9.90	£9.50	£8.00	£11.65	£9.75			
Off Peak	Price 2		£5.30	£6.00					
Concession	Price 3	£7.10			£8.00				
Junior	Price 4	£7.10							
	Price 5								
Time period (45/60 minutes)									

Squash

Peak/Standard	Price 1	£9.10	£8.10			£9.00			
Off Peak	Price 2		£6.00						
Concession	Price 3	£7.00							
Junior	Price 4	£7.00							
	Price 5								
Time period (45/60 minutes)									

Gymnastics courses

Gymnastics	Price 1	£5.70	£4.60			£26.00			
Trampolining	Price 2		£5.50			£26.00			
Tots/Tumblers	Price 3	£4.40	£4.60						

Climbing Wall Comparisons October 2019

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

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

Tasters	Price 1	£5.00 (45min)	Introduction £15 - 45 mins ages 14+	Adult £6.10 - 90 mins	£12 - 2 hours	£19.50 adult - 1 hour	£12 - 90mins
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Climbing Wall Comparisons October 2019

	Price 2			Child £5 - 90 mins		£15.50 child - 1 hour	
121			£30 per hour	£12 per house	£50 - 90 mins £70 2 hours	£32 - 1 hr £54 - hrs	£65 + entrance fee - 90 mins
Parties		£47.25 - ages 7+ max 6 children	£15 each, ages 5+, max of 12 children	£54.10 - ages 6+ max 6 children. £64.30 for 6 adults	£60 - 6 children £120 - 12 children, ages 7+	£10.50 each - 1hr ages 6-10. £14 each - 90min - ages 8+	1 hr - ages 7-13yrs: Max 6 = £60, Max 12 = £120, Max 15 = £150
Multi Ticket	Price 1	Adult £43.20	Adult £72		Spider £100	Adult £42.50	Adult £85
	Price 2	Monkey £48	Conc £56		Young Climber £100	Conc £40	Conc/Student/Jnr £75
	Price 3	Chimp £72				Jnr £37.50	
Groups			10 people £4.50 each plus £30 instructor - 90 mins		90 mins from £50 SEE NOTE	1hr - ages 6-10yrs £10.50 per head	Require own instructor. £4.50 per session - per instructor + £7 per person
			20 people free but £30 instructor charge - 90 mins		2 hours from £70 SEE NOTE	90 mins - ages 10-18 - £14 per head	
						2 hrs - ages 14+ - £17.50 per head	

Climbing Wall Comparisons October 2019

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

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Appendix 2 - Proposed FEES AND CHARGES 2021 2022 - Charging effective 1st April 2021 to 31st March 2022.

All Income areas	Codes	Activity	Existing FY21	Benchmark comparison	Proposed FY22
Stock	9101	NTP Swimming badges	£4.00		£4.30
		BG Badges	£4.00		£4.00
Swimming	9165	Swimming - Junior	£3.00	£2.95	£3.10
		Swimming - Junior Fun based sessions from...	£3.00		£3.10
		Swimming - Junior Water Rave	£4.10		£4.20
		Swimming - Adult	£4.15	£4.50	£4.30
		Swimming - Adult Fun based sessions from...	£4.15		£4.30
		Swimming - Adult Change4Life	£3.00		£3.10
		Swimming - Family Group (Up to 4 people, max. 3 adults)	£11.00	£11.70	£11.50
		Swimming - Promotions - 10 for 8	£33.20		£34.40
		Swimming - Promotions - 10 for 8 - Junior	£24.00		£24.80
		Swimming - Promotions - 10 for 8 - Change4Life	£24.00		£24.80
Swimming - Parties	9164	Swimming - Main Pool (Inflatable)	£150.00	£170.00	£160.00
		Swimming - HLC + QP Small Pool	£100.00	£95.00	£110.00
Swimming Lessons	9224	Swimming Lesson - Adult - 45 min member	£5.65	£5.52	£5.80
		Swimming Lesson - Adult - 45 min non-member	£6.25		£6.45
		Swimming - Stroke technique/improvement (10 for 8 applicable)	£3.95		£4.10
		Swimming Lesson - Jnr - 30min (member)	£5.55	£5.05	£5.70
		Swimming Lesson - Jnr - 30min (non-member)	£6.10		£6.25
		Swimming Lesson - Jnr - 60min (member)	£7.60		£7.80
		Swimming Lesson - Jnr - 60min (non-member)	£8.35		£8.55
		Survive and Save (2 Hour)	£9.50		£9.50
		Survive and Save (2 Hour)	£10.40		£10.40
		Swimming Lesson - 1-2-1's	£21.40		£22.00
		Swimming Lesson - 1-2-1's member	£18.70		£19.20
		Swimming Lesson - 1-2-2's	£32.20		£33.10
		Swimming Lesson - 1-2-2's member	£29.00		£29.80
		Teacher hire/hour - DCC lessons	£23.00		£23.60
Swimming - Contracts		Main Pool Hire - per lane/hour	£16.00		£16.50
		Small Pool Hire - per lane/hour	£11.00		£11.50
Holiday Activities	9166	Holiday Activities - half day non-member QPSC	£8.50		£9.50
		Holiday Activities - half day member QPSC	£7.75		£8.50
		Holiday Activities - half day member HLC *New*	£5.00		£5.00
		Holiday Activities - half day non-member HLC *New*	£5.50		£5.50
Main Hall Activities	9150	Main Hall Activities - Per badminton court x 1 (45m) - Adult	£9.90	£9.60	£10.20
		Main Hall Activities - Per badminton (45m) - Conc/Jnr	£7.10		£7.40
Activity Parties	9164	Dry side Activity Parties	£100.00		£100.00
Squash	9172	Squash - per court - Full	£9.10	£7.95	£9.40
		Squash - per court - Junior/Conc	£7.00		£7.00
		Squash Off Peak - per court (Promotional price used with disgression)	£7.00		£7.00
Outdoor Synthetic Pitches	9176	Outside Pitch - (1hr) 5 a side Peak	£32.50		£35.00
		Outside Pitch - (1hr) 5 a side Off Peak	£22.75		£23.50
		Outside Pitch - (1hr) 5 a side school rate	£16.25		£16.75
		Outside Pitch - (1hr) 7 a side Peak	£45.50		£47.00
		Outside Pitch - (1hr) 7 a side Off Peak	£31.85		£33.00
		Outside Pitch - (1hr) 7 a side school rate	£22.75		£23.40
		Outside Pitch - (1hr) - (Promotional price used with disgression)	£29.50		£30.00
Health Spa	9177	Health Spa - (2hrs)	£5.40		£5.40
Hire of Studio		Studio Hire - hourly - peak from (negotiated for health groups/partners)	£29.70		£30.00
		Table Tennis - Adult	£9.90		£9.90
		Table Tennis - Junior	£7.00		£7.00
Course - Gymnastics	9222	Gymnastics /trampolining - Junior (member)	£5.70	£4.50 - £6.50	£5.90
		Gymnastics /trampolining - Junior (non-member)	£6.30		£6.50
		Gymnastics/trampolining - Infant/toddler (member)	£4.40		£4.55
		Gymnastics/trampolining - Infant/toddler (non-member)	£4.80		£4.95
		Gymnastics/Trampoline Academy - (member per hour)	£4.20		£4.20
		Gymnastics/Trampoline Academy - (non-member per hour)	£4.60		£4.60
Room Hire	9234	Training room hire (by negotiation down from ...)	£20.00		£21.00
Course - Other	9244	Adult sports courses from...	£4.40		£4.50
		Junior sports courses from...	£3.40		£3.50
		Return to Sport (e.g. Netball)	£3.60		£3.70
		Pool Lifeguard Courses- Prices down from	£250.00		£260.00
		First Aid - Prices down from	£200.00		£200.00
Fitness Room - Pay as you go	9149	Fitness Room (Casual) & Induction - Adult	£6.70	£6.75	£6.90
		Fitness Room (Casual) & Induction - C4L & Junior	£3.30		£3.30
		Membership card / Card Replacement	£3.00		£3.00
		Shower	£2.50		£2.50

Fitness Classes	9223	Fitness Classes - Adult Indoor cycling	£5.95		£6.20
		Fitness Classes - Adult 60 minutes	£5.35		£5.55
		Fitness Class - Adult 45 minutes	£4.50		£4.65
		Fitness Class - Adult 30 minutes	£3.30		£3.40
		Fitness Classes - Junior AVERAGE CHARGE	£3.30		£3.40
		Fitness Classes - C4L (targetted sessions only)	£3.30		£3.40
		Fitness Classes - Health, Wellbeing & Specialist	£3.30		£3.40
		Active Ability	£2.30		£2.30
		Arrears	£3.30		£3.30
Membership Fees	9245	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
		Membership Fee's CBC Workplace	£15.00		£15.00
		One month pro-rata membership (e.g. armed forces leave, etc)			
Leisure Pass		Active Chesterfield Single Annual fee	£18.00		£19.00
		Active Chesterfield Family Annual fee	£24.00		£25.00
		Active Chesterfield Student / Volunteer Annual fee	£3.00		£3.00
		Regsitrered User	£0.00		£0.00
	9171	Change4Life	£3.00		£3.00
Playzone	9168	Playzone - Child	£4.60	£4.95	£4.60
		Playzone - Term time (9-3.30pm M-F)	£3.60	£3.63	£3.60
		Playzone - Oganisation Hire (up to 40)	£95.00		£95.00
		Playzone - Non Private Party (up to 20)	£60.00		£60.00
		Playzone - Per Child (Not Private)	£3.00		£3.00
		Playzone 12-24mnths New Price	£2.30		£2.30
		Playzone - under 12 mths	£1.00		£1.00
		Playzone- 30mins	£2.10		£2.10
Climbing Wall	9248	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		£5.60
		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	£63.00		£65.00
		Climbing Wall - Adult inc Concession 1048	£43.20		£44.80
		Climbing Wall - Koala 1048	£42.80		£44.80
		Climbing Wall - Chimp Club and Young Climbers Club 1048	£48.00		£49.60
Photocopying		Black per copy	£0.10		£0.10
		Colour per copy	£0.20		£0.20
Equipment hire			£1.00		£1.00

For publication

Environmental Services Outdoor Leisure facilities Fees and Charges 2021/22

Meeting:	Cabinet
Date:	15 December 2020
Cabinet portfolio:	Health and Wellbeing
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

1.1 To set the fees and charges for and Outdoor Leisure from 1 April 2021.

2.0 Recommendations

2.1 That an increase of 3% should be introduced from 1 April 2021 on

- The hire of pitches for football.
- The hire of recreation grounds and community rooms in parks
- The ground rent charge for circus, funfairs and one off events.

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

2.3 That there should be no increase in ticket prices for the miniature railway (currently £2 individual £5 family ticket). This has not operated since March 2020 due to social distancing requirements

2.4 That Where there are promotional opportunities to stimulate usage, support the retention of customers and /or to respond to external market forces that the Environmental Services Manager through delegated authority with the Portfolio Holder applies appropriate fees and charges to maximise these opportunities.

3.0 Reasons for recommendations

3.1 To comply with the Council's Budget Strategy.

4.0 Report details

4.1 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.

4.2 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 of 3% each year.

Outdoor Recreation fees and charges

4.3 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 had held up generally well until the Covid-19 pandemic which has led to widespread closure, or limiting of the use of the facilities available.

Football Pitches

4.4 A benchmarking exercise has taken place with 10 organisations providing information about their 2020/21 charging rates for football pitches. It should be noted that there is no organisation that provides a like for like service and so not all areas of provision can be compared. 3% was added to each of these charges to simulate the probable fees for each organisation the following year to allow comparison. The council's fees compare favourably and offer good value for money particularly when taking into consideration the high quality pavilion/changing facilities at the venues where these are provided. It should also be noted that Chesterfield provides a wider variety of provision than most other organisations that provided information on their fees and charges.

4.5 There are 30 teams using council grass pitch facilities. 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. **Given that the level of use from individual teams remains constant, It is recommended that the fees for football pitches are increased by 3%**

Bowling

- 4.6 **Stand road.** The club has a 25 year lease for the site, which is currently charged at £1k per year, it began in 2016, and has an agreed 5 year review period, and therefore the fee for this will be reviewed in 2021. **King Georges** The club has a 25 year lease currently charged at £925 a year starting from 2014 with an annual review period. This was reviewed in 2017, however given the level of maintenance carried out by the club, the lease fee has remained the same. The difference in review periods is related to the point in time that the leases were drawn up. The difference in charges relates to the fact that the clubs have their own buildings on site and carry out their own maintenance works.
- 4.7 **Brimington Broom Gardens.** The club has a seasonal agreement of £1,250 which has been in place since 2016. This club is interested in moving to a lease agreement, and we will be working on this with them over the coming months.
- 4.8 **Eastwood Park.** The club is on a seasonal agreement of £1,250 + £186 contribution towards facilities cost. The club do not wish to change to a lease agreement at this time.

Cricket

- 4.9 A lease agreement is due to be signed with Chesterfield Cricket Club which will see them paying £8k 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.** Whittington Wanderers have 2 teams playing here. They are on a seasonal contract £1210.

Tennis

- 4.10 Chesterfield tennis club have a seasonal contract to the value of £1200.

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.

4.11 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 agreed with the Interim Assistant Director – Commercial Services.

4.12 It should be noted that we are actively seeking to secure lease agreements, where possible, with sports clubs alongside reducing the subsidy for each pursuit. 2021/22 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.

4.13 The proposed fees are shown in appendix 1.

5.0 Alternative options

5.1 A larger increase could be applied to fees, however, this may result in services being either not competitive or not affordable.

6.0 Implications for consideration – Council Plan

6.1 The fees and charges levied against the councils sports pitches fits within the councils stated aim to help our communities to improve their health and well being. By putting health and well being at the heart of the decisions on the fees and charges the council will ensure facilities remain affordable and accessible to the residents of the borough.

7.0 Implications for consideration – Financial and value for money

7.1 The benchmarking carried out suggests that the suggested fees and charges are broadly comparable with those charged by other local authorities. This suggests that the facilities are good value for money for the groups and individuals who wish to make use of them.

8.0 Implications for consideration – Legal

8.1 There are no new legal implications arising from these suggested fees and charges

9.0 Implications for consideration – Human resources

9.1 t There are no human resources implications associated with the suggested fees and charges

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Facilities do not attract bookings	m	L	The council maintains excellent relationships with clubs and societies and can work with them to solves issues which may prevent them from making bookings	H	M
The ongoing pandemic prevents or limits the use of facilities	H	M	The council can mothball facilities which are not used and thus limit the maintenance costs associated with them.	H	M

11.0 Implications for consideration – community wellbeing

11.1 Ensuring that the fees and charges for facilities remains competitive means residents of the borough can access them, thus increasing opportunities for exercise and social interaction.

12.0 Implications for consideration – Economy and skills

12.1 The fees and charges levied help the council to ensure that the facilities remain well maintained and viable. Quality outdoor facilities make the borough more attractive to potential investors.

13.0 Implications for consideration – Climate Change

13.1 Local facilities will help to reduce the amount of car journeys made to access activities as people are more likely to be able to walk cycle or use public transport.

14.0 Implications for consideration – Equality and diversity

13.1 Good quality local provision means that facilities are accessible to all sectors of society.

Decision information

Key decision number	989
Wards affected	All wards

Document information

Report author	
Dean Epton Assistant director Commercial Services Shirley Hallam Environmental Services Manager	
Background documents	
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>	
Appendices to the report	
Appendix 1	Proposed fees and charges for 2021/22

OUTDOOR RECREATION FEES & CHARGES

	<u>Existing</u>	<u>Proposed 2021/22</u>	
	£	£	comments re use 2019/20

BOWLING

Casual - Adult per hour			
Casual - Concessionalry per hour			
Hire of Green Exclusive Use			to be reviewed as part of the club lease
Club - Annual Green Fee (Including Pavilion)			reviews
Bowling Clubs - Brimington, King George, Eastwood Park and Stand Road			

FOOTBALL

PITCHES (per season per team including posts & marking)			plus 3% rounded.
Adult - Full Size	£606.00	£624	
Adult - Full Size (Holmebrook Valley Park)	£721.00	£743	
Junior - Full Size	£519.00	£535	
Junior - Full Size (Holmebrook Valley Park)	£612.00	£630	
3/4 Pitch	£437.00	£450	
3/4 Pitch (Holmebrook Valley Park)	£514.00	£529	
9 v 9 Pitch	£437.00	£450	
9 v 9 Pitch (Holmebrook Valley Park)	£514.00	£529	
Mini-Soccer	£273.00	£281	
mini-Soccer (Holmebrook Valley Park)	£306.00	£315	
CHANGING ACCOMODATION (per team per season)			
Adults - Purpose built changing rooms with showers & toilets	£229.00	£236	
Juniors - Purpose built changing rooms with showers & toilets	£120.00	£124	
Adults - Changing rooms with hand wash basin & toilets	£142.00	£146	
Juniors - Changing rooms with hand wash basin & toilets	£76.00	£78	
Adults - Changing rooms with no facilities	£120.00	£124	
Juniors - Changing rooms with no facilities	£60.00	£62	

OCCASIONAL MATCHES

With changing accomodation	£73.00	£75
Without changing accomodation	£57.00	£59

CRICKET

WICKET (per season per team)

Brearley Park	£623.00	£642
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	£98.00	£101
Juniors - With changing accomodation	£63.00	£65
Adults - Without changing accomodation	£71.00	£73
Juniors - Without changing accomodation	£44.00	£45

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	£273.00	£281
Club Hire of a designated area up to 3 hours	£21.00	£22
Catering rights per mobile unit / stall	£64.00	£66

COMMUNITY ROOM HIRE (Country Parks)

Monday - Friday (up to 2 hours)	£29.00	£30
Additional hourly rate	£12.00	£12
Weekends & Bank Holiday by negotiation		

QUEENS PARK CRICKET PAVILION

Monday - Friday (up to 4 hours)	£64.00	£66
Monday - Friday (all day)	£127.00	£131
Additional hourly rate	£23.00	£24
Weekends & Bank Holiday by negotiation		

POOLSBROOK COUNTRY PARK

LAUNCHING FEES (Based on 8 canoeists plus qualified coach)

Club sessions (up to 2 hours)	£35.00	£36
Club sessions (up to 4 hours)	£48.00	£49
Club sessions (all day)	£90.00	£93

PERMITS

Use of metal detector at designated sites per annum	£25.00	£25
Commercial fitness coach at designated sites per annum	£95.00	£98

EASTWOOD PARK

M.U.G.A.

Netball - per match *	£19.00	£20
Walking football - per session	£13.00	£13
Petanque - season	£117.00	£121

* 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)	£27.00	£28
Charity event	£80.00	£82
Commercial Events (Up to 500 attendees)	£530.00	£546
Commercial Events (Over 500 attendees)		By negotiation
Weddings - tapton	£530.00	£546

FUNFAIRS

Queen's Park - early may, spring bank and august bank	£1,729.00	£1,781
Eastwood Park	£1,283.00	£1,321
Other park	£676.00	£696
Stand Road fireworks	£2,122.00	£2,186

CIRCUS

Stand Road / Queen's Park - up to 1 week	£2,387.00	£2,459
Stand Road / Queen's Park - over 1 week	£3,978.00	£4,097
Smaller Circus on other sites- up to 1 week	£876.00	£902
Smaller Circus on other sites- over 1 week	£1,288.00	£1,327
Ground Bond		£500

For publication

Fees and Charges proposals for Waste Management for the financial Year 2021/22.

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Health and Wellbeing
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

1.1 To set the fees and charges for Waste Management from 1 April 2021.

2.0 Recommendations

2.1 That the increases as shown in appendix 1 should be introduced from 1 April 2021

- The cost of collection and disposal of trade waste
- The cost of collection and disposal of chargeable household waste
- The collection and disposal of bulky household items
- The collection and disposal of trade waste from charity shops
- The collection and disposal of trade waste from registered charities
- The collection and disposal of waste from mixed hereditament properties
- One of waste collections
- The provisions of new wheeled bins to domestic properties (new builds)
- Where there are promotional opportunities to stimulate usage, support the retention of customers and /or to respond to external market forces that the Environmental Services Manager through delegated

authority with the Portfolio Holder applies appropriate fees and charges to maximise these opportunities.

3.0 Reasons for recommendations

3.1 To comply with the Council's Budget Strategy.

4.0 Report details

4.1 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.

4.2 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 of 3% each year.

4.3 The Council has a duty under the Environmental Protection Act 1990 to arrange for the removal of Commercial Waste from shops, offices, hotels and similar businesses if requested to do so by the occupier. Businesses from which waste is removed must pay reasonable charges for the collection and disposal of such waste.

4.4 The services covered by this arrangement are listed below:

- Industrial Waste – Waste Collection Authorities (WCAs) such as CBC may collect if requested but only with the consent of the Waste Disposal Authority (WDA). Derbyshire County Council, our WDA, does not permit any of the WCAs in Derbyshire to collect and dispose of such waste so this is not a service CBC can offer.
- Chargeable Household Waste – Such as schools, other educational premises, nursing homes, residential homes, registered charities and hospitals are charged has changed. These changes were agreed by Cabinet 14 July 2015 and a new non-profit making charging structure was set up.

- Hire Charges For Trade Waste Receptacles – A separate charge is itemised on the customers invoice for the hire of a receptacle. This is for administrative purposes and also in order to ensure that as a minimum the total cost of servicing each size of receptacle is recovered and preferably makes a positive contribution to the Trading Account profitability.
- Healthcare Waste – In the interests of public health and safety certain types of healthcare waste defined as offensive or infectious are collected free of charge from domestic properties. However, it is Council policy to charge Commercial Waste rates at Residential Homes who request the service.
- One-off Collections – The Council may be requested to make special journeys for one-off collections of Commercial or Chargeable Household Waste. These are charged at an hourly rate. The annual number of such jobs is variable with current income estimated for this financial year at £4,500.
- Wheeled Bins – In April 2001 the Council introduced a charge for the supply and delivery of wheeled bins to new domestic properties and these charges include the cost of delivery.
- Bulky Household Waste Collections – Charges are based on the overriding waste management principles of the waste hierarchy (Reduce, Re-use, Recycle) and the polluter pays.
- Sharps Boxes – Occasionally we get requests from Residential Care Homes to collect sharps boxes.
- Mixed Hereditament – These are premises with a mix of customer categories, i.e. a shop and public house or business. A reduced charge (allowance) is made if the customer enters into a contract for the collection of their trade waste and the occupier opts to dispose of the domestic element of their waste in their trade bin that is provided.

4.5 However, producers of Commercial Waste may request the service from one of a number of private sector companies who operate in the Chesterfield area. Traditionally these have provided strong

competition for the Council, normally focusing on the servicing of larger 1100 and 660 litre sized receptacles.

- 4.6 Our knowledge of the service and our stable share of the market indicate that the fees and charges recommended will remain competitive. The service has in place now provision to launch a commercial recycling service; this will improve the overall offer of the service to our customers as well as meet our Council Objectives. Currently we have no uptake for this service, which is largely due to the uncertainty around trading conditions due to the Covid-19 pandemic. We expect that this service will come online as and when the pandemic wanes and businesses are operating on a more secure footing.

5.0 Alternative options

- 5.1 A larger increase could be applied to fees, however, this may result in services being either not competitive or not affordable.

6.0 Implications for consideration – Council Plan

- 6.1 By considering and approving the fees and charges included with this report members will be supporting the council's stated aim to provide value for money services. Similarly the provision of the council is particularly attractive to smaller businesses and so the waste services provided by the council also support the council's stated aim to support our independent traders.

7.0 Implications for consideration – Financial and value for money

- 7.1 The services provided by the council are particularly attractive to the smaller business and offer a value for money service when compared to that of larger waste collection businesses which are looking for large scale collection opportunities

8.0 Implications for consideration – Legal

- 8.1 There are no new legal implications arising from these suggested fees and charges

9.0 Implications for consideration – Human resources

9.1 There are no human resources implications associated with the suggested fees and charges

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Reduction in customer base due to pandemic	H	H	Open dialogue with customers about what level of service is required and ensuring the correct charges are applied	M	H

11.0 Implications for consideration – community wellbeing

11.1 Professional and timely collection of waste is essential for the wellbeing of the community as it ensures neighbourhoods remain clean and tidy

12.0 Implications for consideration – Economy and skills

12.1 The waste collection services offered by the council are attractive to smaller business. All business must have a plan in place to deal with their waste. The value for money offered by the councils waste collection service will be a factor in businesses choosing to locate and then remain within the borough.

13.0 Implications for consideration – Climate Change

13.1 How we deal with our waste products has implications for climate change. The council ensures that its contractors operate as efficiently as possible for example all new vehicle have electric bin lifts, smaller vehicles are electrically powered and research continues into powering larger vehicles by means other than diesel.

14.0 Implications for consideration – Equality and diversity

13.1 There are no equality and diversity implications associated with this report

Decision information

Key decision number	989
Wards affected	All wards

Document information

Report author	
Dean Epton Assistant director commercial Services Shirley Hallam Environmental Services Manager	
Background documents	
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>	
Appendices to the report	
Appendix 1	Waste management Fees and Charges 2021/22

Commercial and Clinical

Current 2020/21			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100	£834	£934
660	£82	£584	£666
360	£34	£379	£413
240	£22	£291	£313
140	£13	£207	£220
Sack	NIL	£162	£162

2021/22 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£104	£867	£971
660	£85	£607	£693
360	£35	£390	£425
240	£23	£300	£322
140	£13	£213	£227
Sack	£0	£167	£167

Chargeable Household

Current 2020/21			
Receptacle Size	Hire	Collection	Total Charge
1100	£100	£326	£426
660	£82	£248	£330
360	£34	£171	£205
240	£22	£130	£152
Sack	NIL	£107	£107

2021/22 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£104	£339	£443
660	£85	£258	£343
360	£35	£176	£211
240	£23	£134	£157
Sack	£0	£110	£110

Charity Shops

Current 2020/21			
Receptacle Size	Hire	Collection	Total
1100	£0	£130	£130
660	£0	£117	£117
360	£0	£55	£55
240	£0	No Charge	£0
Sack	£0	No Charge	£0

2021/22 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection	Total
1100	£0	£135	£135
660	£0	£122	£122
360	£0	£57	£57
240	0	no charge	0
Sack	0	no charge	0

Registered Charity

Current 2020/21			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100	£809	£909
660	£82	£525	£607
360	£34	£275	£309
240	£22	£188	£210

2021/22 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£104	£841	£945
660	£85	£546	£631
360	£35	£283	£318
240	£23	£194	£216

Mixed Hereditament Allowance

Current 2020/21	
Mixed Hereditament Allowance	£ 54.00

21/22 proposed 3% rounded	
Mixed Hereditament Allowance	£56

One off Collections

Current 2020/21	
TYPE OF COLLECTION	
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	£118
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	£141
One-off Collection and Disposal of Commercial Waste (Normal Time)	£275
One-off Collection and Disposal of Commercial Waste (Overtime)	£310

21/22 proposed 3% rounded	
TYPE OF COLLECTION	
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	£122
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	£145
One-off Collection and Disposal of Commercial Waste (Normal Time)	£283
One-off Collection and Disposal of Commercial Waste (Overtime)	£319

Provision of New Wheeled bins to domestic properties

Current 2020/21	
1 bin	£44
2 bins	£77
3 bins	£88

21/22 Prices	
1 bin	£45
2 bins	£79
3 bins	£91

Bulky Items

Current 2020/21		concession price
one item	£17	£14
two to five items	£25	£20
six to ten items	£33	£26
fridges and freezers (per unit)	£17	£14

21/22 Prices	Full Price	Concession
one item	£18	£14
two to five items	£26	£21
six to ten items	£34	£27
fridges and freezers (per unit)	£18	£14

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For publication

Environmental Health Fees & Charges report - April 2021 to March 2022 (HW000)

Meeting:	Cabinet
Date:	15/12/2020
Cabinet portfolio:	Health and Wellbeing
Directorate:	Leisure, Culture and Community Wellbeing

1.0 **Purpose of report**

- 1.1 To ask Members to approve the proposed fees and charges for the period 2021/22, that relate to various environmental health functions; as detailed in Appendix 1.

2.0 **Recommendations**

- 2.1 That Members approve the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix 1, with effect from 1st April 2021.
- 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 **Reason for recommendations**

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

3.2 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 of pests 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.

4.0 **Background**

4.1 Environmental Permitting

4.1.1 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.

4.1.2 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 2. A list of premises (from the public register) and the corresponding annual subsistence fees is listed in Appendix 3.

4.2 Dog Control

4.2.1 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.

4.2.2 If the dog is taken to the kennelling facility, the dog cannot be handed back to its 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.

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

Table 1 – requests for service for lost and stray dogs

	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	April 20 to Oct 20
Number of dogs reported as ‘lost dogs’	88	82	79	94	71	19

Number of dogs reported as 'stray dogs	214	176	139	134	105	19
Total number of service requests	302	258	218	228	176	38

4.2.4 The overall number of service requests for dog control has reduced significantly since 2015/16 and this can be attributed to the use of social media to reunite dogs with their owners. There has been a further reduction in demand on the service since March 2020 and this can be attributed to residents being at home more than usual and residents walking their dogs on leads more. In addition to this, compulsory microchipping of dogs came into force in April 2016 making owner identification easier and resulting in less dogs being transported to the kennels.

4.2.5 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 a private kennelling facility. We cannot profit from individuals who pay these charges and as a result the fees levied reflect this requirement.

4.2.6 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. This reflects the costs incurred for delivering this service.

4.2.7 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 as it is an important element in our continued efforts to maintain an effective dog control service. 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.

4.3 Pest Control

4.3.1 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).

4.3.2 Table 2 below shows the number of requests for the pest control service since 2012.

Table 2 – number of requests for the pest control service/pest type/year

Pest treatment/year	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	April 20 – Oct 20
Advice (telephone)	2	2	415	162	200	253	275	370	219
Advice (home visit – full pay)	--	--	--	--	4	3	11	4	0
Advice (home visit – concession)	--	--	--	--	--	--	1	n/a	0
Ants	17	9	12	11	9	10	6	5	7
Ants (concession)	39	17	20	17	12	3	3	4	1
Ants (commercial)	6	4	3	5	2	5	9	8	1
Bedbugs	2	3	4	8	5	4	13	5	4
Bedbugs (concession)	1	3	3	2	3	--	10	2	1
Bedbugs (commercial)	--	--	--	--	--	2	--	-	0
Cockroaches	1	3	--	1	--	--	3	1	0
Fleas	25	28	38	37	62	65	41	31	6
Fleas (concession)	32	23	38	24	35	16	15	11	2
Fleas (commercial)	--	3	3	4	3	--	1	-	4
Mice	244	180	53	46	39	48	56	45	21
Mice (concession)	--	--	44	28	18	16	24	15	15
Mice (commercial)	3	1	8	4	7	--	--	1	3
Rats	443	466	162	156	154	146	180	239	131
Rats (concession)	--	--	50	46	43	31	40	31	43
Rats (commercial)	12	12	27	28	16	16	7	11	10
Wasps	137	160	226	150	241	134	279	230	183
Wasps (concession)	58	58	57	46	49	25	53	40	38
Wasps (commercial)	13	21	22	20	20	7	33	18	15
Pigeons	2	2	--	--	--	1	3	2	1
Other insects	2	2	8	33	16	19	11	10	1
Total	1,039	997	1,194	828	938	804	1,074	1094	705

4.3.3 In April 2014 a charge was introduced for the treatment of pests posing a significant public health risk (i.e. rats, mice and cockroaches). At that time, there was a decrease in requests for service for the treatment of rat/mice infestations and an increase in the requests for 'advice only' telephone calls. 'Advice only' telephone calls, which are currently free of charge, continue to be one of the most-requested parts of the service (alongside vermin and wasps). Furthermore, the number of requests for

a treatment fluctuates seasonally; more treatment for rats and mice are requested in the Autumn and Winter months and more treatments for wasps are requested in the Summer months (spikes in demand are noticed if the weather is exceptionally warm) – this pattern is similar across the whole of the United Kingdom.

4.3.4 The number of telephone 'advice only' calls remains high, in spite of readily available information on the Council's web pages. This could be because customers prefer to speak with a pest control officer rather than seek information for themselves from the website and that those customers may be also seeking verbal advice to enable them to treat themselves as the cost of treatment (from the council or any other provider) may be a barrier. As part of the 'digital transformation programme' it is hoped that customers will 'self-serve' and access the Council's informative webpages to seek advice, thus reducing the number of 'advice calls' processed by the pest control officer. Another change as part of the digital transformation work is that cash payments are no longer taken by the pest control officer and payment is taken at the time of booking the pest appointment. This has made efficiencies within the service and ensures that there are no health and safety risks for the pest control officer with carrying cash.

4.3.5 The current pest control fees have remained the same since 2016 and whilst the current income from the pest control service covers the salary of the pest control officer and some of the on-costs, the proposal is to increase the pest control charges as outlined in Appendix 1. The rationale for the proposed pricing increase is that:

- Since 2016 the cost of bait/insecticides has increased and as a result this increased costs need to be reflected in the pricing to the customer.
- In 2019 the labelling legislation governing the use of insecticides (namely Ficam D for the treatment of wasps) changed. Ficam D can still be used, however, use has been restricted, meaning that it can only be used to treat some wasp nests (depending on the location of that nest). The pest control service has invested in a variety of alternative products for the treatment of wasp nests. These products are generally more expensive, are only available in small quantities and contain fewer active ingredients meaning that on some occasions the pest control officer has had to revisit the same wasp nest multiple times. Consequently, these costs / factors need to be reflected in the price to the customer and have informed the proposed fees and charges in Appendix 1.

4.3.6 Appendix 4 shows a comparison of pest control fees across Derbyshire. Compared to other local authorities in Derbyshire, the current fees for the treatment of rats and mice are higher. Within the areas of Bolsover District Council and High Peak Borough Council, treatment of rats and mice remains free of charge. Amber Valley Borough Council charges the most (£74) for the treatment of rats and mice.

4.3.7 A recent telemarketing exercise for the cost of treatment of rats identified that both the current and proposed Chesterfield Borough Council pest control fees are significantly lower than local private pest control providers. Company A charged £90 for two visits, Company B charged £80-£100 for two visits and Company C charged £120 for three visits.

4.3.8 The service has sought to only increase fees and charges where there have been an increase in operating costs to deliver the service, in an attempt to continue to support residents needing to control pests and to minimise the risks from self-treatment. 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).

4.4 Fixed Penalty Notices

4.4.1 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. Whilst penalties should not be considered as 'income'; Cabinet maintains the discretion to vary them from the national default sum.

Table 3 – shows the list of offences, a link to the supporting legislative framework and the chargeable amount

Offence	Minimum full penalty	Maximum full penalty	CBC	Discount?
Littering in the street	£50	£80	£60	None offered
Littering from a vehicle	-	£150	£150	Reduced to £60 within 14 days.

Anti-social Behaviour Crime & Policing Act 2014 Community Protection Notices	-	£100	£70	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection order s.63 Order (alcohol)	-	£100	£100	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection Order s. 67 Order (asb)	-	£100	£100	None offered
Anti-social Behaviour Crime & Policing Act 2014 Public Spaces Protection Order s. 59 Order (dog control)	-	£100	£80	None offered
Flytipping (commercial)	£200	£400	£300	None offered
Flytipping (household duty of care)	£150	£400	£250	None Offered
Smoke free	-	£50	£50	Reduced to £30 if paid within 15 days

4.4.2 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. The recommendation is to retain the FPN fees the same as 2020/21.

4.5 [Environmental Information Requests](#)

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

4.5.2 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.

4.5.3 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.

4.5.4 The recommendation is to retain the enquiry fee at £50 per hour.

4.6 Skin Piercing

4.6.1 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.

4.6.2 The recommended fees are listed in Appendix 1 and reflect a relatively small increase of circa 3%.

4.7 Animal Licensing

4.7.1 Following a change in legislation, the Council reviewed the animal licensing fees and derived a bespoke assessment for the pricing structure in 2018.

4.7.2 Now that the authority and industry sectors have become more familiar with the legislation, the revised guidance and the fee structure that accompanied it, the proposal as outlined in Appendix 1 is for an increase of 3% on these fees, which is reflective of the fact that these fees have not been increased since the revision.

4.8 Food re-rate visits

4.8.1 This scheme is governed by the Food Standards Agency operating under the Food Hygiene Rating Scheme and the Council has processed 54 applications from businesses requesting a re-rate. The proposed fee is listed in Appendix 1 and reflects a relatively small uplift in pricing from £180 to £185 which is reflective of the costs incurred in undertaking the visit.

4.9 Export Health Certificates

4.9.1 In the last three years, the Council has processed 21 export certificates. Due to uncertainties with the future of European trading and worldwide issues, it is hard to predict the demand for export certificates

for the next 12 months and as such a small circa 3% rounded up increase is recommended. The proposed fee is listed in Appendix 1.

5.0 **Alternative options**

5.1 Local authorities can charge for both discretionary and statutory services and whilst the charges must not exceed the cost of delivering that service; the revenue generated through fees and charges is increasingly valuable support for local authorities.

5.2 The fees are set to ensure a fair price for all services delivered and for discretionary services such as pest control; the fees are competitive with local businesses operating similar services.

5.3 To increase revenue for discretionary services such as pest control, in addition to making efficiency savings, it may be necessary to consider in future years the cessation of the free 'advice only' telephone calls, signpost customers to our website and promote the paid for 'home visits'.

5.4 The fees for fixed penalty notices could also be increased to the statutory maximum, however, this may discourage payment and increase the number of prosecutions cases (which are both timely and significantly increase costs to the Council).

6.0 **Implications for consideration – Council Plan**

6.1 Make Chesterfield a thriving borough by ensuring that Chesterfield is the best place to live, work and visit.

6.2 Improving the quality of life for local people by delivering value for money services.

6.3 Providing value for money services by ensuring services are competitively priced compared to similar business/trades.

7.0 **Implications for consideration – Financial and value for money**

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 community circumstances (i.e. during April 2020 we have noted a significant reduction in the number of dogs reported as 'stray').

7.2 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 **Implications for consideration - Legal**

8.1 There are no legal implications arising directly from this report.

9.0 **Implications for consideration - Human Resources**

9.1 There are no implications arising directly from this report.

10.0 **Implications for consideration - Risk management**

10.1 Details of the risks associated with fees and charges are given in the Table below/next page.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Below expected take up of services and competition	High	Medium	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.	Medium	Low
Unpaid fees and written off debts	Medium	Low	Pre-payment is necessary for many services. In others it is at	Low	Low

			point of delivery, apart from commercial invoicing		
Fixed penalty fees not paid	Low	Low	Existing reminder letters to offenders keeps payment rates high. Court costs will be sought.	Low	Low

11.0 **Implications for consideration – community wellbeing**

There are no specific issues arising from this report, however as outlined in the main body of the report there is a statutory duty to keep the borough free from rats and mice, principally on its own land (Prevention of Damage by Pests Act 1949) which as a result supports the wider determinants of community wellbeing.

12.0 **Implications for consideration – Economy and skills**

12.1 There are no specific issues arising from this report.

13.0 **Implications for consideration – Climate Change**

13.1 Whilst there are no specific issues arising from this report in relation to Climate Change, the Environmental Health team will continue to identify opportunities to deliver their operations in a sustainable way to support the actions contained within the Councils climate change action plan.

14.0 **Implications for consideration – Equality and diversity**

14.1 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.

14.2 Registered assistance dogs, as defined in law, shall be exempt from fees associated with straying and fouling.

Decision information

Key decision number	987
Wards affected	All wards

Document information

Report author	
<i>Esther Thelwell</i> <i>Senior Environmental Health Officer</i> <i>Health & Well-being</i>	
Background documents	
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>	
Appendices to the report	
Appendix 1	Proposed fees for 2021/2022
Appendix 2	Defra fees
Appendix 3	Subsistence charges/environmental permitting
Appendix 4	Pest control comparison fees

Appendix 1 - Proposed Fees for 2021/2022

	Existing fees 2020/2021 fees	Proposed fee for April 2021 to March 2022				
<u>Pest Control</u> <u>(all domestic fees include VAT)</u>						
Domestic premises – advice only home visit (no treatment)	£20, no concession available	£20, no concession available				
Rats	£45 full price £35 concession	£50 £40				
Mice (indoor only)	£45 full price £35 concession	£50 £40				
Cockroaches	£45 full price £35 concession	£50 £40				
Wasps	£45 full price £35 concession	£50 £40				
Ants (indoor only)	£60 full price £50 concession	£60 £55				
Fleas	2 rooms: £70 full price £55 concession	3 rooms: £90 full price £70 concession	4 or more rooms: £110 full price £90 concession	2 rooms: £75 full price £60 concession	3 rooms: £95 full price £75 concession	4 or more rooms: £115 full price £95 concession
Bedbugs	2 rooms: £100 full price £80 concession	3 rooms: £120 full price £100 concession	4 or more rooms: £140 full price £120 concession	2 rooms: £105 full price £85 concession	3 rooms: £120 full price £100 concession	4 or more rooms: £145 full price £125 concession
<u>Pest control</u> <u>commercial one off treatments and</u> <u>contracts</u>						
Commercial/contract work	POA	POA				
Commercial – Wasps (one off treatment)	£50 (plus VAT)	£55				

Commercial – Ants (one off treatment)	£60 (plus VAT)	£65
Commercial – rats/mice (one off treatment)	£75, plus VAT (including 2 visits)	£80, plus VAT (including 2 visits)
<u>Dog Control</u> (all fees include VAT)		
Microchipping	£16 £10 @ events	No change
Stray dog: admin fee	£15.00	No change
Stray dog: kennel fee (per day or part thereof)	£20.00 (per day or part thereof)	No change
Stray dog: Statutory return to owner fee	£25.00	No change
<u>Fixed Penalty Notices</u>		
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
Flytipping (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
<u>Environmental Information Requests</u>	£50/hour	No change
<u>Skin Piercing</u>		
Premises Registration	£134	£138
Personal Registration	£134	£138

<u>Food Re-Rate inspection</u>	£180	£185
<u>Export Health Certificate</u>	£54	£56
<u>Animal Licensing</u>		
Application: Animal Boarding, Animals for Exhibition Breeding Dangerous Wild Animals Dog Day Care Home Boarding Pet Shop Riding Establishments, Zoo	£257	£264
Additional licence Activity	£67	£69
Mid-term compliance fee	£57	£59
Re-rate inspection (full cost recovery) / reinstatement after suspension	£165	£170
Appeal fee (unless re-inspection gives higher rating)	£165	£170
Lost Licence /Duplicate Licence	£10	£11
Variation of licence (admin only)	£26	£27
Variation that involves further inspection	£165	£170
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 2 – 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

At the time of writing this report, the fees for 2021/2022 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 3 – annual subsistence charges for environmental permitting 2020/2021 (correct at time of writing)

Process type	Address	Annual subsistence fee £
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, Tapton, S41 OUB	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
	Total income	15914

The above information is subject to change should a business close or an application submitted.

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Appendix 4 – 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	£74	£74	£57	£84	Treatment not provided	£47	
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	-	-	-	-	-	-	Suspended service
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	£45	Commercial work - POA
South Derbyshire	£26.67/ £13.33	£26.67/ £13.33	£46.67/£23.33	£58.33/£29.17	-	-	No information on website regarding commercial work

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For publication

Review of Cemeteries Fees and Charges 2021/22 (HW390)

Meeting:	Cabinet
Date:	15 December, 2020
Cabinet portfolio:	Health and Wellbeing
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

- 1.1 To set the Council's cemeteries fees and charges for the financial year commencing 1 April 2021.

2.0 Recommendations

- 2.1 It is recommended that an increase of 6% is applied and the 2021/22 fees and charges as detailed in Appendix A, be approved.
- 2.2 To give delegated authority to the Bereavement Services Manager to reduce Fees and Charges if and when necessary, similar to the Authority given by the Joint Crematorium Committee. The Manager will explain scenarios where this is likely to happen during the meeting.

3.0 Reason for recommendations

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

4.0 Report details

- 4.1 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.

- 4.2 Cemeteries fees and charges are subject to annual review, with revised fees and charges implemented on 1st April each year.
- 4.3 In preparing this report, the Council's adopted general guidelines on charging for services have been considered.
- 4.4 The Cemeteries Service is currently subsidised with approximately 87% of controllable costs recovered from fees and charges. In setting the annual fees and charges for Cemeteries, proposals in this report have been considered;
- The reduction in the number of burials taking place in recent years (*cremation -v- burial currently 80% -v- 20% both locally and nationally*).
 - The need for the Council to achieve a balanced budget.
 - The level of fees and charges levied by other authorities in our family group and local cemeteries providers.
- 4.5 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 2020

Authority	Interment Fee	Exclusive Right of Burial	Exclusive Right of burial (CR)	Interment Fee (CR)	Non-resident fees?
Mansfield	£595	£1326	£740	£180	No
Ipswich	£1080 purchased	£1546 £215 extra depth	£1546	£221	No
Worcester	£918 single depth £1081 double depth	30/99 years £826 / £2121	30/99 years £413 / £795	£347	Yes
Gloucester	£1072 £470 Extra depth	50/75/99 years £733/£1115/£1859	£289	£233	No
Carlisle	£780	30/50 years £742 / £1245	30/50 years £260 / £433	£238	No
Newcastle U Lyme	£932	50 years £1256	£621	£408	Yes
Average Fee	£923.33	£1558.83	£737.33	£271.16	4 No 2 Yes

Chesterfield Borough Council	£900	£1114	£404	£303	Yes
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Table 2: Fees of "Local" Comparator Authorities as at 1 April 2020

Authority	Interment Fee	Exclusive Right of Burial	Exclusive Right of burial (CR)	Interment Fee (CR)	Non-resident fees?
Amber Valley Borough Council	£691	£611	£305	£129	Yes
Sheffield City Council	£1200	£1400	£630	£210	No
Derby City Council	£819	£1160	£330	£130	No
Derbyshire Dales District Council	£736.40	£655.90	£211.10	£155	Yes
Erewash Borough Council	£810	£865	£225	£205	No
High Peak Borough Council	£813	£700	£350	£210	Yes
North East Derbyshire District Council	£740	£607.50	£363	£148	Yes
South Derbyshire District Council	£499	£692	£332	£146	Yes (Triple)
Mansfield	£595	£1326	£740	£180	No
Average Fee	£767	£890.77	£387.33	£168.11	5 Yes 4 No
Chesterfield Borough Council	£900	£1114	£404	£303	Yes

**Note to Tables:*

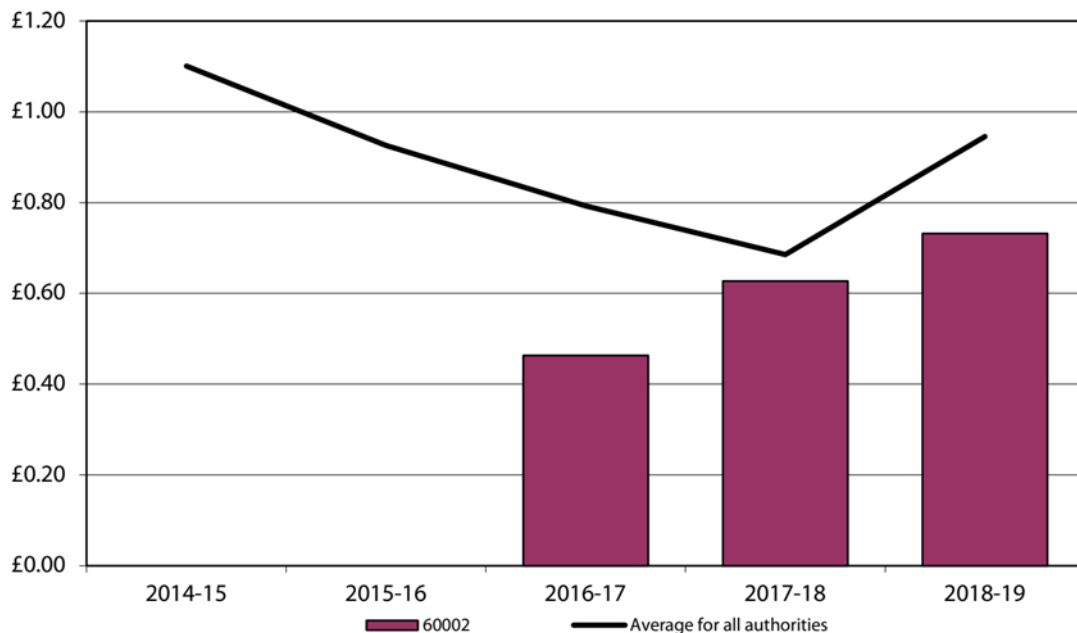
"Interment fee" is the price for each burial in a grave and is payable in addition to the Exclusive Right of Burial Fee"

"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

- 4.6 Members will note that the Council's fees, whilst being above the local average, are still below the family group average. Some comparator authorities will almost certainly increase their fees again in 2021-22.

- 4.7 For 2020/21 the controllable cost of cemeteries is forecast to be around £300,590 and the income is expected to be approximately £260,920 meaning that there is an expected net subsidy of £39,670, and that income now covers around 87% of the controllable cost of the service.
- 4.8 Should members approve fees and charges for 2021/22, as set out in Appendix A, it is estimated that burial numbers will continue to be consolidated and approximately 90% of controllable costs will be recovered.
- 4.9 Higher than average fee increases since 2014/15 (when a 30% increase was introduced) has seen the % of controllable costs recovered increase from 50.01% in 2013/14 to 81.68% in 2019/20. At this stage last year, a higher than inflation rise of 6% was approved.
- 4.10 Chesterfield Borough Council participates in the Cemeteries and Crematoria APSE benchmarking process. Please find below an excerpt from the 'Direction of Travel' report received by the Bereavement Services Manager which shows that Chesterfield Borough Council is below the average for net cost of cemeteries service per head of population.



5.0 Impact of Covid 19

Additional expenditure

5.1 There have been several one-off expenditures in the Financial Year to date including;

- a) Preparation of 3 vaulted graves in Muslim Section.
- b) Hire of two additional vehicles to protect vulnerable staff from vehicle sharing.
- c) Purchase of materials to prepare graves in advance including timber and shoring.
- d) Secondment of one member of staff from Spirepride during the Months of March – June.
- e) Extension of Contract to Seasonal Staff Member for one additional month to support Gravedigging operation and leaf clearance.

Burial and Strewing of Cremated Remains

During the height of the pandemic, the burial and strewing of cremated remains was postponed for three months, in line with guidance, to concentrate efforts on cremation and full burial funerals. The average number of cremated remains burials through April-October over the past 3 years is 66 whilst in 2020, 50 have been undertaken since restrictions were lifted. Although 50 have been carried out in a condensed time, some bereaved families have understandable reservations about making arrangements in the current climate and some may be postponed until further notice which in turn may see reduced income in the Financial Year.

Full Burials

Please find below a table which shows the number of interments in the Financial Year to date from 1st April 2020 to 31st October 2020 compared to previous years.

In the last three years, the average number of full burials in the same period is 65. In 2020, 66 have been undertaken. Although numbers noticeably increased during the first wave of the pandemic, the number of full burials since August has fallen and it is estimated that the budgeted number of burials will be achieved but not be exceeded.

APRIL-OCT	CREMATED REMAINS (NEW)	CREMATED REMAINS (RE-OPEN)	FULL BURIAL (NEW)	FULL BURIAL (RE-OPEN)
2020	22	28	36	30
2019	14	35	26	35

2018	20	48	38	37
2017	29	53	34	26

6.0 Implications for consideration – Human resources

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

7.0 Implications for consideration – Financial and value for money

7.1 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

7.2 The proposed fees and charges for 2021/22 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.

8.0 Implications for consideration – Legal

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

9.0 Implications for consideration – Risk management

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

Description	Impact	Probability	Controls to be Implemented
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	Reduced income	Low	Most bereaved families have a connection to local cemeteries.

use facilities elsewhere			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.

10.0 Implications for consideration – Equality and diversity

10.1 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.

11.0 Alternative options and reasons for rejection

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

11.2 A larger increase could be applied to fees, however, this may result in burial being an unaffordable option in turn seeing a reduction in the number of burials and a drop in income generated.

11.3 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.

12.0 Summary

- 12.1 During the Financial Year to date, the Council have authorised one-off additional expenditure to prepare for the ongoing Pandemic whilst carrying out activities in a Covid safe working environment.
- 12.2 The guidance to postpone cremated remains burials may see a fall in income. Although a considerable number have been arranged, in a condensed period of time since restrictions were lifted, some bereaved families are understandably reluctant to make arrangements at the moment and the budgeted figure may not be achieved in the current Financial Year.
- 12.3 Although full burials increased during the first wave of the Pandemic, they have fallen since August to an average number in the Financial Year to end of October overall.
- 12.4 The recommended increase will move towards cost recovery and contribute towards any costs after 1st April (yet unknown) in response to the Pandemic.
- 12.5 It should also be noted that fee increases are not the only way to work towards cost recovery. The Manager and colleagues are reviewing all our expenditure (for example hire of JCB in 2020) to look at ways to reduce our costs.
- 12.6 Provision of Natural Burial within the Borough could also be explored along with a scheme to renew Exclusive Rights of Burial that have since expired.

Decision information

Key decision number	990
Wards affected	All wards

Document information

Report author	
<i>Bereavement Services Manager</i>	
Background documents	
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>	
Appendices to the report	
Appendix A	Proposed fees and charges for 2021/22

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APPENDIX A

	RESIDENT 2020/21	2021/22 PROPOSED	NON- RESIDENT 2019/20	2021/22 PROPOSED
INTERMENTS				
Interment of Stillborn *	£350.00	£371.00	£350.00	£371.00
Interment of Child *	£350.00	£371.00	£350.00	£371.00
Interment of Adult	£900.00	£954.00	£1800.00	£1908.00
Interment of Cremated Remains	£303.00	£321.00	£303.00	£321.00
Scattering of Cremated Remains	£59.00	£63.00	£118.00	£126.00
*Claimed by the Council from the Government's Children's Funeral Fund. Not charged to the Bereaved				
EXCLUSIVE RIGHT OF BURIAL				
Children's Grave *	£95.00	£101.00	£190.00	£202.00
Graves 9' x 4' – 50 Years	£1114.00	£1181.00	£2228.00	£2362.00
Cremated Remains	£404.00	£428.00	£404.00	£428.00
*Claimed by the Council from the Government's Children's Funeral Fund. Not charged to the Bereaved				
MEMORIALS (FOR A PERIOD OF 30 YEARS)				
Headstone (3') and Footstones	£254.00	£269.00	£254	£269.00
Kerbstone/Other Memorial	£136	£144.00	£136	£144.00
Exceeding 3' Additional	£183	£194.00	£183	£194.00
Additional Inscription	£55	£58.00	£55	£58.00
Temporary Memorial Scheme	£107	£113.00	£107	£113.00
Communal Headstone Inscription	At Cost	At Cost	At Cost	At Cost
Headstone and Kerbs	£377	£400.00	£377	£400.00
Cremated Remains Plaque and Surrounds	£269	£285.00	£269	£285.00
OTHER CHARGES				
Grave Planting	£135	£143.00	£135	£143.00
Searching Burial Register (Per Name)	£6	£6	£6	£6.00
Saturday Surcharge – Full Burial	£214	£227.00	£214	£227.00
Saturday Surcharge – Cremated Remains	£126	£134.00	£126	£134.00
Exhumation of Cremated Remains	£303	£321.00	£303	£321.00
Burials from 3.30pm Onwards (Additional Fee)	£57	£60	£57	£60

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Venues Fees and Charges 2021/2022 (TV000)

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Town Centres and Visitor Economy
Directorate:	Arts and Venues

1.0 Purpose of the report

- 1.1 To review the scale of charges for lettings at the Pomegranate Theatre, Winding Wheel Theatre, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2021/22.
- 1.2 The report will not deal with any proposed changes to ticket prices, as these are negotiated with the visiting production companies throughout the year when productions are booked. The report will not deal with any proposed increase in bar and catering prices. These prices are normally reviewed twice a year, and are set by the cost of the purchases, bar performance, VAT and what increases, if any, it is felt that the market can sustain.

2.0 Recommendations

- 2.1 That the theatre hire charges for the Pomegranate Theatre from 1 April 2021 will be as detailed in **Appendix A**.
- 2.2 That the room hire charges for the Winding Wheel Theatre from 1 April 2021 will be as detailed in **Appendix B**.
- 2.3 That the equipment hire charges at the Winding Wheel Theatre from 1 April 2021 will be as detailed in **Appendix B**.
- 2.4 That the theatre hire charges for the Winding Wheel Theatre for professional companies and commercial use from 1 April 2021 will be as detailed in **Appendix C**.

2.5 That the room hire charges at the Assembly Rooms in the Market Hall from 1 April 2021 will be as detailed in **Appendix D**.

2.6 That the room hire charges at Hasland Village Hall from 1 April 2021 will be as detailed in **Appendix E**.

3.0 Reason for recommendations

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

4.0 Background

4.1 In 2019/20 the Pomegranate Theatre operated at a deficit of **£33,292 (net controllable costs)**. The theatre earned £1,237,205 in income in 2019/20, the majority of which, £802,292 came from gross ticket sales, £153,163 from bar and other front of house sales and £82,448 through the hire of the theatre, and £132,304 from gross booking fees for both venues.

4.2 In the same financial year, the Winding Wheel Theatre operated at a deficit of **£298,683 (net controllable costs)**. It earned a total of £855,268 in income in 2019/20 of which £534,247 came from gross ticket sales, £178,235 from bar and other front of house sales and £90,071 from room lettings, and associated equipment hire.

4.3 Net controllable costs for the venues are defined as total costs of operating the venues less internal council recharges, IAS 19 adjustments, and capital depreciation costs.

4.4 In the same financial year, Hasland Village Hall operated at a deficit of **£20,111 (net controllable costs)**. It earned a total of £41,423 in income from room hire in 2019/20.

4.5 In the same financial year, the Assembly Rooms, in the Market Hall, operated at a deficit of **£46,517 (net controllable costs)**. It earned a total of £13,616 in income from room lettings in 2019/20.

4.6 The Council implemented an improvement programme for the venues, following a review in 2011, the key aims of which were to integrate the operation of the venues, improve the arts and cultural offer of the two theatres and reduce the overall subsidy from the Council tax payer. This

has seen a significant reduction in the net operational costs for the service. The annual net controllable costs of the Winding Wheel Theatre and the Pomegranate Theatre have been reduced from £687,931 in 2011/12 to £331,975 in 2019/20. This is a reduction of £355,956 which is equivalent to a reduction of 52%.

- 4.7 In the new Council plan for 2019-2023, under the priority Providing value for money services, and the objective, *Become and stay financially self-sufficient, the objective Reduce the subsidy (net operational costs) further for our theatres* is included.
- 4.8 A medium-term financial plan for the Venues was developed in 2019. This plan outlined a route to deficit reduction which relied on a focussed commercial approach to the management and operation of the venues. It combined income growth, and cost savings achieved through procurement and negotiation. The plan built on the financial improvements achieved at the venues in recent years and envisaged incremental change, which would deliver financial benefits in a sustainable way.
- 4.9 However, the business plan is now being revised due to the closure of theatres in March 2020 due to the Covid 19 pandemic. The Pomegranate Theatre was partially re-opened for cinema screenings in July 2020, and live events in October 2020. The Winding Wheel Theatre was re-opened for live events in October 2020. However, due to the social distancing restrictions in force, the number of performances to date has been very limited. In addition, due to the various other restrictions due to the pandemic, the opportunity and the demand for theatre and room hire has been significantly reduced. The theatres were closed again for live performances and cinema for the second lockdown which commenced on 5th November 2020.

5.0 Proposed charges for 2021/22

- 5.1 The current fees and charges for each venue have been reviewed. Consideration has been given to the costs of operating each venue, particularly recent increases in staffing and utility costs. In addition, we have considered local market conditions, customer feedback and the demand for each venue, and the impact of the pandemic.

The pandemic has had a significant impact on venue hire during 2020 and 2021. Bookings have been re-scheduled and cancelled. The extended

duration of the pandemic has exacerbated this situation, and the demand for the venues has reduced considerably. There is concern that some local community groups who regularly hire the venues may not reform after the pandemic or may not want to hire some of the venues again in the same way. Due to the pandemic, groups are changing their activities and their approach. Following the end of the pandemic, we anticipate that there may be a period of reduced demand, before uncertainty is replaced by confidence within the local community.

In order to recover income at the venues, after the pandemic has ended, it is proposed that fees and charges are not increased on 1st April 2021 and are kept at the current rates until April 2022. The only exceptions to this are certain staffing and beverage charges.

In addition, we will instigate a new marketing plan to promote the venues to new customers and win new venue hire business.

5.2 Hire Fees – Pomegranate

When hiring the Pomegranate Theatre there are three different price categories, which are as follows:

Group A Charities, amateur musical, drama societies and educational establishments.

Group B Dancing schools.

Group C Professional companies and commercial use.

There is no proposal to change the classification of hirers at the Pomegranate Theatre.

- 5.3 Due to the requirement to recover income at the Pomegranate Theatre, it is proposed that the existing rates are unchanged, and are as detailed in **Appendix A** as from 1st April 2021.

5.4 Hire Fees – Winding Wheel

The Winding Wheel has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers at the Winding Wheel.

5.5 Due to the requirement to recover income at the Winding Wheel Theatre, it is proposed that the existing rates are unchanged, and are as detailed in **Appendix B** as from 1st April 2021.

5.6 It is proposed that the theatre hire rates for professional companies and commercial use are unchanged as from 1 April 2021 as detailed in **Appendix C**.

5.7 The hirers at the Winding Wheel are also charged for additional staffing and equipment they may require, including seating, technical equipment, staging, etc. It is proposed that most of the existing rates are unchanged with the exception of certain staffing and beverage charges. These are detailed in **Appendix B** as from 1 April 2021.

5.8 Hire Fees – Assembly Rooms, Market Hall

The Assembly Rooms has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.

5.9 It is proposed that the existing rates are unchanged as detailed in **Appendix D** as from 1 April 2021.

5.10 Hire Fees – Hasland Village Hall

The Hasland Village Hall has three main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, community concessionary charges, which applies to children and senior citizen groups not receiving any other grant or concession and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.

5.11 It is proposed that the existing rates are unchanged as detailed in **Appendix E** as from 1 April 2021.

6.0 Alternative options

6.1 An alternative option would be to increase charges for the Pomegranate Theatre, the Winding Wheel, Hasland Village Hall and the Assembly

Rooms. However, this would risk putting off potential hirers, especially charities and local amateur and community groups.

- 6.2 Given the current economic situation, an alternative option would be to reduce hire charges. However, all venues operate at a considerable deficit and the venues staffing and premises costs are increasing year on year. In order to develop a sustainable business plan, charges for services must be at least maintained at their current level.

7.0 Implications for consideration – Council Plan

- 7.1 To provide value for money services

The proposed maintenance of the fees and charges at their current level will help contribute to the recovery of income at the Venues, after the restrictions of the pandemic are eased. However, it is unlikely that it will be possible to reduce the deficit at the venues in 2021/22, as we anticipate that trading conditions will be challenging in the first half of the financial year.

8.0 Implications for consideration – Financial and value for money

- 8.1 In 2019/20 the income from hire fees for the Pomegranate Theatre was £82,448. The original budget for 2020/21 was £78,000. However due to the Covid 19 pandemic, we will not achieve the target, because although the theatre re-opened during July to November 2020, all the local amateur and community hirers have either cancelled or postponed their bookings of the theatre prior to April 2021. We are hopeful that bookings for the second half of 2021/22 will return to normal levels, but that will depend on the pandemic.
- 8.2 In 2019/20 the income from hire fees for the Winding Wheel Theatre was £80,984. The original budget for 2020/21 from hire fees for the Winding Wheel Theatre was £80,960. However due to the Covid 19 pandemic, we will not achieve the target, because although the venue has now re-opened, most of the hirers have either cancelled or postponed their bookings of the venue prior to April 2021. We are hopeful that bookings for the second half of 2021/22 will return to normal levels, but that will depend on the pandemic.
- 8.3 In 2019/20 the income from equipment hire at the Winding Wheel Theatre was £9,124. The original budget for 2020/21 from equipment hires for the

Winding Wheel Theatre was £7,800. However due to the Covid 19 pandemic, we will not achieve the target, because although the venue has partially re-opened, most of the hirers have either cancelled or postponed their bookings of the venue prior to April 2021. We are hopeful that bookings for the second half of 2021/22 will return to normal levels, but that will depend on the pandemic.

8.4 In 2019/20 the income from hire fees for Hasland Village Hall was £41,423. The original budget for 2020/21 was £32,900. However due to the Covid 19 pandemic, we will not achieve the target, because although the venue has partially re-opened, most of the hirers have either cancelled or postponed their bookings of the venue prior to April 2021. We are hopeful that bookings for the second half of 2021/22 will return to normal levels, but that will depend on the pandemic.

8.5 In 2019/20 the income from hire fees for the Assembly Rooms in the Market Hall was £13,616. The original budget for 2020/21 was £15,560. However due to the Covid 19 pandemic we will not achieve the target, because although the venue has partially re-opened, most of the hirers have either cancelled or postponed their bookings of the venue prior to April 2021. We are hopeful that bookings for the second half of 2021/22 will return to normal levels, but that will depend on the pandemic.

9.0 Implications for consideration - Legal

9.1 There are no legal implications from these proposals.

10.0 Implications for consideration - Human resources

10.1 There are no human resources or people management implications from these proposals.

11.0 Implications for consideration - Risk management

11.1 Due to the uncertainties from the current pandemic, and the current economic climate, the entertainment, leisure and business markets are under pressure. There is also increasing local competition in this area from other modern venues and hotels. It is, therefore, inevitable that the risks in attaining the income targets are increasing.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
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Decreased number of community group hirers	High	Medium	Offer alternative venues to these hirers where possible	Medium	Low
Increased competition	High	Medium	Improved marketing. Use of packages. Focus on medium term bookings	Medium	Low

12.0 Implications for consideration – community wellbeing

12.1 The availability of a wide range of venues with different capacities and facilities for local community groups at affordable prices is an important ingredient in the Council’s health and wellbeing agenda. Enabling people to meet together can help alleviate loneliness and isolation. In addition, participating in arts events can have a powerful and lasting effect on health, both physical and mental health.

13.0 Implications for consideration – Economy and skills

13.1 There are no implications from these proposals.

14.0 Implications for consideration – Climate Change

14.1 There are no implications from these proposals.

15.0 Implications for consideration – Equality and diversity

15.1 The Council has agreed both a Venues Programming Policy and an Arts and Culture Strategy. These documents identify, in more detail, the impact that these prices will have on the various equalities’ groups and an action plan to militate against any negative impact will be developed. The Equality Impact Assessments are available from the Policy Service.

Decision information

Key decision number	979
Wards affected	All wards

Document information

Report author	
Anthony Radford, Arts and Venues Manager Tel: 01246 936487	
Background documents	
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>	
Appendices to the report	
Appendix A	Pomegranate Theatre Hire Charges
Appendix B	Winding Wheel Hire and Equipment Charges
Appendix C	Winding Wheel Theatre Hire Charges
Appendix D	Assembly Rooms Hire Charges
Appendix E	Hasland Village Hall Hire Charges

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APPENDIX A

Pomegranate Theatre Hire Charges from 1 April 2021

Charities, Amateur Musical, Drama Societies and Educational Establishments	Core hours	Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
Rehearsals													
Monday	9am-10pm	£560.00	£112.00	£672.00	£70.00	£14.00	£84.00	£105.00	£21.00	£126.00			
Tuesday	9am-10pm	£560.00	£112.00	£672.00	£70.00	£14.00	£84.00	£105.00	£21.00	£126.00			
Wednesday	9am-10pm	£560.00	£112.00	£672.00	£70.00	£14.00	£84.00	£105.00	£21.00	£126.00			
Thursday	9am-10pm	£560.00	£112.00	£672.00	£70.00	£14.00	£84.00	£105.00	£21.00	£126.00			
Friday	9am-10pm	£720.00	£144.00	£864.00	£90.00	£18.00	£108.00	£135.00	£27.00	£162.00			
Saturday	9am-10pm	£720.00	£144.00	£864.00	£90.00	£18.00	£108.00	£135.00	£27.00	£162.00			
Sunday	9.30am-5.30pm	£835.00	£167.00	£1,002.00				£208.75	£41.75	£250.50			
Bank Holiday	9.30am-5.30pm	£835.00	£167.00	£1,002.00				£208.75	£41.75	£250.50			
Performances													
Monday	9am-10pm	£1,000.00	£200.00	£1,200.00	£125.00	£25.00	£150.00	£187.50	£37.50	£225.00	£220.00	£44.00	£264.00
Tuesday	9am-10pm	£1,000.00	£200.00	£1,200.00	£125.00	£25.00	£150.00	£187.50	£37.50	£225.00	£220.00	£44.00	£264.00
Wednesday	9am-10pm	£1,000.00	£200.00	£1,200.00	£125.00	£25.00	£150.00	£187.50	£37.50	£225.00	£220.00	£44.00	£264.00
Thursday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£220.00	£44.00	£264.00
Friday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£220.00	£44.00	£264.00
Saturday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£295.00	£59.00	£354.00
Sunday	9.30am-10pm	£1,640.00	£328.00	£1,968.00	£205.00	£41.00	£246.00	£410.00	£82.00	£492.00	£295.00	£59.00	£354.00
Bank Holiday	9.30am-10pm	£1,640.00	£328.00	£1,968.00	£205.00	£41.00	£246.00	£410.00	£82.00	£492.00	£295.00	£59.00	£354.00

Terms The Hirer shall pay the minimum hire fee as calculated from these charges or 25% of Box Office takings whichever is the greater plus VAT . VAT is charged at the prevailing rate as applicable. Any additional hours, as described in the list of Hire Charges and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Dance Schools	Core hours	Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
Rehearsals													
Monday	9am-10pm	£590.00	£118.00	£708.00	£73.75	£14.75	£88.50	£110.63	£22.13	£132.75			
Tuesday	9am-10pm	£590.00	£118.00	£708.00	£73.75	£14.75	£88.50	£110.63	£22.13	£132.75			
Wednesday	9am-10pm	£590.00	£118.00	£708.00	£73.75	£14.75	£88.50	£110.63	£22.13	£132.75			
Thursday	9am-10pm	£590.00	£118.00	£708.00	£73.75	£14.75	£88.50	£110.63	£22.13	£132.75			
Friday	9am-10pm	£760.00	£152.00	£912.00	£95.00	£19.00	£114.00	£142.50	£28.50	£171.00			
Saturday	9am-10pm	£760.00	£152.00	£912.00	£95.00	£19.00	£114.00	£142.50	£28.50	£171.00			
Sunday	9.30am-5.30pm	£880.00	£176.00	£1,056.00				£220.00	£44.00	£264.00			
Bank Holiday	9.30am-5.30pm	£880.00	£176.00	£1,056.00				£220.00	£44.00	£264.00			
Performances													
Monday	9am-10pm	£1,050.00	£210.00	£1,260.00	£131.25	£26.25	£157.50	£196.88	£39.38	£236.25	£235.00	£47.00	£282.00
Tuesday	9am-10pm	£1,050.00	£210.00	£1,260.00	£131.25	£26.25	£157.50	£196.88	£39.38	£236.25	£235.00	£47.00	£282.00
Wednesday	9am-10pm	£1,050.00	£210.00	£1,260.00	£131.25	£26.25	£157.50	£196.88	£39.38	£236.25	£235.00	£47.00	£282.00
Thursday	9am-10pm	£1,470.00	£294.00	£1,764.00	£183.75	£36.75	£220.50	£275.63	£55.13	£330.75	£235.00	£47.00	£282.00
Friday	9am-10pm	£1,470.00	£294.00	£1,764.00	£183.75	£36.75	£220.50	£275.63	£55.13	£330.75	£235.00	£47.00	£282.00
Saturday	9am-10pm	£1,470.00	£294.00	£1,764.00	£183.75	£36.75	£220.50	£275.63	£55.13	£330.75	£310.00	£62.00	£372.00
Sunday	9.30am-10pm	£1,750.00	£350.00	£2,100.00	£218.75	£43.75	£262.50	£437.50	£87.50	£525.00	£310.00	£62.00	£372.00
Bank Holiday	9.30am-10pm	£1,750.00	£350.00	£2,100.00	£218.75	£43.75	£262.50	£437.50	£87.50	£525.00	£310.00	£62.00	£372.00

Terms The Hirer shall pay the minimum performance hire fee as calculated from these charges or 25% of Box Office takings whichever is the greater plus VAT. The rehearsal fee will be charged separately plus VAT. VAT is charged at the prevailing rate as applicable. N.B. Any additional hours, as described in the list of Hire Charges and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Professional Companies and Commercial Use	Core hours	Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
Rehearsals													
Monday	9am-10pm	£820.00	£164.00	£984.00	£102.50	£20.50	£123.00	£153.75	£30.75	£184.50			
Tuesday	9am-10pm	£820.00	£164.00	£984.00	£102.50	£20.50	£123.00	£153.75	£30.75	£184.50			
Wednesday	9am-10pm	£820.00	£164.00	£984.00	£102.50	£20.50	£123.00	£153.75	£30.75	£184.50			
Thursday	9am-10pm	£1,200.00	£240.00	£1,440.00	£150.00	£30.00	£180.00	£225.00	£45.00	£270.00			
Friday	9am-10pm	£1,200.00	£240.00	£1,440.00	£150.00	£30.00	£180.00	£225.00	£45.00	£270.00			
Saturday	9am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£309.38	£61.88	£371.25			
Sunday	9.30am-5.30pm	£1,650.00	£330.00	£1,980.00				£412.50	£82.50	£495.00			
Bank Holiday	9.30am-5.30pm	£1,650.00	£330.00	£1,980.00				£412.50	£82.50	£495.00			
Performances													
Monday	9am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£309.38	£61.88	£371.25	£300.00	£60.00	£360.00
Tuesday	9am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£309.38	£61.88	£371.25	£300.00	£60.00	£360.00
Wednesday	9am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£309.38	£61.88	£371.25	£300.00	£60.00	£360.00
Thursday	9am-10pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£360.00	£72.00	£432.00
Friday	9am-10pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£360.00	£72.00	£432.00
Saturday	9am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£543.75	£108.75	£652.50	£430.00	£86.00	£516.00
Sunday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£430.00	£86.00	£516.00
Bank Holiday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£430.00	£86.00	£516.00

Terms 100% of all building hire charges are subject to VAT. VAT is charged at the prevailing rate as applicable.

Any additional hours and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

APPENDIX B

Winding Wheel Fees & Charges

All bookings are subject to a minimum of three hours booking (excluding kitchens) or minimum hire charges whichever is the greater

All rates include VAT at the prevailing rate unless stated

Charges from 1 April 2021	Hire Charge incl VAT
Minimum Hire Charge for all bookings	£98
 WINDING WHEEL - AUDITORIUM	
COMMUNITY CHARGE	
Mon-Thurs Per hr	Pre 5pm £53.00 After 5pm £85.00
Friday - Sunday	Pre 5pm £79.50 After 5pm £111.00
Balcony/ Circle (min 3hrs)	Hourly rate: £18.00
Kitchen per hour	£9.70
Servery per function	£17.50
AUDITORIUM COMMUNITY BLOCK BOOKING DISCOUNT	
Monday - Friday	Pre 5pm £43.00 After 5pm £70.00
Kitchen per hour	£7.70
Servery per function	£14.50
AUDITORIUM COMMERCIAL CHARGE	
Mon-Thurs Per hr	Pre 5pm £105.00 After 5pm £166.00
Friday - Sunday	Pre 5pm £148.00 After 5pm £214.00
Balcony (min 3hrs)	Hourly rate: £35.00
Kitchen per hour	£15.40
Servery per function	£22.50
AUDITORIUM COMMERCIAL BLOCK BOOKING DISCOUNT	
Mon-Thurs Per hr	Pre 5pm £85.00 After 5pm £136.00
Fri - Sun (min 3hrs)	Pre 5pm £119.00 After 5pm £173.00
Kitchen per hour	£11.80
Servery per function	£19.50
BALLROOM COMMUNITY CHARGE	
Mon-Thurs Per hr	Pre 5pm £41.00 After 5pm £47.00
Friday - Sunday	Pre 5pm £62.00 After 5pm £69.00
Kitchen per hour	£9.70
Servery per function	£17.50
BALLROOM COMMUNITY BLOCK BOOKING DISCOUNT	
Monday - Friday	Pre 5pm £33.00 After 5pm £38.00
Kitchen per hour	£7.70
Servery per function	£14.50
BALLROOM COMMERCIAL	
Mon-Thurs Per hr	Pre 5pm £80.00 After 5pm £94.00
Friday - Sunday	Pre 5pm £121.00 After 5pm £133.00
Kitchen per hour	£13.80
Servery per function	£22.50
BR COMMERCIAL BLOCK BOOKING DISCOUNT	
Mon- Thurs	Pre 5pm £64.00

	After 5pm	£74.00
Friday - Sunday	Pre 5pm	£98.00
	After 5pm	£108.00
Kitchen per hour		£11.80
Servery per function		£19.50
FUNCTION ROOM COMMUNITY CHARGE		
Monday - Thursday	Pre 5pm	£28.00
	After 5pm	£35.00
Friday - Sunday	Pre 5pm	£39.00
	After 5pm	£47.00
Kitchen per hour		£9.70
Servery per function		£17.50
FR COMMUNITY BLOCK BOOKING DISCOUNT		
Monday - Friday	Pre 5pm	£22.50
	After 5pm	£32.00
Kitchen per hour		£7.70
Servery per function		£14.50
FUNCTION ROOM COMMERCIAL		
Monday - Thursday	Pre 5pm	£42.00
	After 5pm	£52.00
Friday - Sunday	Pre 5pm	£62.00
	After 5pm	£73.00
Kitchen per hour		£13.80
Servery per function		£22.50
COMMERCIAL BLOCK BOOKING DISCOUNT		
Monday - Thursday	Pre 5pm	£37.00
	After 5pm	£47.00
Friday - Sunday	Pre 5pm	£58.00
	After 5pm	£68.00
Kitchen per hour		£11.80
Servery per function		£19.50

Bank Holidays, Easter Weekend, Christmas period (24th December to 1st January) by negotiation and at double rates of Saturday and Sunday charges

Large event discount for a booking of all rooms at the Winding Wheel for more than one day on consecutive days 20%

New

<u>EQUIPMENT</u>	
Staging 8' x 4' (per unit)	£8.70
Tiered Staging (per unit)	£60.00
PA system in-house or portable	£27.00
PA system in-house with radio mike	£38.00
Additional microphone	£13.00
Overhead Projector	£19.50
Laptop	£29.00
Multimedia Projector and Screen	£65.00
Multimedia Projector, Screen and Laptop	£80.00
Slide Projector	£21.50
Screens - 6ft	£20.50
Screens - 10ft	£59.50
Screen - 8ft rear projection	£51.50
Lectern	£8.75
Flip Chart and Pad	£8.75
Additional Set Lighting	£38.00
Conditional hire of lighting/sound system	£160.00
Technician - per hour	£27.30

Duty Manager - per hour	£21.10
Caretaker - per hour	£21.10
Security Staff - per hour	£21.10
Front of House Staff - per hour	£16.00
Piano - Upright	£20.50
Seating over 200	£41.00
Seating over 300	£59.00
Seating over 400	£115.00
Tiered Seating	£115.00
Carpet for Staging/Catwalk	£20.50
Ticket Printing	£57.50
Licence Extension	£27.50
Round Tables	£52.00
Cup and Saucers - 1-50	£14.50
Cup and Saucers - 51-100	£20.50
Cup and Saucers - 101-150	£29.50
Cup and Saucers - 151-300	£37.00
Tea/Coffee and Biscuits (per mug)	£2.50
CORKAGE (including use of glasses)	£9.00
Minimum Refundable Deposit	£120.00
Resources Block Booking Discount (10 or more bookings per annum)	20%

Charges from 1 April 2021

Professional Companies and Commercial Use

	Core hours	Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof	VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
	Performance												
Monday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Tuesday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Wednesday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Thursday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Friday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Saturday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Sunday	9.30am-11pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£543.75	£108.75	£652.50	£1,450	£290.00	£1,740.00
Bank Holiday	9.30am-11pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£543.75	£108.75	£652.50	£1,450	£290.00	£1,740.00

Terms 100% of all building hire charges are subject to VAT.VAT is charged at the prevailing rate as applicable.

Any additional hours will be recharged and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Charges from 1 April 2021
MARKET HALL ASSEMBLY ROOMS
COMMUNITY CHARGE

Hire
 Charge
 incl VAT

APPENDIX D

COMMUNITY	Proposed
MAIN HALL	£
Monday - Thursday (min 3hrs) Pre 5pm	28.00
Monday - Thursday (min 3hrs) After 5pm	34.00
Fri- Sun (min 3hrs) Pre 5pm	38.50
Fri - Sun (min 3hrs) After 5pm	47.00
Kitchen (per hour)	7.20

ROOM 1	
Monday - Thursday (min 2hrs) pre 5pm	8.20
Monday - Thursday (min 3hrs) post 5pm	18.50
Fri (min 2 hrs) pre 5pm	11.20
Fri (min 3hrs) post 5pm	25.50

ROOM 2	
Monday - Thursday (min 2hrs) pre 5pm	6.20
Monday - Thursday (min 3hrs) post 5pm	17.50
Fri (min 2 hrs) pre 5pm	10.20
Fri (min 3hrs) post 5pm	23.50

COMMUNITY BLOCK BOOKING DISCOUNT

MAIN HALL	
Monday - Thursday (min 3hrs) Pre 5pm	23.50
Monday - Thursday (min 3hrs) After 5pm	27.50

Kitchen (per hour)	6.20
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ROOM 1	
Monday - Thursday (min 2hrs) before 5pm	6.70

ROOM 2	
Monday - Thursday (min 2hrs) before 5pm	5.70

COMMERCIAL

MAIN HALL	
Monday - Thursday (min 3hrs) Pre 5pm	42.00
Monday - Thursday (min 3hrs) After 5pm	49.00
Fri- Sun (min 3hrs) Pre 5pm	54.00
Fri - Sun (min 3hrs) After 5pm	67.00
Kitchen (per hour)	12.40

ROOM 1	
Monday - Thursday (min 2hrs) pre 5pm	13.40

Monday - Thursday (min 3hrs) post 5pm	27.50
Fri (min 2 hrs) pre 5pm	18.50
Fri (min 3hrs) post 5pm	36.00
Sat and Sun (min 3 hrs)	38.50

ROOM 2

Monday - Thursday (min 2hrs)	10.30
Monday - Thursday (min 3hrs) post 5pm	26.50
Fri (min 2 hrs) pre 5pm	15.50
Fri (min 3hrs) post 5pm	35.00
Sat and Sun (min 3 hrs)	35.50

COMMERCIAL BLOCK BOOKING DISCOUNT

MAIN HALL

Monday - Thursday (min 3hrs) Pre 5pm	38.00
Monday - Thursday (min 3hrs) After 5pm	44.00
Fri- Sun (min 3hrs) Pre 5pm	49.00
Fri - Sun (min 3hrs) After 5pm	60.00
Kitchen (per hour)	9.30

ROOM 1

Monday - Thursday (min 2hrs) pre 5pm	12.40
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ROOM 2

Monday - Thursday (min 2hrs) Pre 5pm	9.30
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Bank Holidays, Easter Weekend, Christmas period (24th December to 1st January) by negotiation and at double rates of Saturday and Sunday charges

All rates include VAT at the prevailing rate unless stated

**Charges from 1 April 2021
HASLAND VILLAGE HALL**

Hourly charge

APPENDIX E

MAIN HALL COMMUNITY CHARGE

Monday - Friday (min 3 hrs)	£16.50
Saturday / Sunday (min 3hrs)	£20.00
Kitchen/Bar per function	£8.25

COMMUNITY BLOCK BOOKING DISCOUNT

MAIN HALL

Monday - Friday (min 3 hrs)	£13.50
Kitchen/Bar per function	£7.60

COMMUNITY CONCESSIONARY CHARGE (childrens groups / senior citizens groups)

MAIN HALL

Monday - Friday (min 3hrs)	£13.00
Saturday / Sunday	£15.50
Kitchen/Bar per function	£7.60

COMMUNITY CONCESSIONARY BLOCK BOOKING DISCOUNT

MAIN HALL

Monday - Friday (min 3hrs)	£9.50
Kitchen/Bar per function	£6.70

COMMERCIAL

Monday - Friday (min 3hrs)	£33.00
Saturday/ Sunday (min 3hrs)	£37.00
Kitchen/Bar per function	£17.50

COMMERCIAL BLOCK BOOKING DISCOUNT

Monday - Friday (min 3hrs)	£27.00
Saturday/Sunday (min 3 hrs)	£31.00
Kitchen/Bar per function	£14.50

COMMUNITY CHARGE

ANCILLARY ROOM

Monday - Friday (min 3 hrs)	£6.60
Saturday/Sunday (min 3 hrs)	£7.10
Kitchen/Bar per function	£8.25

COMMUNITY BLOCK BOOKING DISCOUNT

ANCILLARY ROOM

Monday - Friday (min 3hrs)	£6.00
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COMMERCIAL CHARGE

ANCILLARY ROOM

Monday - Friday (min 3hrs)	£12.60
Saturday/Sunday (min 3hrs)	£13.40

COMMERCIAL BLOCK BOOKING DISCOUNT

ANCILLARY ROOM

Monday - Thursday (min 3hrs)	£10.00
Saturday/Sunday (min 3hrs)	£11.00

Bank Holidays, Easter Weekend, Christmas period (24th December to 1st January) by negotiation and at double rates of Saturday and Sunday charges

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For publication

Chesterfield Markets Fees and Charges 2021-22 (TV100)

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Town Centres and Visitor Economy
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

- 1.1 To set the fees and charges for the Chesterfield open markets and the Sunday Car Boot sale from 1 April 2021.

2.0 Recommendations

- 2.1 That there should be no increase on the fees and charges for the Chesterfield open markets and Sunday Car Boot sale for 2021/22.
- 2.2 That as part of the market reconfiguration project being undertaken in 2021 a review of the pricing structure be made, identifying the premium and secondary pitches, following best practice adopted nationally and ensuring a value for money approach is taken to realise the full income potential of the market.
- 2.3 That the Service Director for Leisure, Culture and Community Wellbeing, through delegated authority with the Portfolio Holder for Town Centre and Visitor Economy, apply appropriate fees and charges to new activities that are introduced during the period covered by this report. The Service Director may negotiate pitch fees to support individual traders by responding to external forces that may impact directly on trading as well as support new and start-up trader initiatives.

3.0 Reason for recommendations

- 3.1 The impact of COVID-19 has significantly reduced market income since March 2020 and continues to do so. Both visitors, shoppers and worker

numbers to the town centre are directly impacting on market occupancy, utilisation and income generation. Footfall in the town centre is significantly reduced, trading opportunities are therefore greatly weakened.

- 3.2 Trader numbers steadily improved since 15 June when non- essential retailers could return to the market, however the market is fragile and trader morale and confidence extremely low. The second national lockdown from 5 November to 2 December only further exacerbated the situation.
- 3.3 In line with delegated authority, and with both Portfolio holder and SLT approval, concessionary rates for Traders has been in place since 23 March, initially free rent until July, £5 until September and currently £10, all per stall, across all market days. This is under continuous review but is deemed necessary to support the market.
- 3.4 Whilst many of the Traders have been able to obtain financial assistance through the Discretionary Grant Scheme a significant number also do not qualify for any assistance, as they do not meet the criteria required to apply. The Council continues to support the traders through targeted marketing schemes and infrastructure investment, including shop local, Christmas lights and Christmas promotional activity, all aimed at driving footfall safely into the town centre.
- 3.5 Although income will not be achieved for 2020/21 to increase any fees for markets could further exacerbate market occupancy and damage the Council's reputation in relation to bringing footfall safely back to the town centre.

4.0 Report details

- 4.1 The on-going COVID-19 pandemic has severely disrupted life locally and nationally. Retailers across all segments of the industry have been amongst the most severely affected, market traders have suffered greatly as for many this was their only source of income and for many this has caused severe financial hardships.
- 4.2 A complete lockdown of the local economy from 23 March for 12 weeks immediately affected market income. Only essential traders could trade, in this case fruit and veg traders. All other market days were closed. The

return to town centre activity from 15 June has been both slow and cautious but has improved gradually.

4.3 Supporting the town centre economy is at the heart of what we do and continues to be a key priority for the Council. Encouraging people to return in a safe manner back into the town centre is crucial. The Economy Task and Finish Group recognises the importance of investing in town centre support and the need for a long-term recovery plan. It is felt that any increase in market fees would have an adverse effect on this strategy. The group supports a nil increase.

4.4 As part of the Revitalising the Heart of Chesterfield project the open market is set to benefit from a £1.15 million intervention alongside a wider Northern Gateway and public realm scheme. It is anticipated that this will support, strengthen and re-invigorate the market area ensuring it bounces back from COVID-19 and is ready to meet the future demands of the town centre.

5.0 Alternative options

5.1 That an inflationary increase of 3% or less be applied. It is felt this could undermine any potential to re-stabilise the previous income levels, and that the direct financial impact on the traders would be unsustainable for many of them at this point in time. A review will be undertaken in 2022/23.

6.0 Implications for consideration – Council Plan

6.1 None. A nil increase in fees supports The Council Plan by assisting in the three key objectives, making Chesterfield a thriving Borough, Improving the quality of life for local people and providing value for money services.

7.0 Implications for consideration – Financial and value for money

7.1 The impact of COVID-19 is likely to be with us for some time. It is hoped that by April 2021 the occupancy at markets will return to close to pre pandemic levels. As such the anticipated income for 2021-22 reflects the original 2020-21 budgets across all sites.

8.0 Implications for consideration – Legal

8.1 None.

9.0 Implications for consideration – Human resources

9.1 None. The recommendations have no negative HR implications.

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Further drop in occupancy levels	H	H	No increase in fees and charges	M	M
No further investment in the market	H	H	Delivery of RHOC	M	M

11.0 Implications for consideration – community wellbeing

11.1 None. The proposals have no negative impacts on our community well-being strategy. It is felt that the Market supports the local community as a hub to meet and socialise alongside encouraging shopping local.

12.0 Implications for consideration – Economy and skills

12.1 None. The proposals have no negative impacts on our economy and skills strategy. The Market supports many local businesses both directly and indirectly and is often a building block to further expansion and growth of their business.

13.0 Implications for consideration – Climate Change

13.1 None. The proposals have no negative impacts on our Climate Change strategy. The Market actively supports and encourages shopping local, reducing the need to travel and encourages and facilitates sustainability and “green miles”.

14.0 Implications for consideration – Equality and diversity

14.1 None. The proposals have no negative impacts on any of our equality and diversity groups. An Equalities Impact Assessment is not deemed necessary.

Decision information

Key decision number	981
Wards affected	All wards

Document information

Report author	
Andy Bond, Town Centre Operations Manager Ian Waller, Service Director, Leisure, Culture and Community Wellbeing	
Background documents	
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>	
Appendices to the report	
Appendix 1	Fees and Charges 2020-21 / Fees and Charges 2021 - 22

MONDAY & FRIDAY	RENT 20/21	LIGHT 20/21	PUB 20/21	TOTAL 20/21
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

THURSDAY				
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

SATURDAY				
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

Other Pitches (+ 20p Publicity Fee)	Mon/Fri 19/20	Thurs 19/20	Sat 19/20
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 2021/22 (TV250)

Meeting:	Cabinet
Date:	15 th December 2020
Cabinet portfolio:	Town Centres and Visitor Economy
Directorate:	Leisure, Culture and Community Wellbeing

1.0 Purpose of the report

- 1.1 To set the fees and charges for Car Parks for implementation from 1 April 2021.

2.0 Recommendations

- 2.1 That there should be no increase in the fees and charges for car parks for 2021/22.
- 2.2 That there should be a review of tariffs in 2022/23.
- 2.3 That all residents of the Borough will continue to benefit from free parking in 2021/22 before 10am and after 3pm Monday to Saturday and all-day Sunday, and Bank Holidays at selected surface car parks using the Resident Parking Scheme.
- 2.4 That the Service Director for Leisure, Culture and Community Wellbeing, through delegated authority with the Portfolio Holder for Town Centre and Visitor Economy, apply appropriate negotiated fees for new activities and opportunities that are introduced during the period covered by this report.

3.0 Reason for recommendations

- 3.1 The 2020/21 Car Park Fees and Charges report notes that if the income target for 2020/21 is achieved then there will be no increase in tariffs for 2021/22 and a review will be made for 2022/23. As there has been limited

opportunity to achieve any meaningful income comparison it is felt that the fees and charges review for 2021/22 should take this into consideration and the next review made for 2022/23.

- 3.2 The impact of COVID-19 has significantly reduced car park income since March 2020 and continues to do so. Both visitors, shoppers and worker numbers to the town centre are directly impacting on car park utilisation and income generation.
- 3.3 Although income will not be achieved for 2020/21 to increase any fees for parking could further exacerbate parking uptake and damage the Council's reputation in relation to bringing footfall safely back to the town centre.

4.0 Report details

- 4.1 The on-going COVID-19 pandemic has severely disrupted life locally and nationally.
- 4.2 A complete lockdown of the local economy from 23 March for 12 weeks immediately affected car parking income. Both multi-storey car parks were closed and surface car parks utilisation minimal, with charging "discretionary". The return to town centre activity has been both slow and cautious. Income levels for car parks are anticipated to be around 50% below those budgeted for 2020/21. The second national lockdown from 5 November to 2 December has further exacerbated this.
- 4.3 Supporting the town centre economy is at the heart of what we do and continues to be a key priority for the Council. Encouraging people to return in a safe manner back into the town centre is crucial. The Economy Task and Finish Group recognises the importance of investing in town centre support and the need for a long-term recovery plan. It is felt that any increase in parking fees would have an adverse effect on this strategy. The group supports a nil increase.
- 4.4 In September 2020 Pay by Phone was introduced to the Council's Pay and display surface car parks. This allows customers to pay for their parking via smartphone app. It allows customers to not have to make any physical contact with the parking machinery and addresses the criticism of not giving change or not accepting card payments.

4.5 It is anticipated that the new parking equipment for Rose Hill, Soresby Street and Beetwell St MSCP will be installed in the New Year. This will see new equipment at all 3 sites offering the same level of service as Saltergate MSCP. As such selling permits and day savers, accepting card payments and Apple pay.

5.0 Alternative options

5.1 That an inflationary increase of 3% or less be applied. It is felt this could undermine any potential to re-stabilise the previous income levels. The decline in town centre parking income and resultant budget deficit for 2020/21 in unprecedented, however this is a short-term issue and will be reviewed for 2022/23.

6.0 Implications for consideration – Council Plan

6.1 None. A nil increase in fees supports The Council Plan by assisting in the three key objectives, making Chesterfield a thriving Borough, Improving the quality of life for local people and providing value for money services.

7.0 Implications for consideration – Financial and value for money

7.1 The impact of COVID-19 is likely to be with us for some time. It is hoped that by April 2021 the usage at car parks will return to close to pre pandemic levels. As such the anticipated income for 2021-22 reflects the original 2020-21 budgets across all sites.

8.0 Implications for consideration – Legal

8.1 None. As the recommendation is not to increase fees no statutory notices are required.

9.0 Implications for consideration – Human resources

9.1 None. The recommendations have no negative HR implications.

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
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Increase in charges may result in lower usage and income	M	H	Not to increase charges	L	M
Damage to Council's reputation	M	M	Not to increase charges	L	M

11.0 Implications for consideration – community wellbeing

11.1 None. The proposals have no negative impacts on our community well-being strategy.

12.0 Implications for consideration – Economy and skills

12.1 None. The proposals have no negative impacts on our economy and skills strategy.

13.0 Implications for consideration – Climate Change

13.1 None. The proposals have no negative impacts on our Climate Change strategy. The changes required to support both active travel and the rise of electric vehicle usage is a key priority within the Council Plan. The installation of 25 EV charging points in town centre car parks outlines the Council's ambition to support and develop further its response to climate change. Further considerations include exponential growth of EV charge points, enhanced cycle racks and routes (in conjunction with DCC) and the development of cycle hubs within the town centre.

14.0 Implications for consideration – Equality and diversity

14.1 None. The proposals have no negative impacts on any of our equality and diversity groups. An Equalities Impact Assessment is not deemed necessary.

Decision information

Key decision number	982
Wards affected	All wards

Document information

Report author	
Andy Bond, Town Centre Operations Manager Ian Waller, Service Director, Leisure, Culture and Community Wellbeing	
Background documents	
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Appendix 1

Car Parks fees and charges 2021-22

Permits	Fees
Annual Permit	£620
Monthly Permit	£62
Scratchcards	£3.60
Market Trader	£2.00
Blue Badge	£5 monthly/£50 annually
Short stay	Fees
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 hour after	£1.60
Long stay	Fees
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
Saltergate	Fees
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 to 5 hours	£5.00
Over 5 hours/up to 24 hours	£6.00

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