

## Cheltenham Borough Council

### Cabinet Meeting – 17 December 2024

#### Housing Revenue Account - Interim Budget

#### Proposals 2025/26 and Revised Forecast 2024/25

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**Accountable member:**

Cllr Alisha Lewis – Cabinet Member Finance and Assets

**Accountable officer:**

Paul Jones – Deputy Chief Executive (Section 151 Officer)

**Accountable scrutiny committee:**

Budget Scrutiny Working Group

**Ward(s) affected:**

All

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**Key/Significant Decision:**

No

**Executive summary:**

This report sets out the Cabinet's interim Housing revenue Account (HRA) budget proposals for 2025/26 for consultation and the revised forecast for 2024/25. The assumptions within the interim budget proposals include estimates of what is likely to be contained within the Local Government Provisional Finance Settlement 2025/26 which is yet to be published at the reporting date. Following publication of this report, if there is any additional information or documentation required to support the consultation, this will be made publicly available.

The Council have faced unprecedented financial challenges over the last four years in providing the resources and support to manage the response to the Covid-19 pandemic and then rising costs and challenges faced by the cost of living crisis.

Although inflation has fallen and interest rates seem to be following, recovery from these events is a slow and gradual process.

The 2025/26 budget proposal outlined in this report is the first step to recovery. As outlined in the section above, all rents are proposed to increase by 2.7% in line with the Government's Social Rent Policy following the announcement of the CPI for September at 1.7%. However, the inflationary increases on base costs over the last two years mean that cost pressures still far outweigh any increase in income within the HRA.

Interest payable on temporary borrowing has been modelled at an average rate of 4.35% for 2025/26 and 3.75% for the subsequent two years. The future years factor in any assumed borrowing in 2025/26 and 2026/27 to fund the HRA capital programme. This is the area of HRA expenditure where the largest pressure is associated. Details of the strategies being employed by the Council to reduce exposure to higher interest rates on temporary debt is set out in the general fund draft budget proposals for 2025/26 and the mid term Treasury Management report which was presented to Full Council on 16 December 2024.

Within the medium term of the HRA budget, further work needs to be undertaken through the consultation period of the proposal as well as into 2025/26 to understand how overall HRA borrowing levels can be minimised. This will be influenced by the changes in Right to Buy legislation which will mean more of the capital receipts will be retained and could be used to fully fund the acquisitions programme which currently relies on additional borrowing to maintain stock levels.

Until the impact of these changes is fully understood, a reduction in the other base costs in the HRA is required to support the medium term sustainability of the HRA reserves. A total saving of £1.35m has been included in the medium term projections for the HRA operating account. The majority of this will be delivered as part of the transition of the housing services back to the Council and will mirror the implementation of the equivalent saving in the general fund. The remaining amount of £350k will be delivered through long term changes to out debt management strategies.

Discipline will continue to be required to ensure this budget is fully delivered, but 2025/26 marks the first budget year in which the Council can be said to truly be starting its long-term recovery from the events of the last five years.

**Recommendations: That Cabinet:**

- 1. approves the interim HRA budget proposals for 2025/26 (shown at Appendix 2) for consultation including a proposed rent increase of 2.7% and changes to other rents and charges as detailed within the report;**

2. **approves the proposed HRA capital programme for consultation as shown at Appendix 3 and the detailed capital programme in Appendix 4;**
  3. **notes the revised HRA forecast for 2024/25;**
  4. **following the publication of the Local Government Provisional Finance Settlement, delegates authority to the Deputy Chief Executive (Section 151 Officer), in consultation with the Cabinet Member for Finance and Assets, to determine and approve any additional material that may be needed to support the presentation of the interim budget proposals for public consultation;**
  5. **seeks consultation responses by 31 January 2025.**
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## **1. Implications**

### **1.1. Financial, Property and Asset implications**

As detailed in the report and appendices.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### **1.2. Legal implications**

Under the Constitution Cabinet has responsibility for the preparation and consultation on the Council's budget. The final budget will be subject to consideration and approval by Full Council in February 2024.

There are no specific legal implications arising from the report. Where legal matters arise from the recommendations contained within the report, officers will seek advice from One Legal.

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### **1.3. Environmental and climate change implications**

The works listed within the Capital Programme will lead to a reduction in greenhouse gas emissions, supporting our progress towards becoming a net zero Council and allocating funds towards actions listed within the Climate Emergency Action Plan.

The budget includes investment to retrofit significant numbers of the existing housing stock through a fabric first approach, where-ever possible, to make them more energy efficient, increasing the SAP rating to EPC C or above. This

includes preliminary steps to fund the transition away from carbon reliant heating systems towards low carbon heating systems. Improving the energy efficiency of our homes has co benefits for the customers and the climate. It also includes investment to ensure Council led newbuilds meet or move towards the metrics within the Climate Change Supplementary Planning Document.

**Signed off by:** Maizy McCann, Climate Officer,  
Maizy.mccann@cheltenham.gov.uk

#### **1.4. Corporate Plan Priorities**

The actions outlined in this budget proposal will help ensure that the council can deliver its corporate objectives as set out in the Corporate Plan.

**Signed off by:** Ann Wolstencroft, Head of Corporate Services

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## **2. Equality, Diversity and Inclusion Implications**

The proposals for the 2025/26 general fund revenue and capital budgets is focused on the delivery of the 2023-27 plan. Any savings or efficiencies to deliver the budget that require separate decisions will be subjected to their own equality impact assessments. An equality impact assessment for the decisions in this report is included in Appendix 5 and will be refreshed following the completion of the consultation period on 31 January 2025.

## **3. Performance management – monitoring and review**

The budget for the HRA is monitored by the Cabinet and Leadership team throughout the year and reported to Cabinet and the Budget Scrutiny Working Group during the year.

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## **4. Background**

4.1. The Council's Constitution requires the Cabinet to prepare interim budget proposals for consultation. The Cabinet is then required to draw up its firm budget proposals, having regard to the responses it has received during the consultation period, and present its report to Council in February 2024. This report presents the draft proposals for the Housing Revenue Account for 2025/26.

## 5. Wider Economic and Sector Conditions for 2024/25 and 2025/26

- 5.1. The 2025/26 draft HRA budget proposal has been set based on a series of assumptions about the economic outlook for the next 18 months. Inflation sat at 2.3% in October 2024, a rise compared to 1.7% the month before. Although inflation may be stabilising, levels over the previous two years have had a huge impact on our costs. The new Labour Government is consulting on a proposal to increase social and affordable rent by CPI+1% for the next five years measured at September each year which means we continue to be in a position due to inflation levels since 2022/23 where costs will continue to outweigh funding increases.
- 5.2. Inflation in the construction and maintenance sector and high interest rates impact financial viability and timing of delivery of new build schemes and acquisitions of properties. Many housing providers in the sector have reduced or delayed their new build programmes due to these financial pressures. This presents challenges when considering how we increase our housing stock levels and new rental income which can be used to offset some of the pressures in the HRA overhead costs.
- 5.3. The Bank of England base rate increase is also one of the most significant pressures our budget has seen. When this paper was presented to Cabinet last year the base rate was 5.25%, the highest since 2008. It was assumed based on treasury advice that this would decrease to 4.25% in 2024/25. The base rate has fallen slightly to 4.75% in 2024/25 but is expected to reduce much more slowly than our previous estimates in 2025/26.
- 5.4. The Autumn Budget Statement from the new Government also announced changes to the Right to Buy legislation which reduces the discount available for any applicants after the 21 November 2024. Changes mean the Council will also be able to retain 100% of the capital receipts from Right to Buy sales indefinitely, making the existing policy permanent. There was a significant increase in applications from tenants to purchase their homes with 65 applications being received in the week before its introduction. This represents the equivalent of nearly two years of Right to Buy applications from previous years. Although the Government policy changes are welcomed by the Council, the long term impact on stock levels and capital financing remain unknown and will need to be monitored.
- 5.5. Another key announcement in the Autumn Statement was an increase in Employers National Insurance contributions from 13.8% to 15.8% of pay and a reduction in the threshold for which this is paid from £9,100 a year to £5,000. The Provisional Local Government Finance Settlement for 2025/26 indicates that funding will be provided to cover this extra cost for all directly employed staff. Following the transition of housing staff back to the Council on 1 July 2024, there is uncertainty over whether staff costs for the HRA will be covered by this or not.
- 5.6. Tax rises and caps on benefits increase pressure on rent arrears and homelessness provision however in the Autumn Statement of 2023

confirmation was given that following the freeze on the Local Housing Allowance (LHA) since April 2020 the rate was be restored to the 30th percentile (meaning the LHA rate will fully cover the rent of up to three in every 10 homes in Cheltenham) from April 2024. The unfreezing of this allowance allowed the rent rise to be fully reflected in new affordable rents in 2024/25 and this will continue into 2025/26.

- 5.7. Work undertaken by officers in preparation for the introduction of the Regulator's Social Housing Consumer Standards from April 2024 has also identified a number of area where additional investment is needed to ensure the Council are compliant. These have been reported separately to the Council's Housing Committee and progress will be monitored into 2025/26 and beyond.
- 5.8. The current operating environment has improved slightly from last financial year although the pressure on rental income growth and on the HRA cost base still provide significant challenges in the medium term. The Council's decision to bring the housing service back into the Council provides opportunities for efficiencies to be realised and to reset the current position in the HRA 30 year business plan. Section 7 of this report outlines the strategy for 2025/26 which will set us on the journey to achieve this.

## **6. Housing Revenue Account Revised Forecast for 2024/25**

- 6.1. The budget for 2024/25 reflected the increasing cost pressures on the HRA with a budgeted net operating surplus of £355,800. The revised forecast shows a negative variance of £285,300 from budget, reducing the operating surplus for the year to £70,500. Significant variations have been identified in previous budget monitoring reports and are shown below.
- 6.2. A number of areas of expenditure in the HRA operational budget vary significantly from the original budget. The general & special management, housing management and repairs and maintenance budgets have all been reprofiled following the transition of housing services back to the Council. This is to reflect the changes to charging between the general fund, the HRA and Cheltenham Borough Homes rather than any significant variances in overall costs. Likewise, depreciation calculations have been reviewed and updated for estimated component rates from the current round of procurement and changes to the timing of new acquisitions and neighbourhood works.
- 6.3. The overspend in the HRA budget is driven by two key areas; the interest payable on debt and the income generated from dwellings. Rental income from dwellings is £111k below the budgeted levels as there have been delays in turning void properties around for re-let. This is also reflected in the projected underspend in this area of the capital budget. Officers are currently reviewing capacity in this area to ensure the number of void properties can

be reduced and re-let as quickly as possible.

- 6.4. Interest payable on HRA debt is expected to be £180k above the budget set in February 2024 which assumed an average interest rate of 4.5%. With short term borrowing rates averaging 5.40% for the first six months of 2024/25, a decision was made to replace £15m of HRA temporary debt with a 5 ½ year PWLB Maturity loan at the rate of 3.97%. The PWLB HRA rate which is 0.4% below the certainty rate which the General Fund receives is available up to June 2025. This discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans. Further opportunities to replace temporary debt with long term debt will be carried out as and when they arise.
- 6.5. In order to offset some of this overspend, a decision has been taken to reduce the revenue contribution to capital in 2024/25. However, this is not a long term solution as any reduction in this provision will increase the proportion of borrowing required, again impacting on future interest payable. A strategy has been outlined in the section below to start to address the impact of borrowing on the overall HRA balance.

## **7. Housing Revenue Account Budget 2025/26**

- 7.1. The budget proposals for the HRA Operating Account in 2025/26 are set out in Appendix 2. The budget is set in comparison with the original budget and revised forecast for 2024/25.
- 7.2. This shows a smaller net operating surplus than the revised 2024/25 budget position but still includes a contribution to the HRA balance at year end. One of the key drivers in taking the decision in October 2023 to bring housing services back to the Council was the sustainability of the HRA balance which fell below the target of £1.5m for the first time in 2023/24. Since the transition in July 2024, work has begun to understand how this can be recovered over the medium term and how the HRA 30 year business plan can become more sustainable.
- 7.3. The 2025/26 budget proposal outlined in this report is the first step to recovery. As outlined in the section above, all rents are proposed to increase by 2.7% in line with the Government's Social Rent Policy following the announcement of the CPI for September at 1.7%. Social and Affordable rents are proposed to be capped at the Local Housing Allowance (LHA) as in previous years. On 24 October 2024 the Government launched a consultation on social housing rent policy which proposes to permit social rent to increase by CPI+1% for the five years up to 31 March 2031 which would apply to social and affordable rent. This is the increase that has been applied in the future years of the budget but will be reviewed following the

conclusion of the consultation.

#### 7.4. Expenditure budgets reflect:

- An estimated increase in the HRA recharges from the general fund of 5% and inflation on the majority of non-staff costs of 2.7%
- Other shared service cost increases at 5% per annum.
- Assumption that Homes England funding continues at existing levels and shared ownership costs do not change substantially

7.5. Interest payable on temporary borrowing has been modelled at an average rate of 4.35% for 2025/26 and 3.75% for the subsequent two years. The future years factor in any assumed borrowing in 2025/26 and 2026/27 to fund the HRA capital programme. This is the area of HRA expenditure where the largest pressure is associated. Details of the strategies being employed by the Council to reduce exposure to higher interest rates on temporary debt is set out in the general fund draft budget proposals for 2025/26 and the mid term Treasury Management report which was presented to Full Council on 16 December 2024.

7.6. Within the medium term of the HRA budget, further work needs to be undertaken through the consultation period of the proposal as well as into 2025/26 to understand how overall HRA borrowing levels can be minimised. This will be influenced by the changes in Right to Buy legislation which will mean more of the capital receipts will be retained and could be used to fully fund the acquisitions programme which currently relies on additional borrowing to maintain stock levels.

7.7. Likewise the stock condition survey will also mean the planned maintenance programmes for our existing stock will be amended as new data comes in which may change the levels of investment required and subsequently the overall levels of borrowing.

7.8. Until the impact of these changes is fully understood, a reduction in the other base costs in the HRA is required to support the medium term sustainability of the HRA reserves. A total saving of £1.35m has been included in the medium term projections for the HRA operating account. This will be made up as follows:



	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transition of housing services back to the Council	650,000	350,000	-	1,000,000
Reduction in Interest Payable	-	-	350,000	350,000
<b>Total</b>	<b>650,000</b>	<b>350,000</b>	<b>350,000</b>	<b>1,350,000</b>

7.9. The transition of housing services back in house is based on the calculations included in the original decision to wind up Cheltenham Borough Homes and will be implemented alongside the savings within the general fund. The reduction in interest payable will be delivered through debt management strategies outlined above. Progress against the achievement of these savings will be reported regularly through the budget monitoring reports.

## 8. HRA Capital Programme

8.1. The revised capital programme for 2024/25 shows that expenditure will be £2.504m below the original budget of £16.349m for existing properties. The revised capital programme for new build and acquisitions is also expected to be underspent by £1.762m against the original budget of £10.585m.

8.2. The main variances in the programme relate to the following areas:

- Internal improvements – expected to be underspent by £2m as a result of delays in the contractor procurement for the works. This has been completed in the second half of the financial year in preparation for 2025/26 but will not be mobilised in time to complete all scheduled works in the current year.
- Energy efficiency – the underspend of £900k relates to Wave 2.1 of the Government's Social Housing Decarbonisation Fund (SHDF) which was launched in September 2022 to support the installation of energy performance measures in social homes in England. Cheltenham were awarded £2.1m in 2023/24 but delays have been experienced in the contracted delivery of the work which is expected to be completed in 2025/26. An application for Wave 3 of the same funding has been made in November 2024 and the Council are awaiting the award decision to

extend the retrofitting even more of our housing stock.

- Fire protection – the budget for these works has been increased from £161k to £773k in response to the work undertaken on the consumer standards which were introduced by the Government in April 2024. An increased base capital budget has also been reflected in the four subsequent years to ensure there is sufficient resources available to take all action needed on remedial works.

8.3. As part of the consumer standards analysis undertaken by officers since the housing service transferred back to the Council in July 2024, the need to update our housing stock condition survey has been identified. Work commenced in Autumn 2024 and data on each of our properties will be updated over the next few years. This will drive changes in the overall planned maintenance programme as the condition of the different property components are re-assessed. This will mean capital investment is being focused where it is most needed to ensure all our properties meet the Government's Decent Homes Standard.

8.4. The capital programme for 2025/26 provides an additional £34.419m of investment in both existing homes and the acquisition and development of new homes. With the new build pipeline expected to deliver the 320 Swindon Road and Swindon Farm developments, this will boost our housing stock levels and start to build resilience in the HRA 30 year business plan. Additionally, work in our existing stock will focus on addressing any issues identified in the stock condition survey as well as balancing the benefits of retrofitting to reduce the overall carbon footprint of the stock whilst reducing energy costs for our tenants. Details by programme area for the four years to 2028/29 are given in Appendix 4.

8.5. During the 2025/26 financial year, other projects and schemes may come to light which require investment by the Council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

8.6. The proposed funding of these programmes is set out at Appendix 3 and includes a combination of borrowing, SHDF grant, Homes England grant, shared ownership sales, capital receipts and leaseholder contributions. In 2025/26 the programme is expected to increase levels of borrowing by £18.726m which places a significant pressure on the HRA operational budget as interest rates remain high. This is reflected in the HRA 30 year business plan which continues to show interest cover as a significant risk factor in the long term affordability of the operation of the HRA. This demonstrates the importance of the delivery of the planned savings in the

2025/26 budget strategy following the transition of the housing service back to the Council in July 2024.

## 9. Consultation process

- 9.1. The formal budget consultation on the detailed interim budget proposals for 2025/26 will be over the period 18 December 2024 to 31 January 2025. The Cabinet will seek to ensure that the opportunity to have input into the budget consultation process is publicised to the widest possible audience. During the consultation period, interested parties including businesses, tenants, residents, staff and trade unions will be encouraged to comment on the initial budget proposals. They will be asked to identify, as far as possible, how alternative proposals complement the Council's Recovery Strategy and Corporate Plan and how they can be financed. The Budget Scrutiny Working Group and Overview and Scrutiny Committee will be invited to review the interim budget proposals in the meetings scheduled for January 2025 and any comments will be fed back to the Cabinet.
- 9.2. Whilst the Cabinet will be as flexible as possible, it is unlikely that any comments received after the consultation period can be properly assessed to allow consideration of their full implications and to enable them to be built into the budget.
- 9.3. All comments relating to the initial budget proposals should be returned to the Director of Finance and Assets (Deputy Section 151 Officer) by the end of the consultation period for consideration by the Cabinet in preparing their final budget proposals. Comments can be e-mailed to [moneymatters@cheltenham.gov.uk](mailto:moneymatters@cheltenham.gov.uk).
- 9.4. It is important that any political group wishing to make alternative budget proposals should discuss them, in confidence, with the Director of Finance and Assets (preferably channelled through one Group representative) to ensure that the purpose, output and source of funding of any proposed change is captured.
- 9.5. Given the financial pressures and the potentially very difficult decisions which will have to be made, it is important that there is time for members to carefully consider and evaluate any alternative budget proposals. Political groups wishing to put forward alternative proposals are not obliged to circulate them in advance of the budget-setting meeting, but in the interests of sound and lawful decision-making, it would be more effective to do so, particularly given that they may have implications for staff.

## 10. Key risks

- 10.1. See Risk Assessment in Appendix 1.
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### Report author:

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### Appendices:

- i. Risk Assessment
- ii. HRA Operating Account
- iii. Major Repairs Reserve and HRA Capital Programme (summary)
- iv. HRA 4-year Capital Programme (detail)
- v. Equality Impact Assessment Screening

### Background information:

1. 2024/25 Final Budget Proposal report to Council - 23 February 2024;
2. The Quarter two 2024/25 budget monitoring report to Cabinet – 26 November 2024;
3. The provisional local government finance settlement for 2025/26 – due 19 December 2024.

## Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
1.01	Volatility in the external policy environment including Government Policy may impact the economic operating environment and future funding of the HRA	Paul Jones	5	3	15	Reduce the risk	Policy changes are monitored closely and the impacts understood and mitigated where there is a significant impact on the HRA (such as future rent policy). A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBC finance team	Mar 2025
1.02	If material and labour price increases and resource constraints continue in the medium term this may cause further financial restraints and the need for additional savings in the HRA	Paul Jones	4	3	12	Reduce the risk	The current higher than inflation pay rises in the private sector and constraints in the construction sector will continue to be monitored carefully. Long term supply agreements are in place or will be put in place for new programmes through competitive procurement to reduce	CBC finance team	Mar 2025

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							<p>the risk of labour and material shortages. Sufficient internal resource will be maintained to reduce the impact of subcontractor price volatility. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term. The pace and scale of future investment will be managed carefully to protect existing services and support for tenants.</p>		
1.03	<p>If there are insufficient resources to deliver planned maintenance to existing homes or meet additional compliance requirements, then homes may become non decent or there may be an increase in void loss</p>	Paul Jones	4	3	12	Reduce the risk	<p>Robust stock condition data and compliance data is required to inform future capital spend and compliance requirements. Procurement best practice is followed with continuing contract management.</p>	CBH through management agreement	Mar 2025

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term		
1.04	If the Net Zero Carbon programme is not carefully planned and delivered and not sufficiently funded by Government, there may be insufficient resources to deliver existing maintenance programmes and services	Paul Jones	4	3	12	Reduce the risk	Resources have been set aside to conduct retrofit activities over the next 4 years in the capital programme. This includes procurement of a new term external works contract and the expectation of additional funding bids to central government for the retrofit programme. The target for new build land owned by the HRA is to deliver low carbon homes. Progress in the sector and funding proposals by Government will be carefully monitored. A 30-year financial plan is maintained, updated	CBC/CBH through partnership working	Mar 2025

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							and stress tested regularly to ensure the HRA is financially viable over the long term		
1.05	If the transfer of the Housing Service from CBH to CBC is not successfully managed or savings opportunities are not successfully delivered there could be an impact on resourcing/capacity to deliver essential services and compliance requirements as well as an adverse impact on the financial resilience of the HRA	Paul Jones	4	3	12	Reduce the risk	Consultation and close working will continue with CBH service teams, a programme manager has been appointed to manage the transition, there is ongoing financial monitoring of budgets and the HRA business plan	Paul Jones	Mar 2025
1.06	If changes in benefits, including changes to UC rates, or the cost-of-living crisis have a greater impact on tenants than anticipated and planned for, it may increase the level of arrears for the HRA and impact on vulnerable families	Paul Jones	3	2	6	Reduce the risk	The HRA budget includes specific resources to control rent arrears and support tenants through transition to Universal Credit and support tenants during the cost-of-living crisis. This has been successful in	CBH through management agreement	Mar 2025



Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							mitigating the impact so far.		
1.07	If void rent loss is higher than estimated, it will impact on assumed rent income in the HRA	Paul Jones	3	2	6	Reduce the risk	Demand for social housing remains high and is increasing, private rents are increasing unaffordable for many, there remains a significant waiting list and short re-let times. Quality of homes needs to be maintained and changes in void levels monitored.	CBH through management agreement	Mar 2025
1.08	If the demand for reactive repairs increases, there may be insufficient budget to meet demand	Paul Jones	3	2	6	Reduce the risk	The planned maintenance programme for existing homes is delivered each year. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term. Major peril to the stock is fire which is covered by appropriate	CBH through management agreement	Mar 2025

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							insurance.		
1.09	If there are insufficient new supply opportunities (land/acquisitions) or delivery on sites such as new affordable homes from the GVD the ambitious targets for net new supply will not be achieved and the HRA will not be strengthened by generating additional future income	Paul Jones	3	2	6	Reduce the risk	The transition of CBH to CBC will strengthen the combined development team. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBC/CBH via Strategic Housing Delivery Group, Council Member Housing Working Group	Mar 2025
1.10	If the capital receipts held from RTB sales under the retention agreement with DLUHC are not used within 5 years of receipt, they are repayable with interest to the Government.	Paul Jones	3	1	3	Reduce the risk	The acquisition programme is continuing at a level which is adequate to use receipts before they would be repayable. This position is regularly monitored.	CBC/CBH through partnership working	Mar 2025

	2024/25		2025/26	2026/27	2027/28
	Original £	Forecast £	Estimate £	Projections £	
<b>EXPENDITURE</b>					
General & Special Management	3,583,100	5,088,400	5,816,800	6,082,800	6,342,700
Housing Management	6,318,000	5,252,200	5,555,400	5,845,100	6,149,300
Rents, Rates, Taxes and Other Charges	138,300	158,900	158,900	158,900	158,900
Repairs & Maintenance	5,870,200	5,420,400	5,697,300	5,885,000	6,084,000
Provision for Bad Debts	240,000	240,000	250,000	263,000	279,000
Interest Payable	3,177,000	3,357,300	3,765,200	4,363,300	5,348,600
Depreciation of Dwellings	5,714,100	5,719,400	5,819,700	6,074,000	6,365,200
Depreciation of Other Assets	349,400	273,600	315,200	321,200	327,200
Debt Management Expenses	110,500	110,500	116,000	121,800	127,900
Efficiency Savings	-	-	-650,000	-1,000,000	-1,350,000
<b>TOTAL</b>	<b>25,500,600</b>	<b>25,620,700</b>	<b>26,844,500</b>	<b>28,115,100</b>	<b>29,832,800</b>
<b>INCOME</b>					
Dwelling Rents	23,959,300	23,848,300	24,996,500	26,285,600	27,896,300
Non Dwelling Rents	261,800	257,800	263,400	270,300	277,500
Charges for Services and Facilities	1,251,100	1,235,100	1,293,300	1,328,200	1,364,200
Feed in Tariff from PV Installations	309,200	289,000	296,800	305,700	314,900
<b>TOTAL</b>	<b>25,781,400</b>	<b>25,630,200</b>	<b>26,850,000</b>	<b>28,189,800</b>	<b>29,852,900</b>
<b>NET INCOME FROM SERVICES</b>	<b>280,800</b>	<b>9,500</b>	<b>5,500</b>	<b>74,700</b>	<b>20,100</b>
Interest Receivable	75,000	61,000	60,000	60,000	60,000
<b>NET OPERATING SURPLUS</b>	<b>355,800</b>	<b>70,500</b>	<b>65,500</b>	<b>134,700</b>	<b>80,100</b>
<b>Appropriations</b>					
Revenue Contributions to Capital	-183,700	-	-	-	-
<b>Net Increase/(Decrease) in reserves</b>	<b>172,100</b>	<b>70,500</b>	<b>65,500</b>	<b>134,700</b>	<b>80,100</b>
<b>Revenue Reserve brought forward</b>	<b>1,327,900</b>	<b>936,000</b>	<b>1,006,500</b>	<b>1,072,000</b>	<b>1,206,700</b>
<b>Revenue Reserve carried forward</b>	<b>1,500,000</b>	<b>1,006,500</b>	<b>1,072,000</b>	<b>1,206,700</b>	<b>1,286,800</b>

<b>Average Social Rent:-</b>				
<b>Increase 1st April</b>			<b>2.70%</b>	<b>3.00%</b>
<b>48 wk</b>		<b>107.65</b>	<b>110.55</b>	<b>113.87</b>
<b>52 wk</b>		<b>99.37</b>	<b>102.05</b>	<b>105.11</b>
<b>Average stock</b>		<b>4,340</b>	<b>4,341</b>	<b>4,370</b>

<b>Average Affordable Rent:-</b>				
<b>Increase 1st April</b>			<b>2.70%</b>	<b>3.00%</b>
<b>48 wk</b>		<b>174.59</b>	<b>179.31</b>	<b>184.69</b>
<b>52 wk</b>		<b>161.16</b>	<b>165.51</b>	<b>170.48</b>
<b>Average stock</b>		<b>205</b>	<b>230</b>	<b>255</b>

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**MAJOR REPAIRS RESERVE**

	2024/24		2025/26	2026/27	2027/28
	Original £	Forecast £	Estimate £	Projections £	
Balance brought forward	-	-	-	-	-
Depreciation of Dwellings	5,714,100	5,719,400	5,819,700	6,074,000	6,365,200
Depreciation of Other Assets	349,400	273,600	315,200	321,200	327,200
	<u>6,063,500</u>	<u>5,993,000</u>	<u>6,134,900</u>	<u>6,395,200</u>	<u>6,692,400</u>
Utilised to fund Capital Programme	-6,063,500	-5,993,000	-6,134,900	-6,395,200	-6,692,400
Balance carried forward	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**HRA CAPITAL PROGRAMME**

	2024/25		2025/26	2026/27	2027/28
	Original £	Forecast £	Estimate £	Projections £	
<b><u>EXPENDITURE</u></b>					
<b>EXISTING STOCK</b>					
Property Improvements & Major Repairs	16,349,000	13,845,200	16,190,000	18,472,000	16,540,000
Adaptations for the Disabled	600,000	600,000	600,000	600,000	600,000
Other inc repurchase of S/O Dwellings	60,000	60,000	60,000	60,000	60,000
	<u>17,009,000</u>	<u>14,505,200</u>	<u>16,850,000</u>	<u>19,132,000</u>	<u>17,200,000</u>
<b>NEW BUILD &amp; ACQUISITIONS</b>	10,585,000	8,822,900	18,229,000	22,800,000	27,508,000
<b>TOTAL</b>	<u>27,594,000</u>	<u>23,328,100</u>	<u>35,079,000</u>	<u>41,932,000</u>	<u>44,708,000</u>
<b><u>FINANCING</u></b>					
Capital Receipts inc Commuted Sums	1,934,000	4,165,000	6,140,000	3,940,000	3,940,000
HRA Revenue Contribution	183,700	-	-	-	-
Leaseholder Recharges	300,000	100,000	100,000	100,000	100,000
Major Repairs Reserve	6,063,500	5,993,000	6,134,900	6,395,200	6,692,400
Grants & Shared Ownership Sales	2,068,800	1,314,500	3,977,800	8,341,800	4,588,100
Borrowing	17,044,000	11,755,600	18,726,300	23,155,000	29,387,500
<b>TOTAL</b>	<u>27,594,000</u>	<u>23,328,100</u>	<u>35,079,000</u>	<u>41,932,000</u>	<u>44,708,000</u>

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PROPERTY IMPROVEMENT & MAJOR WORKS							
Programmes of Work	Description of Works	2024/25 Budget	2024/25 Forecast	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
EXTERNAL IMPROVEMENTS	External improvements to the external fabric of existing homes including roofs, chimneys, rainwater goods, facias, repointing of walls	1,603,000	1,603,000	1,405,000	1,594,000	1,506,000	1,561,000
INTERNAL IMPROVEMENTS	Internal improvements to existing homes including replacing kitchens, bathrooms, showers, rewires, consumer units	4,409,000	2,409,000	6,218,000	6,471,000	6,665,000	6,879,000
PATHS, FENCES & WALLS	Renewal of fences, ramps, paths and boundary walls	332,000	332,000	185,000	191,000	196,000	202,000
NEIGHBOURHOOD WORKS	Improvements to external communal areas including sheds, outbuildings, that generate higher amenity value	600,000	927,000	78,000	81,000	83,000	86,000
ENERGY EFFICIENCY & OTHER SUSTAINABILITY MEASURES	Improving the energy efficiency of the existing housing stock to meet the targets for 2030 - measures include the installation of top up loft insulation, cavity wall insulation, external wall insulation, and new heating systems such as ground source and air source heat pumps	3,330,000	2,429,800	2,668,000	4,645,000	2,663,000	3,678,000
RENEWAL OF HEATING SYSTEMS	Replacement energy efficient boilers and full central heating systems, plus high efficiency programmable electrical heating as required in existing homes	329,000	382,000	343,000	322,000	261,000	298,000
MAJOR REFURBISHMENTS TO VOID PROPERTIES	Renovating existing homes that become vacant prior to reletting and which require significant works, such as new kitchen, bathroom, plastering	1,470,000	1,380,000	1,420,000	1,236,000	1,273,000	1,311,000
WINDOWS & DOORS	Replacement PVCu windows and composite or timber entrance and communal doors; fire doors installed where required	250,000	250,000	44,000	147,000	33,000	850,000
ASBESTOS	Removal of asbestos from existing homes as required to facilitate internal and external improvement works under other programmes	400,000	400,000	500,000	515,000	530,000	546,000
SHELTERED ACCOMMODATION	Improvements to communal areas in existing sheltered schemes including renewing furniture, fixtures and fittings and other equipment	160,000	160,000	25,000	26,000	27,000	27,000
DOOR ENTRY SCHEMES	Renewal of door entry systems on sheltered and general needs blocks	134,000	134,000	142,000	395,000	390,000	133,000
STRUCTURAL WORKS & SURVEYS	Structural works to reinstate the structural integrity of buildings typically those subjected to cracking through ground movement or existing structural defects and provision for stock condition surveys	775,000	775,000	503,000	196,000	202,000	208,000
COMMUNAL WORKS	Renewal of services serving communal areas such as wiring, lighting, fire detection, flooring, CCTV	243,000	243,000	283,000	214,000	441,000	242,000
FIRE PROTECTION	Improvements to communal areas and existing homes identified through fire risk assessments to ensure the Council adheres to regulatory requirements	161,000	773,000	500,000	515,000	530,000	546,000
LIFTS	Replacement of passenger lifts and installation of new chair lifts as required	231,000	161,000	214,000	537,000	284,000	15,000
NON TRADITIONAL HOMES (CORNISH UNIT PROPERTIES)	Renovation of thirty Cornish, non traditional build, type properties and further energy efficiency measures	180,000	180,000	-	-	-	-
GARAGE IMPROVEMENTS	Upkeep of the existing garage blocks	30,000	30,000	30,000	31,000	32,000	33,000
WARDEN CALL UPGRADE	Renewal of the existing analogue warden system with a new digital compatible system	510,000	268,000	340,000	-	-	-
FEE FOR MANAGING PROGRAMME	Management fee for Investment Team to manage the above programmes of work	1,202,000	1,008,400	1,292,000	1,356,000	1,424,000	1,467,000
<b>TOTAL BUDGET FOR EXISTING PROPERTIES</b>		<b>16,349,000</b>	<b>13,845,200</b>	<b>16,190,000</b>	<b>18,472,000</b>	<b>16,540,000</b>	<b>18,902,000</b>

NEW BUILD & ACQUISITIONS							
		2024/25 Budget	2024/25 Forecast	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
<b>NEW BUILD (APPROVED)</b>							
320 SWINDON ROAD	Land led scheme for 24 net zero homes on Council land	1,650,000	648,300	3,740,000	1,885,000	-	-
MONKSCROFT SCHOOL	Land led scheme for 70 net zero homes on Council land	730,000	660,000	880,000	8,580,000	8,655,000	-
S106 PURCHASES	Developer led schemes for the acquisition of completed homes under a mix of tenures under section 106 agreements	3,350,000	2,837,900	8,359,000	7,085,000	423,000	-
MARKET PURCHASE	Acquisition of individual properties from the local market to support the wider strategies within the HRA business plan	4,125,000	4,125,000	5,000,000	5,000,000	5,000,000	5,000,000
MARKET PURCHASE (LAHF)	Acquisition of 2 further homes from the private market to support refugee families from Ukraine and Afghanistan	-	501,700	-	-	-	-
OTHER SCHEMES	Provision for new land led schemes and s106 schemes not currently in contract - includes provision for affordable homes from the Golden Valley Development	730,000	50,000	250,000	250,000	13,430,000	22,333,000
<b>TOTAL BUDGET FOR NEW BUILD &amp; ACQUISITIONS</b>		<b>10,585,000</b>	<b>8,822,900</b>	<b>18,229,000</b>	<b>22,800,000</b>	<b>27,508,000</b>	<b>27,333,000</b>

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**Appendix 5: Equality Impact Assessment Screening**

**1. Identify the policy, project, function or service change**

**a. Person responsible for this Equality Impact Assessment**

Officer responsible: Gemma Bell	Service Area: Finance & Assets
Title: Director of Finance & Assets (Deputy s151 Officer)	Date of assessment: December 2024

**b. Is this a policy, function, strategy, service change or project?**

**Other**

If other, please specify:

This is a budget proposal for 2025/26 which will be subject to a four week consultation period.

**c. Name of the policy, function, strategy, service change or project**

The Draft Housing Revenue Account (HRA) Revenue & Capital Budgets for 2025/26

Is this new or existing?

New

**Please specify reason for change or development of policy, function, strategy, service change or project**

The Local Government Finance Regulations require a draft budget to be presented for consultation for both the General Fund and Housing Revenue Account in advance of a final budget being presented to Full Council.

**d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?**

Aims and Objectives:

To propose a draft budget for the HRA revenue and capital budgets for 2025/26 and report on the forecast budget position for 2024/25.

<p>Outcomes:</p>	<p>To approve the budget proposals and allow the consultation period to begin on 18 December 2025.</p>
<p>Benefits:</p>	<p>To provide a balanced budget for the general fund and housing revenue account which will allow services to be continued to be delivered whilst building back reserves following a period of significant financial pressure.</p>

<p><b>e. What are the expected impacts?</b></p>	
<p>Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.</p>	<p><b>Yes</b></p>
<p>Do you expect the impacts to be positive or negative?</p>	<p><b>Positive</b></p>
<p>Please provide an explanation for your answer:</p>	
<p>Some of the savings and efficiencies required to deliver the budget proposal may impact on the lives of employees, tenants and customers. If this is the case, any decisions will be subject to appropriate risk assessments and consultation where required.</p> <p>Any impact of savings and efficiencies is expected to be offset by the investment in growth and the overall outcome of allowing the Council to continue to deliver housing services in Cheltenham.</p>	

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

<b>f. Identify next steps as appropriate</b>	
Stage Two required	<b>Yes</b>
Owner of Stage Two assessment	<b>Gemma Bell</b>
Completion date for Stage Two assessment	<b>31/01/2025</b>

Please move on to Stage 2 if required ([intranet link](#)).

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## **Cheltenham Borough Council**

### **Cabinet – 17 December 2024**

### **General Fund Revenue and Capital – Interim Budget**

### **Proposals 2025/26 for Consultation**

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**Accountable member:**

Cllr Alisha Lewis, Cabinet Member for Finance & Assets

**Accountable officer:**

Gemma Bell, Director of Finance & Assets (Deputy s151 Officer)

**Accountable scrutiny committee:**

Budget Scrutiny Working Group

**Ward(s) affected:**

All

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**Key/Significant Decision:**

No

**Executive summary:**

This report sets out the Cabinet's interim budget proposals for 2025/26 for consultation.

The Council has faced unprecedented financial challenges over the last few years. The Council, like many residents and businesses across our town, diverted significant resources, and lost significant income, in responding to the COVID-19 pandemic. It now faces a new crisis, one of rising costs of service delivery and the tough challenge of trying to support the growing number of people in our town hit by the cost-of-living crisis. This is in addition to almost a decade of year-on-year cuts to the Council's Government funding.

Despite no real increase in government funding, the Council is being asked to do more, for less – both by central government itself and because of them, through our profound moral duty to step up and fill gaps in government provision. From schemes to support some of the most vulnerable people in our town, to our ambitious work mapping out a net zero future for Cheltenham, the Council goes above and beyond its minimum legal duties, day in day out, without regret, but at a significant financial cost.

**This budget, and the 2026/27 budget referenced in this report, set out a roadmap for recovery and revitalisation – not just for the Council’s finances, but for the services it delivers and the residents it supports.**

Since 2022/23, the Council has been required to find £5.548m of savings, which represents almost a third of the Council’s average annual budget.

To do this, it has needed to use the contingency provided by general balances to support the budget. This was a conscious decision, to free up the resources needed to deliver change across the organisation at unprecedented scale and speed, whilst reducing the impact on residents.

The assessment of the robustness of the balances made by the Section 151 officer at each budget cycle has meant budgets have made provision for this and savings have been able to be implemented in a robust and informed way. Although inflation has fallen and interest rates seem to be following, recovery is a slow and gradual process. As a result, general balances on 31 March 2025 are forecast to be at their lowest levels.

However, the Council’s decision to dip into general balances to facilitate change has freed up the time and resources needed to take key decisions around the delivery of our housing services, the sale of the Municipal Offices, the sale of the Council’s shareholding in Gloucestershire Airport and the development agreement for the National Cyber Innovation Centre, part of the Council’s nationally significant Golden Valley Development.

**All these projects will provide revenue efficiencies and capital resources, securing future economic growth for the town and supporting the long-term financial sustainability of the Council.**

The budget proposal included in this report for 2025/26 is the first budget proposal for nearly five years where the forecast level of contribution to general balances far exceeds the new savings required. In 2024/25 the budget required £2.741m of savings to be made to provide a £629k contribution to general balances. By contrast, in 2025/26 there are £500k of new savings and additional income required to contribute £1.238m to general balances and £1.159m to earmarked reserves.

Discipline will continue to be required to ensure this budget is fully delivered, but 2025/26 marks the first budget year in which the Council can be said to truly be starting its long-term recovery from the events of the last five years.

The assumptions within the interim budget proposals are based on estimates of what is likely to be contained within the Local Government Provisional Finance Settlement 2025/26 which is yet to be published at the reporting date. Following publication of

this report, if there is any additional information or documentation required to support the consultation, this will be made publicly available.

**Recommendations: That Cabinet:**

1. **approves the interim budget proposals for consultation including a proposed council tax for the services provided by Cheltenham Borough Council. The proposed Council tax for 2025/26 represents an increase of 2.99% a year for a Band D property, subject to the publication and consultation on the Local Government Provisional Finance Settlement;**
  2. **notes the schedule of target savings and income generation at Appendix 3;**
  3. **approves the growth proposals at Appendix 4;**
  4. **approves the proposed capital programme at Appendix 6, as outlined in Section 13;**
  5. **following the publication of the Local Government Provisional Finance Settlement, delegates authority to the Deputy Chief Executive (Section 151 Officer), in consultation with the Cabinet Member for Finance and Assets, to determine and approve any additional material that may be needed to support the presentation of the interim budget proposals for public consultation;**
  6. **seeks consultation responses by 31 January 2025.**
- 

## 1. Implications

### 1.1. Financial, Property and Asset implications

As detailed in the report.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### 1.2. Legal implications

Under the Constitution Cabinet has responsibility for the preparation and consultation on the Council's budget. The final budget will be subject to consideration and approval by Full Council in February.

The Council must set a budget in accordance with provisions of the Local Government Finance Act 1992. The Council has a statutory responsibility to set and approve a balanced budget each year. Section 25 of the Local Government Act 2003 require that the Council, in setting its budget, must have regard to the

report of its Section 151 Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of its proposed financial reserves.

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk), Tel no: 01684 272012

### 1.3. Environmental and climate change implications

The interim budget proposals for 2024/25, in particular in relation to energy use, are in line with our Climate Emergency Action Plan. A reduction in energy consumption, due to the energy efficiency improvements for Leisure@ will lead to a reduction in overall greenhouse gas emissions. The investment in the capital programme can also contribute towards decarbonisation, through the implementation of strategies to increase the longevity of our fixed asset and Warm and Well funding will promote home energy efficiency.

**Signed off by:** Maizy McCann, Climate Emergency Officer, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

### 1.4. Corporate Plan Priorities

The actions outlined in this budget proposal to implement savings and grow our commercial income will help ensure that the council can continue to deliver its corporate objectives as set out in the 2023-27 Corporate Plan. It also means we will be well placed to deliver the priorities in this new Corporate Plan which was presented to Council for approval in February 2023.

**Signed off by:** Ann Wolstencroft, Head of Performance, Projects and Risk, [ann.wolstencroft@cheltenham.gov.uk](mailto:ann.wolstencroft@cheltenham.gov.uk)

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## 2. Equality, Diversity and Inclusion Implications

The proposals for the 2025/26 general fund revenue and capital budgets is focused on the delivery of the 2023-27 plan. Any savings or efficiencies to deliver the budget that require separate decisions will be subjected to their own equality impact assessments. An equality impact assessment for the decisions in this report is included in Appendix 9 and will be refreshed following the completion of the consultation period on 31 January 2025.

## 3. Performance management – monitoring and review

The scale of future budget savings will require significant work to deliver them within the agreed timescales and there is a danger that this could divert management time from the delivery of services to the delivery of savings. There



are regular progress meetings to monitor the delivery of savings and this will need to be matched with performance against the corporate strategy action plan to ensure that resources are used to best effect and prioritised. It is intended that this will be evidenced further in the publication of the Medium Term Financial Strategy in February 2025.

The delivery of the savings work streams included in the interim budget proposals, if approved by full Council will be monitored by the Budget Scrutiny Working Group and reported quarterly to the Cabinet.

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## 4. Background

- 4.1. In accordance with the Council's Budget and Policy Framework Rules, which are part of the Council's constitution, the Cabinet is required to prepare interim budget proposals for the financial year ahead and consult on its proposals for no less than four weeks prior to finalising recommendations for the Council to consider in February 2025. This report sets out the interim proposals for 2025/26.
- 4.2. The new Labour Government published their Local Government Finance Policy for 2025/26 on which was published on 28 November 2024. It contains mixed news for district councils. Taking into account all money allocated through the Finance Settlement and Extended Producer Responsibility payments, almost all district councils will receive a real-terms increase in funding in 2025-26. However, the overall increase in funding for districts will be lower than in the current year. There was also no additional new funding announced to help councils tackle the immediate financial pressure from temporary accommodation costs.
- 4.3. There remains a strong focus from Central Government on local tax generation to fund Local Authority services which is unchanged since the previous administration. This has driven our commercial strategy over the medium term, the objective of which is for this Council to become financially self-sufficient following significant cuts to revenue support from the Government since 2010.
- 4.4. At the time this report is published, the Local Government Provisional Finance Settlement has not yet been received from the Department for Housing, Communities and Local Government (MHCLG). The draft budget proposals include an estimation of the Provisional Finance Settlement for Cheltenham. Any significant changes to these estimates as a result of the Provisional Settlement or as an outcome of Government consultation will be clearly outlined in the final budget proposals.

## 5. Settlement Funding Assessment

- 5.1. The funding of the 2025/26 interim budget proposal is based on our estimate of what will be included for Cheltenham in the Local Government Provisional Finance Settlement for 2025/26, which is expected to be released by MHCLG on 19 December 2024. Like the settlement for 2024/25, this is only expected to provide certainty over funding for one year only. The Government have

announced that 2026/27 will mark the first year of multi-year funding following a 'fair funding' review, for which consultation will begin in the Spring.

5.2. The key estimates we have made as to what will be included in the Local Government Provisional Finance Settlement for Cheltenham in 2025/26 are:

- The referendum threshold for increasing the "Core" Band D Council Tax borough council precept to remain at 2.99%, subject to further lobbying through the period of consultation.
- No further continuation of our Services Grant and a £369,499 reduction in our Minimum Funding Guarantee from £1,151,195 in 2024/25 to £781,696 in 2025/26.
- A final payment of £88,000 of New Homes Bonus, a small reduction in what was received in 2024/25.

5.3. These key estimates are based on the best information available to the Council from the Autumn Statement 2024, CIPFA updates and the Pixel Financial Models at the publication date of this report. Once the Local Government Finance Settlement is received, we will factor confirmed estimates and assumptions into the final budget proposals for February 2025 Council meeting.

## **6. The economic context for setting the 2025/26 budget**

6.1. The 2025/26 draft budget proposal has been set based on a set off assumptions about the economic outlook for the next 18 months. Inflation sat at 2.3% in October 2024, a rise compared to 1.7% the month before. Although inflation may be stabilising, levels over the previous two years have had a huge impact on our costs. The Local Government Finance Settlement has indicated that our funding will rise by 3.2% on average, however we are still playing catch up with three years when cost inflation far outweighed funding increases.

6.2. The Bank of England base rate increase is also one of the most significant pressures our budget has seen. When this paper was presented to Cabinet last year the base rate was 5.25%, the highest since 2008. It was assumed based on treasury advice that this would decrease to 4.25% in 2024/25. The base rate has fallen slightly to 4.75% in 2024/25 but is expected to reduce much more slowly than our previous estimates in 2025/26.

6.3. These economic factors place unprecedented pressures on our budget at a time when we are already facing uncertainty around our funding and the longer term resilience of our balances and reserves. Not only do we need to ensure there is sufficient capacity to meet these direct costs for the Council, but we also need to meet the increased costs of our partnership contracts to maintain the sustainable delivery of key services.

6.4. The starting point for setting the 2025/26 budget is the projected budget gap

from the September 2024 monitoring report and taking account the additional pressures expected through 2024/25 and 2025/26 including increases in Ubico contract costs, the pay award in 2025/26 and the application of any savings achieved in year.

- 6.5. As with the last two years, closing the budget gap is a huge challenge for the Council, but the challenge is being met by a proactive approach to reviewing the prioritisation of our resources and identifying budget efficiencies, carried out by the Cabinet and the Leadership Team.
- 6.6. The proposals within these budget papers aim to utilise our assets, skills and infrastructure to shape and improve public services and continue inclusive and environmentally sustainable economic growth in the Borough whilst providing a mechanism to ensure the Council has the revenue resources to continue to deliver services in the present economic climate.
- 6.7. As outlined in the Executive Summary of this report, the Council have taken decisive action since 2020 to safeguard the financial sustainability of the Local Authority. This has involved delivering significant savings in the base budget over a short period of time to ensure core services can continue to be delivered and medium-term financial sustainability of the Council can be assured.
- 6.8. In the previous three budget proposals, there has been continued commitment to the Council's corporate priorities; to inclusive and sustainable growth in the town and securing our future, to the goal of supporting the Council and the town to be net carbon zero by 2030, to delivering more housing across the borough and to our No Child Left Behind initiative.
- 6.9. The budget proposal included in this report for 2025/26 is the first budget proposal for nearly five years where the forecast contribution to general balances far exceeds the new savings required. The strategy to balance sustainable growth and investment with the financial sustainability of the Council means discipline will continue to be required to ensure this budget is fully delivered, but 2025/26 marks the first year where the Council starts its long term recovery from the events of the last five years.
- 6.10. Appendix 3 outlines the savings, efficiencies and additional income which will be generated in order to balance the budget and ensure funding is available to support the core activities in the Corporate Plan.

### **Securing our future in Cheltenham**

- 6.11. The Council have taken significant steps forward in our ambition to be the cyber capital of the UK and secure the future of our town over the last two years. Following the completion of the procurement to find a development partner to realise its flagship ambition, HBD were appointed in 2021/22 to deliver the key infrastructure needed in West Cheltenham. Even more significantly for the Council's direct development of the site, in September 2023 Council approved the Development Funding Agreement which plays a fundamental role in securing the delivery of two critical buildings; the National Cyber Innovation Centre and Mobility Hub. This agreement creates a framework which allows

funding to be provided from a range of sources within an envelope of up to £95m.

- 6.12. Following this decision, the Council were notified in November 2023 that they were provisionally awarded £20m from the Government's Levelling Up fund to support the delivery of the National Cyber Innovation Centre. The continued commitment to this funding was confirmed by the new Government in September 2024 and the Council are expected to receive the first tranche of funding in March 2024.
- 6.13. As the project moves through the planning system, the Council need to make appropriate provision for any one off revenue costs of the operation of the Centre before full year income streams are established. Over the past ten years the Council have made voluntary overpayments on debt which total £1.625m at 31 March 2024. The 2025/26 budget proposal introduces an annual contribution of £200k to the Major Developments reserve to further support this and provide the financial resilience to operating the Innovation Centre in its first years.
- 6.14. With the current national Government focus on economic growth, the Innovation Centre and Mobility Hub have a vital role to play in the delivery of the Golden Valley vision. They will provide business rate contributions to the council which will support the Medium-Term Financial Strategy, protect tax payers' money in the long term, and play a vital role in building a stronger local economy with opportunities that will benefit the entire town.
- 6.15. This progress demonstrates a national commitment to the ambitions that the Council began work to make a reality following the purchase of the West Cheltenham land in 2019. This was further strengthened in July 2024 when the Minister Innovation Exchange was opened in the town centre. Together with our partner Hub8 by Plexal, the workspace is ideally situated between the Wilson Art Gallery and Museum and the high street to create a more connected experience for local people.
- 6.16. The council's ambition is for it to bring together high growth companies in the cyber tech, digital and creative sectors on the one part and academia and the wider community on the other to create the ideal platform for organic growth and collaboration in advance of the Cyber Innovation Centre delivery. With occupation levels currently sitting at 75% within the first three months, the centre is well on its way to delivering this vision.

### **Inclusive and Sustainable Economic Growth and Development**

- 6.17. Despite the financial uncertainty caused by the cost of living crisis and speed of delivery of the required savings to support general balances, over the last two years, the Council has continued to demonstrate its commitment to make Cheltenham a place where everyone can thrive. The Council's investments to drive sustainable growth and investment in the town:
  - An investment of £87k into the upgrade of the public space around Clarence Fountain to improve facilities, seating and planting.

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- A £3.3m investment in retail units on the High Street for development and regeneration. The seed funding of which was built into the 2023/24 base budget.
  - Funding to refurbish Montpellier Gardens toilets to include a Changing Places facility and greater parity between male and female toilets.
  - A contribution of £250k to the refurbishment of the Wilson Art Gallery and Museum which has now re-opened with new galleries and a café facilities.
  - The re-design of the Minster Gardens to connect the high street to the MX and Wilson Art Gallery.
- 6.18. The Council's Asset Management Strategy was approved in February 2022 and work continues to review the strategic alignment of our £500m property portfolio to the Council's Corporate Priorities. The marketing of the sale of the Municipal Offices, the Council's shareholding in Gloucestershire Airport and a wider review of smaller value surplus assets is underway to make sure there are capital resources available to reduce our reliance on borrowing for future investment.
- 6.19. The 2025/26 draft budget proposal includes three new growth bids which support the sustainable and inclusive growth and development of the town. The first is an additional contribution of £129k for a new approach to planning and place shaping for the town. A key element of the Council's plan for future financial sustainability is delivering growth in our Council tax base. This growth will increase the proportion of our funding delivered by local tax and reduce our reliance on Government funding which has decreased significantly since 2010.
- 6.20. The key objective of the growth bid of £129k for our planning service is to build a resilient, multi-disciplinary end to end planning team. The new Labour Government agenda places planning front and centre to delivering their target of 1.5 million homes within this Parliament. There are a number of pipeline development projects across Cheltenham which are either in or about to enter the planning process. Whilst our current planning team have the ability and motivation to support this, our capacity to respond to the challenge at pace is currently limited.
- 6.21. The growth bid provides an additional seven posts in the planning team, all but one being full time. A review of the teams capacity has identified gaps in specialist skills such as urban design and placemaking which are currently procured when needed through consultancy support. There is also further investment proposed in planning enforcement. A proportion of the investment is funded by an increase in planning fees we expect to be enacted nationally through the National Planning Policy Framework (NPPF). This creates a net additional requirement of £129k.
- 6.22. As growth is dependent on changes to the NPPF, should these changes not be implemented by the Government the investment will be re-considered. Likewise, the scaling of the service will also be monitored against the overall planning income target which has underperformed in 2024/25. Again, should there be an issue with delivering the investment then any required budget

changes will be reported in line with the Council's financial regulations.

- 6.23. The second growth item in the 2025/26 budget proposals is £150k to increase the budget available for the ongoing repairs and maintenance at Leisure@Cheltenham. The leisure centre is managed by The Cheltenham Trust but within the management agreement and lease for the site, the Council retains responsibility for the utilities and repairs of the building. Over the previous two years the Council have experienced a significant increase in the volume of repairs reported at the centre. Due to budget restrictions issues which impact on health and safety and the core management of the building have been prioritised, leaving some areas with less immediate priority outstanding. This budget proposal is to support the property team to start to address these, in addition to the works included on the planned maintenance programme in Appendix 7.
- 6.24. In 2021/22, a £75k growth item was approved to recruit five new apprentices to the Council. This was part of a strategy to address some of the resilience issues across the workforce but also to provide opportunities for young people as the economy re-opened after the restrictions of the pandemic. This strategy has been highly successful and since September 2021 we have recruited two more cohorts of apprentices and two graduates who are completing professional qualifications as well as benefitting from on the job training. The £23k growth in 2025/26 is to support an additional graduate place, in addition to six new apprentices covered by the existing base budget.

### **Savings, Efficiencies and Additional Income**

- 6.25. The severe financial impact of the pandemic and cost of living crisis meant there has been little time to mobilise the levels of savings required in previous years without needing the contingency provided by our balances and reserves. It is only now, almost five years since the start of the pandemic, that the pressure on savings is reducing and we can confidently forecast general balances strengthening. This positions the Council strongly moving into 2025/26 to stabilise the revenue budget and realise capital receipts from the sale of the Municipal Offices and Gloucestershire Airport for re-investment in the town.
- 6.26. The 2024/25 Medium Term Financial Strategy included an estimated budget gap for 2025/26 of £0.3m. This was predicated on the full £2.741m of savings for 2024/25 being delivered and no additional growth in the budget.
- 6.27. In 2024/25 we expect to achieve £2.011m of the £2.741m target. Where there has been slippage in delivery, these savings need to be carried forward and delivered in 2025/26. This creates an initial target of £730k which has been risk rated in Appendix 3. The additional growth of £302k will also need to be offset by savings or additional income to make the significant contribution needed to general balances by 31 March 2026.
- 6.28. The majority of the additional savings is made up of an increase in the savings required from the transition of the housing services and additional commercial income. The housing transition saving has been calculated to offset the growth

bid increases in staffing to bring the net saving back to the original calculation of £1m. The additional income is expected to be realised from the closure of North Place car park expected in January 2025 following the approval of planning permission for housing development on the site. There are 270 car parking spaces in North Place which the Council will look to capitalise on by advertising our own town centre car parking offer.

## 7. Retained Business Rates

- 7.1. In October 2012, Council approved the principle of Cheltenham joining the Gloucestershire Business Rates Pool, subject to a thorough assessment of risks and rewards and agreement of satisfactory governance arrangements. Continuation within the pool was delegated to the Section 151 Officer and Chief Executive and this is reviewed on an annual basis.
- 7.2. The Gloucestershire Business Rates Pool was set up in 2013/14 to maximise the business rate income retained within the County and to support economic growth within the area of the Local Enterprise Partnership.
- 7.3. Cheltenham will not be part of the pooling arrangements for business rates in the Gloucestershire Business Rates Pool for 2025/26. This is because it is beneficial for Gloucestershire as a whole for Cheltenham not to be in the pool. Further details are documented in the decision taken by the Deputy Chief Executive on 29 October 2024.

<https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=3229>

In light of this decision arrangements and assurances have been made that Cheltenham will not be financially impacted as a result of not being in the pool. This will be reviewed again when considering pooling arrangements for 2026/27.

## 8. Council Tax

- 8.1. Government legislation, through the Localism Act, requires councils proposing excessive rises in council tax to hold a local referendum allowing the public to veto the rise. Until the release of the 2023/24 Provisional Finance Settlement, the referendum threshold for council tax increases was 2 per cent for all local authorities. District Councils have been allowed increases of up to and including £5, or up to 1.99 per cent, whichever is higher.
- 8.2. With increased pressures caused by the pandemic and the recent increase in inflation and other operational costs, it continues to be difficult to deliver current levels of services when government support does not cover all additional costs we expect to incur.
- 8.3. In response to this, the Provisional Finance Settlement for 2023/24 increased the referendum threshold for District Councils to up to 3 per cent. This clearly demonstrated the mandate from central government for the reliance of council

tax to fund our local services and is expected to be continued by the new administration in the 2025/26 Provisional Local Government Finance Settlement.

- 8.4. The gross tax base is forecast to increase by 1.54% in 2025/26 against the target increase of 0.8% in the Medium Term Financial Strategy. This is a significant increase from the 0.23% forecast for 2024/25 which was included in the budget for the previous year. This growth is mainly driven by the decision taken by Council on 23 February 2024 to adopt the 100% premium for second home properties from 1 April 2025.
- 8.5. This growth is unlikely to be repeated year on year and the importance of increasing the tax base by enabling the building of more new homes in the town will be key to supporting our medium term financial position. This is one of the key drivers in the case for additional investment in our planning team which is outlined in the budget strategy section of this report.
- 8.6. The Cabinet has had to consider what level of increase in council tax is sustainable, without creating an increased risk of service cuts and/or larger tax increases in the future. There has also been consideration of the affordability of an increase to residents where the results of the Residents Survey from 2022 found that 97% of respondents would support an increase in Council Tax that was below or in line with inflation.
- 8.7. The uncertainty surrounding the outcome of any 'fair funding' review by the Labour Government, business rates and the increasing pressure on costs continues to place significant reliance on council tax as our main source of income.
- 8.8. Therefore, at this stage the Cabinet is proposing a 2.99% increase in council tax in 2025/26, subject to any further information on changes being received in the Final Settlement.

## **9. Collection Fund**

- 9.1. Collection fund surpluses arise when the target collection rates from Council Tax is surpassed, normally as a result of additional new build properties in the year. Surpluses and deficits are normally shared out between the Council, County and Police and Crime Commissioner in the year after they are achieved. As a district Council we are eligible for a 11.68% share of these.
- 9.2. At this point in time, it is anticipated that there will be a surplus on the collection fund of around £65,000 in 2024/25 and £11,481 from 2023/24 which will both be distributed in 2025/26.

## **10. Treasury Management**

- 10.1. Appendix 2 summarises the budget estimates for interest and investment income activity. Security of capital remains the Council's main investment objective.



- 10.2. After substantial rises in interest rates since 2021 many central banks have now begun to reduce rates, albeit slowly. Gilt yields were volatile over the 6-month period and have reduced slightly since April 2024. Much of the downward pressure from lower inflation figures was counteracted by upward pressure from positive economic data.
- 10.3. With short term borrowing rates averaging 5.40% for the first six months of 2024/25, a decision was made on 24 September to replace £5m of General Fund temporary debt with a 10 year PWLB annuity loan at the rate of 4.30% to help reduce the burden of high interest costs. The following day we replaced a further £15m of HRA temporary debt with a 5 ½ year PWLB Maturity loan at the rate of 3.97%. The PWLB HRA rate which is 0.4% below the certainty rate which the General Fund receives is available up to June 2025. This discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans. Further opportunities to replace temporary debt with long term debt will be carried out as and when they arise.
- 10.4. Following the announcement in November 2024 that the Bank of England base rate had been reduced to 4.75%, our treasury advisors predict interest rates will fall over the next 8 months to 4.50% or even lower. For the first half of this financial year the Council has borrowed an average of £61.188m at a rate of 5.40%. As at the September 2024 the amount of short term debt was reduced by £25m by replacing it with PWLB Long term debt as outlined above.
- 10.5. We will continue to closely monitor the benefits of fixed vs. temporary borrowing as well as the performance of the Schroder income fund and when it is financially prudent to do so, will consider the climate implications of how we invest this money in the future.
- 10.6. We also invest to generate returns which support the costs of discretionary services such as leisure and culture. It is critical to get the right balance between social, environmental and financial factors when assessing the investments we make. Full Council noted in December 2024 that our exposure to gas and oil investments currently stood at £61k. This has reduced over the last twelve months from £120k.
- 10.7. This is part of the Schroder Income Fund and makes up 3.04% of the £2m we have invested in the fund. Given our current climate priorities, assurance was provided to Council that we are looking to take steps to ensure our investments are contributing to these goals.
- 10.8. We are committed in the longer term to divesting from oil and gas but need to balance these priorities with ensuring we are making the right financial decisions to safeguard our residents, businesses and communities.
- 10.9. There are expected to be some large capital receipts due to the Council between January and June 2025. This means there is expected to be more cash in the system and the requirement to take out short term temporary borrowing to cover cash outflows may not be required which will improve the

year on year position. More detail will be covered in the 2025/26 Treasury Management Strategy, which will be published in the spring.

## **11. Reserves**

- 11.1. Section 25 of the Local Government Act 2003 requires the Chief Financial Officer (Section 151 Officer) to comment upon “the robustness of the estimates and the adequacy of the reserves for which the budget provides”. This review forms part of the formal budget setting report to be presented to Council in February 2025. A projection of the level of reserves to be held at 31 March 2025 and 31 March 2026 respectively is detailed in Appendix 5.
- 11.2. The 2024/25 general fund budget forecast that £629,942 would be added to general balances by the 31 March 2025. This was based on a Section 25 report prepared by the Section 151 Officer which assessed the level of general balances required to support the budget as £1.662m. Appendix 5 shows that £247,822 is expected to be required from general balances in year.
- 11.3. This is due to a number of conditions set within the Section 25 risk assessment coming to fruition. In particular, although the Council have delivered £2.011m of savings in 2024/25 this is still less than 80% of the overall target in the Section 25 risk assessment. There are plans in place to deliver the remaining £730k of savings but these won't be realised until 2025/26. In the meantime, the assessment of the balance in the Section 25 report means we have made sufficient provision in the 2024/25 budget to allow for this.
- 11.4. By contrast, in 2025/26 there are £500k of new savings and additional income required to contribute £1.103m to general balances and £1.145m to earmarked reserves. This is expected to take general balances to £1.836m by 31 March 2025. Discipline will continue to be required to ensure this budget is fully delivered but 2025/26 marks the first year where the Council starts its long term recovery from the events of the last five years.
- 11.5. With this in mind, it is also recommended that any future underspends or fortuitous windfalls are earmarked for transfer to general balances. A new assessment of the robustness of the balances for 2025/26 budget will be presented to Council in February 2025 as part of the Section 25 report.

## **12. Capital Programme**

- 12.1. The interim capital programme for the period 2024/25 to 2028/29 is set out at Appendix 6.
- 12.2. The strategy for the use of the council's capital resources is led by our corporate priorities. The existing programme includes sums for infrastructure investment to be funded from capital receipts which align to the Council's key corporate priorities as set out in the budget strategy section above. With a strong pipeline of capital receipts from our asset management activities, this provides opportunity for both investment and service improvements.
- 12.3. The Council are an enabler for economic recovery, making sustainable and

financially secure investments to provide benefits for our businesses, residents and communities. This is more important than ever to support the town through a period when residents and businesses have faced rising costs as a result of inflation and interest rates.

- 12.4. A large number of the capital projects approved in previous years will be completed in 2024/25. From 2025/26, a much more streamlined capital programme is proposed which will focus our resources. In particular, following the approval of the Development Funding Agreement and funding envelope of £95m for the UK Cyber Innovation Centre which is outlined in the section above, this has now been profiled in the capital programme.
- 12.5. During the 2025/26 financial year, other projects and schemes may come to light which require investment by the council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

### **13. Property Maintenance Programme**

- 13.1. The interim budget proposals include the 2025/26 property maintenance programme, which will be monitored by the Asset Management Working Group, and the budget includes a revenue contribution of £598k to planned maintenance, as detailed in Appendix 7.
- 13.2. The planned maintenance programme will be kept under review throughout the year, in particular there will be a focus on how we can use these existing projects to introduce more net zero measures into our buildings and across our property portfolio whilst also undertaking the detailed work to understand the larger changes which need to be made.

### **14. Fees and Charges**

- 14.1. A significant proportion of the council's funding comes from fees and charges. Within the Council's commercial strategy this is an important funding mechanism and one which is within the Council's gift to control, subject to any legislative, economic or political constraints.
- 14.2. However, as more reliance is placed on income there is increased pressure to understand current performance levels coupled with the risks and opportunities arising from each income stream whether it is new or existing. It is also important to consider how resilient each income stream is so that appropriate levels of mitigation can be put in place under a Reserves Strategy to meet dips arising when circumstances change.
- 14.3. Within the interim budget, a full schedule of the proposed fees and charges for 2025/26 has been included at Appendix 8. Some services have applied the full inflationary increase on their fees and charges with others applying a lower uplift

when market forces apply. The proposed changes are subject to the relevant steps being taken to follow legislative requirements.

## **15. Consultation and feedback**

- 15.1. The formal budget consultation on the detailed interim budget proposals for 2025/26 will be over the period 18 December 2024 to 31 January 2025. The Cabinet will seek to ensure that the opportunity to have input into the budget consultation process is publicised to the widest possible audience. During the consultation period, interested parties including businesses, tenants, residents, staff and trade unions will be encouraged to comment on the initial budget proposals. They will be asked to identify, as far as possible, how alternative proposals complement the Council's Recovery Strategy and Corporate Plan and how they can be financed. The Budget Scrutiny Working Group and Overview and Scrutiny Committee will be invited to review the interim budget proposals in the meetings scheduled for January 2025 and any comments will be fed back to the Cabinet.
- 15.2. Whilst the Cabinet will be as flexible as possible, it is unlikely that any comments received after the consultation period can be properly assessed to allow consideration of their full implications and to enable them to be built into the budget.
- 15.3. All comments relating to the initial budget proposals should be returned to the Director of Finance and Assets (Deputy Section 151 Officer) by the end of the consultation period for consideration by the Cabinet in preparing their final budget proposals. Comments can be e-mailed to [moneymatters@cheltenham.gov.uk](mailto:moneymatters@cheltenham.gov.uk).
- 15.4. It is important that any political group wishing to make alternative budget proposals should discuss them, in confidence, with the Director of Finance and Assets (preferably channelled through one Group representative) to ensure that the purpose, output and source of funding of any proposed change is captured.
- 15.5. Given the financial pressures and the potentially very difficult decisions which will have to be made, it is important that there is time for members to carefully consider and evaluate any alternative budget proposals. Political groups wishing to put forward alternative proposals are not obliged to circulate them in advance of the budget-setting meeting, but in the interests of sound and lawful decision-making, it would be more effective to do so, particularly given that they may have implications for staff.

## **16. Alternative options considered**

- 16.1. The budget proposals for the previous three years have all included challenging savings targets, the most recent in 2024/25 requiring a net reduction of £2.741m

in the base budget. This was needed as a result of the financial pressures experienced through the COVID-19 pandemic and subsequent cost of living crisis which meant action had to be taken quickly to ensure services could continue to be delivered by the Council.

- 16.2. The severe financial impact of both of these events meant there was very little time to mobilise the levels of savings required without needing the contingency provided by our balances and reserves. It is only now, almost five years since the start of the pandemic, that the pressure on savings is reducing and we can confidently forecast general balances strengthening. This positions the Council strongly moving into 2025/26 to stabilise the revenue budget and realise capital receipts from the sale of the Municipal Offices and Gloucestershire Airport for re-investment in the town.
- 16.3. News from Councils across the country tell of local authorities who are continuing to struggle to balance the books and warn of the possibility of issuing section 114 notices without further financial support from Central Government. In many cases this has already happened.
- 16.4. The financial strategies implemented since November 2020 to refresh the commercial strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action and have instead been able to apply continued focus to the ambitions of the 2023-2027 Corporate Plan. The 2025/26 budget proposal will put our Council in the most stable financial position since before the pandemic and, subject to a commitment to delivering efficiencies, provides the next step in the journey to financial self-sufficiency.

## 17. Key risks

- 17.1. See Risk Assessment in Appendix 1.

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### Appendices:

1. Risk Assessment
2. Summary net budget requirement
3. Budget Savings / Additional Income
4. Growth Items

5. Projection of reserves
6. Capital programme
7. Programmed Maintenance programme
8. Provisional Fees & Charges Schedule for 2025/26
9. Equality Impact Assessment Screening

**Background information:**

1. 2024/25 Final Budget Proposal report to Council - 23 February 2024;
2. The Quarter two 2024/25 budget monitoring report to Cabinet – 26 November 2024;
3. The provisional local government finance settlement for 2025/26 – due 19 December 2024.

## Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
52	If the Council is unable to come up with long term solutions which close the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Cabinet	5	4	20	Reduce	<ul style="list-style-type: none"> <li>- Commercial strategy &amp; activities</li> <li>- Quarterly budget monitoring</li> <li>- Cabinet engagement - budget proposals</li> <li>- Increased capacity in the finance team</li> <li>- Cabinet Away Day challenge and decisions</li> <li>- Ongoing monitoring of targets for workstreams/services</li> </ul>	Director of Finance & Assets	Ongoing
403	Prioritisation of capital resources – If CBC are unable to prioritise medium term projects and programmes which require significant capital financing, then it will increasingly have to rely of borrowing to fund service	Cabinet	5	4	20	Reduce	<ul style="list-style-type: none"> <li>- Ongoing review and alignment of the capital programme with the Corporate Plan</li> <li>- Quarterly budget monitoring</li> <li>- Cabinet engagement - budget proposals</li> </ul>	Director of Finance & Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	investments increasing the pressure on our revenue budgets to fund repayments.						<ul style="list-style-type: none"> <li>- Gateway reviews of all projects through the Corporate Programme office</li> <li>- Cabinet Away Day challenge and decisions</li> <li>- Business case and approval for all new projects, including allocation of resource and budgets</li> </ul>		
53	If the Budget Strategy (Support) Reserve is not suitably resourced insufficient reserves will be available to cover anticipated future deficits resulting in the use of General Balances which will consequently fall below the minimum required level as recommended by the Section 151 Officer in the council's Medium Term Financial	ED Finance and Assets	5	3	15	Reduce	The MTFs is clear about the need to enhance reserves and identifies a required reserves strategy for managing this issue. In preparing the budget for 2025/26 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls	ED Finance and Assets	Ongoing



Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	Strategy						and potential future under spends with a view to strengthening reserves whenever possible.		
199	If income streams from the introduction of the business rates retention scheme in April 2013 are impacted by the loss of major business and the constrained ability to grow the business rates in the town then the MTFS budget gap may increase.	ED Finance and Assets	4	3	12	Reduce	<p>The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council.</p> <p>The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool / pilot.</p> <p>Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.</p>	Director of Finance & Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
CH1	If the housing revenue account becomes unviable then this may result in the council being unable to fund service delivery, investment in existing homes and the delivery of new housing.	Cabinet	4	2	8	Reduce	<ul style="list-style-type: none"> <li>- Ensure effective controls are in place.</li> <li>- Ensure effective controls are in place.</li> <li>- Ensure 30 year HRA financial model is in place and is reviewed and updated by regular stress testing.</li> </ul>	Director of Finance & Assets	Ongoing

## APPENDIX 2: NET GENERAL FUND DRAFT BUDGET 2024/25 &amp; 2025/26

<b>GROUP</b>	<b>2024/25 ORIGINAL</b>	<b>2024/25 REVISED</b>	<b>2025/26 ORIGINAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projected cost of 'standstill' level of service</b>			
Chief Executive Directorate	3,423,164	2,306,054	2,658,722
Communities & Place Directorate	12,884,289	12,326,223	13,455,377
Finance, Assets & Regeneration Directorate	7,304,397	8,250,067	6,913,214
<b>Total Cost of Services</b>	<b>23,611,850</b>	<b>22,882,344</b>	<b>23,027,313</b>
Capital Charges	(2,455,498)	(2,958,907)	(2,989,761)
Interest and Investment Income	(1,684,576)	(1,260,313)	(1,929,573)
25/26 Savings / Additional income identified - Appendix 3	(2,741,000)		(1,230,000)
Growth Items's - Appendix 4	158,000		302,647
Use of balances and reserves	(188,527)	(1,095,319)	1,159,786
Transfer to/(from) General Balances	629,942	(247,822)	1,238,228
<b>NET BUDGET</b>	<b>17,330,191</b>	<b>17,319,983</b>	<b>19,578,640</b>
<b>Deduct:</b>			
National Non-Domestic Rate	(1,538,665)	(1,528,457)	(2,156,410)
National Non-Domestic Rate - 2022/23 (surplus) / deficit	167,244	167,244	
National Non-Domestic Rate - 2023/24 (surplus) / deficit	307,181	307,181	595,779
National Non-Domestic Rate - 2024/25 (surplus) / deficit			100,000
National Non-Domestic Rates - S31 Grants	(4,459,746)	(4,459,746)	(4,509,474)
New Homes Bonus	(88,876)	(88,876)	(84,000)
Revenue Support Grant	(149,895)	(149,895)	(152,394)
Services Grant	(19,839)	(19,839)	
Funding Guarantee Grant	(1,151,195)	(1,151,195)	(781,696)
EPR Grant			(1,345,000)
NICs Grant			(288,000)
Council Tax (Surplus)/deficit	8,042	8,042	(76,481)
	<b>(6,925,749)</b>	<b>(6,915,541)</b>	<b>(8,697,676)</b>
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<b>10,404,442</b>	<b>10,404,442</b>	<b>10,880,964</b>
Band 'D' Tax	£237.68	£237.68	£244.79
Increase per annum	£6.90	£6.90	£7.11
Increase per week	£0.13	£0.13	£0.14
% Rise	2.99%	2.99%	2.99%
Gross Collectable Tax Base	44,217.20	44,217.20	44,899.20
Collection Rate %	99.00%	99.00%	99.00%
Net tax base	43,775.00	43,775.00	44,450.20

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Appendix 3 - Budget Savings and Additional Income

Description	2024/25 Approved Budget		2025/26 Draft Budget		Total Savings 2025/26 £
	Planned Savings 2024/25 £	On Target 2024/25 £	Deferred to 2025/26 due to timing £	Additional Savings/Income 2025/26 £	
Reduction in levels of temporary borrowing	200,000	-	200,000		200,000
Repayment of principal debt to reduce annual revenue provision	121,000	121,000	-	25,000	25,000
Income from MX profit share	100,000	-	100,000		100,000
Commercial income generation				200,000	200,000
Income from EV charging points	50,000	15,000	35,000	25,000	60,000
Income generated from property portfolio	250,000	170,000	80,000		80,000
Disposal of property interests in line with the Council's Asset Management Strategy - cost savings and contribution to property resources	150,000	150,000	-	50,000	50,000
Channel shift of services to digital platform	60,000	25,000	35,000		35,000
HRA re-charge of uplifted annual audit fees	50,000	50,000	-		-
Review and re-alignment of resources for discretionary services	200,000	50,000	150,000		150,000
Review of the Council's facilities management services	60,000	60,000	-		-
					-
Transition of housing services back in-house	1,000,000	1,000,000	-	200,000	200,000
					-
Environmental Services Review	500,000	370,000	130,000		130,000
<b>Total</b>	<b>2,741,000</b>	<b>2,011,000</b>	<b>730,000</b>	<b>500,000</b>	<b>1,210,000</b>

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**Appendix 4 - Growth Items**

Division	Project Name	Description	On Going
			Revenue
			2025/26
			£
<b>SUPPORTED GROWTH</b>			
Property	Repairs & Maintenance	Increased budget for Repairs & Maintenance to reflect the increased costs associated with Leisure@ Cheltenham.	150,000
Apprentices	2025/26 Cohort	To fund an additional graduate starting 1 September 2025.	23,500
Planning	Planning Service Redesign	Net increase for planning department to fund service re-design to meet the Government's National Planning Policy Review requirements and support growth in the town.	129,147
		<b>Total</b>	<b>302,647</b>

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## Appendix 5 - Reserves Statement 2024/25 &amp; 2025/26

		2024/25	2024/25	2024/25	2024/25	2024/25	2025/26	2025/26	2025/26	
		1st April	Movement	Movement	2024/25	31st March	Movement	Movement	31st March	
		2024	Revenue	Capital	Revised	2025	Revenue	Capital	2026	
		£	£	£	Budget	£	£	£	£	
					Changes					
<b><u>EARMARKED RESERVES</u></b>										
<b><u>Other</u></b>										
RES002	Pension & Restructuring Reserve	To fund future reorganisational changes	(45,261)	(50,000)		(95,261)	(50,000)		(145,261)	
RES008	House Survey Reserve	To fund cyclical housing stock condition surveys	(5,616)			(5,616)			(5,616)	
RES009	Twinning Reserve	Twinning towns civic visits to Cheltenham	(8,366)			(8,366)			(8,366)	
RES010	Flood Alleviation Reserve	To fund future flood resilience work, delegated to the Flood working group for allocation	(235,959)			(235,959)			(235,959)	
RES016	Joint Core Strategy Reserve	To fund Joint Core Strategy	(41,780)			(41,780)			(41,780)	
RES020	Ubico Reserve	To fund environmental services provided by Ubico	0			0	(345,000)		(345,000)	
RES022	Homelessness Reserve	To cover future homelessness prevention costs	(41,100)			(41,100)			(41,100)	
RES023	Transport Green Initiatives Reserve	To fund Transport Green Initiative Schemes	(33,825)			(33,825)			(33,825)	
RES024	New Initiatives reserve	To fund the transformation programme	(136,414)	71,855		(64,559)	22,915		(41,644)	
RES025	Budget Strategy (Support) Reserve	To support budget strategy	(9,452)			(9,452)			(9,452)	
RES026	Social Housing Marketing Assessment (SHMA) Reserve	To fund Social Housing Marketing Assessment work	(46,534)	(2,500)		(49,034)	(2,500)		(51,534)	
RES028	Green Economic Recovery and Investment Funding Reserve	To fund Green Economic Recovery and Investment	(100,092)		100,092	(0)			(0)	
RES030	Major Developments Reserve	To fund major Developments	(334,937)			(334,937)	(200,000)		(534,937)	
			<b>(1,039,336)</b>			<b>(919,889)</b>			<b>(1,494,474)</b>	
<b><u>Repairs &amp; Renewals Reserves</u></b>										
RES201	Commuted Maintenance Reserve	Developer contributions to fund maintenance	(24,347)	12,172		(12,175)	12,172		(3)	
RES204	I.T. Repairs & Renewals Reserve	Replacement fund	(148,619)	(50,000)	98,619	(100,000)			(100,000)	
RES205	Property Repairs & Renewals Reserve	20 year maintenance fund	(270,000)	102,000		(168,000)	102,000		(66,000)	
RES206	Delta Place Reserve	maintenance fund	(224,226)	(50,000)		(274,226)	(50,000)		(324,226)	
			<b>(667,193)</b>			<b>(554,402)</b>			<b>(490,230)</b>	
<b><u>Equalisation Reserves</u></b>										
RES029	Council Tax Appeals Equalisation Reserve	To fund fluctuations in overpayment of court costs	(53,926)			(53,926)			(53,926)	
RES102	Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	(76,612)			(76,612)			(76,612)	
RES105	Local Plan Equalisation	Fund cyclical cost of local plan inquiry	(8,095)			(8,095)			(8,095)	
RES106	Elections Equalisation	Fund cyclical cost of local elections	(150,832)	55,000		(95,832)	(65,000)		(160,832)	
RES107	Car Parking Equalisation	To fund fluctuations in income from closure of car parks	(100,000)			(100,000)			(100,000)	
RES108	Business Rates Retention Equalisation	To fund fluctuations in income from retained business rates	(515,627)	300,000		(215,627)	(384,373)		(600,000)	
RES109	Cemetery income Equalisation reserve	Additional Crematoria income to 2nd chapel build scheme	(50,000)			(50,000)			(50,000)	
RES112	Legal Services Equalisation	To fund one-off legal Expenditure	(50,000)			(50,000)			(50,000)	
			<b>(1,005,092)</b>			<b>(650,092)</b>			<b>(1,099,465)</b>	
<b><u>Reserves for commitments</u></b>										
RES301	Carry Forwards Reserve	Approved budget carry forwards	(508,081)	508,081		0			0	
<b><u>CAPITAL</u></b>										
RES402	Capital Reserve - GF	To fund General Fund capital expenditure	0	(200,000)	200,000	0	(200,000)		(200,000)	
			<b>(3,219,702)</b>			<b>(2,124,383)</b>			<b>(3,284,169)</b>	
<b><u>GENERAL FUND BALANCE</u></b>										
B8000 - B8240	General Balance - RR	General balances	(949,556)	(629,942)	877,764	(701,734)	(1,238,180)		(1,939,914)	
			<b>(949,556)</b>			<b>(701,734)</b>			<b>(1,939,914)</b>	
	<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>		<b>(4,169,259)</b>	<b>66,666</b>	<b>0</b>	<b>1,276,475</b>	<b>(2,826,118)</b>	<b>(2,397,966)</b>	<b>0</b>	<b>(5,224,084)</b>

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Appendix 6 - The Capital Programme

Code	Directorate / Scheme	Scheme Description	Budget 2024/25 £	Actual Spend 2024/25 £	Forecast Spend 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
<b><u>FINANCE, ASSETS &amp; REGENERATION</u></b>									
CAP026	IT Infrastructure	5 year ICT infrastructure strategy	288,767	3,395	75,000	100,000	175,000	100,000	100,000
CAP035	Civic Events Space	Funding for an event space to become a potential Council Chamber and meeting space following the sale of the Municipal Office building.	500,000	-	-				
CAP036	Resurfacing of the Regent Arcade Car park	To meet the obligations of the lease, resurfacing of the car park.	170,000	-	170,000				
NEW	Floor strengthening work and survey at the Pittville Pump Rooms	To strengthen the sprung flooring and ensure the appropriate surveys can be carried out on the ceiling of the Pump Rooms				258,720			
CAP037	Decarbonisation of Leisure@	To finance the investments in LED lighting and pool covers.	349,200	-	87,500				
NEW	Civica Contract Renewal	To renew the five year contract for the Civica payment system.	450,000	-					
CAP109	Pittville Steps	The restoration of the Pittville Pump Room steps which is to be funded by external resources and project managed by CBC.	5,777	-	5,777				
CAP014	Digital Platform for Cem & Crem	To develop a digital platform to replace the current records system used by Bereavement Services	55,000	27,695	55,390				
NEW	Asset Management Strategy Implementation	To provide funding for the implementation of strategies to increase the profitability and longevity of our fixed assets.	150,000	-	150,000	100,000	100,000	100,000	100,000
CAP227	Housing Delivery	Enabling the delivery of Private Rented Sector (PRS) Housing.	4,500,000	-	-	4,500,000	4,500,000	4,500,000	
CAP228	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Homes and Communities Agency (HCA)	252,746	-	-				
CAP515	Minster Innovation Exchange	20,000 sq ft purpose-built commercial space adjacent to the Minster	618,847	633,288	633,288				
CAP517	Imperial Gardens Railing Restoration	The restoration of the Imperial Gardens Railing to be funded by external resources and project managed by CBC.	-	19,000	19,000				
CAP518	Sandford Park toilets	Provide for new public toilet provision at Sandford Park	150,000	-	-				
CAP521	Montpellier Toilets Refurbishment	To improve public toilet provision in the town.	581,091	315,526	581,091				
CAP606	Crematorium Scheme - existing chapel	Redevelopment of existing chapel	261,723	112,617	151,000				
			<b>8,333,151</b>	<b>1,111,521</b>	<b>1,928,046</b>	<b>4,958,720</b>	<b>4,775,000</b>	<b>4,700,000</b>	<b>200,000</b>
<b><u>PLACE &amp; COMMUNITIES</u></b>									
CAP010	Digital Platform	Implementation and roll out of the new digital platform across the Council	54,000	1,050	16,000				
CAP030	Carbon Neutral agenda	Seed funding to deliver the actions needed, as outlined in the report to Full Council in October 2019, to facilitate the Council's ambition to become carbon neutral by 2030.	90,885	68,315	90,885				
CAP034	UK Shared Prosperity Funding - Capital Projects	Delivery of the capital projects in line with the UKSPF funding bid	300,000	47,771	300,000				
CAP101	Play Areas (Section 106 & CIL Grants)	Developer Contributions	15,560	11,115	15,560				
CAP102	Play Areas Enhancement	We are tendering one large playground improvement contract.	152,026	8,365	152,026	80,000	80,000	80,000	80,000
CAP135	Commercialisation opportunities within the Cheltenham Trust	Invest a sum of £1m to pump prime the commercial opportunities identified by The Cheltenham Trust (including investment which both sustains and grows income at the Town Hall);	391,180	58,800	391,180				
CAP201	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	346,511	3,137	10,000				

Code	Directorate / Scheme	Scheme Description	Budget 2024/25 £	Actual Spend 2024/25 £	Forecast Spend 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
CAP205/6/7	Public Realm Improvements - High Street Phase 2	Public Realm in the Strand / Cambray	306,885	81,530	191,385				
CAP221	Disabled Facilities Grants	County Council Grant funding for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.	500,000	287,517	500,000	500,000	500,000	500,000	500,000
CAP223	H&S, vacant property & renovation grants	Assistance available under the council's Housing Renewal Policy	3,001	-	3,001				
CAP224	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	40,200	-	-	18,400	18,400	18,400	18,400
CAP301	Vehicles and recycling equipment and receptacles	Replacement vehicles and recycling equipment	5,292,686	1,259,750	3,118,924	4,803,523	455,132	1,574,600	74,500
CAP306	In Cab Technology	The introduction of an In-Cab system would reduce the mileage required to be completed by Ubico, because it would guide the crew around their collection route and would largely eliminate mistakes.	50,000	-	50,000	20,000			
NEW	Pest Control Van Replacement	To replace one of the existing end of life vans with a more efficient model.				25,000			
CAP501	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	154,608	-	-				
CAP607	The Burrows Improvement Project	Forward funding for the Leckhampton playing field works.	-	2,670	2,760				
CAP608	Naunton Park Improvements	Contribution to pathways and drainage work	6,098	-	6,098				
CAP609	Burrows Storage Facility	Contribution to the works required to build the storage room for Leckhampton Rovers	1,955	396	1,955				
			<b>7,705,595</b>	<b>1,830,416</b>	<b>4,849,774</b>	<b>5,446,923</b>	<b>1,053,532</b>	<b>2,173,000</b>	<b>672,500</b>
	<b>TOTAL CAPITAL PROGRAMME</b>		<b>16,038,746</b>	<b>2,941,937</b>	<b>6,777,820</b>	<b>10,405,643</b>	<b>5,828,532</b>	<b>6,873,000</b>	<b>872,900</b>

Funded by:							
General Fund Capital Receipts	8,310,271	1,623,604	4,905,790	5,387,243	810,132	1,854,600	354,500
Capital Reserve	-	-	-				
RCCO (funded from reserves)	54,000	1,050	16,000				
Prudential Borrowing	5,968,047	633,288	720,788	4,500,000	4,500,000	4,500,000	
Partner Funding	269,577	22,066	38,591				
Capital Grant or Contribution	881,091	363,297	581,091				
Better Care Fund	540,200	287,517	500,000	518,400	518,400	518,400	518,400
s106 Funding	15,560	11,115	15,560				
<b>Total</b>	<b>16,038,746</b>	<b>2,941,937</b>	<b>6,777,820</b>	<b>10,405,643</b>	<b>5,828,532</b>	<b>6,873,000</b>	<b>872,900</b>

## Appendix 7 - Proposed Planned Maintenance Programme 2025/26

## Priority Grading

**Priority 1:** Critical work that will prevent immediate closure of premises, and/or address an immediate high risk to health & safety of occupants, and/or remedy a serious breach of legislation

**Priority 2:** Essential work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

**Priority 3:** Desirable work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

Order of Estimated Cost		Financial Year 2025/26 £
Property Name	Description	
All Properties (H&S)	Compliance/ H&S remedial work (including Fire, Legionella & Asbestos remedials)	44,450
All Properties (H&S)	Top up for reactive	130,000
Bridges	Bridge inspection reports and remedials	30,000
Bridges (Parks)	Stonework repairs/ timber bridge repairs	7,000
Honeybourne Line	Structural surveys and ongoing repairs to walls	10,000
Honeybourne Line	High level Vegetation removal	5,000
Rec Centre	Gym corridor fire exit alterations to prevent flooding	10,000
Rec Centre	Cathodic protection design works	20,000
Rec Centre	Sports hall flooring sand & seal	25,000
Rec Centre	Sports hall barrier replacement	15,000
Rec Centre	Main pool floor grouting work	15,000
PoW	Work to 'jumps' areas	5,000
Central Depot	Ongoing repairs to service road	15,000
Central Depot	Ongoing roof repairs to various buildings/ valley gutter linings	20,000
Central Depot	Spotting compound remedial works	30,000
Municipal offices	External fabric survey to ensure safety of stonework	10,000
Municipal offices	Essential H&S works arising from fabric survey	5,000
Art Gallery and Museum	Rectify detailing to leadwork on 2nd floor flat roof and skylight	8,000
Town Hall	Abrasive scrub to hall floor including stage and Pillar room.	6,000
Town Hall	Plasterwork survey (internal)	5,000
Town Hall	Rework the existing stage lift with the additional safety features, controls, and signage	16,500
Pittville Park	Resurfacing/ pothole repairs to pathways	10,000
Pittville Bandstand	Repair and redecoration to timber	5,000
Parks & Gardens	Repairs to avairies/ timber preservation	5,000
Parks & Gardens	Sandford Park Italian garden pillar and bridge repairs	5,000
Parks & Gardens	Montpellier gardens railings redecoration	2,500
Montpellier Bandstand	Repair and redecoration to lower section and timber eaves	5,000
QEII Playing fields	Lechate removal	5,500
Gardens Gallery (Montpellier)	Decking repairs	10,000
St Mary's Minster	Churchyard wall repairs (Phase 2) Stone wall	8,000
St Mary's Minster	Churchyard iron railings repairs (phase 2 - second section)	12,000
St Mary's Minster	Repairs in relation to vandalism	5,000
Old chapels	Replacement of fire alarm system including panel with new wireless system	7,000
Cemetery Gardens	Ongoing resurfacing/ pothole repairs to roads and footpaths inc line marking	10,000
Cemetery Gardens	Phase 5 water main renewal	10,000
Town Centre East Car Park	Remedial works following vandalism	10,000
Rodney Road car park	Removal of 'island' causing issues at entrance	5,000
Chelt Walk car park	Resolution to drainage issues	12,000
Toilets	Deep clean	5,000
Toilets	Redec/ refurb works	10,000
Toilets	Ongoing repairs in relation to vandalism	10,000
Long Gardens/ War Memorial	Installation of lamps and stonework repairs	5,000
Long Gardens/ War Memorial	Full restoration of brass plaques.	10,000
<b>Sub Totals:</b>		<b>598,950</b>

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Appendix 8: Provisional Fees and Charges 2025/26

Reference	Description		24/25 Charges £	25/26 Charges £	VAT Code
<b>1</b>	<b>Allotment provision</b> <i>Prices increase in Jan each year, with one year's notice</i>				
1.001	Small Plot		£42.20	£44.31	NB
1.002	Medium Plot		£69.89	£73.38	NB
1.003	Large Plot		£98.90	£103.85	NB
1.004	Extra Large - 350-399m2		£113.42	£119.09	NB
1.005	Extra Large - 400-449m2		£126.60	£132.93	NB
1.006	Extra Large - 450-499m2		£141.11	£148.17	NB
	Senior Citizen concessions (over 60's):				
1.007	Small Plot		£33.76	£35.45	NB
1.008	Medium Plot		£55.91	£58.70	NB
1.009	Large Plot		£79.12	£83.08	NB
1.010	Extra Large - 350-399m2		£90.73	£95.27	NB
1.011	Extra Large - 400-449m2		£101.28	£106.34	NB
1.012	Extra Large - 450-499m2		£112.89	£118.54	NB
1.013	Extra charge for Council shed		£11.94	£12.54	NB
1.014	Admin fee (new tenant)		£20.00	£20.00	NB
1.015	Deposit for key - sites with Yale type key		£7.50	£7.50	NB
1.016	Deposit for key - sites with Garrison security key		£20.00	£20.00	NB
<b>2</b>	<b>Building Control Fees (including VAT)</b>				
	Building Control Charges				
	In accordance with Building (Local Authority Charges) Regulation 1998	No. of houses being built			
	TABLE 1 New Dwellings	1			
2.001	(Total internal floor area of each dwelling must be less than 300m²) Projects larger than six properties calculated on an individual basis. Houses over 300m² total floor area calculated on an individual basis.		£837.00	£837.00	STD
	TABLE 2 Domestic and Commercial Extensions				
	Description of work				
2.002	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m² in total		£412.00	£412.00	STD
2.003	Total or part conversion of attached or integral garage to provide additional habitable accommodation		£412.00	£412.00	STD
2.004	Any extension and loft conversion with a floor area which does not exceed 20m²		£628.00	£628.00	STD
2.005	Any extension and loft conversion with a floor area which exceeds 20m² but does not exceed 60m²		£837.00	£837.00	STD
2.006	Any extension and loft conversion with a floor area which exceeds 60m² but does not exceed 100m²		£1,019.00	£1,019.00	STD
	TABLE 3 Conversions and Alterations				
2.007		Under 1,000	£230.00	£230.00	STD
2.008	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	£314.00	£314.00	STD
2.009		5,001 to 10,000	£412.00	£412.00	STD
2.010		10,001 to 20,000	£558.00	£558.00	STD
2.011		20,001 to 30,000	£789.00	£789.00	STD
2.012		30,001 to 40,000	£963.00	£963.00	STD
2.013		40,001 to 50,000	£1,116.00	£1,116.00	STD
2.014		50,001 to 60,000	£1,374.00	£1,374.00	STD
2.015		60,001 to 70,000	£1,473.00	£1,473.00	STD
2.016		70,001 to 80,000	£1,633.00	£1,633.00	STD
	Projects over £80,001 to be agreed on an individual basis				
2.017	Up to 8 new windows installed by a non FENSA installer		£119.00	£119.00	STD
2.018	Over 8 new windows installed by a non FENSA installer				
2.019	BSR Building Control Hourly Rate		£94.00	£94.00	STD
<b>3</b>	<b>Built Environment</b>				
	Planning Services Fee (i.e history searches etc)				
3.001	Plans over A3	Per page	£6.50	£7.00	STD
3.002	CON29R Standard Enquiries		£136.50	£143.50	STD
3.003	CON29R Additional parcel of Land		£19.50	£20.50	STD
3.004	CON 29O (Part II Optional enquiries) per question 4-21		£11.50	£12.50	STD
3.005	CON 29O (Part II Optional enquiries) per question 22		£39.00	£41.00	STD
3.006	Non-Standard enquiries		£32.00	£34.00	STD

3.007	Admin fee for part CON29 & CON290		£13.50	£14.50	STD
3.008	House Naming		£53.50	£56.50	NB
3.009	Change Property Name	Existing postal Address	£53.50	£56.50	NB
3.010	Allocating a name or number	Existing postal Address	£53.50	£56.50	NB
3.011	Change of Commercial Address	Existing postal Address	£53.50	£56.50	NB
3.012	Merging of multiple plots to one address	Existing postal Address	£53.50	£56.50	NB
3.013	Providing a letter / schedule of certification of a single address	Address Confirmation	£27.00	£28.50	NB
3.014	Issuing of a single address confirmation	Address Confirmation	£37.50	£39.50	NB
3.015	Number of new plots on an existing street	New Developments not involving new street naming	53.50 PER PLOT	56.50 PER PLOT	NB
3.016	Numbering of block of flats on an existing street - up to 10 plots	New Developments not involving new street naming	53.50 PER PLOT	56.50 PER PLOT	NB
3.017	Numbering of block of flats on an existing street - 11+ plots	New Developments not involving new street naming	£640.00	£672.00	NB
3.018	Naming and numbering of new properties including commercial building (1-5)	Developments requiring new street naming and numbering	53.50 PER PLOT	56.50 PER PLOT	NB
3.019	Naming and numbering of new properties including commercial building (6-15)	Developments requiring new street naming and numbering	£427.00	£448.50	NB
3.020	Naming and numbering of new properties including commercial building (16-25)	Developments requiring new street naming and numbering	£640.00	£672.00	
3.021	Naming and numbering of new properties including commercial building (26-75)	Developments requiring new street naming and numbering	£855.00	£897.50	NB
3.022	Naming and numbering of new properties including commercial building (76-150)	Developments requiring new street naming and numbering	£1,068.00	£1,121.50	NB
3.023	Naming and numbering of new properties including commercial building (151-250)	Developments requiring new street naming and numbering	£1,335.00	£1,402.00	NB
3.024	Naming and numbering of new properties including commercial building (251-350)	Developments requiring new street naming and numbering	£1,602.00	£1,682.50	NB
3.025	Naming and numbering of new properties including commercial building (351-500)	Developments requiring new street naming and numbering	£1,869.00	£1,962.50	NB
3.026	Naming and numbering of new properties including commercial building (501+)	Developments requiring new street naming and numbering	£2,136.00	£2,243.00	NB
3.027	New Street name required (1)	Developments requiring new street naming and numbering	£107.00	£112.50	NB
3.028	New Street name required (2-5)	Developments requiring new street naming and numbering	£214.00	£225.00	NB
3.029	New Street name required (6-10)	Developments requiring new street naming and numbering	£427.00	£448.50	NB
3.030	New Street name required (11+)	Developments requiring new street naming and numbering	£534.00	£561.00	NB
3.031	Charge for developer amending plans after naming and numbering has commenced		£214.00	£225.00	NB
3.032	Failure to register a correct address via street naming and numbering may result in the need for retrospective application				NB
3.033	Enforcement action may be taken for the use of an incorrect or unregistered address				NB
3.034	Change of existing street name at residents' request		£320.00	£336.00	NB
3.035	Additional charge per property/unit		£37.50	£39.50	NB
<b>4 Bus Station Departures (Royal Well)</b>					
4.001	Bus departures, price per departure (local)		£0.90	£0.90	STD
4.002	Bus departures, price per departure (visitors)		£1.65	£1.65	STD
<b>5 Car Parking Fines - Off Street</b>					
Penalty Charge Notices - Off Street					
5.001	Higher Band (e.g. parking in disabled bay (without badge)	Paid within 14 days			
			£35.00	£35.00	NB
5.002	Higher Band	Paid after 14 days	£70.00	£70.00	NB
5.003	Lower Band (e.g. overstays, failure to pay the parking charge or display a valid ticket)	Paid within 14 days	£25.00	£25.00	NB
5.004	Lower Band	Paid after 14 days	£50.00	£50.00	NB
<b>6 Car Parking - Off Street (inclusive of VAT)</b>					
6.001	Bath Parade	Up to 1 hr	£2.00	£2.10	STD
6.002		Up to 2 hrs	£3.40	£3.60	STD
6.003		Up to 3 hrs	£5.00	£5.30	STD
6.004		Up to 4 hrs	£6.50	£6.50	STD
6.005		Up to 6 hrs	£11.00	£11.50	STD



6.006		Over 6 hrs	£13.00	£13.60	STD
6.007	St George's Road	Up to 1 hr	£2.00	£2.10	STD
6.008		Up to 2 hrs	£3.40	£3.60	STD
6.008		Up to 3 hrs	£5.00	£5.30	STD
6.009		Up to 4 hrs	£6.50	£6.80	STD
6.009		Up to 6 hrs	£11.00	£11.50	STD
6.010		Over 6 hrs	£13.00	£13.60	STD
6.011	St James Street	Up to 1 hr	£2.00	£2.10	STD
6.012		Up to 2 hrs	£3.40	£3.60	STD
6.013		Up to 3 hrs	£5.00	£5.30	STD
6.014		Up to 4 hrs	£6.50	£6.80	STD
6.015		Up to 6 hrs	£11.00	£11.50	STD
6.016		Over 6 hrs	£13.00	£13.60	STD
6.017	Royal Well				
6.018		Up to 1 hr	£2.00	£2.10	STD
6.019		Up to 2 hrs	£3.40	£3.60	STD
6.020		Up to 3 hrs	£5.00	£5.30	STD
6.021		Up to 4 hrs	£6.50	£6.80	STD
6.022	Chelt Walk	Up to 1 hr	£2.00	£2.10	STD
6.023		Up to 2 hrs	£3.40	£3.60	STD
6.024		Up to 3 hrs	£5.00	£5.30	STD
6.025		Up to 4 hrs	£6.50	£6.80	STD
6.026		Over 4 hrs	£11.00	£11.50	STD
6.027	High Street	Up to 2 hrs	£3.40	£3.60	STD
6.028		Up to 3 hrs	£4.30	£4.60	STD
6.029		Up to 4 hrs	£6.50	£6.80	STD
6.030		Over 4 hrs	£11.00	£11.50	STD
6.031	Sherborne Place	Up to 1 hr	£2.00	£2.10	STD
6.032		Up to 2 hrs	£3.20	£3.40	STD
6.033		Up to 3 hrs	£4.30	£4.50	STD
6.034		Up to 4 hrs	£6.50	£6.80	STD
6.035		Over 4 hrs	£11.00	£11.50	STD
6.036	Bath Terrace	Up to 1 hr	£1.20	£1.30	STD
6.037		Up to 2 hrs	£1.70	£1.90	STD
6.038		Up to 3 hrs	£2.30	£2.50	STD
6.039		Over 3 hrs	£6.00	£6.40	STD
6.040	Commercial Street	Up to 1 hr	£1.20	£1.30	STD
6.041		Up to 2 hrs	£1.70	£1.90	STD
6.042		Up to 3 hrs	£2.30	£2.50	STD
6.043		Over 3 hrs	£6.00	£6.50	STD
6.044	Coronation Square Local businesses only	Up to 1 hr	£0.30	£0.30	STD
6.045		Up to 2 hrs	£0.50	£0.50	STD
6.046		Up to 4 hrs	£1.00	£1.10	STD
6.047		Over 4hrs	£2.00	£2.20	STD
6.048	Town Centre East (formerly known as Grosvenor Terrace)	Up to 1 hr	£1.50	£1.50	STD
6.049		Up to 2 hrs	£2.90	£2.90	STD
6.050		Up to 3 hrs	£3.90	£3.90	STD
6.051		Up to 4 hrs	£4.50	£4.50	STD
6.052		Over 6 hrs	£8.00	£8.00	STD
6.053	Phoenix Passage (West End)	Up to 1 hr	£1.40	£1.50	STD
6.054		Up to 2 hrs	£2.70	£2.80	STD
6.055		Up to 3 hrs	£3.90	£4.00	STD
6.056		Up to 4 hrs	£6.00	£6.30	STD
6.057		Up to 6 hrs	£9.00	£9.50	STD
6.058		Over 6 hrs	£13.00	£13.60	STD
6.059	Regent Arcade	after 5.30pm	£3.00	£3.20	STD
6.060		Up to 1 hr	£2.00	£2.20	STD
6.061		Up to 2 hrs	£3.40	£3.60	STD
6.062		Up to 3 hrs	£5.00	£5.30	STD

6.063		Up to 4 hrs	£6.50	£6.80	STD
6.064		Up to 6 hrs	£11.00	£11.50	STD
6.065		Up to 8 hrs	£15.00	£18.00	STD
6.066		Over 8 hrs	£16.00	£16.80	STD
6.067		Lost ticket	£15.00	£15.80	STD
6.068	Rodney Road	Up to 1 hr	£2.00	£2.20	STD
6.069		Up to 2 hrs	£3.40	£3.60	STD
6.070		Up to 3 hrs	£5.00	£5.30	STD
6.071		Up to 4 hrs	£6.50	£6.80	STD
6.072		Up to 6 hrs	£11.00	£11.50	STD
6.073		Over 6 hrs	£13.00	£13.60	STD
6.074	Pittville Pump Room	Up to 1 hr	£1.00	£1.00	STD
6.075		Up to 2 hrs	£1.50	£1.50	STD
6.076		Up to 3hrs	£2.00	£2.00	STD
6.077		Over 3 hrs	£5.50	£6.00	STD
6.078	St Georges Road	Up to 1 hr	£2.00	£2.10	STD
6.079		Up to 2 hrs	£3.40	£3.60	STD
6.080		Up to 3 hrs	£5.00	£5.30	STD
6.081		Up to 4 hrs	£6.50	£6.80	STD
6.082		Up to 6 hrs	£11.00	£11.50	STD
6.083		Over 6 hrs	£13.00	£13.60	STD
7	<b>Car Parking - Off Street permits (inclusive of VAT)</b>				
7.001	TCE permit Cheltenham Borough Homes / Cheltenham BID		£55 per month or £645 per annum	£55 per month or £645 per annum	STD
7.002	St Johns Primary School annual permit (pick-up set-down St James Street car park)		£14.20	£14.20	STD
8	<b>Cemetery</b>				
8.001	FEE for USE of CHAPEL for BURIAL at CHELTENHAM CEMETERY		£258.00	£258.00	EX
8.002	Use of Chapel for burial Sunrise Service only		£135.00	£135.00	EX
8.003	Over running allotted service time - Up to 10 minutes		£116.00	£116.00	EX
8.004	Over running allotted service time - Over 10 minutes		£279.00	£279.00	EX
8.005	Late or non cancellation of a booking less than 5 working days' notice		£116.00	£116.00	EX
	<b>Obitus (New Revised Service Offer)</b>				
8.006	Halo Photo (Single Image)		£0.00	£0.00	STD
8.007	Basic Slideshow		£45.00	£45.00	STD
8.008	Music Slideshow		£70.00	£70.00	STD
8.009	Themed Tribute		£95.00	£95.00	STD
8.010	Extra Single Photo		£12.00	£12.00	STD
8.011	Family Supplied Video/Tribute		£25.00	£25.00	STD
8.012	Bespoke Tribute		£400.00	£400.00	STD
8.013	Extra Work Charge		£21.00	£21.00	STD
8.014	Extra Photo Charge		£21.00	£21.00	STD
8.015	Tribute Download		£10.00	£10.00	STD
8.016	Live & On Demand (Stream Live & Watch On Demand for 28 Days + Option to Download)		£49.00	£49.00	STD
8.017	Live Only		£33.00	£33.00	STD
8.018	DVD/USB/Blu-Ray/Audio CD Keepsake		£55.00	£55.00	STD
8.019	Video Book Keepsake		£95.00	£95.00	STD
8.020	Memory Box Keepsake		£130.00	£130.00	STD
8.021	Second Copies		£28.00	£28.00	STD
	<i>*Change in Products and services so new fees and charges have been created (Above)</i>				
	<b>BURIAL FEES (Not liable to VAT)</b>				
	<b>NEW PURCHASE (Lawn Garden) GRAVES</b>				
8.022	Exclusive Right of Burial 75 years		£1,745.00	£1,745.00	NB
8.023	Exclusive Right of Burial 100 years		£2,301.00	£2,301.00	NB
	<b>NEW PURCHASE (Traditional) Graves</b>				
8.024	Exclusive Right of Burial 75 years		£2,181.00	£2,181.00	NB
8.025	Exclusive Right of Burial 100 years		£2,877.00	£2,877.00	NB
8.026	<b>NEW PURCHASE (Heritage) Grave</b>				

8.027	Exclusive Right of Burial 100 years	£1,500.00	£1,500.00	NB
NEW PURCHASE CREMATION GRAVES				
8.028	Exclusive Right of Burial 75 years	£1,108.00	£1,108.00	NB
8.029	Exclusive Right of Burial 100 years	£1,464.00	£1,464.00	NB
CHILD'S GRAVE (not available at Charlton Kings Cemetery)				
8.030	Exclusive Right of Burial 75 years	£644.00	£644.00	NB
8.031	Exclusive Right of Burial 100 years	£851.00	£851.00	NB
8.032	Cornish Hearts Foetal Grave K7A	£644.00	£644.00	NB
<b>INTERMENT FEES</b>				
FEES to OPEN EXISTING PLOT (Interment Fee)				
8.033	Open for single interment	£973.00	£973.00	NB
8.034	Open for double interment	£1,218.00	£1,218.00	NB
8.035	Open for ashes	£253.00	£253.00	NB
8.036	Two sets of cremated remains interred at same time - with or without appointment	£306.00	£306.00	NB
8.037	For a single set of cremated remains placed within the coffin of a full burial	£45.00	£45.00	NB
8.038	Coffin surcharge	£356.00	£356.00	NB
8.039	Immediate witnessed backfill surcharge	£356.00	£356.00	NB
PRE-PURCHASE of (Lawn Garden) FULL GRAVES				
8.040	Exclusive Right of Burial 75 years	£2,018.00	£2,018.00	NB
8.041	Exclusive Right of Burial 100 years	£2,575.00	£2,575.00	NB
PRE-PURCHASE of (Traditional) FULL GRAVES				
8.042	Exclusive Right of Burial 75 years	£2,544.00	£2,544.00	NB
8.043	Exclusive Right of Burial 100 years	£3,240.00	£3,240.00	NB
PRE-PURCHASE of (Heritage) Grave				
8.044	Exclusive Right of Burial 100 years	£2,000.00	£2,000.00	NB
PRE-PURCHASE of ASHES GRAVES				
8.045	Exclusive Right of Burial 75 years	£1,306.00	£1,306.00	NB
8.046	Exclusive Right of Burial 100 years	£1,660.00	£1,660.00	NB
8.047	Renew or extend Exclusive Right of Burial 25 years (Adult Grave)	£629.00	£629.00	NB
8.048	Renew or extend Exclusive Right of Burial 25 years (Childs grave)	£215.00	£215.00	NB
8.049	Renew or extend Exclusive Right of Burial 25 years Cremated Remains Grave	£369.00	£369.00	NB
<i>*Removal of 50 years - Min term is now 75 years</i>				
<b>MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)</b>				
8.050	For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been granted.			
8.051	New memorial on an adult grave	£353.00	£353.00	EX
8.052	Additional memorial on an adult grave	£196.00	£196.00	EX
8.053	New memorial on a child's grave	£146.00	£146.00	EX
8.054	Ashes grave memorial	£146.00	£146.00	EX
8.055	Additional Inscriptions or replacement of memorial	£146.00	£146.00	EX
<b>9 Contaminated Land Fees (inclusive of VAT)</b>				
9.001	Contaminated land and pollution searches - standard service - response within 20 working days	£178.36 Standard Service (response within 20 working days)	£184.00 Standard Service (response within 20 working days)	STD
9.002	Contaminated land and pollution searches - expedited service - response within 10 working days	£267 Expedited Service (response within 10 working days)	£274.00 Expedited Service (response within 10 working days)	STD
<b>10 Council Tax/NNDR</b>				
Legal Fees				
10.001	Costs charged for summonses to court for non-payment of Council Tax	£60.00	£60.00	NB
10.002	Costs charged for summonses to court for non-payment of NNDR	£85.00	£85.00	NB
<b>11 Cremations</b>				

11.001	ADULT SERVICE - CLASSIC 35 minutes service	£1,145.00	£1,145.00	EX
11.002	Medical Referee Fee	£25.00	£25.00	EX
11.003	ADULT CREMATION - Direct Cremation	£400.00	£400.00	EX
11.004	ADULT CREMATION <b>SUNRISE 15 minutes service</b>	£693.00	£693.00	EX
11.005	ADULT CREMATION ~ DirectPlus (Direct cremation + overnight storage of coffin)	£440.00	£440.00	EX
11.006	Cremate Body Parts	£55.00	£55.00	EX
11.007	USE of ORGAN (no longer included in cremation fee)	£36.00	£36.00	EX
	BOOK of REMEMBRANCE			
11.008	2 Line Entry	£82.00	£82.00	STD
11.009	3 Line Entry	£109.00	£109.00	STD
11.010	4 Line Entry	£135.00	£135.00	STD
11.011	5 Line Entry	£158.00	£158.00	STD
11.012	6 Line Entry	£185.00	£185.00	STD
11.013	7 Line Entry	£210.00	£210.00	STD
11.014	8 Line Entry	£237.00	£237.00	STD
11.015	Crest, Badge or Floral Emble - with 5 Line Entry	£276.00	£276.00	STD
11.016	Crest, Badge or Floral Emble with 8 Line Entry	£353.00	£353.00	STD
11.017	Full Heraldic Device with 8 Line Entry	£393.00	£393.00	STD
	REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance)			
11.018	2 Line Entry	£65.00	£65.00	STD
11.019	3 Line Entry	£90.00	£90.00	STD
11.020	4 Line Entry	£116.00	£116.00	STD
11.021	5 Line Entry	£142.00	£142.00	STD
11.022	6 Line Entry	£167.00	£167.00	STD
11.023	7 Line Entry	£194.00	£194.00	STD
11.024	8 Line Entry	£218.00	£218.00	STD
11.025	Crest, Badge or Floral Emble with 5 Line Entry	£209.00	£209.00	STD
11.026	Crest, Badge or Floral Emble with 8 Line Entry	£286.00	£286.00	STD
11.027	Full Heraldic Device with 8 Line Entry	£326.00	£326.00	STD
	MINIATURE BOOK of REMEMBRANCE with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance) Note: Each Additional inscription in the miniature book will be as remembrance card prices			
11.028	2 Line Entry	£82.00	£82.00	STD
11.029	3 Line Entry	£109.00	£109.00	STD
11.030	4 Line Entry	£134.00	£134.00	STD
11.031	5 Line Entry	£158.00	£158.00	STD
11.032	6 Line Entry	£185.00	£185.00	STD
11.033	7 Line Entry	£210.00	£210.00	STD
11.034	8 Line Entry	£237.00	£237.00	STD
11.035	Crest, Badge or Floral Emble - with 5 Line Entry	£276.00	£276.00	STD
11.036	Crest, Badge or Floral Emble with 8 Line Entry	£353.00	£353.00	STD
11.037	Full Heraldic Device with 8 Line Entry	£393.00	£393.00	STD
	BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES			
11.038	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	£363.00	£363.00	EX
11.039	Memorial Tree Plaque (178mm x 128mm) (7" x 5")	£516.00	£516.00	EX
11.040	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	£796.00	£796.00	EX
11.041	Memorial Seat Plaque additional or replacement	£340.00	£340.00	EX
11.042	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	£108.00	£108.00	EX
11.043	Renovate plaques for kerb, tree, bench or Recordia Wall	£101.00	£101.00	STD
	LEATHER PANEL - in Cloisters			
11.044	Blue leather panel with 10 year lease	£363.00	£363.00	EX
11.045	Renewal of lease Blue leather panel - @ £15 per year minimum 5 years	£105.00	£105.00	EX
	RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY			
11.046	Wall Plaque (153mm x 102mm) (6" x 4")	£613.00	£613.00	EX
11.047	Reservation of Plaque Space (not liable to VAT)	£108.00	£108.00	EX
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES			
11.048	6" x 3" 10 years	£261.00	£261.00	EX
11.049	7.25" x 3" 10 years	£318.00	£318.00	EX

11.050	8.5" x 3" 10 years	£373.00	£373.00	EX
11.051	8.5" x 3" plus design 10 years	£426.00	£426.00	EX
11.052	9.75" x 3" 10 years	£429.00	£429.00	EX
11.053	9.75" x 3" plus design 10 years	£481.00	£481.00	EX
11.054	11" x 3" 10 years	£481.00	£481.00	EX
11.055	11" x 3" plus design 10 years	£536.00	£536.00	EX
BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES RENEWAL				
11.056	additional 10 years lease	£170.00	£170.00	EX
VASE BLOCK				
11.057	Vase Block (Single Inscription) 10 years	£643.00	£643.00	EX
11.058	Reservation of Vase Block with 10 years lease	£643.00	£643.00	EX
11.059	Additional 10 years lease	£256.00	£256.00	EX
11.060	Repaint lettering	£83.00	£83.00	STD
11.061	Additional Fee (1st or 2nd inscription, casket & appointment)	£430.00	£430.00	STD
TREE BLOCK				
11.062	Tree Block 20 years lease	£1,413.00	£1,413.00	EX
11.063	Additional 20 year lease	£576.00	£576.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£507.00	EX
BELOW GROUND SANCTUM VAULT				
11.064	Below ground vault - large enough to accept two sets of cremated remains (20 years lease)	£2,091.00	£2,091.00	EX
11.065	Reservation with 20 years lease	£2,091.00	£2,091.00	EX
11.066	Additional 10 year lease	£385.00	£385.00	EX
11.067	Photograph/Design additional charge	£131.00	£131.00	EX
11.068	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£507.00	EX
ABOVE GROUND NICHE				
11.069	Above ground niche - two sets of ashes 20 year lease inc first casket, first inscription and flower holder	£1,847.00	£1,847.00	EX
11.070	Reservation with 20 years lease	£1,847.00	£1,847.00	EX
11.071	Additional 10 year lease	£385.00	£385.00	EX
11.072	Photograph/Design additional charge	£131.00	£131.00	EX
11.073	Additional Fee (1st or 2nd inscription, casket & appointment)	£564.00	£564.00	EX
ADDITIONAL FEE FOR NICHE/VAULT/BLOCKS				
Inscription ~ either second OR first if purchased in reserve on Vase Block/Boulder Block/Niche/Vault				
LEAF BLOCK				
11.073	Immediate use to include 20 years lease	£1,255.00	£1,255.00	EX
11.074	Reservation to include 20 years lease	£1,255.00	£1,255.00	EX
11.075	Renewal of lease for additional 10 years	£461.00	£461.00	EX
LEAF BLOCK - ABOVE GROUND NICHE				
11.076	Immediate use large niche for two sets of ashes 20 years lease	£1,724.00	£1,724.00	EX
11.077	Reservation large niche for two sets of ashes 20 years lease	£1,724.00	£1,724.00	EX
11.078	Renewal of lease for additional 10 years large leaf block niche	£461.00	£461.00	EX
11.079	Dandelion ashes urn	£90.00	£90.00	EX
11.080	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£579.00	EX
POND MARKERS ~ no longer available to purchase - only add to existing purchased memorial				
11.081	Renewal of lease for additional 20 years - Pond Marker above ground niche	£462.00	£462.00	EX
11.082	Large memorial tablet including inscription	£612.00	£612.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£579.00	EX
MEMORIAL BENCH				
11.083	Provision of 4ft bench	£1,032.00	£1,032.00	EX
11.083	Provision of a council sanctioned hardwood 5 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,413.00	£1,413.00	EX
11.084	Provision of a council sanctioned hardwood 6 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,558.00	£1,558.00	EX
11.085	Renovation of memorial bench to include removal, cleaning, retreating and replace	£231.00	£231.00	STD
11.086	Remove and resite existing bench - hardstanding and labour	£144.00	£144.00	STD
11.087	Removal and Resitting of Kerb Plaque in Gardens of Remembrance (excluding renovation)	£70.00	£70.00	STD
11.088	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	£158.00	£158.00	EX
11.089	Replacement 5ft bench only	£930.00	£930.00	EX
11.090	Replacement 6ft bench only	£1,075.00	£1,075.00	EX

FEES for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE				
11.092	Cremated at Cheltenham - no appointment	£45.00	£45.00	STD
11.093	Cremated at Cheltenham - by appointment	£90.00	£90.00	STD
11.094	Cremated Elsewhere - with or without appointment	£115.00	£115.00	STD
11.095	Double Scattering if both sets cremated elsewhere - with or without appointment	£160.00	£160.00	STD
<b>MISCELLANEOUS CHARGES</b>				
11.096	Retention of Cremated Remains in temporary deposit pending final disposal -per month after the first month	£47.00	£47.00	EX
11.097	Additional Cremation Certificate	£29.00	£29.00	STD
11.098	Search Fee	£21.00	£21.00	STD
11.099	Urn	£52.00	£52.00	STD
11.100	Casket single	£77.00	£77.00	STD
11.101	Casket double	£109.00	£109.00	STD
11.102	Transfer of Grave Ownership	£61.00	£61.00	STD
11.103	Scattering tube	£18.96	£18.96	STD
11.104	Plastic vase	£3.00	£3.00	STD
11.105	Weighted metal flower holder	£12.27	£12.27	STD
11.106	Memorial Wipes	£1.00	£1.00	STD
11.107	Use of chapel for memorial service where burial or cremation taking place elsewhere	£449.35	£449.35	STD
11.108	Premium Friday 4pm Oak	£192.90	£192.90	STD
11.109	Exhumation of ashes including oversized casket	£403.63	£403.63	STD
11.110	APPLEBY HEARTS			
11.111	Purchase lease for Appleby Heart inc memorial	£2,230.00	£2,230.00	STD
11.112	Additional Fee (1st or 2nd inscription, casket & appointment)	£670.00	£670.00	STD
11.113	TOADSTOOLS			
11.114	Purchase 10 year lease inc inscription	£306.63	£306.63	STD
11.115	Renewal of 10 year lease	£168.00	£168.00	STD
11.116	General Admin fee	£61.00	£61.00	STD
12	<b>Electoral Registration</b>			
	SALE OF PUBLICATIONS			
12.001	Register of Electors - hardcopy	Varies	Varies	NB
12.002	Data for Register of Electors - hardcopy Plus cost of actual postage if applicable (can be emailed) Cost set down in legislation. Labels i.e. names & house addresses for parties Rare occurrence & cost set down in legislation.	Varies	Varies	NB
12.003	Street Index	£20.00	£20.00	NB
12.004	Data for Street Index Plus cost of actual postage if applicable (can be emailed)	£23.00	£23.00	NB
12.005	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies	NB
13	<b>Food Safety Fees (inclusive of VAT)</b>			
13.001	Primary Authority Partnerships - set up costs	£87.46 x hrs spent	£90.00 x hrs spent	STD
13.002	Copies of any reports, preparation of statements etc (non commercial)	£87.46 x hrs spent	£90.00 x hrs spent	STD
13.003	Advice and consultancy - primary authority related	£87.46 x hrs spent	£90.00 x hrs spent	STD
13.004	Food Hygiene Rating Scheme requested revisits	£218.63	£225.00	STD
13.005	Gain and Retain a Rating of 5	£87.46 x hrs spent	£90.00 x hrs spent	STD
13.006	Food safety/hygiene advice and consultancy (excluding Primary Authority Partnerships)	£87.46 x hrs spent	£90.00 x hrs spent	STD
13.007	Health Certificates and attestations	£87.46 x hrs spent or part thereof	£80.00 x hrs spent or part thereof	STD
14	<b>Health &amp; Safety Fees (inclusive of VAT)</b>			
14.001	Tattoo Hygiene Rating Scheme			
	Inspection and rating of premises	£262.35	£270.00	STD
	Annual inspection of premises	£262.35	£270.00	STD
	Re-rating of premises upon request from business	£218.63	£225.00	STD
14.002	Copies of any reports, preparation of statements etc	£87.46 x hrs spent	£90.00 x hrs spent	STD
14.003	Health and Safety advice and consultancy (including beauty registrations but EXCLUDING animal licensing)	£87.46 x hrs spent	£90.00 x hrs spent	STD

<b>14.004</b>	<b>Beauty Registration Pre-Application Fees</b>					
	Soft/advisory visit		£87.46 x hrs spent		£90.00 x hrs spent	STD
<b>14.005</b>	Typed report following soft/advisory visit		£87.46 x hrs spent		£90.00 x hrs spent	STD
<b>14.006</b>	Telephone advice (15 minutes)		£87.46 x hrs spent		£90.00 x hrs spent	STD
<b>16</b>	<b>Licence Fees</b>					
	<b>Beauty Registration Fees: Acupuncture, tattooing, electrolysis and skin piercing</b>					
<b>16.001</b>	Personal licence		£130.30		£134.00	NB
<b>16.002</b>	Premises licence		£130.30		£134.00	NB
<b>16.003</b>	Replacement or reissued certificate		£20.00		£20.50	NB
<b>16.004</b>	Variation of registration including certificate		£60.88		£63.00	NB
	<b>Animal boarding establishments Kennel/cattery/homeboarding/Day care</b>					
<b>16.005</b>	License application and issue		£585.00		£600.00	NB
	<b>Dangerous wild animals (excluding veterinary fees)</b>					
<b>16.006</b>	New Application		£650.00		£669.00	NB
<b>16.007</b>	Renewal		£650.00		£665.00	NB
	<b>Dog Breeding (excluding veterinary fees)</b>					
<b>16.008</b>	New Application		£650.00		£665.00	NB
<b>16.009</b>	Replacement or reissued certificate (animal licensing)		£20.00		£20.50	NB
<b>16.010</b>	Variation of licence including certificate		£87.46 x hrs spent		£90.00 x hrs spent	NB
	<b>GAMBLING ACT 2005 - Bingo Club</b>					
<b>16.011</b>	New application	min	£3,138.85		£3,138.85	NB
<b>16.012</b>	Annual fee	min	£899.26		£899.26	NB
<b>16.013</b>	Application to vary	min	£1,572.10		£1,572.10	NB
<b>16.014</b>	Application to transfer	min	£1,076.54		£1,076.54	NB
<b>16.015</b>	Application for reinstatement	min	£1,076.54		£1,076.54	NB
<b>16.016</b>	Application for provisional statement	min	£3,138.85		£3,138.85	NB
<b>16.017</b>	Licence application (provisional statement holders)	min	£1,076.54		£1,076.54	NB
<b>16.018</b>	Copy licence	min	£25.00		£25.00	NB
<b>16.019</b>	Notification of change	min	£40.00		£40.00	NB
	<b>GAMBLING ACT 2005 - Betting Premises Exc. Track</b>					
<b>16.020</b>	New application	min	£2,693.50		£2,693.50	NB
<b>16.021</b>	Annual fee	min	£538.27		£538.27	NB
<b>16.022</b>	Application to vary	min	£1,344.61		£1,344.61	NB
<b>16.023</b>	Application to transfer	min	£1,076.54		£1,076.54	NB
<b>16.024</b>	Application for reinstatement	min	£1,076.54		£1,076.54	NB
<b>16.025</b>	Application for provisional statement	min	£2,693.50		£2,693.50	NB
<b>16.026</b>	Licence application (provisional statement holders)	min	£1,076.54		£1,076.54	NB
<b>16.027</b>	Copy licence	min	£25.00		£25.00	NB
<b>16.028</b>	Notification of change	min	£40.00		£40.00	NB
	<b>GAMBLING ACT 2005 - Track</b>					
<b>16.029</b>	New application	min	£2,241.73		£2,241.73	NB
<b>16.030</b>	Annual fee	min	£899.26		£899.26	NB
<b>16.031</b>	Application to vary	min	£1,120.33		£1,120.33	NB
<b>16.032</b>	Application to transfer	min	£855.47		£855.47	NB
<b>16.033</b>	Application for reinstatement	min	£855.47		£855.47	NB
<b>16.034</b>	Application for provisional statement	min	£2,241.73		£2,241.73	NB
<b>16.035</b>	Licence application (provisional statement holders)	min	£855.47		£855.47	NB
<b>16.036</b>	Copy licence	min	£25.00		£25.00	NB
<b>16.037</b>	Notification of change	min	£40.00		£40.00	NB
<b>16.038</b>	Temporary Use Notice	min	£500.00		£500.00	NB
<b>16.039</b>	Temporary Use Notice - copy	min	£25.00		£25.00	NB
	<b>GAMBLING ACT 2005 - Family Entertainment Centre</b>					
<b>16.040</b>	New application	min	£1,795.31		£1,795.31	NB
<b>16.041</b>	Annual fee	min	£674.98		£674.98	NB
<b>16.042</b>	Application to vary	min	£899.26		£899.26	NB
<b>16.043</b>	Application to transfer	min	£855.47		£855.47	NB
<b>16.044</b>	Application for reinstatement	min	£855.47		£855.47	NB
<b>16.045</b>	Application for provisional statement	min	£1,795.31		£1,795.31	NB
<b>16.046</b>	Licence application (provisional statement holders)	min	£855.47		£855.47	NB
<b>16.047</b>	Copy licence	min	£25.00		£25.00	NB
<b>16.048</b>	Notification of change	min	£40.00		£40.00	NB

<b>GAMBLING ACT 2005 - Adult Gaming Centre</b>					
16.049	New application	min	£1,795.31	£1,795.31	NB
16.050	Annual fee	min	£899.26	£899.26	NB
16.051	Application to vary	min	£899.26	£899.26	NB
16.052	Application to transfer	min	£1,076.54	£1,076.54	NB
16.053	Application for reinstatement	min	£1,076.54	£1,076.54	NB
16.054	Application for provisional statement	min	£1,795.31	£1,795.31	NB
16.055	Licence application (provisional statement holders)	min	£1,076.54	£1,076.54	NB
16.056	Copy licence	min	£25.00	£25.00	NB
16.057	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Large Casino</b>					
16.058	New application	min	£8,969.06	£8,969.06	NB
16.059	Annual fee	min	£8,969.06	£8,969.06	NB
16.060	Application to vary	min	£4,485.60	£4,485.60	NB
16.061	Application to transfer	min	£1,928.81	£1,928.81	NB
16.062	Application for reinstatement	min	£1,928.81	£1,928.81	NB
16.063	Application for provisional statement	min	£8,969.06	£8,969.06	NB
16.064	Licence application (provisional statement holders)	min	£4,485.60	£4,485.60	NB
16.065	Copy licence	min	£25.00	£25.00	NB
16.066	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Small Casino</b>					
16.067	New application	min	£3,364.20	£3,364.20	NB
16.068	Annual fee	min	£5,607.00	£5,607.00	NB
16.069	Application to vary	min	£3,924.90	£3,924.90	NB
16.070	Application to transfer	min	£1,121.40	£1,121.40	NB
16.071	Application for reinstatement	min	£1,121.40	£1,121.40	NB
16.072	Application for provisional statement	min	£5,607.00	£5,607.00	NB
16.073	Licence application (provisional statement holders)	min	£3,924.90	£3,924.90	NB
16.074	Copy licence	min	£25.00	£25.00	NB
16.075	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Permits (fee fixed by statute)</b>					
16.076	FEC gaming machine Application fee		£300.00	£300.00	NB
16.077	Renewal fee		£300.00	£300.00	NB
16.078	Transitional application fee		£100.00	£100.00	NB
16.079	Prize Gaming Application fee		£300.00	£300.00	NB
16.080	Renewal fee		£100.00	£100.00	NB
16.081	Transitional application fee		£100.00	£100.00	NB
16.082	FEC permits change of name		£25.00	£25.00	NB
16.083	copy of permit		£15.00	£15.00	NB
16.084	Prize gaming permits change of name		£25.00	£25.00	NB
16.085	copy of permit		£15.00	£15.00	NB
16.086	Notification of intention to make (up to 2) gaming machines available		£50.00	£50.00	NB
<b>Licensed premises gaming machine permits (more than 2 gaming machines)</b>					
16.087	Application existing operator		£100.00	£100.00	NB
16.088	Application new operator		£150.00	£150.00	NB
16.089	Variation of permit		£100.00	£100.00	NB
16.090	Transfer of permit		£25.00	£25.00	NB
16.091	Change of name on permit		£25.00	£25.00	NB
16.092	Copy of permit		£15.00	£15.00	NB
16.093	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	NB
<b>GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)</b>					
16.094	Application existing operator		£100.00	£100.00	NB
16.095	Application holder of club premises cert		£100.00	£100.00	NB
16.096	Application new applicant		£200.00	£200.00	NB
16.097	Renewal (every 10 years)		£200 (£100 for club premises certificate holder)	£200 (£100 for club premises certificate holder)	NB
16.098	Variation of permit		£100.00	£100.00	NB
16.099	Copy of permit		£15.00	£15.00	NB
16.100	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	NB
<b>Hackney carriage and private hire</b>					
16.101	Vehicle licences initial - Electronic		£250.00	£250.00	NB
16.102	Vehicle licences renewal - Electronic		£250.00	£250.00	NB
16.103	Vehicle transfer or change		£110.00	£110.00	NB



<b>Driver licences</b>				
16.104	Private hire - 3 year Initial Application - Electronic		£261.00	£261.00
16.105	Hackney carriage - 3 year Initial application - Electronic		£261.00	£261.00
16.106	Private hire - Three yearly Renewal - Electronic		£261.00	£261.00
<b>Private hire operators licences (5 year licence)</b>				
16.107	Licence (Micro)	Up to 3 cars	£1,514.96	£1,514.96
16.108	Licence (Small)	4 - 10 cars	£1,824.15	£1,824.15
16.109	Licence (Medium)	11 - 30 cars	£4,885.10	£4,885.10
16.110	Licence (Large)	31 + cars	£6,816.15	£6,816.15
<b>Miscellaneous</b>				
16.111	Plate brackets		£14.52	£14.52
16.112	Replacement drivers badge		£14.52	£14.52
16.113	Replacement window badge		£14.52	£14.52
16.114	Window pouch		£6.05	£6.05
16.115	Replacement licence		£18.15	£18.15
16.116	Replacement licence (change of circumstances) - per licence		£18.15	£18.15
16.117	Loan of temporary top light		£45 per week	£45 per week
16.118	English Proficiency Test		£49.50	£49.50
16.119	Hackney carriage and Private Hire local knowledge test		£42.72	£42.72
16.120	Taxi/PH Safeguarding Training		£42.72	£42.72
16.121	Safeguarding + local knowledge test		£84.37	£84.37
16.122	Independent safeguarding Authority CRB check (from July 2010)		£91.36	£91.36
16.123	Enhanced DBS check (fee not refundable)		£66.00	£66.00
16.124	Plate exemption Application		£60.50	£60.50
16.125	Plate Clips (for 4 clips)		£3.03	£3.03
16.126	Application to Approve External Advertising		£60.50	£60.50
16.127	Advance Booking Only Sticker (each)		£1.82	£1.82
16.128	Change from PHD to HCD - Administration Fee		£48.40	£48.40
16.129	APLH - Attendance – full day's training		£95.00	£95.00
16.130	APLH - Resitting written assessment		£45.00	£45.00
Replacement vehicle plates				
16.131	- hackney carriage		£24.20	£24.20
16.132	- private hire		£24.20	£24.20
GAMBLING ACT 2005 - Lotteries (fee fixed by statute)				
16.133	Initial registration		£40.00	£40.00
16.134	Renewal		£20.00	£20.00
<b>Distributing free printed and promotional material</b>				
16.135	5 points		£66.23	£69.54
16.136	6 -10 points		£221.57	£232.65
16.137	11-15 points		£315.49	£331.27
16.138	16+ points		£441.93	£464.03
<b>Advertising structures</b>				
16.139	Administration fee not refundable for unsuccessful applicants		£139.40	£146.37
<b>Information structures</b>				
16.140	Administration fee (not refundable for unsuccessful applicants)– charity/not for profit		£66.23	£69.54
16.141	Administration fee (not refundable for unsuccessful applicants)– commercial		£180.63	£189.66
16.142	Charity/not for profit- £/sqm obstructed (in addition to administration fee)		£12.04	£12.64
16.143	Commercial - £/sqm obstructed (in addition to administration fee)		£36.13	£37.93
16.144	Advertising structures (new and renewal)		£126.44	£132.76
<b>Zoos</b>				
16.145	New		£87.46 x hrs spent	£90.00 x hrs spent
16.146	Renewal		£87.46 x hrs spent	£90.00 x hrs spent
16.147	New s14(2) dispensation		£87.46 x hrs spent	£90.00 x hrs spent
16.148	Renewal s14(2) dispensation		£87.46 x hrs spent	£90.00 x hrs spent
16.149	Transfer Replacement of Licence (Zoo)		£87.46 x hrs spent	£90.00 x hrs spent
16.150	Variation of licence including certificate (Zoo)		£87.46 x hrs spent	£90.00 x hrs spent
<b>Animal Activities Licensing Pre-application Advice</b>				
16.151	Advisory visit		£87.46 x hrs spent	£90.00 x hrs spent

16.152	Typed report (following advisory visit)		£87.46 x hrs spent	£90.00 x hrs spent	NB
16.153	Check & send service (validation checks & submitting your pre-app to consultees for comment etc)		£176.22	£181.00	NB
<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</b>					
Total fee include application and issue fee - does not include any required veterinary fees, supplementary fees etc under Regulation 13					
16.154	<b>Selling animals as pets</b>	Total application fee	£680.00	£699.00	NB
16.155		Renewal with NO change to documented system	£680.00	£699.00	NB
16.156	<b>Hiring out Horses</b>	Total application fee	£659.00	£678.00	NB
16.157		Renewal with NO change to documented system	£659.00	£678.00	NB
16.158	<b>Exhibition of animals based in Local Authority Area</b>	Total application fee	£585.00	£602.00	NB
16.159		Renewal with NO change to documented system	£585.00	£602.00	NB
<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Other Fees</b>					
16.160	Star Re-Rating		£122.82	£126.00	NB
16.161	Star Re-Rating - Arrangers head office		£93.98	£97.00	NB
16.162	Star Re-Rating - Arranger Host		£117.48	£121.00	NB
16.163	Variation Fee (no visit required)		£87.46 x hrs spent	90 x hrs spent	NB
16.164	Variation Fee (excluding Animal Boarding and Animal Exhibiting) - visit required		£87.46 x hrs spent	90 x hrs spent	NB
16.165	Variation Fee for Animal Boarding and Animal Exhibiting (visit required)		£87.46 x hrs spent	90 x hrs spent	NB
16.166	Hard copy of licence		£22.00	£22.50	NB
<b>Premises licenses</b>					
16.167	New application & variation	Band A	£100.00	£100.00	NB
16.168		Band B	£190.00	£190.00	NB
16.169		Band C	£315.00	£315.00	NB
16.170		Band D	£450.00	£450.00	NB
16.171		Band E	£635.00	£635.00	NB
The Government has used the non-domestic rateable value (NDRV) as the means of allocating premises to fee bands. NDRV is considered the fairest method of allocating fee bands because it:					
16.172	Application for minor variation of licence (fixed by statute)		£89.00	£89.00	NB
16.173	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	£900.00	£900.00	NB
16.174		Band E x3	£1,905.00	£1,905.00	NB
16.175	Annual charge *	Band A	£70.00	£70.00	NB
16.176		Band B	£180.00	£180.00	NB
16.177		Band C	£295.00	£295.00	NB
16.178		Band D	£320.00	£320.00	NB
16.179		Band E	£350.00	£350.00	NB
16.180	Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	£640.00	£640.00	NB
16.181		Band E x3	£1,050.00	£1,050.00	NB
<b>Club premises certificates</b>					
16.182	New application and variation	Band A	£100.00	£100.00	NB
16.183		Band B	£190.00	£190.00	NB
16.184		Band C	£315.00	£315.00	NB
16.185		Band D	£450.00	£450.00	NB
16.186		Band E	£635.00	£635.00	NB
16.187	Annual Charge	Band A	£70.00	£70.00	NB
16.188		Band B	£180.00	£180.00	NB
16.189		Band C	£295.00	£295.00	NB
16.190		Band D	£320.00	£320.00	NB
16.191		Band E	£350.00	£350.00	NB

\*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005

Additional Premises Licence fee

16.192	Number in attendance at any one time	5,000 to 9,999	£1,000.00	£1,000.00	NB
16.193		10,000 to 14,999	£2,000.00	£2,000.00	NB
16.194		15,000 to 19,999	£4,000.00	£4,000.00	NB
16.195		20,000 to 29,999	£8,000.00	£8,000.00	NB
16.196		30,000 to 39,999	£16,000.00	£16,000.00	NB
16.197		40,000 to 49,999	£24,000.00	£24,000.00	NB
16.198		50,000 to 59,999	£32,000.00	£32,000.00	NB
16.199		60,000 to 69,999	£40,000.00	£40,000.00	NB
16.200		70,000 to 79,999	£48,000.00	£48,000.00	NB
16.201		80,000 to 89,999	£56,000.00	£56,000.00	NB
16.202		90,000 and over	£64,000.00	£64,000.00	NB
<b>Additional annual fee payable, if applicable</b>					
16.203	Number in attendance at any one time	5,000 to 9,999	£500.00	£500.00	NB
16.204		10,000 to 14,999	£1,000.00	£1,000.00	NB
16.205		15,000 to 19,999	£2,000.00	£2,000.00	NB
16.206		20,000 to 29,999	£4,000.00	£4,000.00	NB
16.207		30,000 to 39,999	£8,000.00	£8,000.00	NB
16.208		40,000 to 49,999	£12,000.00	£12,000.00	NB
16.209		50,000 to 59,999	£16,000.00	£16,000.00	NB
16.210		60,000 to 69,999	£20,000.00	£20,000.00	NB
16.211		70,000 to 79,999	£24,000.00	£24,000.00	NB
16.212		80,000 to 89,999	£28,000.00	£28,000.00	NB
16.213		90,000 and over	£32,000.00	£32,000.00	NB
<b>Licensing Pre-application Advice</b>					
16.214	New premises licence	C&S (Check & send)	£48.40	£50.82	STD
26.215		PAC (Pre-application consultation)	£84.70	£88.94	STD
36.216		Full (Full service) - Small	£84.70	£88.94	STD
46.217		Large/medium	£157.30	£165.17	STD
16.218	Full variation of a premises licence	C&S (Check & send)	£48.40	£50.82	STD
16.219		PAC (Pre-application consultation)	£84.70	£88.94	STD
16.220		Full (Full service) - Small	£84.70	£88.94	STD
16.221		Large/medium	£157.30	£165.17	STD
16.222	Minor variation of a premises licence	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.223		Full (Full service) - Small	£84.70	£88.94	STD
16.224		Large/medium	£157.30	£165.17	STD
16.225	Street trading consent	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.226		Full (Full service) - charity/not for profit	£84.70	£88.94	STD
16.227		Full (Full service) - commercial rate	£157.30	£165.17	STD
16.228	Permission to place objects on the highway	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.229		Full (Full service) - charity/not for profit	£84.70	£88.94	STD
16.230		Full (Full service) - commercial rate	£157.30	£165.17	STD
16.231	Application for a club premises certificate	C&S (Check & send)	£48.40	£50.82	STD
16.232		PAC (Pre-application consultation)	£84.70	£88.94	STD
16.233		Full (Full service)	£84.70	£88.94	STD
16.234	Application for the grant or renewal of a personal licence		£37.00	£37.00	NB
16.235	Temporary event notice		£21.00	£21.00	NB
16.236	Theft, loss, etc. of premises licence or summary		£11.00	£11.00	NB
16.237	Application for a provisional statement where premises being built etc.		£315.00	£315.00	NB
16.238	Notification of change of name or address		£11.00	£11.00	NB
16.239	Application to vary licence to specify individual as premises supervisor		£23.00	£23.00	NB
16.240	Application for transfer of premises licence		£23.00	£23.00	NB
16.241	Interim authority notice following death etc. of licence holder		£23.00	£23.00	NB
16.242	Theft, loss etc. of certificate or summary		£10.00	£10.00	NB
16.243	Notification of change of name or alteration of rules of club		£10.50	£10.50	NB
16.244	Change of relevant registered address of club		£10.50	£10.50	NB
16.245	Theft, loss etc. of temporary event notice		£10.50	£10.50	NB
16.246	Theft, loss etc. of personal licence		£10.50	£10.50	NB
16.247	Duty to notify change of name or address		£10.50	£10.50	NB
16.248	Right of freeholder recto be notified of licensing matters		£21.00	£21.00	NB
16.249	Temporary Use Notice (Gambling Act) - Fee (*see note below)		£500.00	£500.00	NB
16.250	Copy of Notice		£25.00	£25.00	NB

**Sex establishments**

16.251	Deposit (not refundable) *NEW		£1,236.74	£1,298.58	NB
16.252	Initial Application (remainder)		£1,236.74	£1,298.58	NB
16.253	Subsequent Fee		£633.83	£665.52	NB
16.254	Transfer or variation		£633.83	£665.52	NB
<b>Sexual Entertainment Licence</b>					
16.255	Deposit (not refundable) *NEW		£2,000.00	£2,100.00	NB
16.256	Initial Application (remainder)		£2,468.00	£2,591.40	NB
16.257	Subsequent Fee		£2,468.00	£2,591.40	NB
16.258	Transfer or variation		£898.00	£942.90	NB
<b>Street trading consents - annual</b>					
16.259	Administration fee for unsuccessful applicants		£114.94	£120.69	NB
<b>Ice cream vehicles</b>					
16.260	- annual		£1,384.80	£1,454.04	NB
16.261	- seasonal	Apr - Sep	£920.64	£966.67	NB
<b>Hot food units - Town Centre only (Core Commercial Area)</b>					
16.262	Consent	Full Year	£5,578.59	£5,857.52	NB
16.263		Half Year	£2,809.00	£2,949.45	NB
16.264		Three Months	£1,424.20	£1,495.41	NB
<b>Hot food units - Outside Town Centre</b>					
16.265	Consent	Full Year	£3,662.87	£3,846.01	NB
16.266		Half Year	£1,852.23	£1,944.84	NB
16.267		Three Months	£945.82	£993.11	NB
<b>Mobile and static Units</b>					
16.268	Mobile Unit - Drinks only		£4,871.42	£5,114.99	NB
<b>Flower stalls - prime sites</b> (to include Promenade and High Street between Pittville Street and Bath Road)					
16.269	Consent	Full Year	£4,458.71	£4,681.65	NB
16.270		Half Year	£2,249.61	£2,362.09	NB
16.271		Three Months	£1,145.06	£1,202.31	NB
<b>Flower stalls - secondary sites</b>					
16.272	Consent	Full Year	£3,575.29	£3,754.05	NB
16.273		Half Year	£1,808.44	£1,898.87	NB
16.274		Three Months	£923.93	£970.12	NB
<b>Other stalls or units - prime sites</b> (to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)					
16.276	Consent	Full Year	£4,582.41	£4,811.53	NB
16.277		Half Year	£2,312.01	£2,427.61	NB
16.278		Three Months	£1,175.71	£1,234.49	NB
16.279		Monthly	£391.90	£411.50	NB
16.280		Day rate	£27.37	£28.74	NB
<b>Other stalls or units - secondary sites</b>					
16.281	Consent	Full Year	£3,674.91	£3,858.65	NB
16.282		Half Year	£13,353.15	£14,020.81	NB
16.283		Three Months	£948.01	£995.41	NB
16.284		Monthly	£316.37	£332.19	NB
16.285		Day rate	£16.42	£17.24	NB
<b>Scrap Metal Dealers Act 2013 (new fees from September 2013)</b>					
<b>Site Licence</b>					
16.286	Grant, renewal and variation to change of site manager		£454.30	£477.02	NB
16.287	Variation other than a change of site manager		£97.43	£102.30	NB
16.288	Copy of a licence		£13.14	£13.79	NB
16.289	Scrap metal dealers (Late renewal applications only)		£38.31	£40.23	NB
<b>Collector's Licence</b>					
16.290	Grant and renewal of a collector's scrap metal dealer licence		£413.80	£434.49	NB
16.291	Variation		£97.43	£102.30	NB
16.292	Copy of a licence		£13.14	£13.79	NB
<b>Pavement Licence</b>					
16.293	Pavement licence - new		n/a	£500.00	NB

16.294	Pavement licence - renewal	n/a	£350.00	NB
<b>Lifelines</b>				
<i>*Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%</i>				
16.295	Daily Rental of Lifeline alarm unit	£0.61	£0.61	EX/STD*
16.296	Annual rental of Lifeline Alarm Unit (Analogue)	£222.65	£222.65	EX/STD*
16.297	New account set up Charge (Analogue)	£48.00	£48.00	EX/STD*
16.298	Annual rental of Lifeline Alarm Unit (Digital)	£222.65	£222.65	EX/STD*
16.299	New account set up Charge (Digital)	£48.00	£48.00	EX/STD*
16.300	Annual monitoring charge only	£137.63	£137.63	EX/STD*
16.301	Annual rental of Falls monitor	£42.00	£42.00	EX/STD*
<b>Miscellaneous Charges</b>				
16.302	Call out charge	£25.00	£25.00	STD
16.303	Collection charge	£22.00	£22.00	STD
16.304	Lost Pendant Charge	£52.00	£52.00	STD
16.305	Extra Cord Charge	£5.00	£5.00	STD
16.306	Charge for lost lifeline equipment	£260.00	£260.00	STD
<b>Keysafes</b>				
16.307	Installation of a SUPRA C500 Keysafe (To supply and install a Keysafe)	£72.00	£72.00	STD
16.308	Supply only Supra C500 Keysafe	£65.00	£65.00	STD
16.309	Installation of Access point Keysafe (To supply and install)	£58.00	£58.00	STD
16.310	Installation only	£50.00	£50.00	STD
<b>Miscellaneous Properties</b>				
<b>Property Rents</b>				
16.311	Granting L/L Consent (assignments and subletting)*	£385.00	£385.00	STD
16.312	Granting L/L Consent (Building Alterations)*	£385.00	£385.00	STD
16.313	Granting residential leasehold extensions	£385.00	£385.00	STD
16.314	Granting wayleaves or easements	£450.00	£450.00	STD
16.315	Development Agreements – To be agreed	TBA	TBA	STD
<b>HMO Licensing</b>				
<b>New Application</b>				
16.316	Part 1 application and administration	£334.55	£343.00	NB
16.317	Part 2 Inspection assessment processing	£595.00	£610.00	NB
16.318	additional fee for each bedroom or bed-living room where six or more	£50.00	£51.00	NB
16.319	additional fee for new or renewal applications where works required	£154.14	£158.00	NB
£100.00 discount is available on the standard Part 2 fee for a fully complete HMO licence application submitted				
<b>Renewal</b>				
Mobile Home site licence				
16.320	Band A	£520.00	£533.00	NB
16.321	Band B	£555.00	£569.00	NB
16.322	Band C	£590.00	£605.00	NB
16.323	Band D	£770.00	£790.00	NB
<b>22 Outdoor Recreation (inclusive of VAT)</b>				
22.001	Adult Football with changing rooms	£63.55	£66.75	STD
22.002	Pitch only	£32.90	£34.55	STD
22.003	Junior football with changing rooms	£34.40	£36.15	STD
22.004	Junior football pitch only	£31.00	£32.55	STD
22.005	Rugby with changing rooms	£63.55	£66.75	STD
22.006	Adult Cricket Weekends	£67.30	£70.70	STD
22.007	Playgroups per session	£16.45	£17.30	STD
22.008	Playgroup Swindon Village	£13.35	£14.05	STD
22.009	Tennis per hour per court	£8.50	£8.95	STD
22.010	Tennis half hour " "	£4.00	£4.20	STD
22.011	Tennis OAP/Jnr. " "	£5.00	£5.25	STD
22.012	Tennis Annual Membership	£49.00	£52.50	STD
22.013	Fishing Adult all day	£9.00	£9.50	STD
22.014	Fishing OAP/Jnr all day	£5.00	£5.25	STD
22.015	Golf Adult	£7.50	£7.90	STD

22.016	Golf OAP/Inr	£5.30	£5.60	STD
22.017	Equipment Hire - Irons	£3.00	£3.15	STD
22.018	Golf Balls (each)	£1.30	£1.40	STD
22.019	Fishing Permits	£10.00	£10.50	STD
22.020	Boating - Rowing 1 hr	£12.00	£12.60	STD
22.021	Rowing half an hour	£8.50	£9.00	STD
22.022	Juniors under 10, half an hour	£4.90	£4.20	STD
<b>Event Daily Charges for Parks, Gardens &amp; Playing fields</b>				
<b>Montpellier Gardens:-</b>				
22.023	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.024	Registered Charity	£330.00	£346.50	EX
22.025	Community	£65.00	£68.25	EX
<b>Sandford Park</b>				
22.026	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.027	Registered Charity	£330.00	£346.50	EX
22.028	Community	£65.00	£68.25	EX
<b>Pittville park</b>				
22.029	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.030	Registered Charity	£330.00	£346.50	EX
22.031	Community	£65.00	£68.25	EX
<b>Imperial Gardens - Whole Gardens</b>				
22.032	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.033	Registered Charity	£330.00	£346.50	EX
22.034	Community	£65.00	£68.25	EX
<b>Fitness Classes</b>				
22.035	4-9 participants	£5.00	£5.25	EX
22.036	10-15 participants	£9.85	£10.35	EX
22.037	16+ participants	£19.65	£20.65	EX
22.038	Tethered hot air balloon	£940.00	£990.00	EX
22.039	Professional Dog Walkers Annual Licence	£380.00	£400.00	EX
23	<b>Pest Control Fees (inclusive of VAT)</b>			
	<i>Charges may vary depending on how many rooms need to be treated</i>			
	<b>Standard Prices</b>			
23.001	Ants	£90 for first visit Subsequent Visits £35	£110 for first visit + £45 for subsequent visits	STD
23.002	Bedbugs	£400 Per visit may require more than 1 Visit	£440 for up to 3 visit, additional visits £100 per extra visit.	STD
23.003	Beetles	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	STD
23.004	Booklice	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	STD
23.005	Carpet beetles and moths	£160 for 1 Visit and £85 for subsequent visits	£176 for 1 Visit and £95 for subsequent visits	STD
23.006	Cockroaches (includes 2 visits)	£195 for 1 Visit and £85 for subsequent visits	£215 for 1st visit + £95 for subsequent visits	STD
23.007	Flies (house and cluster) per treatment	£100 for first visit subsequent £45 per subsequent visits	£150 includes insecticide wipe down and fogging treatment, addition visits £50 per visit.	STD
23.008	Fleas	(£100 for first visit and £50 for subsequent visits) 3 bed house	£100 for first room and £15 per additional room	STD
23.009	Mice (Up to 3 visits) Non refundable deposit £29	(£175 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	£195 for 3 visits, for 1- 3 bedrooms, subsequent visits £45, £210 for 3 visits, for 4-5 bedrooms, subsequent visits £50, Quote required for 6 bedrooms and over.	STD
23.010	Spraying to prevent leptospirosis (Recommended after Rat treatment)	£40 per treatment	£40 first room and £5 per additional room	STD
23.011	Rats (Up to 3 visits) Non refundable deposit £25	(£175 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£195 for 3 visits, subsequent visits £45 for up to 3 bedrooms £210 for 3 visits, for 4-5 bedrooms,subsequent visits £50, Quote required for 6 bedrooms and over.	STD
23.012	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.	£260 for max 5 visits traps to be checked daily	£286 for max 5 visits traps to be checked daily	STD
23.013	Wasps (per nest) £15 per additional nest	£70 First Nest £25 for subsequent nests	£83 First Nest £27 for subsequent nests at time of treatment	STD
23.014	Woodlice (minimum charge)	Survey and quote	Survey and quote £45	STD
23.015	Survey/Advice Fee - Standard	£45.00	Survey and quote £45	STD
23.016	Prices for people on Income Support	Case by case basis	Case by case basis	STD

**Commercial or business customer (pest control contract with the council)**

<b>Regular size business</b>				
23.017	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may incur additional costs.		£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	£ 77 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £115 per visit STD
<b>Large size business</b>				
23.018	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may need additional visits.		£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	£154 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £230 per visit. STD
<b>Commercial or business customer (no pest control contract with the council)</b>				
23.019	Ants		£65 survey and quote for works	£72 survey and quote for works STD
23.020	Cockroaches		£65 survey and quote for works	£72 survey and quote for works STD
23.021	Bedbugs		£65 survey and quote for works	£72 survey and quote for works STD
23.022	Flies (house and cluster)		£65 survey and quote for works	£72 survey and quote for works STD
23.023	Fleas		£65 survey and quote for works	£72 survey and quote for works STD
23.024	Mice (up to 3 visits)		£270 for 3 visits and £65 for subsequent Visits	£300 for 3 visits and £72 for subsequent Visits STD
23.025	Rats (up to 3 visits)		£270 for 3 visits and £65 for subsequent Visits	£300 for 3 visits and £72 for subsequent Visits STD
23.026	Wasps (per nest) £20 per additional nest		£80 First Nest £35 for subsequent nests	£88 First Nest £42 for subsequent nests STD
23.027	Survey/Advice Fee - Standard		Included above	Included above STD
23.028	Survey/Advice Fee - Income Support		Included above	Included above STD
<b>24 Planning Fees</b>				
The Town and Country Planning Act 1990				
24.001	The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005 require that fees shall be paid in respect of planning and advertisement applications.		Set nationally	EX
<b>1. The erection of dwellinghouses</b>				
24.002	Outline			
24.003	the site area is less than 0.5 hectares	£578 for each 0.1 hectare		NB
24.004	the site area is at least 0.5 hectares but does not exceed 2.5 hectares	£624 for each 0.1 hectare (or part thereof) of the site area		NB
24.005	the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500.		NB
24.006	permission in principle	£503 for each 0.1 hectare		NB
24.007				
24.008	where the number of dwellinghouses to be created by the development is fewer than 10	£578 for each dwelling house		NB
24.009	where the number of dwellinghouses to be created by the development is at least 10 but no more than 50	£624 for each dwellinghouse		NB
24.010	where the number of dwellinghouses to be created by the development is more than 50	£30,860 and an additional £186 for each dwellinghouse in excess of 50, subject to a maximum in total of £405,000		NB
<b>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)</b>				
24.011	Where the application is for outline planning permission and:			
24.012	the site area is less than 1 hectare	£578 for each 0.1 hectare		NB
24.013	the site area is at least 1 hectare but does not exceed 2.5 hectares	£624 for each 0.1 hectare		NB
24.014	the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500		NB
24.015	Where the application is for permission in principle	£503 for each 0.1 hectare		NB
24.016	where no floor space is to be created by the development	£293.00		NB
24.017	where the area of gross floor space to be created by the development does not exceed 40 square metres	£293.00		NB
24.018	where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres	£578 for each 75 square metres		NB

24.018		where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres	£624 for each 75 square metres	£624 for each 75 square metres	NB
24.019		where the area of gross floor space created by the development exceeds 3750 square metres	£30,680 and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000	£30,680 and an additional £186 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £405,000	NB
<b>3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4)</b>					
24.020	Where the application is for outline planning permission and:	the site area is less than 1 hectare	£578 for each 0.1 hectare	£578 for each 0.1 hectare	NB
24.021		the site area is at least 1 hectare but does not exceed 2.5 hectares	£624 for each 0.1 hectare	£624 for each 0.1 hectare	NB
24.022		the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £202,500	NB
24.023	Where the application is for permission in principle		£503 for each 0.1 hectare	£503 for each 0.1 hectare	NB
24.024	In any other case—	where the area of gross floor space to be created by the development does not exceed 465sqm	£120.00	£120.00	NB
24.025		where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres	£578.00	£578.00	NB
24.026		where the area of gross floor space to be created by the development exceeds 540 square metres			
24.027		where the area of gross floor space to be created by the development is at least 1000square metres but does not exceed 4215 square metres	£624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres	£624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres	NB
24.028		where the area of gross floor space to be created by the development exceeds 4215 square metres	£30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000	£30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £405,000	NB
24.029	<b>4. The erection of glasshouses on land used for the purposes of agriculture</b>	Where the area of gross floor space to be created by the development does not exceed 465 square metres	£120.00	£120.00	NB
24.030		Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres	£3,225.00	£3,225.00	NB
24.031		Where the area of gross floor space to be created by the development is 1000 square metres or more	£3,483.00	£3,483.00	NB
24.032					
24.033	<b>5. The erection, alteration or replacement of plant or machinery</b>	Where the site area is less than 1 hectare	£578.00	£578.00	NB
24.034		Where the site area is at least 1 hectare but does not exceed 5 hectares	£642.00	£642.00	NB
24.035		Where the site area exceeds 5 hectares	£30,860 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,000.	£30,860 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £405,000.	NB
24.036	<b>6. The enlargement, improvement or other alteration of existing dwellinghouses</b>	Where the application relates to a single dwellinghouse	£258.00	£258.00	NB
24.037		Where the application relates to two or more dwellinghouses	£509.00	£509.00	NB



24.038	7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse		£258.00	£258.00	NB
24.039	8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking where the development is required for a purpose incidental to the existing use of the land		£293.00	£293.00	NB
24.040	9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	Where the site area does not exceed 7.5 hectares	£686 for each 0.1 hectare	£686 for each 0.1 hectare	NB
24.041		Where the site area exceeds 7.5 hectares	£51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,000.	£51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the site area in excess of 7.5 hectares, subject to a maximum in total of £405,000.	NB
24.042	10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.	Where the site area does not exceed 15 hectares	£347 for each 0.1 hectare	£347 for each 0.1 hectare	NB
24.043		Where the site area exceeds 15 hectares	£52,002 and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.00	£52,002 and an additional £204 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.00	NB
	11. The carrying out of any operations not coming within any of the above categories.				
24.044	In the case of operations for the winning and working of minerals—	where the site area does not exceed 15 hectares	£315 for each 0.1ha	£315 for each 0.1ha	NB
24.045		where the site area exceeds 15 hectares	£471.61 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.	£471.61 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £105,300.	NB
24.046		In any other case	In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535	In any other case, £293 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,535	NB
	12. Uses of land				
24.047	Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:	where the change of use is to use as fewer than 10 dwellinghouses	£578 for each additional dwellinghouse;	£578 for each additional dwellinghouse;	NB
24.048		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£624 for each additional dwellinghouse	£624 for each additional dwellinghouse	NB
24.049		where the change of use is to use as more than 50 dwellinghouses	£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.	£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.	NB
24.050	In all other cases:	where the change of use is to use as fewer than 10 dwellinghouses	£578 for each dwellinghouse;	£578 for each dwellinghouse;	NB
24.051		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£624 for each dwellinghouse	£624 for each dwellinghouse	NB
24.052		where the change of use is to use as more than 50 dwellinghouses	£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.	£30,860 and an additional £186 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £405,000.	NB
	13. The use of land for—				
	(a) the disposal of refuse or waste materials				
	(b) the deposit of material remaining after minerals have been extracted from land, or				
	(c) the storage of minerals in the open.				
24.053		Where the site area does not exceed 15 hectares	£316 for each 0.1 hectare	£316 for each 0.1 hectare	NB
24.054		Where the site area exceeds 15 hectares	£47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum	£47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum	NB

24.055	<b>14. The making of a material change in use of a building or land (other than a material change of use in category 12 or 13)</b>		£578.00	£578.00	NB
24.056	Telephone appointments	Planning or conservation telephone appointment (no written response)	£50.00	£50.00	NB
	<b>Householder</b>	<b>Fees for householder pre-application advice</b>			
24.057	Formal pre-application submission:	Letter only	£75.00	£79.00	NB
24.058		Meeting and letter	£100.00	£105.00	NB
24.059		Site visit and letter	£135.00	£142.00	NB
24.060		Follow-up meeting	£50.00	£53.00	NB
	<b>Residential development</b>	<b>Fees for residential development pre-application advice</b>			
24.061	1-2 dwellings:	Letter only	£250.00	£263.00	NB
24.062		Meeting and letter	£350.00	£368.00	NB
24.063		Site visit and letter	£400.00	£420.00	NB
24.064		Follow-up meeting	£100.00	£105.00	NB
24.065		Follow-up letter	£125.00	£131.00	NB
24.066	3-9 dwellings:	Letter only	£600.00	£630.00	NB
24.067		Meeting and letter	£700.00	£735.00	NB
24.068		Site visit and letter	£800.00	£840.00	NB
24.069		Follow-up meeting	£125.00	£131.00	NB
24.070		Follow-up letter	£150.00	£158.00	NB
24.071	10 to 49 dwellings:	Letter only	£1,000.00	£1,050.00	NB
24.072		Meeting and letter	£1,250.00	£1,312.00	NB
24.073		Site visit and letter	£1,500.00	£1,575.00	NB
24.074		Follow-up meeting	£250.00	£262.00	NB
24.075		Follow-up letter	£300.00	£315.00	NB
24.076	50 to 199 dwellings:	Letter only	£3,000.00	£3,150.00	NB
24.077		Meeting and letter	£3,350.00	£3,517.00	NB
24.078		Site visit and letter	£3,500.00	£3,675.00	NB
24.079		Follow-up meeting	£350.00	£367.00	NB
24.080		Follow-up letter	£500.00	£525.00	NB
24.081	200 to 350 dwellings:	Letter only	£4,000.00	£4,200.00	NB
24.082		Meeting and letter	£4,400.00	£4,620.00	NB
24.083		Site visit and letter	£4,750.00	£4,987.00	NB
24.084		Follow-up meeting	£450.00	£472.00	NB
24.085		Follow-up letter	£750.00	£787.00	NB
24.086	General principle advice for 10 to 49 dwellings or up to 5000 sq metres floor space; meeting only (up to 60 minutes) with no written response		£500.00	£525.00	NB
24.087	General principle advice for 50 or more dwellings or over 5000 sq metres floor space; meeting only (up to 90 minutes) with no written response		£1,000.00	£1,050.00	NB
	<b>Non-residential or commercial development</b>	<b>Fees for non-residential or commercial development pre-application advice</b>			
24.088	Up to 500 sq metres:	Letter only	£250.00	£262.00	NB
24.089		Meeting and letter	£350.00	£367.00	NB
24.090		Site visit and letter	£400.00	£420.00	NB
24.091		Follow-up meeting	£100.00	£105.00	NB
24.092		Follow-up letter	£125.00	£131.00	NB
24.093	501 to 999 sq metres:	Letter only	£400.00	£420.00	NB
24.094		Meeting and letter	£500.00	£525.00	NB
24.095		Site visit and letter	£600.00	£630.00	NB
24.096		Follow-up meeting	£100.00	£105.00	NB
24.097		Follow-up letter	£125.00	£131.00	NB
24.098	1,000 to 4,999 sq metres:	Letter only	£1,000.00	£1,050.00	NB
24.099		Meeting and letter	£1,250.00	£1,312.00	NB
24.100		Site visit and letter	£1,500.00	£1,575.00	NB
24.101		Follow-up meeting	£250.00	£262.00	NB
24.102		Follow-up letter	£300.00	£315.00	NB

24.103	5,000 to 9,999 sq metres:	Letter only	£2,000.00	£2,100.00	NB
24.104		Meeting and letter	£2,350.00	£2,467.00	NB
24.105		Site visit and letter	£2,500.00	£2,625.00	NB
24.106		Follow-up meeting	£350.00	£367.00	NB
24.107		Follow-up letter	£500.00	£525.00	NB
24.108	10,000 to 19,999 sq metres:	Letter only	£3,000.00	£3,150.00	NB
24.109		Meeting and letter	£3,500.00	£3,675.00	NB
24.110		Site visit and letter	£4,000.00	£4,200.00	NB
24.111		Follow-up meeting	£450.00	£472.00	NB
24.112		Follow-up letter	£750.00	£787.00	NB
	<b>Other fees</b>				
24.113	Listed building (solely LBC) - householder:	Fees for other pre-application advice			
24.114		Letter only	£75.00	£79.00	NB
24.115		Meeting and letter	£100.00	£105.00	NB
24.116		Site visit and letter	£135.00	£142.00	NB
24.117		Follow-up meeting	£50.00	£53.00	NB
24.117		Follow-up letter	NA		
24.118	Listed building (solely LBC) - non-householder:	Letter only	£150.00	£158.00	NB
24.119		Meeting and letter	£200.00	£210.00	NB
24.120		Site visit and letter	£250.00	£262.00	NB
24.121		Follow-up meeting	£100.00	£105.00	NB
24.122		Follow-up letter	NA		
24.123	Change of use:	Letter only	£200.00	£210.00	NB
24.124		Meeting and letter	£250.00	£262.00	NB
24.125		Site visit and letter	£300.00	£315.00	NB
24.126		Follow-up meeting	£100.00	£105.00	NB
24.127		Follow-up letter	£125.00	£131.00	NB
24.128	Advertisements:	Letter only	£75.00	£79.00	NB
24.129		Meeting and letter	NA	NA	
24.130		Site visit and letter	NA	NA	
24.131		Follow-up meeting	NA	NA	
24.132		Follow-up letter	NA	NA	
	<b>Specialist comments</b>				
24.133	Heritage and conservation	Where specialist comments are needed, the following fees will be added to the relevant category of development fee:			
24.134		for householder	£50.00	£53.00	NB
		for all other developments	£150.00	£157.00	NB
24.135	Drainage		£50.00	£53.00	NB
	<b>Notes</b>	Development of over 350 dwellings, or more than 20,000 sq metres of commercial development will need a Planning Performance Agreement, please contact us to discuss			
	<b>Exemption from fees</b>	<b>No fees will be payable when:</b> the enquiry is made by a local authority or county council and relates to a statutory function the enquiry is made by a parish council the proposal relates to development of an existing dwelling where the works are for the benefit of a disabled occupier			
	<b>Reduction in fees for charities</b>	A 50 per cent reduction in fees will be given for local charities or local community groups			
25	<b>Pollution Control Fees</b>				
	<b>Application Fee</b>				
25.001	Standard process (includes solvent emission activities)		£1,650.00	£1,650.00	NB
25.002	Additional fee for operating with a permit		£1,188.00	£1,188.00	NB
25.003	PVRl, SWOBs and Dry Cleaners		£155.00	£155.00	NB
25.004	PVR I & II combined		£257.00	£257.00	NB

25.005	VRs and other Reduced Fee Activities	£362.00	£362.00	NB
25.006	Reduced fee activities: Additional fee for operating without a permit	£71.00	£71.00	NB
25.007	Mobile plant - not using simplified permits	£1,650.00	£1,650.00	NB
25.008	Mobile plant for the third to seventh applications	£985.00	£985.00	NB
25.009	Mobile plant for the eight and subsequent applications	£498.00	£498.00	NB
<b>Annual Subsistence Charge</b>				
25.010	Standard process Low*	£772.00	£772.00	NB
25.011	Standard process Medium*	£1,161.00	£1,161.00	NB
25.012	Standard process High*	£1,747.00	£1,747.00	NB
25.013	PVRI, SWOBs and Dry Cleaner Low	£79.00	£79.00	NB
25.014	PVRI, SWOBs and Dry Cleaner Medium	£158.00	£158.00	NB
25.015	PVRI, SWOBs and Dry Cleaner High	£237.00	£237.00	NB
25.016	PVR I & II combined Low	£113.00	£113.00	NB
25.017	PVR I & II combined Medium	£226.00	£226.00	NB
25.018	PVR I & II combined High	£341.00	£341.00	NB
25.019	VRs and other Reduced Fees Low	£228.00	£228.00	NB
25.020	VRs and other Reduced Fees Medium	£365.00	£356.00	NB
25.021	VRs and other Reduced Fees High	£548.00	£548.00	NB
25.022	Moile plant, for first and second permits Low - not using simplified permits	£626.00	£626.00	NB
25.023	Moile plant, for first and second permits Medium - not using simplified permits	£1,034.00	£1,034.00	NB
25.024	Moile plant, for first and second permits High - not using simplified permits	£1,551.00	£1,551.00	NB
25.025	for the third to seventh permits Low	£385.00	£385.00	NB
25.026	for the third to seventh permits Medium	£617.00	£617.00	NB
25.027	for the third to seventh permits High	£924.00	£924.00	NB
25.028	eighth and subsequent permits Low	£198.00	£198.00	NB
25.029	eighth and subsequent permits Medium	£314.00	£314.00	NB
25.030	eighth and subsequent permits High	£473.00	£473.00	NB
25.031	Late payment fee	£52.00	£52.00	NB
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation				
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the amounts				
<b>Transfer and Surrender</b>				
25.032	Standard process transfer	£169.00	£169.00	NB
25.033	Standard process partial transfer	£497.00	£497.00	NB
25.034	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£75.00	£75.00	NB
25.035	Surrender: all Part B activities	£0.00	£0.00	NB
25.036	Reduced fee activities: transfer	£0.00	£0.00	NB
25.037	Reduced fee activities: partial transfer	£47.00	£47.00	NB
<b>Temporary transfer for mobiles</b>				
25.038	First transfer	£53.00	£53.00	NB
25.039	Repeat following enforcement or warning	£53.00	£53.00	NB
<b>Substantial change</b>				
25.040	Standard process	£1,050.00	£1,050.00	NB
25.041	Standard process where the substantial change results in a new PPC activity	£1,650.00	£1,650.00	NB
25.042	Reduced fee activities	£102.00	£102.00	NB
25.043	Public Health Funerals	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs etc	£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	EX
25.044	Environmental protection/pollution control advice and consultancy	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs etc	£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	STD
25.045	Antisocial behaviour advice and consultancy	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs etc	£90.00 per hour or part thereof officer time plus undertaker and cemetery costs etc	STD
<b>Private water supplies:</b>				
25.046	Sampling and laboratory analysis	£87.46 per hour or part thereof officer time plus courier fee @ £35 all plus VAT	£90.00 per hour or part thereof officer time plus courier fee @ £35 all plus VAT	STD
26	<b>Seat Sponsorship</b>			
26.001	Charge = actual cost of seat and installation	Recharge Actual Costs plus up to £500	Recharge Actual Costs plus up to £500	STD

27	<b>Street Care (excluding VAT)</b>			
27.001	Fixed penalty notices under the Antisocial Behaviour, Crime & Policing Act 2014. Examples include Public Spaces Protection Orders and Community Protection Notices.	£100 reduced to £80 for early payment	£100 reduced to £80 for early payment	NB
28	<b>Streetscene Enforcement</b>			
	<b>Abandoned Vehicle</b>			
28.001	Inspection of Abandoned Vehicle and arranging for removal on private land	£69.42	£75.00	STD
	<b>Fixed Penalty Notices served in Environmental Protection &amp; Streetscene Enforcement</b>			
28.002	Abandoning a vehicle	£200.00	£200.00	NB
28.003	- if paid within a reduced time	N/a	£120.00	
28.004	Depositing Litter	£500.00	£500.00	NB
28.005	- if paid within a reduced time	£225.00	£225.00	NB
28.006	Depositing Litter from a vehicle (civil penalty)	£500.00	£500.00	NB
28.007	- if paid within a reduced time	£225.00	£225.00	NB
28.008	Graffiti (on property)	£500.00	£500.00	NB
28.009	- if paid within a reduced time	£225.00	£225.00	NB
28.010	Graffiti (highway signs)	£500.00	£500.00	NB
28.011	- if paid within a reduced time	£225.00	£225.00	NB
28.012	Graffiti (on highways)	£500.00	£500.00	NB
28.013	- if paid within a reduced time	£225.00	£225.00	NB
28.014	Failure to comply with household waste provisions	£80.00	£110.00	NB
28.015	- if paid within a reduced time	£50.00	£75.00	NB
28.016	Failure to comply with commercial or industrial waste provisions	£110.00	£300.00	NB
28.017	- if paid within a reduced time	£75.00	n/a	NB
28.018	Failure to keep/provide documents relating to controlled waste	£300.00	£300.00	NB
28.019	- if paid within a reduced time		£120.00	
28.020	Failure to produce waste transfer notes	£300.00	£300.00	NB
28.021	- if paid within a reduced time			
28.022	Parking vehicles exposed for sale on the road	£100.00	£100.00	NB
28.023	- if paid within a reduced time	£75.00	£75.00	NB
28.024	Repairing of vehicles on the road by a business	£100.00	£100.00	NB
28.025	- if paid within a reduced time	£75.00	£75.00	NB
28.026	Unauthorised deposit of controlled waste	£1,000.00	£1,000.00	NB
28.027	if paid within reduced time	£450.00	£450.00	NB
28.035	Distributing of Printed Matter	£80.00	£80.00	NB
	if paid within reduced time	£50.00	£50.00	NB
28.036	Fly Posting - illegal adverts	£80.00	£80.00	NB
	if paid within reduced time	£50.00	£50.00	NB
28.037	Breach of Public Spaces order	£100.00	£100.00	NB
	if paid within reduced time	£80.00	£80.00	NB
28.038	Breach of a Community Protection Order	£100.00	£100.00	NB
	if paid within reduced time	£80.00	£80.00	NB
29	<b>Waste &amp; Recycling (plus VAT unless non-vatable)</b>			
29.001	Waste & Recycling (plus VAT unless non-vatable)			
29.002	Special Collections and Bulky Waste Collections	per unit	£26.00	NB
29.003	Fixed Charge for a Bulky Waste Collection - 3 piece suite (calculated at 1.5 units)	each	£39.00	NB
29.004	Garden Waste Service - annual subscription	Annual	£55.00	NB
29.005	Replacement Garden Waste Bins plus delivery charge	each	£34.50	NB
29.006	Replacement 180 Ltr Wheelie Bins plus delivery charge	each	£56.60	NB

29.008	Garden Waste sacks - roll of 10 (plus delivery charge)	per roll	£17.50	£25.00	NB
29.009	Replacement 1100ltr Communal Bins	each	£487.00	£331.00	NB
29.010	Refuse Sacks - special refuse collection on collection day - up to 20 bags	per unit	£26.00	£30.00	NB
29.011	Delivery of garden waste sacks	each	£4.00	£4.99	NB
29.012	Delivery of lost or broken bin of any size - domestic replacements	each	n/a	£4.99	NB
29.013	140/180L bin for landlords	each	n/a	£21.00	NB
29.014	240L bin for landlords	each	n/a	£45.50	NB
29.015	1100L bin for landlords	each	n/a	£331.00	NB
29.016	Delivery charge per bin for landlords - new and replacement bins	each	n/a	£4.99	NB
29.017	Delivery charge for up to 3 items - recycling boxes, caddies and bags	up to 3 items	n/a	£4.99	NB
29.018	Delivery charge for up to 6 items - recycling boxes, caddies and bags	up to 6 items	n/a	£9.98	NB
29.019	Delivery charge for Garden Waste sacks - roll of 10	per roll	n/a	£4.99	NB
29.020	New developments - a set of 140L refuse bin, 3 recycling boxes and lids, 1 blue cardboard bag, 23L and 7L food caddy (plus delivery charge)	per set	n/a	£51.50	NB
29.021	Delivery charge per set for new developments:			£25.00	NB
29.022	New developments - a set of 5 communal recycling bins (240L) plus delivery charge	per set	n/a	£226.00	NB
29.023	New developments - communal refuse bins - 1100L bin (plus delivery charge)	each	n/a	£331.00	NB
29.024	New developments - communal refuse bins - 180L bin (plus delivery charge)	each	n/a	£21.00	NB
29.025	Delivery charge - Refuse Sacks - special refuse collection - roll of 15 (limited to 1 roll per resident)	per roll	n/a	£4.99	NB

## Appendix 9: Equality Impact Assessment Screening

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### 1. Identify the policy, project, function or service change

#### a. Person responsible for this Equality Impact Assessment

Officer responsible: Gemma Bell	Service Area: Finance & Assets
Title: Director of Finance & Assets (Deputy s151 Officer)	Date of assessment: December 2024

#### b. Is this a policy, function, strategy, service change or project?

Other

If other, please specify:

This is a budget proposal for 2025/26 which will be subject to a four week consultation period.

#### c. Name of the policy, function, strategy, service change or project

The Draft General Fund Revenue & Capital Budgets for 2025/26

Is this new or existing?

New

#### Please specify reason for change or development of policy, function, strategy, service change or project

The Local Government Finance Regulations require a draft budget to be presented for consultation for both the General Fund and Housing Revenue Account in advance of a final budget being presented to Full Council.

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims and Objectives:

To propose a draft budget for the general fund revenue and capital budgets for 2025/26 and report on the forecast budget position for 2024/25.

<p>Outcomes:</p>	<p>To approve the budget proposals and allow the consultation period to begin on 18 December 2025.</p>
<p>Benefits:</p>	<p>To provide a balanced budget for the general fund and housing revenue account which will allow services to be continued to be delivered whilst building back reserves following a period of significant financial pressure.</p>

**e. What are the expected impacts?**

<p>Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.</p>	<p><b>Yes</b></p>
<p>Do you expect the impacts to be positive or negative?</p>	<p><b>Positive</b></p>

Please provide an explanation for your answer:

Some of the savings and efficiencies required to deliver the budget proposal may impact on the lives of employees and customers. If this is the case, any decisions will be subject to appropriate risk assessments and consultation where required.

Any impact of savings and efficiencies is expected to be offset by the investment in growth and the overall outcome of allowing the Council to continue to deliver core services whilst delivering on the Corporate Plan 2023-27.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**



**f. Identify next steps as appropriate**

Stage Two required	<b>Yes</b>
Owner of Stage Two assessment	<b>Gemma Bell</b>
Completion date for Stage Two assessment	<b>31/01/2025</b>

Please move on to Stage 2 if required ([intranet link](#)).

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