

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Cabinet

Date: **Tuesday, 24th January, 2023**

Time: **10.00 am**

Venue: **Council Chamber, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Lynn Cain

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01623 457317

Cabinet

Membership

Chairman: Councillor Jason Zadrozny

Councillors:

Samantha Deakin
Tom Hollis
Sarah Madigan
Matthew Relf
John Wilmott

David Hennigan
Rachel Madden
David Martin
Helen-Ann Smith

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SUMMONS

You are hereby requested to attend a meeting of the Cabinet to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



Theresa Hodgkinson
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.
3. To receive and approve as a correct record the minutes of the meeting of the Cabinet held on 13 December 2022. 5 - 12
4. Social Housing White Paper. 13 - 30
Non-Key Decision
Councillor Tom Hollis – Executive Lead Member for Council and Social Housing
5. Housing Revenue Account Medium Term Forecast 2022/23 - 2026/27. 31 - 42
Key Decision
Councillor David Martin – Deputy Leader and Executive Lead Member for Finance, Revenues and Benefits
6. Housing Rent Setting 2023/24. 43 - 50
Key Decision
Councillor David Martin – Deputy Leader and Executive Lead Member for Finance, Revenues and Benefits
7. Proposed Fees and Charges 2023/24. 51 - 82
Key Decision
Councillor David Martin – Deputy Leader and Executive Lead Member for Finance, Revenues and Benefits
8. Council Tax Discounts and Premiums. 83 - 90
Key Decision
Councillor David Martin – Deputy Leader and Executive Lead Member for Finance, Revenues and Benefits

9. Outdoor Sports Booking Policy. 91 - 108

Non-Key Decision

Councillor Rachel Madden – Executive Lead Member for Leisure, Health and Wellbeing

10. Public Spaces Protection Order 2023 - Proposal. To Follow

Key Decision

Councillor Helen-Ann Smith – Deputy Leader and Executive Lead Member for Community Safety and Crime Reduction

CABINET

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 13th December, 2022 at 10.00 am

Present: Councillor Jason Zadrozny in the Chair;

Councillors Samantha Deakin, David Hennigan,
Tom Hollis, Rachel Madden, David Martin,
Matthew Relf, Helen-Ann Smith and
John Wilmott.

Apology for Absence: Councillor Sarah Madigan.

Officers Present: Craig Bonar, Lynn Cain, Sarah Daniel,
Ruth Dennis, Robert Docherty, Louise Ellis,
Theresa Hodgkinson, Peter Hudson,
Paul Parkinson, Christine Sarris, Abbie Smith
and Shane Wright.

CA.35 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests

No declarations of interest were made.

CA.36 Minutes

RESOLVED

that the minutes of the meeting of the Cabinet held on 8 November 2022, be received and approved as a correct record.

CA.37 Regulation of Investigatory Powers Act 2000 (RIPA) - Update

Cabinet was updated on the use of the Council's Regulation of Investigatory Powers Act (RIPA) Policy over the past 3 years and were requested to approve the amendments needed to the Policy.

Members considered the alternative option of declining to accept the report or make the necessary amendments to the Policy. This was not recommended as failure to update Cabinet and amend the Policy could put the Authority at risk of challenge for breach of Policy and would go against specific recommendations from the IPCO.

RESOLVED that

- a) it be noted that the Council has not authorised any Directed Surveillance during the past 3 years pursuant to the RIPA powers;

- b) the minor amendments to the Policy, as presented be approved;
- c) the training being undertaken following the Investigatory Powers Commissioner's Office (IPCO) inspection in March 2022 be noted;
- d) the progress made in respect of the action plan put in place following the IPCO inspection earlier this year, be also noted.

Reasons:

1. Due to the impact of the Covid pandemic the Policy had not been presented to Cabinet since 2019. A brief update report was presented to Cabinet in June 2022 but the current Code of Practice and Council Policy requires that Members are updated on RIPA authorisations on an annual basis. This report complies with that requirement.
2. The Policy should also be reviewed regularly to ensure it remains up to date and fit for purpose. The Policy had been reviewed and amended following the Investigatory Powers Commissioner's Office (IPCO) inspection in March 2022 to reflect legislative changes and recommendations following the inspection since the Policy was last adopted. Proposed amendments to the Policy comply with that requirement.

CA.38 2022/23 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at September 2022

Cabinet received a summary of the Council's forecast financial outturn position to 31 March 2023 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme.

Due to the fact that there is a requirement for the Council's financial position to be reported to those charged with Governance, there were no alternative options for Members to consider.

RESOLVED that

- a) the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme for 2022/23, as presented, be received and noted;
- b) the budget adjustments outlined in paragraph 1.6 and section 3.1, Table 3, be approved;
- c) Council be recommended to approve the amendments to the Capital Programme 2022/23 to 2023/24 and the funding of the Capital Programme as set out in Section 6 and Table 5 of the report;
- d) it be noted that a Medium-Term Financial Strategy Update report will be brought to Cabinet in January 2023, reflecting the financial impact of the ongoing cost of living crisis.

Reason:

In accordance with the Council's Financial Regulations to report to those charged with Governance, the financial position.

CA.39 Ashfield District Council Infrastructure Funding Statement 2021/22

Cabinet was requested to approve the Council's Infrastructure Funding Statement dated November 2022.

Due to the fact that the Council is required to prepare and publish an Infrastructure Funding Statement under Regulation 121A of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019, before the end of each calendar year, there were no alternative options for Members to consider.

RESOLVED

that the Council's Infrastructure Funding Statement 2021/22, dated November 2022, be approved and published on the Council's website in accordance with Regulation 121A of the Regulations.

Reason:

The Council is required to prepare and publish an Infrastructure Funding Statement under Regulation 121A of the Regulations before the end of the 2022 calendar year.

CA.40 Adoption of Planning Guidance Climate Change

Cabinet was requested to approve and adopt the Planning Guidance Climate Change document, as presented.

Members considered the alternative option of declining to approve the Planning Guidance, but this was not recommended as the document drives a proactive agenda for sustainable development and evidences the steps the Council are taking to tackle climate change.

RESOLVED

that the Planning Guidance Climate Change document, as presented, be approved and formally adopted.

Reason:

The Guidance Note will drive a proactive agenda for sustainable development ensuring that the adaption and mitigation for climate change is emphasised in the consideration of all planning applications.

CA.41 Emerging Local Plan - Next Steps

Further to Cabinet's decision on 27th September 2022 to take forward Option C, Members were requested to further consider the implications of a third scenario recommended by the Local Plan Development Panel on 15 November 2022, and the next steps regarding the emerging Local Plan.

Members considered the alternative option of approving and taking forward the third scenario, as presented, for progressing the emerging Local Plan.

RESOLVED

that having considered the implications of the third scenario as presented to Cabinet, approval be given to take forward the following housing requirement reflecting Scenario 2 (as set out in the Local Plan Development Panel report of 15 November 2022) plus three additional recommendations (as agreed by the Panel at the same meeting):

- to reflect the standard method of housing need;
- to provide a minimum of a 10-year housing supply;
- new settlements in the Green Belt (Whyburn Farm) and Cauldwell Road being removed from the emerging Local Plan going forward;
- Strategic Policy S3 Location of Development being reviewed to include a spatial strategy within the Policy;
- SHELAA (SJU043) adjacent to an existing allocation at Underwood H1vg Land North of Larch Close, being included in the emerging Local Plan;
- changes being made to the Main Urban Area boundary at Skegby, subject to a masterplan/design brief being developed to protect the setting of the listed building at Dalestorth House.

Reason:

To move forward the emerging Local Plan for Ashfield in accordance with the Government's identified target for all local authorities to have an up-to-date Plan in place by December 2023.

CA.42 New Parking Order

Cabinet was requested to give approval for undertaking preparations to commence the legal process for making a new Ashfield District Council Civil Enforcement Off Street Parking Order, including the carrying out of an informal consultation exercise.

During the debate, some further variations were tabled and considered in respect of the proposed new Parking Order.

Members considered the alternative option of declining to revise the current Parking Order, but this was not recommended as changes were needed to ensure that effective enforcement could be undertaken going forward.

RESOLVED that

- a) approval be given for officers to undertake preparations to commence the legal process for making a new Ashfield District Council Civil Enforcement Off Street Parking Order including the carrying out of an informal consultation exercise;

b) it be noted that proposed variations to the new Parking Order include:

- Changes to Kirkby Leisure Centre car park (former Festival Hall site)
- Addition of Fox Street, Sutton car park
- Addition of Lammas Leisure Centre car park
- Addition of West Kirkby Gateway car park
- Alteration of boundary of Kings Mill Reservoir car park
- Addition of car park at Langton Road / New Street
- Addition of Papplewick Green Open Space car park
- Alteration to limits of stay and parking charges for Sherwood Place car park
- Incorporation of references to new legislation
- Reviewing the current fees and charges
- Hucknall Leisure Centre car park charging structure to be the same as Kirkby and Lammas Leisure Centres;
- Any Council car parks that can accommodate Heavy Goods Vehicles (HGVs), to offer overnight parking at a cost of £10 per night;
- All Town Centre car parks to offer overnight parking at a cost of £1 per night from 6pm.

Reason:

A new Parking Order is required to implement the changes required for several sites, including incorporating new car parks and to ensure effective enforcement action can be undertaken when necessary. A new order is also required to reflect recent changes to legislation and to review current fees and charges.

CA.43 Discover Ashfield - A New Narrative

Cabinet was requested to receive and note the work being undertaken with the Local Government Association to refresh the Discover Ashfield place marketing.

As the report was for information only, there were no alternative recommendations for Members to consider.

RESOLVED

that the report, as presented, be received and noted.

Reason:

To update Cabinet on work that has been undertaken through the Local Government Association to review the place marketing of Discover Ashfield and to identify areas for improvement and development. This includes the development of the 'Ashfield Story' and an action plan.

CA.44 Review of Tenancy Conditions (Council Housing)

Cabinet received an update on the progress of the review of the Council's social housing conditions of tenancy including feedback received from the consultation with tenants on the proposed updated tenancy conditions.

Approval was also sought to vary the terms of all Council tenancies from February 2023.

Members considered the alternative option of continuing to operate using the existing tenancy agreement but this was not recommended as it would mean that the Council would not have a modern, easily understandable, fit for purpose, tenancy agreement in place.

RESOLVED that

- a) the reasons for reviewing the Conditions of Tenancy and the outcome of consultation with tenants on the proposals, be received and noted;
- b) the proposed revised set of Tenancy Conditions as appended to the report, be approved;
- c) the Director of Housing and Assets be authorised to take the necessary steps to implement the new tenancy conditions in February 2023 by undertaking the statutory process to vary the terms of the Council's tenancies.

Reasons:

1. The existing tenancy agreement refers to Ashfield Homes Ltd which was disbanded in 2016.
2. There are deficiencies in the existing agreement as a result of a number of legislative changes and updates are required to Council rights and obligations as a landlord, as well as the tenant's rights.
3. Tenants will have a clearer understanding of their obligations and of those of the Council.
4. The agreement strengthens the Council's ability to enforce conditions of tenancy against those who wilfully and/or persistently fail to abide by them.
5. Fire Safety will be further strengthened and promoted.
6. The changes must be consulted upon following a prescribed process.

CA.45 Recommendations to Cabinet for Approval

Cabinet was requested to consider and approve recommendations from the Local Plan Development Panel meeting held on 15 November 2022 and the Audit Committee meeting held on 28 November 2022.

Members considered the alternative option of declining the recommendations as presented to them by the Council's committees and panels.

Minute No. LP.15

Local Plan Development Panel – 15 November 2022
Ashfield Green Infrastructure & Biodiversity Strategy

RESOLVED

the draft Green Infrastructure and Biodiversity Strategy 2022-2032 document,

as appended to the Cabinet report, be approved subject to its title being changed to 'Green & Blue Infrastructure and Biodiversity Strategy 2022-2032'.

Minute No. AC.16

Audit Committee – 28 November 2022

Treasury Management Mid Year Report 2022/23

RESOLVED

that changes to the 2022/23 Prudential Indicators following in year changes to the 2022/23 Capital Programme, be approved.

Reason:

To ensure all recommendations from the Council's committees and panels are duly considered by Cabinet, thus ensuring the business of the Council is progressed in a timely manner.

The meeting closed at 11.37 am

Chairman.

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Report To:	CABINET
Date:	24TH JANUARY 2023
Heading:	SOCIAL HOUSING WHITE PAPER
Executive Lead Member:	CLLR T HOLLIS, EXECUTIVE LEAD MEMBER FOR COUNCIL AND SOCIAL HOUSING
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	YES

Purpose of Report

To provide a summary update of actions undertaken as a result of the (then) Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper in line with recommendations since the original summary presented in January 2021 Cabinet and the subsequent updates presented in December 2021 and June 2022 Cabinet meetings.

Recommendation(s)

To note the key implications and priorities for Ashfield District Council arising from the then Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper and the resulting identified actions.

To note the progress of the Social Housing (Regulation) Bill through the House of Commons and the House of Lords

To note progress against the reported action plan

To note the confirmation of the introduction of an 'Ofsted style' inspection regime by the Regulator of Social Housing

To note the requirement of the Authority to comply with the Fire Safety (England) Regulations 2022

To note the requirement of the Authority to collect and report the findings of Tenant Satisfaction Measures from 01 April 2023.

Reasons for Recommendation(s)

To update Elected Members on how Ashfield District Council meets the Regulatory regime for Council Housing and complies with the expectations of the Regulator. To keep elected Members informed of our progress towards meeting the statutory and regulatory requirements. To update elected Members with the progress of the development of the Social Housing (Regulation) Bill.

Alternative Options Considered

No alternative – the White Paper sets out forthcoming changes and legislation as to how Council Housing will be regulated by the Regulator of Social Housing. To not adhere to the regulations may carry both unlimited sanctions (including the removal of the housing stock)/fines and reputational damage for the Council.

Detailed Information

Background

The Social Housing White Paper was published by the (then) Ministry of Housing, Communities and Local Government (MHCLG) on 17th November 2020. It is the follow up to the Social Housing Green Paper that was published in August 2018, both of which are part of the Government's response to the Grenfell Tower tragedy and the Hackitt Review of building safety and fire safety.

There is a commitment from the current Government that the Social Housing (Regulation) Bill will receive Royal Assent during the current parliamentary term, thus meaning that many of the current actions contained within the White Paper, which are reliant upon the relevant legislation being produced, will become enshrined in the near future. It is still anticipated that an implementation date from the start of the 2023/24 financial year will apply. The Bill was detailed as strengthening the powers of the Social Housing Regulator, giving tenants greater rights to have better homes and hold their Landlord to account.

The White Paper sets out 7 core commitments that social housing residents should be able to expect from their landlord:

1. To be safe in your home
2. To know how your landlord is performing
3. To have complaints dealt with promptly and fairly
4. To be treated with respect – backed by improved consumer standards and regulation
5. To have your voice heard by your landlord
6. To have a good quality home and neighbourhood to live in
7. To be supported to take your first step to home ownership

Tenant Satisfaction Measures

Since the last update report to Cabinet in June 2022 the Regulator of Social Housing ("the Regulator") has released the outcome of their consultation with the Social Housing Sector on the proposed Tenant Satisfaction Measures (TSMs). The Regulator has confirmed that TSMs will be a mandatory requirement for Social Housing Landlords (with a stock greater than 1,000 properties),

with a requirement to commence collection of the data from 01 April 2023 and to report the outcome annually to the Regulator and Tenants from Spring 2024.

TSMs will be used as a measure of performance and tenant satisfaction, consisting of 10 performance management areas (which will be collected and monitored as KPIs) and 12 tenant perception areas. The tenant perception areas will require tenants to be surveyed on an annual basis to seek their level of satisfaction in the prescribed areas. A pilot of the collection of all elements of the TSMs has taken place, the results will be reported to the Corporate Leadership Team (CLT) and an action plan produced, based on any learning from the pilot to inform works required for the full TSM collection requirement.

The TSMs comprise of:

Theme	Code	Issue
Overall satisfaction	TP01	Overall satisfaction
Keeping Properties in Good Repair	RP01	Homes that do not meet the Decent Homes Standard
	RP02	Repairs completed within target timescale
	TP02	Satisfaction with repairs
	TP03	Satisfaction with time taken to complete most recent repair
Maintaining Building Safety	BS01	Gas safety checks
	BS02	Fire safety checks
	BS03	Asbestos safety checks
	BS04	Water safety checks
	BS05	Lift safety checks
	TP04	Satisfaction that the home is well maintained
	TP05	Satisfaction that the home is safe
Effective Handling of Complaints	CH01	Complaints relative to the size of the landlord
	CH02	Complaints responded to within Complaint Handling Code timescales
	TP09	Satisfaction with the landlord's approach to handling of complaints

Theme	Code	Issue
Respectful and Helpful Engagement	TP06	Satisfaction that the landlord listens to tenant views and acts upon them
	TP07	Satisfaction that the landlord keeps tenants informed about things that matter to them
	TP08	Agreement that the landlord treats tenants fairly and with respect
Responsible neighbourhood management	NM01	Anti-social behaviour cases (ASB) relative to the size of the landlord
	TP10	Satisfaction that the landlord keeps communal areas clean, safe and well maintained
	TP11	Satisfaction that the landlord makes a positive contribution to neighbourhoods
	TP12	Satisfaction with the landlord's approach to handling of anti-social behaviour

The pilot tenant perception survey has been conducted by the use of a Lime Survey, which was sent to all tenants whom we hold a mobile telephone number for, via a link in a text message. It is recognised that some tenants will require additional support to participate in the completion of the 'live' tenant perception survey and support for these tenants will be built into an action plan. However, it should be recognised that the method of collection will need to be recorded and reported to the Regulator along with the results, as their position is that the greater the involvement the landlord has in the completion of the survey, the more likely this is to have a positive influence on the respondent's responses in favour of the landlord.

One particular aspect of the perception surveys is the Regulator's expectation that the surveys and measures are 'profiled' against the landlord's tenant base. Work has commenced to profile tenant demographic and characteristic details, to identify the work required to ensure these are accurate and segmented.

TSM consultation outcome and requirements documents can be found at:
<https://www.gov.uk/government/consultations/consultation-on-the-introduction-of-tenant-satisfaction-measures>

Increased communication to tenants around the Housing and Assets teams' day to day activities, developments, partnership working, the management and enhancement of properties as well as neighbourhoods/estates management remains key to receiving reflective TSM perception survey results. This has commenced, with the recent publication of the 'Housing Matters' tenant magazine, which was sent to all current tenants in a hard copy format in September 2022.

Social Housing (Regulation) Bill

The Social Housing (Regulation) Bill, will become the key legislation to facilitate the additional powers for the Regulator, in order to deliver the requirements of the regulatory regime set out in the Social Housing White Paper.

On 8 June 2022 the Social Housing (Regulation) Bill received the first reading in the House of Lords. The Bill has progressed through all stages within the House of Lords and was referred back to the House of Commons on 31 October 2022.

The Bill is making progress within the House of Commons and is currently awaiting the announcement of the date for the report stage, which is the penultimate stage for the progression of the Bill within the House of Commons. Once all stages within the House of Commons are complete consideration will be given to suggested amendments, before being passed for Royal Ascent.

Key proposed amendments received to date include:

- The inclusion of requirements around the level of professional qualification for managers and officers working within social housing
- Incorporating a requirement around the production of an inspection timetable and league table of results
- A focus and commitment to the reduction of energy demand for social housing properties

Positively the Council has a good track record in terms of 'upgrading' properties with external wall insulation, photovoltaic panels and 'A' rated gas boilers, whilst all properties have the required amount of loft insulation. The Council is aware of the need to evidence training as set out in the initial white paper document, however the potential inclusion of 'professional' qualifications needs to be understood as this will have implications as to which teams or services can deal with 'tenants' as 'tenants' (as opposed to residents of the District).

Consumer Regulation

Once the Social Housing Bill has received Royal Ascent, the DLUHC will provide the Regulator with refreshed directions for their focus and approach moving forward. The Regulator has advised that following the refreshed directions, they intend to commence consultation with stakeholders, around the revision of the Consumer Standards.

The Regulator has been clear that during the consultation period, Social Housing Landlords will be expected to fully comply with the existing Consumer Standards, until such time that the consultation has concluded and the replacement Consumer Standards have been implemented.

The Regulator is committed to a regime of 'Ofsted style' inspections of Social Housing Landlords. However, it is anticipated that timetabled routine inspections will not commence until around Summer 2024. However, the Regulator will continue to have the power to inspect landlords, at their discretion. Members will be aware that both the Regulator and Housing Ombudsman are continually increasing their interventions into landlord services, with Islington Council being the first landlord to be subject to direct Ombudsman intervention for potential systemic failure within the service.

Suggested amendments to the Bill have recommended the provision of a timetable for inspections, along with the publishing of a league table of results, but it is currently unclear if the Regulator will adopt this approach.

The Council has, as a forerunner to inspections, requested an LGA Peer Review of its Housing Service in order to identify on an informed basis the strengths and weaknesses of the service and proactively learn and improve from the experience. The review will take place over 3 days starting the 24th January 2023.

Housing Ombudsman Complaint Handling Code

The Housing Ombudsman continues to be a key partner to the Regulator around the regulation of social housing, reporting concerns to the Regulator where they identify potential systemic failings within landlords, through their complaint handling resolution investigations.

On 1 October 2022 the Council amended their complaint handling policy and procedure to ensure that housing complaints are handled in line with the revised Housing Ombudsman's Complaint Handling Code. The self-assessment against the code, was approved by Cabinet on 27 September 2022 and has also been published on the Council's website, to demonstrate compliance with the Code.

The Housing Ombudsman Service, along with the Regulator, expects landlords to have a transparent and easily accessible complaint process, which are promoted to tenants. Information around the complaints process was included within the 'Tenancy Matters' magazine, sent to all tenants at the end of September 2022. The Housing Ombudsman Service contact information is detailed in key correspondence to tenants and is advertised within the public areas of the Urban Road Office and on the Council's website, in line with the Complaint Handling Code.

We have experienced increasing volumes of complaints in relation to the Housing Service, at all stages, compared to the previous financial year. This includes a number of cases referred to the Housing Ombudsman Service by tenants, once the internal complaints process has been exhausted.

Fire Safety (England) Regulations 2022

The Fire Safety (England) Regulations 2022 came into force on 23 January 2023. The Authority does have applicable blocks of flats. However, as the Council do not own any buildings over 11m high (typically blocks of 5 storey or more), the applicable properties are subject to a lower level of checks and responsibilities within the Regulations.

The Council has already self-assessed our current position against the Regulations and deem ourselves compliant.

Actions required of the Council under the Regulations include:

- Appropriate fire and evacuation signage/instructions in all communal areas
- The sending of a periodic fire safety letter (including fire door advice) to all applicable existing tenants
- Provision of fire safety advice to new tenants at sign up.
- Utilisation of the Council's website and tenant magazine for general fire safety advice
- Periodic attendance of Health and Safety representatives at resident forums and other involved tenant groups

A further requirement within the Regulation is for each landlord to have a person responsible for ensuring health and safety compliance within the social housing stock. The LGA backed Decision

Making Accountability (DMA) review currently taking place within the Authority, once concluded, will confirm the named responsible officer for the Authority.

Damp and Mould

Following the inquest outcome of Awaab Ishak, the Regulator wrote to all Social Housing Landlords on 22 November 2022 to seek assurance on the addressing of risks relating to damp and mould in tenants' homes, as well as seeking information from Local Authorities regarding the prevalence of damp and mould within the private sector housing stock.

A robust review of the Council's approach to reports of damp and mould within our social housing stock has taken place and the information was provided to the Regulator by the deadline of 19 December 2022.

The Repairs and Maintenance Team take the management of damp and mould within our stock very seriously, taking all necessary steps to address and rectify any issues reported/identified, as quickly as possible. Offering support and advice to tenants, where there are no evident building defects attributing to the issue.

As part of the return to the Regulator, damp and mould issues within the housing stock were found to be nominal in presence. However, we will continue to review our processes and procedures, including applying learning from the actions of other landlords, to ensure that damp and mould issues are dealt with as swiftly and comprehensively as possible.

Carbon Monoxide Alarms

On 27 July 2022 The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 were published, which stipulated the requirement for properties within the Council's stock to be equipped with a carbon monoxide alarm in any room used as living accommodation, which contains a fixed combustion appliance. The amended regulations had been widely anticipated to provide landlords until 1 April 2023 to comply with the requirements and plans had been implemented to comply with the requirement by the anticipated timescale, with a dedicated operative having been recruited to the role.

However, upon publishing, the deadline for compliance had been set for 1 October 2022 and failure to comply with the regulations would have required the Council to 'self-refer' to the Regulator of Social Housing, for a breach of the regulatory requirements.

A revised plan was created to expedite the installation of Carbon Monoxide Alarms in all required properties, which included the use of Council operatives and engineers from our gas servicing contractor.

By 1 October 2022 all required properties had been visited and offered the installation of a Carbon Monoxide Alarm and the alarms (access allowing) installed in the majority of the properties requiring one under the regulations. There are a small number of properties remaining outstanding for the installation of an alarm, which are due to non-engagement with the process by the tenant. A robust plan is in place to attempt to install all remaining Carbon Monoxide Alarms required, which has included personally addressed letters which included a specific time and date for installation. The ultimate backstop being alarms will be fitted whilst the annual gas service check takes place.

Compliance

It is essential that there continues to be a Council wide understanding of the implications of non-compliance and close monitoring of early warning indicators of breaches. The Regulator and the Housing Ombudsman continue to publish their actions taken against housing providers and the advice remains consistent; that the direction of travel is clear with regards to the required outcomes and that providers should not wait for legislation to adhere to compliance. Legislation is expected to be published imminently and to come in to effect on or before 1st April 2023.

With a view to this the forthcoming HRA budget for 2023/24 will contain an additional provision for additional staff to assist with the compliance process as regulatory judgements and learning continues. Key areas for consideration are further technical support for the assets database, a dedicated surveyor for damp and mould and support for complaints and resident involvement.

The Health and Safety elements of the Regulation, which sit under the 'Home Standard' is a particular priority for the Regulator and as well as their own investigations, a number of landlords have self-reported concerns regarding the accuracy or shortfalls in their data around the relevant health and safety checks. Whilst the operational work of the Providers concerned have been questionable, it is also the lack of assurance and governance that the Board or Council receives from up to date and confident data, that raises concerns from the Regulator. The Housing Ombudsman is also currently undertaking an investigation into record keeping within the Social Housing Sector.

Regulatory Health and Safety compliance has been added to the existing regime for reporting to DMT, CLT and Cabinet, as outlined in the draft Regulations. Cabinet is the body of governance and has the ultimate responsibility.

Next Steps

- Finalise and notify the Regulator of a senior person responsible for complying with statutory health and safety requirements and publish their contact details
- Review the final legislation around the Social Housing Regulation Bill and ensure that measures are in place to demonstrate compliance within the required timescales, including the appointment of a health and safety lead officer, and an officer responsible for signing off overall compliance with Housing Regulation
- Review the outcome of the Tenant Satisfaction Measures pilot and agree mechanisms and schedules for the collection and reporting of Tenant Satisfaction Measures for 2023/24 and annually thereafter
- Continue to monitor early warning indicators for regulatory risks and build an evidence base
- Develop a clear report that will be submitted quarterly to CLT and bi-annually to Cabinet that identifies focused recommendations where required, including associated risk of achieving target and compliance
- Continue to work alongside Learning & Development for continuous learning for staff and Councillors on key areas identified by gap analysis to work towards the Chartered Institute of Housing's standards of professionalism
- Continued developments of Capita OpenHousing/other housing IT systems and data inputting procedures to improve the accuracy, extraction, manipulation of statistical information and publication/reporting of performance information
- Consumer Standards Lead Officer to continue horizon scanning for regulatory changes and share information in a timely manner with relevant departments

- Continued risk analysis from performance and legislation changes that impacts operations and compliance
- Embed and build evidence base of better partnership working with cross-cutting departments through process reviews and sharing best practice
- Increase outward facing communication to tenants around the work the Council undertakes specifically as their landlord, including the publication of tenant magazines
- Commence meetings of tenant scrutiny panel
- Increase performance reporting to tenants
- Continue to consult with/report to Tenants/Tenant Groups on changes to policies and procedures, developments relating to the Social Housing White Paper
- Develop service standards/policies around the quality of homes/neighbourhoods
- Further develop tenant engagement opportunities including around health and safety
- Establish framework to identify risk of breaches and procedure of reporting regulatory breaches internally and to the Regulator
- Benchmark performance of services (both quantity and quality) to ensure the Council is not exposed to outlying data results when such indicators are published nationally by the Regulator

Implications

Corporate Plan:

- To provide good quality value for money services
- To act strategically and plan for the future
- Review and improve tenant co-regulation, engagement and scrutiny in line with the regulatory framework for social housing in England and any new regulatory standards that are introduced

Legal:

There are no significant legal issues specifically in relation to this report. Legal advice and assistance will be provided in relation to the impacts of new legislation and regulations at the appropriate time, including any consequential Constitutional issues or amendments. [RLD 23/12/2022]

Finance:

No direct financial implications arising from this report. The report makes reference to additional resources being budgeted for from April 2023/24 to implement the additional requirements arising from these Regulations. [PH 23/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	Not applicable
General Fund – Capital Programme	Not applicable
Housing Revenue Account – Revenue Budget	Not applicable

Housing Revenue Account – Capital Programme	Not applicable
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Risk:

Risk	Mitigation
Failure to adhere to regulatory requirements could lead to unlimited fines, compliance notices, direct intervention and/or significant reputational damage to the Council	<ul style="list-style-type: none"> • Robust methods of control must be put in place. • Action plan to be overseen and signed off by CLT • Executive Lead Member and Cabinet briefed accordingly and approvals sought as required.
Negative Inspection report (consequences as above)	<ul style="list-style-type: none"> • Ensure adequate resources are in place to document and ensure compliance • Prepare an 'Inspection Plan' and consider 'mock' inspection.

Human Resources:

As detailed in the report the whitepaper will require an upskilling of employees where required and a review of the potential skills gap to ensure that we have the right skill level in place. At this stage there is no other direct HR implications however there is a potential to impact on workload in the future which would be addressed utilising the Council's current policies and procedures.

Environmental/Sustainability

No environmental implications at this point

Equalities:

No equalities implications at this point

Other Implications:

None

Reason(s) for Urgency

Not Applicable

Reason(s) for Exemption

Not Applicable

Background Papers

Appendix 1 – Social Housing White Paper Action Plan

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Outstanding Actions

	Action	Status	Deadline	Update/Comments
Safety	Nominate a senior person responsible for complying with statutory health and safety requirements (publish their contact details and their role)	Outstanding	31/3/22	Appointment delayed due to consultation on DMA. Consultation process with ELT to be concluded imminently. (This obligation will be set in national Legislation)
Safety	Develop a health and safety tenant engagement strategy	Outstanding	31/3/23	Await appointment of Senior H&S lead
Safety	Commence writing to tenants in blocks with communal areas, annually, in line with the requirements of the Fire Safety (England) Regulations 2022	Outstanding	1/2/23	Logistics have been discussed and Risk & Emergency Planning Team are drafting letter
Performance	Complete collection of first year's tenant perception Tenant Satisfaction Measures	Outstanding	31/3/24	Consultation outcome received. Timetable confirms first collection year 1/4/23 to 31/3/24. Ongoing pilot to inform first regulatory collection.
Performance	Submit first year's Tenant Satisfaction Measures data to the Regulator of Social Housing	Outstanding	1/6/24	Submission date TBC
Tenant voice	Conduct the first tenant scrutiny investigation	Outstanding	30/9/22	Promotional materials are being produced and recruitment to commence by end of Jan 23. Terms of reference etc are in place. Training sourced, once recruitment has concluded.
Home and neighbourhood	Review the findings of the MHCLG allocations review and make recommendations to DMT	Outstanding	31/3/23	Awaiting government consultation
Consumer Regulation	Respond to the RSH Consumer Standards Consultation	Outstanding	30/9/23	Awaiting government consultation
General	Review the Social Housing (Regulation) Act/revised direction to RSH from DLUHC and update action plan	Outstanding	30/4/23	Awaiting Bill receiving Royal Assent and directions being set by DLUHC

Actions currently in progress

	Action	Status	Deadline	Update/Comments
General	Training programme for all applicable staff, Councillors & tenants to ensure appropriate knowledge of regulation and compliance	In progress	31/3/23	Working with L&D to identify gaps and rolling training schedule delivery. Survey on behalf of Department of Levelling Up, Housing and Communities responded to and awaiting outcome of consultation. Professionalism likely to form part of legislation.
Performance	Develop a technology solution through the DST programme to publish online performance data in real time	In Progress	31/3/22	Workable report created within Pentana and discussions held regarding accessibility requirements with WebContent Team. Amendments to be finalised to website to accommodate report and mechanism for refreshing Pentana to be agreed.
Performance	Report regularly to DMT, CLT, Cabinet and tenants on current performance against the draft national tenant satisfaction measures	In progress	1/4/22	Consultation outcome has been reviewed and incorporated into a pilot exercise during November and December 2022. Pilot results will be reported as required. Regular progress reports to be provided on first TSM collection.
Performance	Address weakness in compilation, manipulation and reporting of data and benchmarking information relating to performance, customer profiling, assists components, H&S and costs	In progress	1/4/22	Currently falling short of regulator expectations and recent audit concerns regarding data. Digital Transformation Team have undertaken a review. Digital Transformation Team working with service areas around resource data provision/quality and database development.
Performance	Review all current performance and tenant satisfaction data collection, including why it is collected, the methodology, how it is used and where it is reported.	In progress	1/4/23	Full pilot is ongoing, using Lime Survey as the collection method. Outcomes and analysis to form basis of future actions required in this area.
Performance	Review data collection methods to ensure systems and procedures are robust and appropriate	In progress	31/3/22	Ongoing review and development of systems and processes between departments and Digital Transformation Team.
Performance	Develop a prototype report on HRA expenditure which breaks down management costs and executive remuneration	In progress	30/9/22	High level report included in annual report 2021/22. Benchmarking data to be reviewed to assess this area. Granular detailed of management costs required by 2023 report, but these are already reported publicly.

Complaints	Develop e-learning for all tenant facing staff and their managers on housing service standards and dealing with a housing complaint	In progress	31/3/22	L and D to scope and develop an online training module for all Housing and related staff. Meetings continue to progress.
Consumer regulation	Regularly audit based evidence of compliance with existing regulatory standards and report findings and recommendations to DMT, CLT, Cabinet and tenants	In progress	31/10/21	Evidence is currently being gathered. Reporting frequencies Monthly, Quarterly and 6 monthly depending on reporting group.
Consumer regulation	Put in place a procedure for reporting regulatory breaches internally and to the Regulator	In progress	31/3/22	Procedure has been agreed, following discussions with CLT. Formal Procedure to be developed.
Tenant voice	Review ADC's position against the CIH Professional Standards Framework when launched and make recommendations to DMT and CLT to enhance professionalism of relevant teams, including mental health support offer	In progress	31/3/22	Awaiting finalisations of the standards and outcome of consultation around professional standards
Home and neighbourhood	Develop an internal suite of measures to monitor the quality of ADC homes and neighbourhoods	In progress	31/3/22	Service Standards being reviewed internally and with tenants. Satisfaction survey of communal cleaning produced and to be implemented.
Home and neighbourhood	Monitor and engage with the Decent Homes Review and report to DMT, CLT and Cabinet on implications for ADC	In progress	31/3/23	Awaiting government consultation
Home and neighbourhood	Review progress implementing the domestic abuse strategies and DAHA action plan	In progress	1/12/22	Strategy/policy updated

Actions that are ongoing (continuous)

	Action	Status	Deadline	Update/Comments
General	Establish a cross-council task and finish group to implement the requirements of the White Paper	On going		Social Housing Regulatory Board established and meeting every 4 weeks.
General	Agree a reporting framework for regulatory compliance, assurance and risk including frequency of reporting	On going	31/3/22	High level version complete. Frequencies agreed in principle.
Complaints	Identify a lead officer to review publications by the Housing Ombudsman and make recommendations to DMT on improvements required or risks that should be considered	On going	28/2/21	Complete Feb-21 -reports to DMT Members on a bimonthly basis starting in March 2021.
Complaints	Identify a lead officer to monitor complaint trends and effective implementation of service improvements	On going	28/2/21	Complete Feb-21 - a quarterly report to DMT on complaints, quarterly to CLT and annually to Cabinet
Complaints	Regularly monitor social media comments for dissatisfaction, complaints and compliments – report regularly to DMT and tenants	On going	28/2/21	Complete Feb-21
Complaints	Complete annual Complaint Handling Code self-assessment	On going	31/12/21	Revised complaint handling code self-assessment ratified by Cabinet and published 1/10/2022. Next review required by 1/10/2023.
Complaints	Support teams that work with tenants with ADC's role as 'landlord' to respond effectively to housing enquiries	On going	31/3/22	As part of training and development
Consumer regulation	Brief Cabinet on the key implications of the White Paper for ADC	On going		Cabinet has regular updates
Consumer regulation	Review regularly current compliance with existing consumer and economic regulations and report findings and recommendations to DMT, CLT, Cabinet and tenants	On going	31/3/22	Finalisation ongoing
Consumer regulation	Respond to any consultation opportunities on the future consumer regulation and inspection regime	On going		Ongoing work within departments
Consumer regulation	Put in place a framework to identify any risk of a regulatory breach to enable preventative action	On going	31/3/22	Moved from Pentana, following manager feedback. Monthly reports to DMT
Tenant voice	Report regularly to DMT, CLT, Cabinet and tenants on the current tenant engagement position, achievements and opportunities for improvement	On going	30/10/21	Developing a Tenant Engagement Action Plan that will go as a quarterly report to DMT from October 2021.
Home and neighbourhood	Review and implement regime for cleaning of communal areas	On going	1/6/22	Service charge in place and regime/standard established. To be refined by officer inspection. Tenant satisfaction survey in development.

Safety	Put in place a compliance framework to provide assurance to DMT, CLT, Cabinet and tenants that health and safety risks are being managed effectively	On going	31/3/22	Embed Housing safety risks within Corporate Risk Framework reporting to all relevant risk meetings. Monthly 'Big 6' reported to DMT and Bi-annually to CLT and Cabinet.
Safety	Install carbon monoxide alarms in all ADC properties as required by updated regulation	On Going	31/3/22	Dedicated resource for installation and programme commenced. Remaining installs are result of non-engagement by tenant. 10 yr replacement programme. Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 stipulated compliance by 1 st October 2022

Actions completed

	Action	Status	Deadline	Update/Comments
General	Develop a job description for a general compliance officer to bring together the dispersed regulatory activity carried out	Completed	1/9/21	In post from 01/09/2021
Performance	Nominate a senior person responsible for complying with the Consumer Standards (publish their contact details and their role)	Completed	31/3/22	Director of Housing of Assets will undertake role. Await legislation to change council constitution.
Complaints	Update complaints policy following removal of democratic filter	Completed	1/10/22	Complete 01/10/2022
Complaints	Align complaint handling policy with new Housing Ombudsman's complaint handling code	Completed	1/10/22	Complete 01/10/2022
Complaints	Publish revised complaint handling code self-assessment	Completed	30/9/22	Complete 01/10/2022
Complaints	Develop compensation policy	Completed	31/3/22	Complete May-22
Complaints	Identify options to publish complaints policy as widely as possible	Completed	28/2/21	Complete Feb-21
Complaints	Review all written communication with tenants to ensure details of how to seek redress is included	Completed	28/2/21	Complete Feb-21
Tenant voice	Complete TPAS National Engagement Standards self-assessment	Completed	30/9/21	TPAS self-assessment which has been drafted, currently being reviewed
Tenant voice	Introduce the Customer Opinion and Insight Network (COIN)	Completed	30/9/21	COIN has been launched. developing this through customer phone surveys and adding new tenants to pool of engaged tenants.
Tenant voice	Understand scope of corporate community engagement strategy	Completed	30/9/21	
Home ownership	Confirm requirement to include shared ownership properties on HE funded developments	Completed	1/9/21	LA homes currently exempt
Performance	Respond to the tenant satisfaction measures consultation	Completed	1/1/22	Government have consulted Response submitted by ADC Outcome of consultation anticipated Summer 2022
Home and neighbourhood	Submit request for assurance data to RSH around prevalence of damp and mould in housing stock	Completed	1/6/22	Service charge in place and regime/standard established. To be refined by officer inspection. Tenant satisfaction survey in development.



Report To:	CABINET
Date:	24TH JANUARY 2023
Heading:	HOUSING REVENUE ACCOUNT MEDIUM TERM FORECAST 2022/23 – 2026/27
Executive Lead Member:	EXECUTIVE LEAD MEMBER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
Ward/s:	ALL
Key Decision:	N/A
Subject to Call-In:	N/A

Purpose of Report

To update Members on the forecast financial position of the Housing Revenue Account (HRA) for the next five years.

Recommendation(s)

1. That Cabinet note the impact of the five-year financial forecast and the inherent financial risks within.

Reasons for Recommendation(s)

To provide Cabinet with an up-to-date medium term financial forecast for the HRA.

Alternative Options Considered

None, the report is for information.

Detailed Information

1. Introduction

- 1.1 The formation of a Housing Revenue Account (HRA) 30-year financial business plan has been a requirement since the replacement of the HRA subsidy system with the self-financing

system in April 2012. Housing authorities need to regularly perform and review resource utilisation exercises that broadly adopt the following principles:

- Rents must remain sufficient to service existing debt and maintain service delivery.
- A statutory obligation to maintain the Housing Stock to a Decent Homes Standard, such standards as prescribed by the regulator of Social Housing and Housing Health and Safety Rating System (HHSRS) standard, which will also ensure they continue to generate sufficient rental income.

Should resources allow, the following can be considered:

- prioritised service delivery changes
- development and growth
- support the use of Right to Buy receipts in delivering new or existing affordable rented housing
- debt repayment
- Carbon net zero by 2050

2. Current Position

- 2.1 At 31 March 2022, the HRA balance was £42.97m. The minimum balance to be held by the HRA is £2.5m.
- 2.2 A medium-term forecast has been derived from the HRA 30-year business plan for the next five years as shown in Table 1 below. This is based on known commitments and assumptions, as detailed in Table 2 below. The HRA balances are currently forecast to diminish from £42.97m to £14.48m by 31 March 2027.
- 2.3 The main area of expenditure is the financing of the Capital Programme, which includes the development of new build properties across the District, bringing empty properties back into use and further investing into the existing stock following a review of the asset maintenance requirements through a 5 yearly stock condition survey (ref 3.6 below).
- 2.4 A number of financial risks that would affect the forecast if they came to fruition need to be considered:
- Rental income lower than forecast as a result of lower rent increases (ref 3.1 below) and/or non-payment of rent (ref 3.2 below) would have an adverse effect on the long-term sustainability of the HRA.
 - Significant reductions in stock numbers (due to RTB sales) would also have an adverse effect on the long-term sustainability of the HRA (ref 3.3 below).
 - Unforeseen increases to management and/or maintenance costs would create a risk that longer term reserves may be insufficient to sustain these additional costs over the life of the HRA business plan. It is therefore imperative that before any decision is taken on further investment in services or housing stock, the long-term view over the life of the business plan is undertaken.
 - Central Government blanket policy on rents.

Table 1 - HRA Medium Term Forecast:

	Year	Year	Year	Year	Year
	2022/23	2023/24	2024/25	2025/26	2026/27
Income	£'000	£'000	£'000	£'000	£'000
Gross Rental Income	25,424	27,502	28,838	29,575	30,034
Void Losses	-294	-317	-333	-342	-347
Other Rental Income	150	165	170	174	178
Tenanted Service Charges	645	708	729	741	752
Other Income	113	125	129	132	135
Total income	26,038	28,183	29,533	30,280	30,752
Expenditure					
General Management	-4,375	-4,823	-4,992	-5,092	-5,194
Other Management	-1,816	-1,732	-1,793	-1,829	-1,866
Bad Debt Provision	-200	-228	-239	-245	-249
Responsive & Cyclical Repairs	-6,904	-7,636	-7,906	-8,068	-8,232
Total expenditure	-13,295	-14,420	-14,931	-15,234	-15,541
Capital financing costs					
Interest paid on debt	-3,548	-3,548	-3,548	-3,548	-3,548
Interest paid on 141 receipts	0	0	0	0	-30
Interest Received	481	202	59	54	50
Depreciation	-3,948	-4,405	-4,608	-4,725	-4,846
Total Capital financing costs	-7,014	-7,751	-8,096	-8,219	-8,374
Appropriations					
Direct Revenue Financing	-15,402	-17,480	-9,880	-9,471	-8,285
Total Appropriations	-15,282	-17,480	-9,880	-9,471	-8,285
Net income/ (expenditure)	-9,554	-11,467	-3,374	-2,644	-1,449
HRA Balance					
Opening Balance	42,970	33,416	21,949	18,575	15,931
Net Expenditure in year	-9,554	-11,467	-3,374	-2,644	-1,449
Closing Balance	33,416	21,949	18,575	15,931	14,483

Table 2 - Financial Assumptions:

Key Area	Assumption	Comment
General inflation	CPI 10.5% reducing to 2.0%.	2023/24 based on 10.5%, 2024/25 based on 3.5%, reducing to 2% from 2025/26 for each year after.
Rent increase inflation	7% reducing to 3.00%	Rent increases assumed in line with proposed government guidelines of rents capped at a level of 7% for 2023/24 and CPI + 1% (4.5% assumption for 2024/25 and 3% for 2025/26 and future years thereafter.)
External borrowing interest rate	4.43%	Fixed Rate of interest. Certainty rate agreed with out Treasury Management Advisors
Minimum HRA balance	£2.5m	Recognise risk in self-financing environment

Right to buy sales	36 p.a. reducing to 30 p.a. over time	Sales of 36 assumed per annum between 2022 and 2026 and reducing to 30 from 2027
Void rate	1%	In line with current position, no significant increase/decrease forecast
Bad debt provision	0.83% of gross rental income	Maintaining at the current debt levels.

3. Known Commitments and Assumptions contained within the HRA Medium Term Forecast

3.1 Rents

Under the self-financing regime, it is critical that rents remain sufficient to meet the ongoing liabilities required within the HRA.

The HRA has an annual turnover of circa £25m. The sustainability and the ability for us to deliver the Council's objectives outlined above relies on maximising income whilst ensuring affordability and value for tenants and leaseholders.

Maximum rent levels are governed by Government requirements for existing tenants and for newly developed homes under the Rent Standard (regulated by the Regulator of Social Housing). This applies to all local authorities and the Regulator will undertake monitoring to ensure its adoption.

Since 2001, rents for properties let at '**social rent**' have been set based on a formula set by Government. This creates a 'formula rent' for each property, which is calculated based on the relative value of the property, relative local income levels, and the size of the property. An aim of this formula-based approach is to ensure that similar rents are charged for similar social rent properties.

In 2011, the Government introduced '**affordable rent**' which permits rents (inclusive of service charges) to be set at up to 80% of market rent (inclusive of service charges). On all newly acquired homes, the Council will charge Affordable Rents.

A decision in respect of rents for 2023/24 is presented to this meeting as a separate agenda item. The HRA medium term forecast for rents reflects the recommendation that Government policy is followed, setting rents at a capped level of 7% for 2023/24 and CPI + 1% for the next two years, therefore providing some rental certainty in the medium term. (The CPI rate is taken from the September before each financial year).

3.2 Non-payment of Rent

Non-payment of rent reduces the income to HRA, under the old subsidy system, non-payment of rent was protected because the subsidy calculation included an allowance for the non-payment of rent in the annual settlement. However, under self-financing, this risk has transferred to the HRA.

This risk is further compounded by the introduction of the Government's legislation on Welfare Reform, specifically the changes to under-occupancy rules and Universal Credit (UC).

Under-occupancy is having more bedrooms than are necessary for the number of persons in a household. If a household is deemed as under-occupying, there will be a reduction in Housing Benefit/Universal Credit. The amount allowed for rent and any service charges will be reduced by:

- 14% for under-occupancy by one bedroom
- 25% for under-occupancy by two bedrooms or more

This results in the rent and service charge not covered by benefit needing to be paid by the tenant, increasing the risk of non-payment.

The implementation of Universal Credit (UC) commenced in Ashfield in November 2018. Previously, rent rebates were applied directly to the tenant's rent account with the tenant paying any net balance. Under Universal Credit, rent rebate is paid directly to the tenants who have the responsibility to pay the full rent themselves to the Council. The latest update from the DWP is for the entire process of full migration to be completed nationally by December 2024. Currently we have in the region of 2,140 tenants believed to be claiming UC and 2,653 Housing Benefit claimants.

A bad debt provision is set in the 30-year business plan, calculated based on factors around aged debt, and is shown in the medium-term forecast in Table 1 above.

3.3 Stock Additions/Reductions

Rental income is the main source of income to the HRA and rent loss could seriously affect its sustainability. Future decisions regarding changes to the stock need to have regard for the impact on future rental streams.

Planned stock reductions and additions have been accounted for in the medium term forecast as follows:

- 36 right to buy sales per annum based on the changes in the last three years.
- 20 new build properties at Maun View, Sutton in Ashfield scheduled for completion during June 2023.
- 34 new build sites at Warwick Close, Kirkby in Ashfield scheduled for completion during December 2023.
- 11 properties across Kirkby scheduled for completion June 2023.

3.4 Capital Expenditure

The capital expenditure incorporated within the medium-term forecast includes all items included in the current HRA Capital Programme as shown in table 3 below.

Table 3 - HRA Capital Programme 2022 to 2027:

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	£'000	£'000	£'000	£'000	£'000	£'000
HOUSING REVENUE ACCOUNT						
Major Works to Stock	12,189	15,985	14,271	14,102	10,068	66,615
Other Housing Revenue Account Schemes						
Affordable Housing Developments Sutton In Ashfield	257	21	0	0	0	278
Investment in New or Existing Dwellings	1,200	1,200	1,056	1,000	1,000	5,456
Davies Avenue Housing Project - Frog Hopper Lane	1980	0	0	0	0	1,980
Development of Darley Avenue and Spruce Grove New Builds	856	857	50			1,763
Green Homes Grant Works	749	0	0	0	0	749
Housing Vehicles	389	0	92	0	0	481
Hucknall Infill Sites	250	11	0	0	0	261
Maun View Sutton-in-Ashfield	3,088	220	0	0	0	3,308
Northern View, Sutton-in-Ashfield	330	3,253	0	0	0	3,583
Warwick Close, Kirkby-in-Ashfield	3000	3,000	0	0	0	6,000
Other Minor Projects	177	91	46	47	47	408
Sub Total	12,276	8,653	1,244	1,047	1,047	24,267
Total Housing Revenue Account	24,465	24,638	15,515	15,149	11,115	79,955

The major repairs work continues to be funded from the Major Repairs Reserve, into which the HRA makes an annual contribution. The 30-year stock condition survey refresh that was undertaken in 2018 is used to forecast the expenditure required over the next 30 years. An updated Stock condition survey is expected in 2023.

The additional expenditure required for development and regeneration is predominantly funded from HRA reserves, hence the reduction in balances over the medium term (Table 1). The remainder is being met from capital receipts and grants.

For all development and regeneration housing schemes a project appraisal is undertaken to assess if over the longer term (maximum of 40 years) the income stream generated will replenish the reserve balances used to fund the scheme. Only if this is the case are schemes approved.

The investment in new or existing dwellings schemes is financed 40% from additional retained RTB receipts and 60% is match funded from the HRA reserves.

The RTB receipts can be retained under an agreement with the Secretary of State under section 11(6) of the Local Government Act 2003 under which all the receipts arising from additional RTB sales (i.e., those above the number predicted since 2012 in the self-financing settlement) are retained, but they must be used to fund the provision of replacement social

housing and must be spent within 5 years. If they remain unspent at 5 years, they must be returned to Government with interest.

Table 4 below shows the level of total required HRA investment in new or existing dwellings to enable the RTB receipts retained to date to be spent within 5 years and compares it with the total of the actual spend to 31 March 2022 and the additional budgeted spend based on the current level of approved investment in new or existing dwellings included in the Capital Programme and HRA medium term financial plan.

Table 4 - RTB retained receipts forecast:

Year	Expected Qualifying Cumulative New Build Expenditure £'000	Estimated Required Cumulative New Build Expenditure £'000	Difference £'000
31-Mar-30	£18,929	£20,313	-£1,384
31-Mar-29	£17,929	£18,491	-£562
31-Mar-28	£16,929	£16,668	£261
31-Mar-27	£15,929	£14,846	£1,083
31-Mar-26	£14,929	£13,065	£1,864
31-Mar-25	£13,929	£11,651	£2,278
31-Mar-24	£12,873	£9,102	£3,771

Table 4 indicates the expected position of expenditure at 31st March 2024 will exceed the spend requirements up to 31st March 2024. If future actual expenditure matches the budgeted expenditure in the Capital Programme, the spend requirement will be exceeded up to 31st March 2028. This means that based on current forecasts we would not need to repay RTB income to the Government until 2029. This position is closely monitored to ensure maximum benefit is retained within the HRA.

Further analysis of the Capital Programme will be undertaken in future years to evaluate the best way to deliver the funding requirements for the new affordable housing programme and the purchase of properties. This will be reported as a Capital Programme refresh.

3.5 Capital Charges

The interest charged on housing debt is calculated in line with the Item 8 Debit as prescribed in the Self-Financing Determination of 1 April 2012. The HRA Capital Financing Requirement (HRACFR) provides the basis for the calculation. This will increase if HRA capital expenditure funded by borrowing is incurred or will decrease if debt is repaid.

The HRA reserves are currently funding all additional capital expenditure required in the forecast, so the HRACFR remains constant throughout.

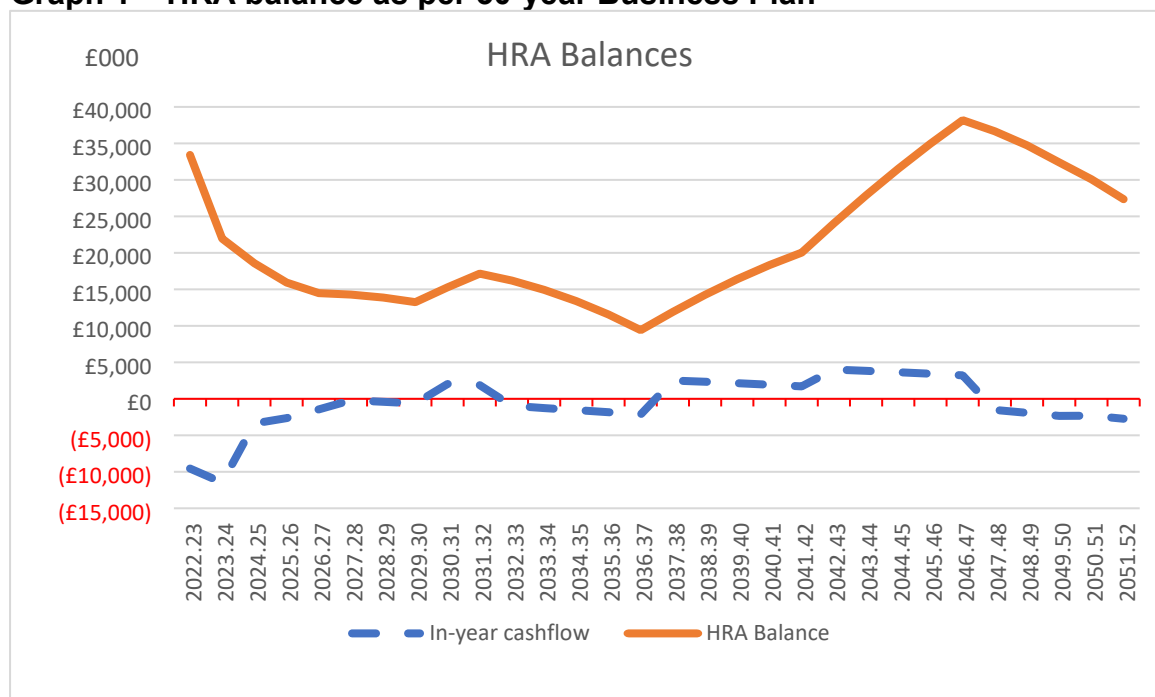
4. Future Implications

4.1 Social Housing Green Paper – A New Deal for Social Housing

Improving People’s Homes and Reducing Bills. The Government will look at a long-term trajectory for energy performance standards across the social housing sector, with the aim of as many social rented homes as possible being upgraded to EPC Band C by 2030, where practical, cost-effective and affordable.

It is broadly estimated that the cost to achieve a Band C energy rating to the Council’s housing stock is in the region of £10m. This would involve the installation of measures or a combination of measures to each property dependent upon the respective property types and their respective current thermal efficiency characteristics. This figure may vary upon detailed analysis. This has been built into the HRA 30-year business plan across the years 2024/25 to 2028/29 and the effect on the HRA balances is shown in the graph below.

Graph 1 – HRA balance as per 30-year Business Plan



4.2 The graph shows the HRA balances over the life of 30-year business plan. The HRA is estimating to hold £33m in balances by the end of this financial year. The reduction in balances since March 2022 is due to new housing schemes being delivered and paid for during 2022/23. The current forecast movement in balances shows a general reduction through to 2036/37 to a surplus position of £9m in that year. The main driver for this is the housing stock condition survey showing the requirements of the major works maintenance programme. This is reviewed every 5 years taking account of changes in stock levels and component life spans.

The 30-year housing business plan is refreshed each year with multiple variables affecting the outcome over the 30 years.

4.3 Social Housing White Paper – Charter for Social Housing residents

The paper was published by the Ministry of Housing, Communities and Local Government (MHCLG) (now known as Department for Levelling Up, Housing and Communities) on 17th November 2020. It is the follow up to the Social Housing Green Paper that was published in August 2018, both of which are part of the Government’s response to the Grenfell Tower tragedy and the Hackitt Review of building safety and fire safety.

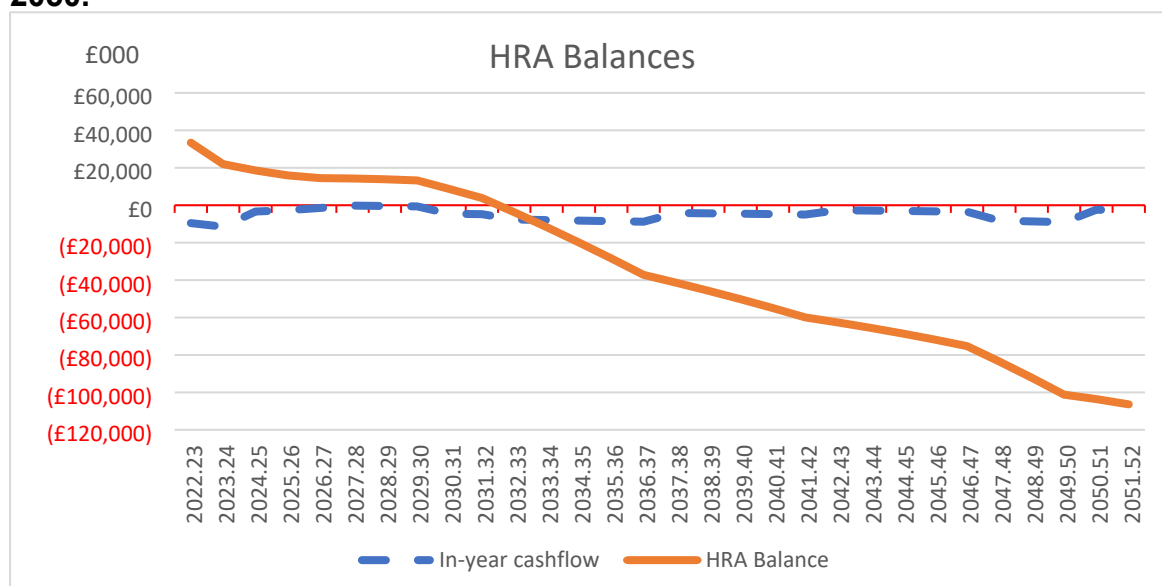
An action plan has been created and was reported to Cabinet in December 2021 and a further update was presented in June 2022. To date the action plan has required two new posts to be established and built into the 30-year business plan. This action plan will continue to be monitored and be developed through the Housing and Assets’ Departmental Management Team (DMT) overseen by the Corporate Leadership Team (CLT) and Executive Lead Member for Housing and Assets. The action plan highlights the areas within the White Paper and specific Consumer Standards that are being met and identifies gaps where service areas will need to ensure work continues to remain compliant. Further additional posts may be required once more of the regulations unfold following legislation being approved with an implementation date highly likely to be from the start of the 2023/24 financial year.

4.4 Carbon Net Zero by 2050

Under legislation passed in 2019, the UK is legally obliged to reach net-zero carbon emissions by 2050. There are a vast variety of factors that could influence how much it will eventually cost to retrofit the entire housing stock to zero-carbon standards. The age and composition of stock, existing maintenance plans, the cost of technology are all factors going forward.

The graph below shows what impact it would have on the 30-year business plan to retrofit the housing stock. The costings have been averaged across 2029/30 to 2049/50 to give some indication on the financial impact on the 30-year business plan. The cost per property is based on indicative average costs across the housing sector based on a report from Inside Housing. (This does not include any inflationary adjustments.) This shows that without Government funding the carbon net zero target cannot be met within the current self-financing model of the HRA.

Graph 2 – HRA balances based on £20,000 costs per property for carbon net zero by 2050.



- 4.5 The White Paper also proposes the development of a new Decent Homes Standard which will also incorporate 'neighbourhoods'. The exact nature of this new standard is unknown and is therefore un-costed. Any additional expenditure required to meet this new standard would be on top of the carbon net zero expenditure illustrated in Graph 2 above.
- 4.6 In future years the Business Plan will need to consider the impact of the repayment and subsequent refinancing of the debt contained within the HRA. This is a technical piece of work that will need to be scheduled in to the work programme. There are no immediate implications within the next 5 years.

Implications

Corporate Plan:

The HRA business plan in the medium and longer term reflects the financial implications of delivering the Council's priorities for Homes and Housing as identified in Ashfield's Corporate Plan and demonstrates the plans are affordable and sustainable.

Legal:

Legal provisions are set out in the report. [RLD 21/12/22]

Finance: [PH 22/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	As detailed in the report.
Housing Revenue Account – Capital Programme	As detailed in the report.

Risk:

Risk	Mitigation
The HRA becomes financially unsustainable and does not deliver its statutory obligations in relation to the provision of quality social housing.	The HRA business plan is refreshed each year. Actions are taken to influence the medium and longer term direction of the HRA balances to ensure sustainability whilst delivering its statutory obligations.

Human Resources:

None

Environmental/Sustainability:

N/A

Equalities:

None

Other Implications:

N/A

Reason(s) for Urgency

N/A

Reason(s) for Exemption

N/A

Background Papers

HRA 30 Year Business Plan model

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Report To:	CABINET
Date:	24th JANUARY 2023
Heading:	HOUSING RENT SETTING 2023/24
Executive Lead Member:	EXECUTIVE LEAD MEMBER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
Ward/s:	ALL
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

This report provides information on the proposed Housing Revenue Account (HRA) rent level and other HRA accommodation related charges for Council tenants for the financial year 2023/24.

Recommendation(s)

1. To set an average rent increase of 7% for all Council house rents for 2023/24.
2. To set a garage and plot average rent increase of 7% for 2023/24.
3. To set a weekly amenity charge increase of 7% for all relevant council house properties for 2023/24.
4. To set an increase to the service charges of 7% to 9 sheltered schemes and 21 blocks of general needs flats.
5. To set an increase to the communal heating charges of 38% for 2023/24 and to grant delegated authority to the Director of Housing and Assets, in conjunction with the Chief Finance Officer to re-evaluate the charges should the Government extend the Energy Bill Relief Scheme beyond March 2023.
6. To set an increase for water charges at Brook Street Court of 7.1% for 2023/24.
7. To set an increase for service charges for the properties at Hawkers Place of Retail Price Index (RPI) at December 2022 for 2023/24.

Reasons for Recommendation(s)

To set a (capped) 7% rent increase in line with the Government Autumn Statement announcement on the 17th of November 2022.

To set an increase of 7% on garage rents to continue covering the increasing costs of maintenance and rental collection for the Council garage sites, consistent with the approach in previous years.

To increase the amenity charge in line with the rent increase of 7% to continue covering the costs of providing the services which do not fall within the provision of the rent charge.

To set an increase to the service charges of 7% to 9 sheltered schemes and 21 blocks of general needs flats to continue to cover the increased costs of providing the services to these schemes.

To set an increase to the communal heating service charges. This is to recover the increase in prices from the utility company to the Council for providing the communal heating in the applicable housing court schemes.

To set an increase to the service charge for water at Brook Street Court to cover the increase in prices from the utility company to the Council for providing water at Brook Street Court.

To set an increase of December 2022 RPI for the service fee for the properties at Hawkers Place estate, Hucknall, in line with the legal agreement between the Council and the Housing Development Company.

Alternative Options Considered

The housing rent option considered was for a lower percentage, but this would have a detrimental effect on the HRA in the long-term leading to an unsustainable HRA.

The garage rent option considered was for a lower percentage, but this would have a detrimental effect on the HRA and not cover the inflationary increase in costs to be incurred in 2023/24.

To not increase the amenity charge to the proposed level would mean that the service would continue to not have full cost recovery of the additional services provided and this would adversely impact the HRA balances.

The increase in the Service Charges is calculated to cover the costs of providing the services to the housing court schemes. To not increase the service charge would mean the costs are inappropriately subsidised by the HRA i.e., the other rent payers.

The increase in the communal heating service charge is calculated to cover the costs of providing the heating to the housing court schemes. To not increase the service charge would mean the costs are inappropriately subsidised by the HRA i.e., the other rent payers.

The increase in the water service charge to Brook Street Court is calculated to cover the costs only of providing the water to the Brook Street Court tenants. This follows strict guidance from Office of Water Services (OFWAT) and no other option is available.

The increase in the service fee at Hawkers Place is in line with the legal agreement between the Council and the Housing Development Company. To not increase the service charge would mean the costs are inappropriately subsidised by the HRA i.e., the other rent payers.

Detailed Information

1. Rent Setting

- 1.1 The Government sets the Policy for Social Housing Rents. The current policy is that future rent increases to social housing rents are limited to September's Consumer Price Index (CPI) plus 1% for 5 years from 2020/21. With September CPI being 10.1% and possible rent increases of 11.1%, the Government has intervened and in the Autumn Statement on the 17th November 2022 announced that social and affordable rent increases will be capped at 7% maximum as of April 2023 for a period of 12 months to help combat the cost-of-living crisis.
- 1.2 The Council is proposing to apply the Government policy resulting in a rental increase of 7% for 2023/24. The proposed average rent for 2023/24 is £84.86 per week (48-week basis), an increase of £5.55.
- 1.3 The housing management database indicates that currently (Nov 2022) 73.63% of the Council's tenants receive some form of assistance with their rent (i.e., Housing Benefit or Universal Credit) and therefore will not be subject to paying the full rent increase themselves. The percentage of tenants on benefits could be higher than the 73.63% stated as the Council does not have a complete record of all tenants receiving Universal Credit as the benefit is paid directly to the tenant rather than by the Council.
- 1.4 It should also be noted that under the Government's rent capping policy Sheltered Housing is free from the cap, meaning such rents could be increased by 11.1% should the Authority so wish. In the interests of consistency, fairness and in recognition of the current cost of living situation this option has not been proposed.
- 1.5 The rent cap of 7% presents a lost income of £1m to the HRA in 2023/24, a loss which will occur again annually on a compound basis. Ultimately this will lead to a reduction of services to Housing tenants based on today's standards and prices, since the rent cap is below the levels of inflation paid by the service with regards to its main outgoings of materials and contract labour.

2. Garage Rents

- 2.1 During the past 12 months 4 garage sites have been sold, generating a significant capital receipt to the Council which has been ploughed back into new housing developments. Further sales are planned of sites where there is no demand and/or significant ongoing investment costs. Demand from residents to rent a garage is falling. At the same time, the age of the garages means more and more garages are needing significant repairs, which has to be weighed against the lengthy payback on any investment. Ideally a further review of garages and plot sites will be conducted so that a strategic approach to future provision can be agreed.

It is recommended that the garage rents are increased by 7% for 2023/24 in line with the housing rent increase, which will generate an additional annual income of £7k on the occupied garages.

2.2 Table 1 below shows the current 2022/23 and the proposed 2023/24 weekly garage rents.

Table 1 – Garage Rents 2022/23 and 2023/24

	Rents 2022/23	Rents 2023/24	Proposed Increase
	£	£	£
Garages			
Band A	6.82	7.30	0.48
Band B	7.62	8.15	0.53
Band C	8.42	9.01	0.59
Plots			
Band A	0.88	0.94	0.06
Band B	1.04	1.11	0.07

3. Amenity Charge

- 3.1 This charge contributes to the cost of providing the following existing services which do not fall within the provision of the rent:
- Grounds Maintenance/Estate Management of housing open space
 - Community Safety
- 3.2 The current annual amenity charge is £1.43 per week, and it is proposed that this will increase by 7% in line with the proposed housing rent increase to £1.53 per week, an increase of £0.10.

4. General Needs and Sheltered Scheme Service Charges

- 4.1 The service charges are to recover partial costs for a range of services to tenants at sheltered accommodation and blocks of flats including: -
- Electricity for communal lighting
 - Cleaning of communal rooms, areas, hallways, corridors and staircases
 - Window cleaning in communal areas
 - Fire alarm systems
- 4.2 It is proposed to increase the service charge in line with the rent increase of 7% to continue covering the costs of providing these services. The current charge is £3.00 per week, and it is proposed that this will increase by 7% in line with the proposed housing rent increase to £3.21 per week, an increase of £0.21.

5. Communal Heating Charges

- 5.1 Users of communal heating pay a weekly charge designed to cover the cost to the Council for providing this heating. An analysis of forecast costs for the scheme show that it is likely to be slightly under recovered for 2022/23 and in 2023/24, if the Government does not extend the Energy Bill Relief Scheme (EBRS) for Heat Networks beyond the 31st March 2023, analysis shows that an increase is required to cover the increasing energy costs of the scheme. Therefore, an increase to the service charge is required.

It is recommended that the charges for 2023/24 would need to increase by 38%. If the Government announces an extension to the EBRS at a later date, then these increases would be re-evaluated and delegated authority to the Director of Housing and Assets, in conjunction with the Chief Finance Officer to amend the heating charges for 2023/24 will be required. It is hoped that the extension of the EBRS scheme will be known ahead of the first issue of this charge from April 2023.

5.2 Table 2 below shows the current 2022/23 and the proposed 2023/24 weekly heating charges.

Table 2 – Heating Charges 2022/23 and 2023/24

	Heating Charge 2022/23 £	Heating Charge 2023/24 £	Proposed Increase £
Band A	22.08	30.47	8.39
Band B	23.76	32.79	9.03
Band C	24.94	34.42	9.48
Band D	26.48	36.54	10.06
Band E	27.48	37.92	10.44
Band F	28.62	39.50	10.88

6. Water Charges at Brook Street Court, Sutton In Ashfield

6.1 There is a weekly service charge payable along with the rent, to cover water charges. The charge relates to the 22 apartments only and the charge depends on whether they are tenants of a 1 or 2 bed unit. This is only for cost recovery against strict guidance from Office of Water Services (OFWAT) with the Council being forbidden to make any surplus or profit on the provision of water. As water charges and water usage changes over time, the service charge is reviewed each year to ensure it accurately reflects the costs being incurred. It is recommended that the charge for 2023/24 be increased by 7.1% in line with the increase levied by Severn Trent for 2022/23.

7. Service Fee at Hawkers Place, Hucknall (9 properties purchased in 2018)

7.1 This is an annual charge payable by all residents to cover the maintenance costs (provided by a private contractor) of the wider estate. The Service Fee is subject to an inflation-linked annual increase (in line with the Retail Prices Index "RPI" as at December) each year and the Service Fee is not linked to or dependent on the number of houses on the estate.

7.2 The service fee funds the upkeep and maintenance of all open areas and landscaped parts of the estate that are for common use, primarily:

- The strips of trees / woodland areas along Watnall Road
- The ecology bund on the former runway
- The play area
- The footpaths and cycle ways
- The drainage swale
- All fencing, boundaries, street furniture etc.

Implications

Corporate Plan:

The financial position of the HRA has a direct impact on delivery of key objectives in the Corporate Plan. Sustainability of the HRA will assist in maintaining existing homes and increase the supply of affordable homes in the District in the future.

Legal:

The Council is required by the Local Government Housing Act (LGHA) 1989 to have a separate Housing Revenue Account.

The Council is required to comply with the Direction on the Rent Standard 2019. The Secretary of State set Direction in exercise of the powers conferred by section 197 of the Housing and Regeneration Act 2008.

The Council is required to comply with the Ministry of Housing, Communities and Local Government Policy (now known as Department for Levelling Up, Housing and Communities) statement on rents for social housing February 2019.

The Council is required to comply with the Housing Act 1985 section 103 in relation to notice of variation of the tenancy. [RLD 19/12/2022]

Finance: [PH 22/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	As outlined in the report
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Rents, fees and charges increases do not cover the cost increases in delivering the services.	Rents, fees and charges are reviewed annually.

Human Resources:

There are no HR implications contained in the report.

Environmental/Sustainability:

Not Applicable

Equalities:

Equalities implications are considered as part of the process in developing individual policy or budget changes.

Other Implications:

Not Applicable

Reason(s) for Urgency

Not Applicable

Reason(s) for Exemption

Not Applicable

Background Papers

Not Applicable

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Glossary of Terms

CPI - The Consumer Price Index (CPI) is a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food, and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them. Changes in the CPI are used to assess price changes associated with the cost of living.

RPI - The Retail Price Index (RPI) is also a measure that examines the weighted average of prices but includes an element of housing costs, whereas the following items are not included in the CPI: Council tax, mortgage interest payments, house depreciation, buildings insurance, ground rent, solar PV feed in tariffs and other house purchase cost such as estate agents' and conveyancing fees.

Affordable Rent – this is a rent set at up to 80% of the local market value and is a rent inclusive of all general/overarching service charges. Affordable rents are set on newly built or acquired properties in line with regulation.

Energy Bill Relief Scheme – Government scheme provides energy bill relief for non-domestic customers in Great Britain (GB) and Northern Ireland (NI). Discounts will be applied to energy usage initially between 1 October 2022 and 31 March 2023.



Report To:	CABINET
Date:	24TH JANUARY 2023
Heading:	PROPOSED FEES AND CHARGES 2023/24
Executive Lead Member:	DEPUTY LEADER AND EXECUTIVE LEAD MEMBER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
Ward/s:	ALL
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

Each year the Council reviews its Fees and Charges as part of setting its Annual Budget. In doing so it considers levels of service demand, inflation and how Fees and Charges in Ashfield compare with neighbouring Councils. Increases contribute to closing the funding gap (the planned expenditure for the year less the resources available to fund that expenditure).

All fees and charges discussed in the report are contained within the Council's Fees and Charges booklet (Appendix 1 to this report).

Recommendation(s)

Cabinet is asked to agree the Fees & Charges for 2023/24 (Appendix 1) with all applicable increases taking effect as soon as practically possible after 1 April 2023.

Reasons for Recommendation(s)

Additional income generated will help towards meeting the inflationary costs of service provision, as well as contributing towards the Council's saving targets and continuing to support the financing of a range of services to Ashfield residents and businesses. In addition, an annual review of Fees and Charges is part of sound financial management practice and a requirement of the Council's Financial Regulations.

Alternative Options Considered

Where applicable, alternative options are presented for consideration.

INTRODUCTION

In accordance with sound financial practice, it is a requirement to undertake an annual review of Fees and Charges. This exercise is carried out as part of the budget process each year.

APPROACH

Managers have been asked to consider and propose revised Fees and Charges taking into account the following factors:

- i) Market conditions;
- ii) Market benchmarking;
- iii) Increases in costs incurred by the Council in delivering the service – including the current significant inflationary costs of pay, energy and fuel;
- iv) Any enhancement to service provision including funding investment;
- v) Charges levied by the private sector where applicable;
- vi) Restrictions due to any contractual arrangement or legislation.

Some Fees and Charges are set by the Government. As the Council is unable to amend these, they are excluded from the review.

Detailed Information

The current and forecast levels of inflation in the economy, specifically pay, energy and fuel are inevitable adversely impacting on the cost of service delivery. Where possible, in setting the proposed fees and charges for 2023/24, we have tried to minimise the pass on of inflationary costs to the services we charge for.

Set out below are those services where it is proposed that fees and charges are frozen and where fees and charges are proposed to increase.

There are no increases proposed to Car Parking fees and where 2 hour free parking is in place across the District this will remain for 2023/24. The Council will imminently be consulting on a new Parking Order and the feedback from that consultation will be considered to inform future car parking charges.

The charges for use of the Call Monitoring service will remain at the same level as in 2022/23. It is understood that this service is subject to review.

Selective Licensing fees were approved by Cabinet for the duration of the scheme and so should not be changed. It is proposed to increase pre Houses of Multiple Occupation (HMO) visits and HMO Licences by 5%.

It is proposed that Licensing fees & charges will also be frozen at 2022/23 rates.

Despite significant pay and fuel inflation costs it is not proposed that subscriptions to the Garden Waste collection service are increased for 2023/24. It is also proposed that the cost of additional bins will also remain the same as in 2022/23.

It is proposed to increase Legal Fees by 5%, as this is believed to be the maximum that can be achieved. Information requests are subject to legislation, and increases are not permitted.

With regard to the Council’s Pest Control service, this is a trading activity, and it is proposed to increase charges at an average of 14% so as to cover the costs of service delivery, whilst remaining competitive with private sector providers.

Cemetery fees and charges (apart from those that are usually waived), are planned to increase by 14% on average to cover increased costs of service delivery.

It is proposed to increase Market fees and charges by 8%, however, charges for stalls in the Indoor Markets range in price, based on floor space, and are negotiated individually so as to maximise take up.

Implications

Corporate Plan:

Income from Fees and Charges helps to contribute to the costs of service delivery to ensure sustainable service delivery to the Council’s residents, businesses and wider customers.

Legal:

Some fees and charges are determined by legislation (e.g. Planning) and are therefore set in line with relevant legislation where appropriate. [RLD 04/01/2023]

Finance: [PH 23/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	The impact of the revised fees and charges will be reflected in the update to the Medium Term Financial Strategy and the Budgets set for 2023/24.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	The impact of the revised fees and charges will be reflected in the update to the HRA Business Plan and the HRA Budgets set for 2023/24.
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Potential reduction in demand	Where Fees and Charges have increased there is a possibility of an adverse impact on demand. Any

	proposed increases are deemed reasonable and the potential impact on demand has been considered when determining the proposed revised fees. Performance against 2023/24 budgeted Fees and Charges income targets will be monitored throughout the year with variations to budget being reported to CLT and Cabinet.
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Human Resources:

No direct HR implications.

Environmental/Sustainability

No direct Environmental / Sustainability issues arising from this report.

Equalities:

There are no direct equalities implications arising from the report.

Other Implications:

None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

None

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ASHFIELD DISTRICT COUNCIL

DRAFT FEES AND CHARGES 2023/24

Legal & Governance

Electoral Registration	Net (£)	VAT (£)	Total (£)	VAT Rate
Sale of Full Register - Data (£20 plus £1.50/1000 electors)	190.00	0.00	190.00	NB
Sale of Full Register - Printed (£10 plus £5.00/1000 electors)	515.00	0.00	515.00	NB
Sale of Edited Register - Data	103.00	0.00	103.00	NB
Sale of Edited Register - Printed	226.00	0.00	226.00	NB
Monthly update of Full Register for a year - Data	203.00	0.00	203.00	NB
Monthly update of Full Register for a year - Printed	142.00	0.00	142.00	NB
Sale of Overseas Register - Data (£20 plus £1.50/100 electors)	45.00	0.00	45.00	NB
Sale of Overseas Register - Printed (£10 plus £5.00/100 electors)	31.00	0.00	31.00	NB
Marked copies of the Polling station/Absent voter Register - Initial Charge	10.00	0.00	10.00	NB
Marked copies - Additional charge / 1000 electors - Data	1.00	0.00	1.00	NB
Marked copies - Additional charge / 1000 electors - Printed	2.00	0.00	2.00	NB

Legal	Net (£)	VAT (£)	Total (£)	VAT Rate
Planning matters				
Section 106 Agreements	1,323.00	0.00	1,323.00	NB
Deeds of Variation/Modification	1,103.00	0.00	1,103.00	NB
Stopping up/diversion orders (non-contentious only)	662.00	0.00	662.00	NB

Contracts

Deeds of Variation and/or Novation	440.83	88.17	529.00	SR
Sealing and Administration Fee	113.33	22.67	136.00	SR

All other contracts for third party matters	440.83	88.17	529.00	SR
Sealing and Administration Fee	113.33	22.67	136.00	SR

Conveyancing Transactions

Commercial and Shop Lettings - Large Commercial premises	Net (£)	VAT (£)	Total (£)	VAT Rate
Assignments	771.67	154.33	926.00	SR
New Lettings	881.67	176.33	1,058.00	SR
Variations	881.67	176.33	1,058.00	SR
Lease Notice	110.00	22.00	132.00	SR

Commercial and Shop Lettings - Small Units				
Assignments	340.83	68.17	409.00	SR
New Lettings	397.50	79.50	477.00	SR
Variations	397.50	79.50	477.00	SR
Lease Notice	79.17	15.83	95.00	SR

Other Conveyancing Transactions				
Sale of land and/or property	1.5% of sale price subject to a minimum charge of £368. Transactions of over £1 million to be agreed separately.			
Purchase of land and/or property	1.5% of purchase price subject to a minimum charge of £368. Transactions of over £1 million to be agreed separately.			
Development agreements	Minimum of £1,000 or Hourly Rate of Fee Earner depending upon complexity			
Freehold reversions	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Release of covenants	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Lease extensions	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Deed of variation	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Licences	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Easements	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Surrenders	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Grant of sub - lease	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Epitome of title/certificate of title	136.67	27.33	164.00	SR

Information Requests				
CCTV Requests from third parties for legal purposes:	50.00	0.00	50.00	NB
FOI requests (where compliance exceeds £450)			£25.00 per hour	
Costs of communicating the information (where estimated total cost exceeds £5.00): Charged in line with disbursements (see below)				

Pension Signings / Certifying or Signing documents				
Pension signings	33.33	6.67	40.00	SR

Disbursements

All disbursements will be charged for in the usual way and will include (but are not limited to) :- counsel's fees, enquiry agents and process servers fees, expert's fees, advertising costs, court fees, photocopying charges*.

*Copying charges for third parties (unless bound by statutory provision) are discretionary dependent upon the number of pages copied and whether any large or complex plans are included.

As a guide - each A4 sheet will incur a copy charge of 0.10 pence. Other sizes or specialised requests will vary.

Information sent via CDR / DVDR will be charged at £3 per disc. Postage charges for all items will be at the prevailing Royal Mail rate based on the weight of the item posted.

Housing & Assets

Car Parking - Off Street

Motorcycles and disabled persons' vehicles may park within appropriately marked bays free of charge. Taxis may wait for fares in the taxi ranks free of charge.

Parking Permits (season tickets)	Net (£)	VAT (£)	Total (£)	VAT Rate
Parking permits- per quarter	116.67	23.33	140.00	SR
Parking permits- per annum	416.67	83.33	500.00	SR

Sutton-in-Ashfield - Sutton Market, Sherwood Place (Maximum stay 4 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR

Sutton in Ashfield - New Street (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

Sutton in Ashfield - New Cross Street, Robin Hood Line, Lammas Leisure Centre (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
	0.00	0.00	0.00	SR

Kings Mill Reservoir Car Park	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 1 hour	0.00	0.00	0.00	SR
Up to 2 hours	0.83	0.17	1.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 6 hours	2.50	0.50	3.00	SR
Up to 8 hours	3.33	0.67	4.00	SR
Up to 10 hours	4.17	0.83	5.00	SR
Up to 12 hours	5.00	1.00	6.00	SR

Hucknall - Market Place	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

Hucknall - Piggins Croft, Yorke Street (Maximum stay 12 hours)				
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR
Hucknall - Leisure Centre (Centre users only)	0.00	0.00	0.00	SR
Kirkby in Ashfield - Ellis Street				
Up to 2 hours	0.00	0.00	0.00	SR
Kirkby in Ashfield - Hodgkinson Road (Maximum stay 12 hours)				
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR
Kirkby in Ashfield - Council Offices (for Council visitors only)				
Up to 2 hours	0.00	0.00	0.00	SR
Kirkby in Ashfield - Robin Hood Line (Train station users only)				
Up to 12 hours	0.00	0.00	0.00	SR
Jacksdale Village				
Up to 12 hours	0.00	0.00	0.00	SR
Huthwaite Market Place				
Up to 12 hours	0.00	0.00	0.00	SR
Penalty Charge Notices	Net (£)	VAT (£)	Total (£)	VAT Rate
Car Park Contravention - HIGHER	70.00	0.00	70.00	NB
If paid within 14 Days	35.00	0.00	35.00	NB
Car Park Contravention - LOWER	50.00	0.00	50.00	NB
If paid within 14 Days	25.00	0.00	25.00	NB

Community Centres

	Net (£)	VAT (£)	Total (£)	VAT Rate
Music Supplement for any group that play live or recorded music. Price per session.	6.25	1.25	7.50	SR

Healdswood, Harwood Court, The Homesteads Main Room, Watnall Road Ballroom, Willetts Court Main Room				
Monday - Friday up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	10.00	0.00	10.00	E
Social Rate per Hour	17.50	0.00	17.50	E
Commercial Rate per Hour	23.50	0.00	23.50	E

Monday - Friday after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	10.00	0.00	10.00	E
Social Rate per Hour	19.50	0.00	19.50	E
Commercial Rate per Hour	25.00	0.00	25.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	9.00	0.00	9.00	E
Social Rate per Hour	21.00	0.00	21.00	E
Commercial Rate per Hour	36.00	0.00	36.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	9.00	0.00	9.00	E
Social Rate per Hour	26.50	0.00	26.50	E
Commercial Rate per Hour	42.00	0.00	42.00	E

Brierley House, Healdswood Small Room, The Homesteads Small Room, Mill House, Watnall Road Games room, Willetts Court Small Room				
Monday - Friday up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	11.50	0.00	11.50	E
Commercial Rate per Hour	15.50	0.00	15.50	E

Monday - Friday after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	13.00	0.00	13.00	E
Commercial Rate per Hour	17.00	0.00	17.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	18.00	0.00	18.00	E
Commercial Rate per Hour	26.00	0.00	26.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	21.00	0.00	21.00	E
Commercial Rate per Hour	36.00	0.00	36.00	E

Guest Rooms in Sheltered Housing	Net (£)	VAT (£)	Total (£)	VAT Rate
Cost per night	30.00	0.00	30.00	E

Common Rooms in Sheltered Housing - Aspley Court, Beauvale Court, Brook St Court, Brand Court, Summerhill Court, Beechwood, Desmond Court, Nuncar Court, Sherwood Court, St Mary's, St Modwens, Titchfield Court	Net (£)	VAT (£)	Total (£)	VAT Rate
Cost per Hour	7.00	0.00	7.00	E

Private Sector Call Monitoring Service

Call Monitoring	Net (£)	VAT (£)	Total (£)	VAT Rate
Call Monitoring Charge (Analogue)	3.93	0.79	4.71	SR
Call Monitoring Charge (Digital Sim)	4.74	0.95	5.69	SR
Telecare Monitoring Charge	2.04	0.41	2.45	SR
Installation Charge	10.19	2.04	12.23	SR

Private Sector Licensing

	Net (£)	VAT (£)	Total (£)	VAT Rate
Selective Licensing	350.00	0.00	350.00	NB
Selective Licensing if licence holder is a member of an approved body	250.00	0.00	250.00	NB
Houses of Multiple Occupation (HMO)				
HMO Pre Licence advice visit	315.00	0.00	315.00	NB
Initial Basic licence fee (covering premises of up to 6 persons maximum permitted occupancy)	893.00	0.00	893.00	NB
For each additional person (maximum permitted occupancy)	79.00	0.00	79.00	NB
Basic License Renewal (up to 6 persons)	Higher of £525 or £105 per person	0.00	Higher of £525 or £105 per person	NB
Renewal charge for each additional person	79.00	0.00	79.00	NB
Issue of first Temporary Exemption Notice	300.00	0.00	300.00	NB
Issue of second Temporary Exemption Notice	150.00	0.00	150.00	NB
Charging Orders for Housing Act visits	500.00	0.00	500.00	NB

Mobile Homes Site Licence Fees

Application for a NEW licence	£407 plus £8 per pitch
Existing licence holders	£12 per pitch annual fee
Transfer/Variation of Site License	£152 to £274 dependent upon complexity
Deposit of site rules – one off fee for new and existing licence holders	126.00

A licence lasts for a 12 month period. Existing licence holders will not be charged an initial one off application fee, they will however be charged an annual pitch fee and for the Deposit of

Resources & Business Transformation

Street Naming and Numbering

New Addresses	Net (£)	VAT (£)	Total (£)	VAT Rate
Assign Number/naming of new properties		Free		
Notification number/name of new address (first 11 plots) per plot	75.00	0.00	75.00	NB
Notification number/name of new address (additional plots) per plot	45.00	0.00	45.00	NB
Additional charge for the naming of a street	225.00	0.00	225.00	NB
Additional charge for the naming of a building (block of flats)	225.00	0.00	225.00	NB

Existing Addresses	Net (£)	VAT (£)	Total (£)	VAT Rate
Individual House Name including notification - per plot	113.00	0.00	113.00	NB
Re-name or Re-number including notification - per plot	113.00	0.00	113.00	NB
Rename of Street requested by residents including notification	347.00	0.00	347.00	NB
Additional charge per property for rename of street	113.00	0.00	113.00	NB

Geographic Information Services	Net (£)	VAT (£)	Total (£)	VAT Rate
Local Street Maps	13.15	0.00	13.15	NB
Local Street Maps - set of 5	52.50	0.00	52.50	NB

Place & Communities

Pest Control Service

Domestic Pest Control Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Rats - up to 3 visits - In District	73.33	14.67	88.00	SR
Rats - up to 3 visits - Out of District	75.00	15.00	90.00	SR
Rats - additional visits (each) - In District	35.00	7.00	42.00	SR
Rats - additional visits (each) - Out of District	40.00	8.00	48.00	SR
Mice - up to 3 visits - In District	65.00	13.00	78.00	SR

Mice - up to 3 visits - Out of District	75.00	15.00	90.00	SR
Mice - additional visits (each) - In District	35.00	7.00	42.00	SR
Mice - additional visits (each) - Out of District	40.00	8.00	48.00	SR
Bedbugs - up to 2 visits - In District (unlimited number of rooms)	141.67	28.33	170.00	SR
Bedbugs - up to 2 visits - Out of District (unlimited number of rooms)	150.00	30.00	180.00	SR
Bedbugs - additional visits (each) - In District	80.83	16.17	97.00	SR
Bedbugs - additional visits (each) - Out of District	85.00	17.00	102.00	SR
Fleas - up to 2 visits - In District	77.50	15.50	93.00	SR
Fleas - up to 2 visits - Out of District	83.33	16.67	100.00	SR
Fleas - additional visits (each) - In District	39.58	7.92	47.50	SR
Fleas - additional visits (each) - Out of District	45.00	9.00	54.00	SR
Wasps - In District	56.67	11.33	68.00	SR
Wasps - Out of District	61.67	12.33	74.00	SR
Bees (if treated) - In District	56.67	11.33	68.00	SR
Bees (if treated) - Out of District	61.67	12.33	74.00	SR
Ants - up to 2 visits - In District	83.33	16.67	100.00	SR
Ants - up to 2 visits - Out of District	87.50	17.50	105.00	SR
Ants - additional visits (each) - In District	45.83	9.17	55.00	SR
Ants - additional visits (each) - Out of District	50.00	10.00	60.00	SR
Cockroaches - up to 2 visits - In District	77.50	15.50	93.00	SR
Cockroaches - up to 2 visits - Out of District	83.33	16.67	100.00	SR
Cockroaches - additional visits (each) - In District	34.58	6.92	41.50	SR
Cockroaches - additional visits (each) - Out of District	40.00	8.00	48.00	SR
Other insect pests - up to 2 visits - In District	77.50	15.50	93.00	SR
Other insect pests - up to 2 visits - Out of District	83.33	16.67	100.00	SR
Other insect pests - additional visits (each) - In District	39.58	7.92	47.50	SR
Other insect pests - additional visits (each) - Out of District	45.00	9.00	54.00	SR
Moles treatment - 3 visits - In District	83.33	16.67	100.00	SR
Moles treatment - 3 visits - Out of District	87.50	17.50	105.00	SR
Pigeons assessment - In District	Quotation only			SR
Pigeons assessment - Out of District	Quotation only			SR
Pigeons per treatment - In District	Quotation only			SR
Pigeons per treatment - Out of District	Quotation only			SR
Squirrels assessment - In District	37.50	7.50	45.00	SR
Squirrels assessment - Out of District	41.67	8.33	50.00	SR
Squirrels per treatment - In District	73.33	14.67	88.00	SR
Squirrels per treatment - Out of District	75.00	15.00	90.00	SR

Commercial Pest Control Charges	Quote based on size and nature of business, routine treatment or infestation.			SR
Drain Surveys - In District	125.00	25.00	150.00	SR
Drain Surveys - Out of District	166.67	33.33	200.00	SR

Licensing, Permits, Registration & Consents

Hackney Carriage and Private Hire (Dual) Driver Licence	Net (£)	VAT (£)	Total (£)	VAT Rate
New 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	180.00	0.00	180.00	NB
New 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	220.00	0.00	220.00	NB
New Hackney Carriage & Private Hire (Dual) Driver Licence - three years	260.00	0.00	260.00	NB
Renewal of 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	160.00	0.00	160.00	NB
Renewal of 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	200.00	0.00	200.00	NB
Renewal of 3-year Hackney Carriage & Private Hire (Dual) Driver Licence	240.00	0.00	240.00	NB
DVLA Check	5.00	0.00	5.00	NB
Disclosure and Barring Service (DBS) Check (waived if new driver applicant resides within ADC Council Tax area)	40.00	0.00	40.00	NB
Replacement Identity Badge	15.00	0.00	15.00	NB
Driver Knowledge Test Resit Fee	25.00	0.00	25.00	NB
Safeguarding Test Resit Fee	15.00	0.00	15.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

Hackney Carriage Vehicle Licence	Net (£)	VAT (£)	Total (£)	VAT Rate
Licence New/Renewal/Change of Vehicle	320.00	0.00	320.00	NB
Transfer (Change of Proprietor)	0.00	0.00	0.00	NB
Discount for Low Emission or Wheelchair Accessible Vehicle	30.00	0.00	30.00	NB
Replacement Licence Plate	29.00	0.00	29.00	NB
Plate Holding Bracket	10.00	0.00	10.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

Private Hire Vehicle Licence	Net (£)	VAT (£)	Total (£)	VAT Rate
Licence New/Renewal/Change of Vehicle	300.00	0.00	300.00	NB
Transfer (Change of Proprietor)	0.00	0.00	0.00	NB

Discount for Low Emission or Wheelchair Accessible Vehicle	30.00	0.00	30.00	NB
Replacement Licence Plate	29.00	0.00	29.00	NB
Plate Holding Bracket	10.00	0.00	10.00	NB
Private Hire Vehicle Exemption Notice (from displaying plate and livery)	25.00	0.00	25.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

Private Hire Operator Licence	Net (£)	VAT (£)	Total (£)	VAT Rate
Operator 1-year licence fee New / Renewal	210.00	0.00	210.00	NB
Operator 2-year licence fee New / Renewal	320.00	0.00	320.00	NB
Operator 3-year licence fee New / Renewal	430.00	0.00	430.00	NB
Operator 4-year licence fee New / Renewal	540.00	0.00	540.00	NB
Operator 5-year licence fee New / Renewal	650.00	0.00	650.00	NB
Fee Per Non-Low Emission Vehicle Operated	0.00	0.00	0.00	NB
Safeguarding Test Resit Fee	15.00	0.00	15.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

Hackney Carriage/Private Hire Additional Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Vehicle Compliance Test/ Retest fee	65.00	0.00	65.00	NB
Additional Compliance Test following Suspension of Vehicle Licence	65.00	0.00	65.00	NB
Duplicate vehicle, driver or operator licence when lost or stolen	5.00	0.00	5.00	NB
Amended vehicle, driver or operator licence change of address	15.00	0.00	15.00	NB

Licensing Act 2003	Net (£)	VAT (£)	Total (£)	VAT Rate
Premises Licences and Club Premises Certificates - Initial Application	100.00 - 1,905.00		100.00 - 1,905.00	NB
Premises Licences and Club Premises Certificates - Annual Charge	70.00 - 1,050.00		70.00 - 1,050.00	NB
Application for a provisional statement where premises being built etc.	315.00	0.00	315.00	NB
Application for transfer of premises licence	23.00	0.00	23.00	NB
Replacement of stolen, lost, etc. premises licence or summary	10.50	0.00	10.50	NB
Theft, loss etc. of certificate or summary	10.50	0.00	10.50	NB
Change of relevant registered address of club	10.50	0.00	10.50	NB
Notification of change of name or alteration of rules of club	10.50	0.00	10.50	NB
Application to vary licence to specify individual as premises supervisor	23.00	0.00	23.00	NB
Application for the grant or renewal of a personal licence	37.00	0.00	37.00	NB
Temporary event notice	21.00	0.00	21.00	NB

Theft, loss etc. of temporary event notice	10.50	0.00	10.50	NB
Notification of change of name or address	10.50	0.00	10.50	NB
Replacement of stolen, lost or damaged licences/certificates/notices/summaries	10.50	0.00	10.50	NB
Interim authority notice following death etc. of licence holder	23.00	0.00	23.00	NB
Right of freeholder etc.to be notified of licensing matters	21.00	0.00	21.00	NB

Gambling Act 2005	Net (£)	VAT (£)	Total (£)	VAT Rate
Bingo New (S159) (NON TRANSITION)	1,315.00	0.00	1,315.00	NB
Bingo Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Bingo Annual Fee (sS184)	620.00	0.00	620.00	NB
Bingo Variation of Licence (s159) (s187)	1,315.00	0.00	1,315.00	NB
Bingo Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Bingo Copy of licence (s190)	19.00	0.00	19.00	NB
Bingo Change of Circumstances (s186)	32.00	0.00	32.00	NB
Bingo Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Bingo Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting (Track) New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Betting Track Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Betting (Track) Annual Fee (s184)	620.00	0.00	620.00	NB
Betting Track Variation of Licence (s159) (s187)	1,250.00	0.00	1,250.00	NB
Betting Track Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Betting Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Betting Copy of licence (s190)	19.00	0.00	19.00	NB
Betting Change of Circumstances (s186)	32.00	0.00	32.00	NB
Betting Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Betting Off-Course Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Betting Off-Course Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Betting Off-Course Annual Fee (s184)	600.00	0.00	600.00	NB
Betting Off-Course Variation of Licence (s159) (s187)	1,250.00	0.00	1,250.00	NB
Betting Off-Course Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Betting Off Course Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Betting Off-Course Copy of licence (s190)	19.00	0.00	19.00	NB
Betting Off-Course Change of Circumstances (s186)	32.00	0.00	32.00	NB

Betting Off-Course Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / Family Entertainment Centre (FEC) New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Adult Gaming Centre / FEC Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Adult Gaming Centre / FEC Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Annual Fee (s184)	620.00	0.00	620.00	NB
Adult Gaming Centre / FEC Variation of Licence (s159) (s187)	1,000.00	0.00	1,000.00	NB
Adult Gaming Centre / FEC Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Copy of licence (s190)	19.00	0.00	19.00	NB
Adult Gaming Centre / FEC Change of Circumstances (s186)	32.00	0.00	32.00	NB
Adult Gaming Centre / FEC Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / FEC Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB

Consents & Registration	Net (£)	VAT (£)	Total (£)	VAT Rate
Consent Street Trading - New & Existing 12 month	1,294.00	0.00	1,294.00	NB
Consent Street Trading Standard Site - New & Existing 6mth	697.00	0.00	697.00	NB
Consent Street Trading Market Site - New & Existing 12mth	970.50	0.00	970.50	NB
Consent Street Trading Market Site - New & Existing 6mth	485.25	0.00	485.25	NB
Mobile Trading Consent - New & Existing 12mth	750.00	0.00	750.00	NB
Mobile Trading Consent - New & Existing 6mth	375.00	0.00	375.00	NB
Special Event Trading Consent (per event - per stall - max 4 stalls)	30.00	0.00	30.00	NB
Community & Charity Event Trading Consent - per event - per stall - max 4 stalls)	0.00	0.00	0.00	NB
Societies Lotteries Registration Initial	40.00	0.00	40.00	NB
Societies Lotteries Registration Renewal	20.00	0.00	20.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB

Other Licences	Net (£)	VAT (£)	Total (£)	VAT Rate
Control of sex establishments	3,606.00	0.00	3,606.00	NB
Massage and Special Treatment	200.00	0.00	200.00	NB
Additional Charge on first application where LASERs used	180.00	0.00	180.00	NB
Additional Charge on renewal where LASERs used	90.00	0.00	90.00	NB
Dangerous wild animals	945.00	0.00	945.00	NB
Pet shop licences	400.00	0.00	400.00	NB
Dog breeding establishments	400.00	0.00	400.00	NB
Animal boarding establishments	400.00	0.00	400.00	NB

Animal home boarding establishments	330.00	0.00	330.00	NB
Boarding (Franchisee – per Host premises)	280.00	0.00	280.00	NB
Riding establishments	450.00	0.00	450.00	NB
Animal Activity Licence - Exhibition of Animals New / Renew (3 Year Licence)	400.00	0.00	400.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB
Reassessment of Star Rating	105.00	0.00	105.00	NB
Minor Amendment of Licence	25.00	0.00	25.00	NB
Variation to Licence	175.00	0.00	175.00	NB
Combined Animal Activities (i.e. more than 1 type of licence applied for)	145.00 plus Licence fee for highest priced activity	0.00	145.00 plus Licence fee for highest priced activity	NB
Duplicate copy of Licence	15.00	0.00	15.00	NB

Registrations	Net (£)	VAT (£)	Total (£)	VAT Rate
Acupuncture, tattooing, ear piercing and electrolysis:				
- Registration of persons	97.00	0.00	97.00	NB
- Registration of premises	147.00	0.00	147.00	NB
Scrap metal site licence	195.00	0.00	195.00	NB
Scrap metal collectors licence	132.00	0.00	132.00	NB
Scrap metal site licence - renewal	195.00	0.00	195.00	NB
Scrap metal collectors licence - renewal	132.00	0.00	132.00	NB
Scrap metal site licence - variation	62.00	0.00	62.00	NB
Scrap metal collectors licence - variation	68.00	0.00	68.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB

Dog Control

Release of seized dog - initial release fee:	Net (£)	VAT (£)	Total (£)	VAT Rate
Day one	65.00	0.00	65.00	NB
Day two	75.00	0.00	75.00	NB
Day three	90.00	0.00	90.00	NB
Day four	100.00	0.00	100.00	NB
Day five	115.00	0.00	115.00	NB
Day six	125.00	0.00	125.00	NB
Day seven	135.00	0.00	135.00	NB

Environmental Protection

Environmental Permitting Regulation Part B: Processes	Net (£)	VAT (£)	Total (£)	VAT Rate
Permit Application Fees:				
Standard process	1,650.00	0.00	1,650.00	NB
Additional fee for operating without a permit	1,188.00	0.00	1,188.00	NB
Reduced fee activities - except Vehicle Refinishers	155.00	0.00	155.00	NB
Vehicle Refinishers	362.00	0.00	362.00	NB
Reduced fee activities: Additional fee for operating without a permit	99.00	0.00	99.00	NB
Petrol Vapour Recovery I and II combined	257.00	0.00	257.00	NB
Mobile screening and crushing plant	1,650.00	0.00	1,650.00	NB
For the 3rd to 7th applications:	985.00	0.00	985.00	NB
For the 8th and subsequent applications:	498.00	0.00	498.00	NB
Provide Environmental Information	0.00	0.00	0.00	NB

Air Pollution Prevention	Net (£)	VAT (£)	Total (£)	VAT Rate
Annual Subsistence Charge Low	772 (+ £103)*	0.00	772 (+ £103)*	NB
Annual Subsistence Charge Medium	1,161 (+ £156)*	0.00	1,161 (+ £156)*	NB
Annual Subsistence Charge High	1,747 (+ £207)*	0.00	1,747 (+ £207)*	NB
Reduced Fee Activities	201.00	0.00	201.00	NB
PVR 1 & 2 Combined	113/226/341	0.00	113/226/341	NB
Mobile Screening and Crushing Plant Low	646.00	0.00	646.00	NB
Mobile Screening and Crushing Plant Medium	1,034.00	0.00	1,034.00	NB
Mobile Screening and Crushing Plant High	1,506.00	0.00	1,506.00	NB
Late Payment Fee	52.00	0.00	52.00	NB

* Not using simplified permits

Clean Neighbourhoods and Environment Act 2005

Fixed Penalty Notices	Net (£)	VAT (£)	Total (£)	VAT Rate
Nuisance Parking	100.00	0.00	100.00	NB
Abandoning a vehicle	500.00	0.00	500.00	NB
Litter	100.00	0.00	100.00	NB
Unauthorised distribution of litter on designated land	100.00	0.00	100.00	NB
Graffiti and fly posting	100.00	0.00	100.00	NB
Fly tipping	400.00	0.00	400.00	NB
Failure to produce authority (eg waste carriers licence)	300.00	0.00	300.00	NB

Failure to furnish documentation (eg waste transfer notes)	300.00	0.00	300.00	NB
Public Space Protection Orders	100.00	0.00	100.00	NB
Community Protection Notice	100.00	0.00	100.00	NB

Fixed Penalty Notices - Early Payment (within 10 days)	Net (£)	VAT (£)	Total (£)	VAT Rate
Nuisance Parking	60.00	0.00	60.00	NB
Abandoning a vehicle	120.00	0.00	120.00	NB
Litter	50.00	0.00	50.00	NB
Unauthorised distribution of litter on designated land	50.00	0.00	50.00	NB
Graffiti and fly posting	50.00	0.00	50.00	NB
Failure to produce authority (eg waste carriers licence)	180.00	0.00	180.00	NB
Failure to Furnish Documentation (Waste Transfer Note)	180.00	0.00	180.00	NB
Public Space Protection Orders	60.00	0.00	60.00	NB
Community Protection Notice	60.00	0.00	60.00	NB

Transport & Depot Services	Net (£)	VAT (£)	Total (£)	VAT Rate
MOT Test Class IV - ADC Employee, General Public & Trade	42.00	0.00	42.00	NB
MOT Test Class VII - ADC Employee, General Public & Trade	47.25	0.00	47.25	NB
MOT Retest (within 10 working days)	10.50	0.00	10.50	NB
MOT Retest after 10 working days - As full test				
Vehicle engineers report	68.25	13.65	81.90	SR
Use of Weighbridge	3.96	0.79	4.75	SR

Cemeteries

Interment of Bodies in a Grave	Net (£)	VAT (£)	Total (£)	VAT Rate
Still born child up to 1 month	Free		Free	
Child grave 1 month to 16 years (Children's section only)	Free		Free	
Cremated Remains	232.00	0.00	232.00	NB
Scattering of Ashes	93.00	0.00	93.00	E
Adult Depth for one	814.00	0.00	814.00	NB
Adult Depth for two	849.00	0.00	849.00	NB
Adult Depth for three	930.00	0.00	930.00	NB

Purchase of Exclusive Right of Burial Fees (75 years)	Net (£)	VAT (£)	Total (£)	VAT Rate
Adult grave	1,046.00	0.00	1,046.00	E

Child's grave (Childs Section Only)	0.00	0.00	0.00	E
Cremated Remains Area	581.00	0.00	581.00	E

Miscellaneous Fees	Net (£)	VAT (£)	Total (£)	VAT Rate
Chapel Use	232.00	0.00	232.00	E
Late arrival on site (after first 30min)	116.00	0.00	116.00	E
Transfer of exclusive rights of burial without interment	30.00	0.00	30.00	E
Family tree and genealogy searches per name/per grave	30.00	0.00	30.00	E
Late arrival of paperwork (after first 30min)	30.00	0.00	30.00	E

Memorial Charges - Permit fee	Net (£)	VAT (£)	Total (£)	VAT Rate
Headstone (Not exceeding 3ft x 2ft 6in)	268.00	0.00	268.00	NB
8in x 8in Vase/Tablet	163.00	0.00	163.00	NB
Vase over 8in	210.00	0.00	210.00	NB
Additional Inscription	105.00	0.00	105.00	NB
Memorial Tree	177.00	0.00	177.00	NB

Waste Management & Recycling

Bulky items (including fridges/freezers)	Net (£)	VAT (£)	Total (£)	VAT Rate
Price reduced by half if a resident is in receipt of a qualifying income-based benefit				
1 item on its own	14.00	0.00	14.00	NB
Up to 3 items in one collection	20.00	0.00	20.00	NB
Over 3 items, each additional piece	7.50	0.00	7.50	NB

New and replacement wheeled bins	Net (£)	VAT (£)	Total (£)	VAT Rate
New home wheeled bin set for developer	250.00	0.00	250.00	NB
Replacement red lidded bin (delivery and administration)	26.00	0.00	26.00	NB

Garden Waste	Net (£)	VAT (£)	Total (£)	VAT Rate
Subscription	28.00	0.00	28.00	NB
Additional garden waste bin	14.00	0.00	14.00	NB

Trade Waste (Residual & Recyclable)	Price on application
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Parks & Outdoor Recreation

Parks/Open spaces land booking day rates	Net (£)	VAT (£)	Total (£)	VAT Rate
Boot camp up to 20 people per session	17.00	3.40	20.40	SR
Boot camp 20 to 40 people per session	29.75	5.95	35.70	SR
Boot camp 40+ people per session	42.50	8.50	51.00	SR
Charity/Not for profit events *fee applied if staff & changing rooms required	0.00	0.00	0.00	N/A
Private/Commercial Events including training courses (small approx. football pitch size)	125.00 - 625.00	25.00 - 125.00	150.00 - 750.00	SR
Funfair per day (excludes food - see prices below) Maximum of 7 days	179.17 - 187.50	35.83 - 37.50	215.00 - 225.00	SR
Food serving vehicles or stalls				
Hot food/catering van	150.00	30.00	180.00	SR
Ice cream van or fun fair sweet stalls	100.00	20.00	120.00	SR

Bowls	Net (£)	VAT (£)	Total (£)	VAT Rate
Club (10+ sessions)	1,500.00	0.00	1,500.00	E
Adult per hour	3.42	0.68	4.10	SR
Concessionary per hour	2.54	0.51	3.05	SR
Family Ticket per hour	4.83	0.97	5.80	SR
Veterans Ticket (midweek) per hour	0.00	0.00	0.00	SR

Croquet	Net (£)	VAT (£)	Total (£)	VAT Rate
Club (10+ sessions)	1,500.00	0.00	1,500.00	E

Tennis (per court)	Net (£)	VAT (£)	Total (£)	VAT Rate
Hourly rate (adult)	5.00	1.00	6.00	SR
Annual Membership (per household, 10+ sessions)	32.00	0.00	32.00	E
Club (10+ sessions)	1,500.00	0.00	1,500.00	E

Cricket (Titchfield Park, Hucknall only)	Net (£)	VAT (£)	Total (£)	VAT Rate
Cricket - Season Hire Adult (for up to 10+ sessions)	570.00	0.00	570.00	E
Cricket - Season Hire Junior (for up to 10+ sessions)	390.00	0.00	390.00	E
Cricket - Match Day, Standard	53.75	10.75	64.50	SR
Cricket - Match Day, Juniors	46.83	9.37	56.20	SR

Football	Net (£)	VAT (£)	Total (£)	VAT Rate
Annual Fee - Standard (10+ games)	430.00	0.00	430.00	E
Annual Fee - Juniors (10+ games)	280.00	0.00	280.00	E
Annual Fee - Mini (10+ games)	150.00	0.00	150.00	E
Football training ½ day (not pitch use)	22.92	4.58	27.50	SR

Netball (Titchfield Park, Kirkby only)	Net (£)	VAT (£)	Total (£)	VAT Rate
Annual Fee - (10+ games, one x 2 hour session per week)	275.00	0.00	275.00	E
Per Court - Standard (per 2 hour session)	30.58	6.12	36.70	SR
Per Court - Juniors (per 2 hour session)	23.79	4.76	28.55	SR
Floodlights (per 2 hour session)	25.00	5.00	30.00	SR

Astroturf (Kingsway Park, Kirkby)	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Pitch (per 2 hour session) Standard	54.17	10.83	65.00	SR
Full Pitch (per 2 hour session) Juniors	45.83	9.17	55.00	SR
Half Pitch Standard (per 2 hour session)	31.67	6.33	38.00	SR
Half Pitch Juniors (per 2 hour session)	25.00	5.00	30.00	SR
Floodlights (per 2 hour session)	25.00	5.00	30.00	SR

Astroturf (Titchfield Park, Hucknall)	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Pitch (per 2 hour session) Standard	26.67	5.33	32.00	SR
Full Pitch (per 2 hour session) Juniors	19.17	3.83	23.00	SR
Floodlights (per 2 hour session)	23.33	4.67	28.00	SR

Allotments	Net (£)	VAT (£)	Total (£)	VAT Rate
With water supply - Per Annum	19.64	0.00	19.64	E
Without water supply Per Annum	14.18	0.00	14.18	E

LEISURE CENTRES - These are managed by Everyone Active on behalf of ADC. Fees & charges are set by Everyone Active and agreed by the Council.

LAMMAS LEISURE CENTRE

	Total (£)
ACTIVE ANTZ	2.55

AEROBICS / FITNESS CLASS	
Virtual	3.20
BTS / LBT's / Circuits / Boot Camps etc	5.30
Group Cycling / Zumba etc	5.75

AQUA AEROBICS	
Full price	5.10
Concession price	4.40

BOWLS	
Adult 1 hour	2.45
Concession	2.20
Adult 2 hours	4.35
Concession Price (to apply pre 5pm)	3.85
Hire of woods	1.80
Hire of shoes	1.80
Hire of locker (year)	18.00

EQUIPMENT HIRE	
Racquets / bats each	1.40

GYM / FITNESS ROOM	
Personal trainer - 30mins	19.75
Personal trainer - 60mins	28.75
Full price	6.40
Junior Gym	3.15
Concession Price	3.25
Off Peak Price	3.90

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

ICE RINK	
Full price	4.30
Concession Price	4.00
School Per Pupil (including skates)	1.85
Skate UK lessons	5.25
Artistic Ice	4.30
Happy hour	2.95
Polar Bears	2.90
Polar Cubs 1 adult & 1 child	3.80
Skate hire	2.00
Helmet Hire FREE on request	
Penguin Aid Hire per 1/2 hour	1.60
Family Ticket up to 4 at least one adult and one child	18.25
Junior Ice Membership - monthly	28.00
Ice Disco	4.00
Ice Rink Hire	69.00

PARTIES	
Bouncy Castle 1 hour	65.00
Bouncy Castle half hall 1 hour	65.00
Ice Rink	157.00
Pool Party - main pool	77.00
Pool party - learner pool	70.00
Pool Party - Inflatable	85.00
Theme party from	85.00
Sports party from	46.00

POOL HIRE	
Club	70.00
Additional Lifeguard - per session	22.00
Private	80.00

SPORT / ACTIVITY COURSES	
Skate Uk	5.50

SQUASH & RACKETBALL 40mins	
Full price	6.80

Concession Price	4.20
Off Peak Price	4.40

SWIMMING	
Full price	4.10
Concession Price	2.20
FAMILY SWIM (up to 2 Adults and 3 Children)	8.90
PARENT & TODDLER SWIM 1 adult/ 2 children	4.10
Senior Swim	2.55
Wet & Wild	4.10
Adult Swimming lessons DD	25.95
Junior Swimming lessons DD	25.95
Adult & Child lessons DD	25.95
Young @ Heart	1.70
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

HUCKNALL LEISURE CENTRE

ACTIVE ANTZ	2.50

AEROBICS / FITNESS CLASS	
Virtual	3.20
BTS / LBTs / Circuits / Boot Camps	5.30
Group Cycling / Zumba	5.75

AQUA AEROBICS	
Full price	5.10
Concession price	4.40

BADMINTON	
Full price	8.00
Off peak	4.85
Concession Price	4.75

EQUIPMENT HIRE	
Racquets / bats each	1.40

GYM / FITNESS ROOM	
Personal training	28.75
Personal trainer - 30mins	19.75
Full price	6.35
Junior Gym	3.15
Concession Price	3.25
Off Peak Price	3.90

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

INDOOR COURT HIRE (Main Hall)	
Full price	41.50
Concession price	23.50

PARTIES	
Bouncy Castle 1 hour	77.00
Bouncy Castle 2 hour	90.00
Pool Party - main pool	75.00
Pool Party - Inflatable	82.00
Roller Skating - 1 hour	87.00
Sports party	57.00

POOL HIRE	
Club	73.00
Additional Lifeguard - per session (£ / hour)	22.00
Private	80.00

ROLLER SKATING (£1.00 skate hire)	2.85
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SPORT / ACTIVITY COURSES	
Boccia	2.65
Max Whitlock Gymnastics	5.30

SQUASH & Racketball 40mins	
Full price	6.80
Concession Price	4.20
Off Peak Price	4.40

SWIMMING	
Full price	4.10
Concession Price	2.20
Splash happy FAMILY SWIM (up to 2 Adults and 3 Children)	8.90
PARENT & TODDLER SWIM	4.10
MOONLIGHT SWIM	4.50
Swimming lessons DD Adult	25.95
Adult & Child lessons DD	25.95
Swimming lessons DD junior	25.95
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

TABLE TENNIS	
Full price	3.60
Concession price	2.60

50+ ACTIVITIES	
50+ Swim Session	1.75
Walking football/cricket	3.40

KIRKBY IN ASHFIELD LEISURE CENTRE

ACTIVE ANTZ	2.50

AEROBICS / FITNESS CLASS	
BTS / LBT's / Circuits / Boot Camps	4.80
Group Cycling / Zumba	4.90

BADMINTON	
Full price	7.10
Off peak	4.40
Concession Price	4.40

BOWLS	
Adult	2.40
Concession Price (to apply pre 5pm)	2.40

EQUIPMENT HIRE	
Racquets / bats each	1.40
Football - deposit of £10.00	

GYM / FITNESS ROOM	
Personal trainer	26.75
Junior Active	3.10
11-15 parental supervision	3.10
Full price	6.35
Concession Price	3.25
Off Peak Price	3.70

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

PARTIES	
Bouncy Castle 2 hours	75.00
Roller Skating - 2 hours	87.00
Roller Skate and Bounce	125.00
Active Antz party	87.00

ROLLER SKATING (£1.00 skate hire)	2.90
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SPORT / ACTIVITY COURSES	
Max Whitlock Gymnastics	5.30

SQUASH 40mins	
Full price	6.60
Concession Price	3.30
Off Peak Price	4.50

TABLE TENNIS	
Full price	3.55
Concession price	2.55

ROOM HIRE - BY NEGOTIATION

Planning

Planning Policy Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Householder Development	40.00	8.00	48.00	SR
Minor Development (Excluding Householder) - 1 or 2 dwellings	150.00	30.00	180.00	SR
Other Minor Development - 3- 9 dwellings	350.00	70.00	420.00	SR
Small scale development - 10 to 199 dwellings	600.00	120.00	720.00	SR
Large Scale development - 200+ dwellings	1,000.00	200.00	1,200.00	SR

Land Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Search (LLC1 & CON29)				
LLC1	36.55			NB
CON29	89.58	17.92	144.05	SR
Each additional parcel of land (full search)				
LLC1	1.05			NB
CON29R	18.96	3.79	23.80	SR
Con29O Enquiries - Question 22	40.87	8.18	49.05	SR
Con29O Enquiries - Questions 4, 5, 9, 16 & 20	18.96	3.79	22.75	SR
Con29O Enquiries - Questions 8, 10, 11, 12, 13, 14, 15, 17, 18 & 19	18.96	3.79	22.75	SR
Con29O Enquiries - Questions 6 & 7	18.96	3.79	22.75	SR
Con29O Enquiries - Question 21	The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency (https://www.gov.uk/topic/environmental-management/flooding-coastal-change) and/or Nottinghamshire County Council (flood.team@nottsc.gov.uk)			
Applicants own questions (each)	16.25	3.25	19.50	SR
An additional charge of £3.00 will be added where a request is received for reports to be posted out				

Additional Searches	Net (£)	VAT (£)	Total (£)	VAT Rate
Coal Authority Search - Residential	37.08	7.42	44.50	SR
Coal Authority Search - Commercial	85.12	17.03	102.15	SR
Drainage and Water Enquiry (CON29DW) - Residential	47.95	9.60	57.55	SR
Drainage and Water Enquiry (CON29DW) - Commercial	133.62	26.73	160.35	SR
Chancel Check	20.42	4.08	24.50	SR

CON29 Information				
In some instances, interested parties will be able to access the required information via public The provision of Individual Enquiry Reports is to enhance the number of access channels available and not limit access.				
CON29 Individual Enquiries	Net (£)	VAT (£)	Total (£)	VAT Rate
Questions 1.1. (a) to (i)	15.00	3.00	18.00	SR
Questions 1.1. (j) to (l)	15.00	3.00	18.00	SR
Question 1.2.	15.00	3.00	18.00	SR
Questions 2.1. (a) to (d) and 2.2. to 2.5. - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email highwaysearches@viaem.co.uk				
Question 3.1.	15.00	3.00	18.00	SR

Questions 3.2., 3.3. (a) to (c), 3.4. (a) to (f), 3.5. (a) & (b), 3.6. (a) to (l) and 3.7. (e) - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email highwaysearches@viaem.co.uk				
Questions 3.7. (a) to (d) & (f)	15.00	3.00	18.00	SR
Question 3.7. (g) - The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency (https://www.gov.uk/topic/environmental-management/flooding-coastal-change) and/or Nottinghamshire County Council (flood.team@nottscc.gov.uk)				
Question 3.8.	3.83	0.77	4.60	SR
Questions 3.9. (a) to (n)	8.25	1.65	9.90	SR
Questions 3.10. (a) to (h)	3.83	0.77	4.60	SR
Questions 3.11. (a) & (b)	3.83	0.77	4.60	SR
Question 3.12	3.83	0.77	4.60	SR
Questions 3.13. (a) to (c)	3.83	0.77	4.60	SR
Question 3.14.	3.83	0.77	4.60	SR
Questions 3.15. (a) and (b)	8.25	1.65	9.90	SR

Markets

Indoor Market - per pitch based on floor space - price range	POA*	E
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Outdoor Markets

Kirkby in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	13.60	0.00	13.60	E
Extra stall each up to 3 extra	9.80	0.00	9.80	E
Extra stall above 4 stall each	6.30	0.00	6.30	E

Hucknall	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	13.60	0.00	13.60	E
Extra stall each up to 3 extra	9.80	0.00	9.80	E
Extra stall above 4 stall each	6.30	0.00	6.30	E

Sutton in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	13.60	0.00	13.60	E
Extra stall each up to 3 extra	9.80	0.00	9.80	E
Extra stall above 4 stall each	6.30	0.00	6.30	E

All Markets	Net (£)	VAT (£)	Total (£)	VAT Rate
Designated special event markets through the year	POA*	0.00	POA*	E
Catering stalls	POA*	0.00	POA*	E
Catering stalls with Electricity	POA*	0.00	POA*	E
Self erect market stall	POA*	0.00	POA*	E

Trailer Unit	POA*	0.00	POA*	E
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Catering and Similar Vans	Net (£)	VAT (£)	Total (£)	VAT Rate
All Markets	24.00	0.00	24.00	E
Extra with electrical supply	8.70	0.00	8.70	E
Promotional Vehicle	18.80	0.00	18.80	E

Promotional Space	Net (£)	VAT (£)	Total (£)	VAT Rate
All areas	POA*	0.00	POA*	E

Sunday Markets	Net (£)	VAT (£)	Total (£)	VAT Rate
Christmas and Sunday markets	POA*	0.00	POA*	E
Subsequent stalls (each)	POA*	0.00	POA*	E
Catering Vans/Trailers	POA*	0.00	POA*	E
Connection to electric supply	POA*	0.00	POA*	E

Private Market fees and charges

There is a fixed fee to process the initial application of £204

There is a sliding scale of fees depending on the size of the market.

Number of traders / stalls / catering vehicles	Fee per event day during licence period	VAT Rate
1 – 25	28.00	NB
26 – 50	56.00	NB
51 - 75	84.00	NB
76 - 100	112.00	NB
101 - 200	224.00	NB
Over 200	393.00	NB

POA* - Price on application and determined through ODR at commercial rates

VAT Key:

SR = standard rated

E = exempt

NB = non business / Outside scope

Z = zero rated

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Report To:	CABINET
Date:	24 JANUARY 2023
Heading:	COUNCIL TAX DISCOUNTS AND PREMIUMS
Executive Lead Member:	CLLR D MARTIN, DEPUTY LEADER AND EXECUTIVE LEAD MEMBER FOR FINANCE, REVENUES AND BENEFITS
Ward/s:	ALL
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

Councils have had local powers to vary council tax discount amounts for empty properties since April 2013. It is good practice to review these to ensure they remain fit for purpose, are easy for customers to understand, raise the required level of council tax income for the Council and are straightforward to administer for the Revenues Section.

The purpose of the report is to review and determine the level of Council Tax discounts to be applied for empty properties by the Council with effect from 1 April 2023. Also, to review the new proposed increases to Council Tax Premiums from April 2024.

To review and agree the Council Tax Support (CTS) Scheme for the new financial year.

Recommendation(s)

Cabinet recommends to Council:

1. Empty discounts –

- a) The current empty discount for Class C - Unoccupied/substantially unfurnished which is allowable for a maximum of 6 months remains at 100% discount for 1 month followed by 25% discount for 5 months.
- b) The current Class A - Second Homes, No one's sole or main residence/furnished – 28 days planning restriction¹ remains at the current 0% discount.
- c) The current Class B – Second Homes, No one's sole or main residence/furnished – No planning restriction² remains at the current 0% discount.
- d) The Class D Structural repairs (Unoccupied & substantially unfurnished) which is allowable for 12 months should be a 0% discount for the whole period.

2. Empty premiums -

- a) The Council continues to apply the maximum premiums allowable in legislation for Long Term empty properties as it currently does.
- b) The Council adopts a policy to implement the new 100% premium for empty premises that have been left unoccupied and substantially unfurnished for 1 year or more, with effect from 1 April 2024 (subject to the required legislation being in place). The Council adopts a policy to implement a 100% premium in respect of second homes with effect from 1 April 2024 (subject to the required legislation being in place).

3. Council Tax Support Scheme -

- a) The Council in accordance with Schedule 1A Section 13A of the Local Government Finance Act 1992 (Council Tax Reduction Schemes) approves an unchanged scheme for Council Tax Support for 2023/24.

¹ **restricted** by a planning condition preventing occupancy for a continuous period of at least 28 days

¹ the occupation of which is **not restricted** by a planning condition preventing occupancy for a continuous period of at least 28 days in the relevant year

Reasons for Recommendation(s)

The retention of the same levels of Council Tax discount, for empty properties and second homes will continue to deliver additional Council Tax income for the Council without disadvantaging any vulnerable members of the community.

¹ **restricted** by a planning condition preventing occupancy for a continuous period of at least 28 days

² the occupation of which is **not restricted** by a planning condition preventing occupancy for a continuous period of at least 28 days in the relevant year

The council tax premiums for empty properties will continue to incentivise the occupation of empty property, allowing more homes to be available for occupation. The additional premiums recommended for the 2024/25 year will further incentivise the occupation of empty properties and it may generate additional income for the District and precepting bodies, which facilitates the delivery of essential front-line services.

The Council's proposed Council Tax Support Scheme being unchanged will mean that the level of Council Tax Support provided to the District's working age claimants will effectively mirror that previously provided under the national Council Tax Benefit scheme and continue to support those with the lowest incomes and our most vulnerable customers. This is particularly important to maintain during the Cost-of-Living Crisis.

Alternative Options Considered

If the new powers are not applied the Council Tax premiums from April 2024 would remain at the current rates, the reuse of empty properties would not be incentivised and the potential additional council tax income would be foregone.

Detailed Information

1. Empty Council Tax discounts

The Local Government Finance Act 2012 which came into effect in April 2013 removed several Council Tax empty property exemptions and replaced them with locally determined discounts. The Act also enabled local authorities to remove the minimum 10% discount for second homes and to set a local Long Term Empty Property Premium.

The current levels work well for customers, as they allow a 1-month initial cushion from a charge when the property first becomes empty and unfurnished and a further 25% discount for 5 months for the Class C. This is usually sufficient to allow most customers renting and purchasing properties to move in and pay the occupied rate for their council tax. The Class A and Class B Second Homes have a 0% discount on their charge, and this will also continue.

The Class D Structural repairs discount is allowable for 12 months, it is also recommended this is set at 0% discount, as properties that are newly empty and unfurnished would already benefit from the Class C discounts for the first 6 months. This change has a minimal effect, as no discounts of this type were awarded in the 2021/22 financial year and in the 2022/23 year so far only three properties have been granted this discount.

2. Council Tax empty premiums

Since the change in legislation the Council has introduced premiums which allow additional charges to be made where premises have been unoccupied for a period of two years or more. These are currently at the maximum allowable rates of 100% premium if empty over 2 years, 200% premium if empty over 5 years and 300% premium if empty over 10 years. These premiums incentivise owners to bring empty and underutilised properties back into use.

The Government's Levelling Up and Regeneration Bill was published in May 2022 and includes further discretionary options for the application of Council Tax premiums on empty properties and

second homes. Subject to the Bill receiving Royal Assent the proposed changes will come into effect on 1 April 2024. If the Council wishes to adopt any changes arising from the Bill it is required to make a resolution confirming its requirements by no later than 31 March 2023. This 'in principle' agreement will allow the Council to implement the premiums if and when Royal Assent is granted.

Through the Bill it is the Government's intention to reduce the minimum period for the implementation of a premium for empty properties from two years to one year; and allow Councils to introduce a premium of up to 100% in respect of second homes (Class A and Class B properties).

Empty homes are a very fluid position. Current data shows approximately 270 properties have been empty between more than one year but less than two years in the District. To provide further incentives for owners to bring empty property back into use it is recommended that the Council adopts a policy to implement a 100% premium for empty premises that have been left unoccupied and substantially unfurnished for 1 year or more, with effect from 1st April 2024 (subject to the required legislation being in place). It cannot be assumed that a change in timescales for empty home premiums will result in additional income as the policy is to encourage homes being brought back into use more quickly.

Second home ownership can have a negative impact on the supply of homes available to meet local housing needs. Approximately 230 homes are classed as 'Second homes' in the Council area in December 2022, for example purposes based on the current £190.46 Band D equivalent charge this would be an estimated £43,000 in additional income from council tax for the District Council alone. Further additional income from the premium would be split across the other preceptors in the usual way. This estimate does not include any allowance for non-collection.

Even though the Council currently asks people to declare if their property is being used as a second home, given that the Council Tax charge for second homes mirrors that of main residences, there may also be a risk that the current classification of properties within the Council Tax system is not wholly accurate meaning that the application of a second homes premium may prompt owners to reclassify properties for genuine reasons. There are also concerns in regard to whether the application of a second homes premium might encourage "avoidance", for instance by owners transferring the property to business rates, this will reduce the potential revenue that might be derived from the premium and the figure quoted above. Thorough checking and verification of changes to property classifications will be undertaken to ensure accuracy of the council tax database and ensure 'avoidance' is not taking place.

Throughout the 2023/24 financial year the Revenues and Benefits Section will contact those who will be affected by these changes to advise them of the change and the suggested options they can take, for example sell the property, rent it out etc.

If the Council then does not wish to proceed with the changes from April 2024 a further report will be brought to agree this by resolution before March 2024.

3. Council Tax Support

The Local Government Finance Act 2012 replaced the Council Tax Benefit scheme with a new locally determined Council Tax Support Scheme. This is effectively now a Council Tax discount. Each local authority is required to annually set a local Council Tax Support scheme for working age claimants. The Government continues to operate a statutory national scheme for pensioners, which provides them with broadly the same level of Council Tax Support as they received under the previous Council Tax Benefit scheme but has been adjusted by the Government since its introduction to incorporate several welfare reform initiatives.

The Local Council Tax Support Scheme was initially funded through a specific central government grant set at 90% of each local authority's Council Tax Benefit expenditure. The Government funding since 2014/15 has been rolled into the Government's overall funding settlement and due to the overall cuts in funding for local government effectively increases the initial 10% funding reduction. Since 2013/14, Ashfield District Council has had a Council Tax Support Scheme which broadly mirrors the previous Council Tax Benefit Scheme, and the District Council has absorbed the Government's 10% funding cut and did not pass the cut on to the District's working age claimants. Technically this means that the original Council Tax Reduction Schemes (Default Scheme) Regulations are mirrored within the District's local scheme, with the addition that rates used to calculate the discount are updated each year, and War Disabled Pensions, War Widow, Pensions and Armed Forces Compensation scheme payments are disregarded in full when calculating a claimant's income.

Several changes could be considered, the main drivers for these would be to simplify the scheme for customers and for easier administration reasons, these could include a banded income scheme. Any changes would also require a consultation with customers and major preceptors. Also, if any changes were made to the current scheme, it may adversely impact residents and there needs to be continued support for residents at the current level given the current economic pressures and cost of living concerns. Therefore, the proposal is that the Cabinet recommend that the Council approves the same Council Tax Support Scheme for 2023/24 which has operated successfully since 2013/14.

Implications

Corporate Plan:

To provide value for money and support to our most vulnerable residents.

Legal:

The detail of the relevant legislation is contained in the report. [RLD 19/12/2022]

Finance: [PH 22/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	No assessment can be made of the potential income the increased premiums from April 2024 may generate as the numbers affected vary and the policy is being recommended to reduce the empty property numbers.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation

There may be challenges to any decision to apply any new premiums.

Any challenge would be considered on the individual detail. If still dissatisfied the taxpayer has the right to appeal to the Valuation Tribunal Service.

Human Resources:

No HR implications identified.

Environmental/Sustainability:

No issues identified for this report.

Equalities:

It is considered there are no adverse equality/diversity implications contained in the proposals.

Other Implications:

Not applicable.

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

Not applicable.

Background Papers

Not applicable.

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Report To:	CABINET
Date:	24TH JANUARY 2023
Heading:	OUTDOOR SPORTS BOOKINGS POLICY
Executive Lead Member:	CLLR RACHEL MADDEN, EXECUTIVE LEAD MEMBER FOR LEISURE, HEALTH AND WELLBEING
Ward/s:	ALL WARDS
Key Decision:	NO
Subject to Call-In:	YES

Purpose of Report

To approve the draft Outdoor Sports Bookings Policy as identified as being required in the Outdoor Recreation Audit.

Recommendation(s)

1. To approve and adopt the Outdoor Sports Bookings Policy.
2. To delegate authority to the Executive Lead Member for Leisure, Health and Wellbeing to make any minor changes to the policy as and when required.

Reasons for Recommendation

Following the 2021 Outdoor Recreation Audit, the recommendations from the auditors included the production of an Outdoor Sports Bookings Policy to ensure clear procedures, processes, terms and conditions for the hiring of Ashfield District Council pitches and facilities is in place.

The policy has been produced based on the recommendations of the auditors.

Alternative Options Considered

Not to approve the Outdoor Sports Bookings Policy - **Not Recommended**, the policy is a recommendation from the audit report.

Detailed Information

Background

In November/December 2021, the Outdoor Recreation – Sports Bookings Audit was conducted by Central Midlands Audit Partnership.

The scope of the audit was focused on providing assurance on the processes and procedures in place for the control and administration of outdoor recreation within Ashfield District Council.

Although the Council had terms and conditions in place for bookings, the lack of a policy was identified as a key control weakness. The risk identified that processes and procedures may be implemented inconsistently and inaccurately, potentially resulting in reputational damage to the Council. The audit report highlighted the implementation of a policy as an appropriate control improvement. It was also recommended that the policy be made available to staff and on the internet for customer information.

The Outdoor Sports Bookings Policy has been produced to outline the Council's policy on the hiring of its sports pitches and facilities within the District. The policy aids in clearly identifying the procedures in place, the terms and conditions and internal processes for sports bookings. The policy will continue to be reviewed as and when necessary.

The draft policy is included at Annex 1, it sets out the Council's procedures relating to the hire of outdoor sporting/ other recreational facilities and public open spaces. The policy provides a comprehensive overview of bookings including: terms of use, responsibility and liability, conditions, allocation process, payments, cancellations and contact details.

Once approved by Cabinet the policy will be implemented from 1st February 2023.

Implications

Corporate Plan:

The Outdoor Sports Bookings Policy will support the Corporate Plan in:

- Health and Wellbeing: Focus on delivering outcomes to enable residents to have the best start in life; make healthy choices; age well; be physically active and live and work in environments that foster positive mental wellbeing.

Legal:

The adoption of the policy and provision of clear terms and conditions of hire as highlighted in the report ensures compliance with audit recommendations [LE 04/01/2023]

Finance:

No direct financial implications arising from this report. [PH 22/12/2022].

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A

Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
No risks identified	

Human Resources:

No HR implications identified.

Environmental/Sustainability:

No environmental/sustainability issues identified.

Equalities:

No equalities issues identified.

Other Implications:

Not applicable.

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

Not applicable.

Background Papers

1. Outdoor Sports Bookings Policy

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Outdoor Sports Bookings Policy

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Introduction

This policy sets out Ashfield District Council's procedures relating to the hire of outdoor sporting/ other recreational facilities and public open spaces.

Anyone who makes a sport booking with Ashfield District Council is required to adhere this policy and the relevant terms and conditions (the "hiring agreement") for using our facilities.

For all bookings you will need to sign a copy of the relevant hiring agreement. Once you have made payment and signed and returned the hiring agreement, you accept that those terms and conditions will apply to your booking.

1. Definitions List

In this policy:

'application' means: any request or application form received by the Council for use of sports facilities, by digital form, post or email;

'the booking' means: the function, sports fixture, training or other occasion involved in the hiring;

'the booking operator' means: the Council Officer administering the booking of outdoor sports and other recreational facilities and public open spaces. The booking operator will liaise, as necessary, with the Council's head of service with responsibility for the provision of facilities for sports and events use, in order to carry out the functions set out in this policy and the hiring agreement;

'the Council' means: Ashfield District Council (ADC);

'the facilities' means: all property of, or under the control or management of, the Council, which may be the subject of a hire agreement, and includes sports and other equipment, public open space and other land;

'the head of service' means: a senior Council Officer, such as the Service Manager or Director;

'the hire' means: the use of facilities or land by agreement with the Council;

'the hirer' means: the person(s) entering into the hiring agreement with the Council;

'the hiring' means: the agreement to use the sports facilities, or the facilities, or the ancillary facilities;

'the hiring agreement' means: terms and conditions specific to the hire;

'people using the facilities' means: people invited, allowed or required by the hirer or anyone else to attend, watch or take part in any event, and;

'sports facilities' means: the sports pitches, public open space, changing rooms and items supplied by the Council, as specified in correspondence;

2. Hiring of Council Facilities

2.1. STATEMENT

The Council enters into a hiring agreement only in its capacity as the owner and manager of the land/ facilities. No action taken by the Council or one of its authorised officers, under the terms of such an agreement will be deemed to be a waiver, or in any way limit the Council's rights, duties or powers as a local authority or local planning authority. If the written consent of the head of service is required, and is given to any action, this consent will not be deemed to be formal approval of the action from the Council for the purposes of any statute or regulation, unless it is expressly stated to be so.

The Council reserves the right to modify its terms and conditions, or to further impose terms and conditions where the Council considers necessary.

2.2. TERMS OF USE

- a. The Council will only consider applications for block or season bookings and does not facilitate ad-hoc or one-off bookings.
- b. Any requests for ad-hoc or one-off bookings (e.g., sports days, fundraisers, tournaments) are considered as an event and will require the events process and procedures to be followed. Section 13 C provides contact information for the events team.
- c. The block booking of facilities can be made up to:
 - the end of the financial year or,
 - the end of the sporting season, or,
 - to an agreed date, if written confirmation has been received from the booking operator.
- d. The use of hired facilities are available for use from 8am until sunset, except where floodlighting is provided for the hired sports facility. If floodlighting is available, select facilities can be used until 9pm.
- e. Any request of use in variation from these times listed in 2.2:D must be authorised in writing by the booking operator.
- f. Any approval given by the Council in accordance with this policy shall not remove the requirement for any other relevant approvals, consents, and licences to be obtained by the hirer.
- g. The Council reserves the right to permit broadcasting or televising of any booking taking place at facilities. Prior written consent must be obtained from the booking operator if it is intended to broadcast, record, film or televise Council facilities. The Council reserves the right to retain any fees payable by any television company, radio station, film company, record company or similar organisation for the use of the Council's facilities.
- h. The hirer must comply with the requirements of the booking operator and/or any Council officer, to ensure there is adequate toilet accommodation for people using the facilities. The Council does not guarantee to provide such accommodation, even where it is normally available. Should toilet facilities be required the Council will aim to facilitate the request where possible.
- i. The Council has the power to remove or establish new facilities if it so wishes, as either regular or occasional sites.

2.3. RESPONSIBILITY AND LIABILITY

- a. The Council accepts no responsibility or liability for any damage or injury that may occur to:
 - the hirer
 - anyone using the facilities
 - any property of the hirer or anyone using that property

- b. The hirer must ensure that the contents of this policy are brought to the attention of everyone using the facilities. Anyone using the facilities will be deemed to do so at their own risk, waiving all rights (if any) to claims against the Council in respect of any accident, damage, injury, or loss for which the Council refutes any responsibility or liability as identified in this policy.
- c. The hirer agrees to indemnify, and keep indemnified, the Council against all proceedings, claims, costs, expenses, and liabilities in respect of:
 - any injury (whether fatal or otherwise) to anyone (whether using the facilities or not); and/or
 - any loss of, or damage to the property of anyone (whether using the facilities or not); and/or
 - arising from, or caused by, the hire of the facilities by the hirer.

3. Application for Hire

3.1. APPLICATION CONDITIONS

- a. To obtain prior agreement for the hiring, the hirer must submit an application via the Council's website, by email or by post and in accordance with this policy. This application must reach the booking operator:
 - At least 1 calendar month before the date of the booking, or the date of the action for which consent is required;
 - By the specific sports season application deadline; and
 - By any other deadline provided by the booking operator.
- b. The completed application must give full details of all matters relating to the proposed hiring and clearly state the hirer's details, including invoicing details.
- c. The Council's receipt of an application for the hire of facilities for any booking does not imply that the prior written consent of the booking operator:
 - has been given
 - is being given or
 - will be given in respect of anything for which prior written consent is required by these conditions, even when the request for consent has been made on the application for the booking.
- d. When granting prior written consent, the booking operator may make this subject to conditions.
- e. The agreement to hire facilities will only come into existence when:
 - an application has been submitted to the booking operator in accordance with these conditions
 - the booking operator has accepted the booking in writing
 - all documents, including a copy of insurance, and payments have been received/ payment schedule agreed.
- f. The Council reserves the right to vary, alter or revise any of these conditions. This right will not be used to alter the conditions of a booking that has already been accepted and paid for in full. However, if a booking has been accepted but full payment has not been received, the Council has the right under this policy to alter the charges due.
- g. These conditions cannot be changed verbally by a Council officer. Any changes must be confirmed in writing by the booking operator upon the authority of the head of service.
- h. If reasonable adjustments are needed to fully engage with the Council - contact 01623 450000

3.2. THE HIRER

- a. The person making the hire will be deemed to be the hirer, and will be responsible for complying with the terms and conditions of the hiring agreement
- b. If the hiring is being made by a legally constituted club/association/school or other incorporated organisation, the application must be signed or sent by a person duly authorised by the club/association/school or organisation named on the application. In the case of a constituted club/association/school, its current trustees will also be deemed to be the hirer, and they will all be jointly and severally liable under the hiring agreement.
- c. The hirer must be over 18 years of age.
- d. The hiring agreement will give the hirer, and/or the represented club/association/school or organisation, the right to use the relevant facilities. The hirer has no right to assign or sub-let the facilities without the prior permission of the booking operator. Any instance of an unauthorised sub-letting may, at the discretion of the booking operator and upon the authority of the head of service, result in the hiring agreement being forthwith terminated, or temporarily suspended. Additional unapproved use may be subject to additional fees charged to the hirer on termination of the hire.
- e. The hirer shall not cause or permit any hired facility to be used for any illegal activity.
- f. Under the Counter Terrorism and Security Act 2015, the hirer shall not allow the premises to be used to disseminate extremist views. If it appears likely to the Council that such activity will take place during the proposed hiring, the Council shall have the power to cancel the hiring immediately and any payment made of fees and charges will be forfeited. The Council reserves the right to report evidence of illegal activities on the premises to the Police and assist in their enquiries.
- g. The hirer must ensure that no article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written authorisation of the Council. Under the Health Act 2006 smoking is illegal in any public building or place of work. This shall include all Sports Pavilions and any other enclosed temporary structures such as a marquee.
- h. The hirer must comply at all times with all byelaws, regulations and statutory requirements relating to the facilities hired or the intended use of facilities. The hirer is responsible for obtaining any relevant statutory licences in relation to their organised activities during the hire period.

4. Allocation of facilities

4.1. COUNCIL FACILITIES

- a. The Council reserves the right to allocate a facility subject to its own discretion and decisions.
- b. Allocations will be made in accordance with facility suitability.
- c. Facilities may accommodate one hirer or multiple hirers.
- d. Where necessary, hirers will share facilities and are responsible for agreeing usage between themselves.
- e. The Council reserves the right to refuse bookings on a permanent or temporary basis, cancel bookings, or attach additional conditions to the hiring of any facilities, if the Council has reason to believe that the hirer concerned:
 - is in any way responsible for deliberate or negligent damage caused to the facilities,
 - owes money to the Council as a result of, or in connection with, a previous hiring of facilities,
 - is in breach of any other provision of the hiring agreement or has been in breach of the hiring agreement relating to any previous hiring of facilities

- contravenes any of the site's byelaws
- demonstrates threatening behaviour or abusive language towards the Council's staff and/or other sports facility users and/or members of the public.

4.2. ALLOCATION OF APPLICATIONS

The allocation of facilities will be made in the following order for applications received by the stated deadline and will be processed according to the date and time of receipt of the application:

- Renewal for a team on the same sports facility as the previous season
- Renewal for a team on a different sports facility as per 1st choice indicated on application, providing it is not already allocated
- Renewal for a team on a different sports facility as per 2nd choice indicated on application, providing it isn't already allocated
- Renewal for a team offered another available sports facility if 1st and 2nd choices are already allocated
- New team as per 1st choice indicated on application, providing it is not already allocated
- New team as per 2nd choice indicated on application, providing it is not already allocated
- New team offered another available sports facility if 1st and 2nd choices are already allocated
- Points 4.2:A-H are actioned for Ashfield-based teams first then applications from outside of the district.

4.3. ALLOCATION OF APPLICATIONS RECEIVED AFTER DEADLINE

- Action late applications by date and time received to allocate sports facilities, if available or
- Add team to waiting list to be contacted upon availability.

4.4. ALLOCATION OF APPLICATIONS RECEIVED OUTSIDE OF THE SEASON BOOKING PERIOD

- Block bookings that fall outside of a pre-determined season will be subject to suitability and availability, applications will be considered on a case-by-case basis and subject to any waiting lists for facilities at that time.

5. Confirmation of Hire

- The hirer will be contacted by the booking operator confirming in writing, by email or by post, if the application was successful or unsuccessful.
- The hirer will be responsible for responding to the confirmation to confirm the allocation and booking.
- The hirer will be invoiced for the booking.
- The hirer is responsible for contacting the booking operator to confirm their booking at least 10 calendar days prior to the booking taking place or to supply a list of dates/season fixtures at the beginning of the hire.
- Where applicable, the hirer may be offered the opportunity to make pre and post season bookings for football bookings only. This is at the discretion of the Council.
- A written request to transfer the current hire to another person or part of the same organisation should be submitted to the Council. The approval of such a request is subject to the discretion and written approval of the Council. Such requests may incur additional fees and charges.

6. Fees and Payment of Hire

- a. All fees are payable to the Council.
- b. The hirer must pay the Council the fixed fees for hiring any facilities or land within 30 days of receipt of an invoice, special instruction, or a calendar week before the date the hire is due to take place, whichever is sooner (“the specified date”).
- c. Keys and access fobs are subject to a refundable deposit, for which the invoice is raised prior to collection of key(s)/fob(s). The deposit is then returned to the hirer subject to any identified damage or loss of key(s)/fob(s).
- d. The Council reserves the right to alter charges without notice. All bookings, other than those where all fees have been paid, remain subject to this right. Where possible the Council will provide 1 calendar months’ notice of any proposed changes in fees to the hirer.
- e. The Council reserves the right to waive fees and/or grant discounts on a case-by-case basis subject to written approval by the head of service.
- f. The Council reserves the right to waive fees for Health and Wellbeing activities it deems to align with the Council’s corporate priorities.
- g. The Council reserves the right to cancel any booking for which payment has not been received by the specified date.
- h. The fee applicable to the booking is subject to the Council’s annual Fees and Charges as published at the start of the financial year (early April) and available at: www.ashfield.gov.uk

7. Hire Cancellation

7.1. CANCELLATION BY THE COUNCIL

- a. The Council reserves the right to refuse, cancel or change any booking at any time prior to its commencement and to refuse admission to the sports facilities, or to reject an application of booking and to withdraw bookings.
- g. The Council reserves the right to cancel bookings and, without notice, to terminate or temporarily suspend the use of facilities if, in the opinion of the Council:
 - the facilities are not available for use
 - or are required for any other purpose.

This right will not be exercised unreasonably.

- b. The Council can add to, change, withdraw or cancel bookings without notice. This includes closing sports facilities and/or making changes to usage hours for safety reasons, maintenance, or special events.
- c. In the case of cancellation of the booking, The Council will, at its discretion provide one of the following:
 - A full refund of the session/pro-rata of the booking
 - Rebook the session to an alternative date
 - provide a credit note.

This will be subject to the return of all equipment, and officer satisfaction of the conditions of facilities prior to any refund(s) being processed.

- d. The Council shall not be responsible for any extra costs incurred as a result of a cancelled or rescheduled booking.

- e. There is no entitlement to a refund where The Council is forced to cancel part, or all of a booking due to reasons beyond our reasonable control. However, refunds and/or credit notes may be given at the Council's discretion.
- f. If the Council cancels any bookings previously accepted, any refund of fees previously paid will be decided by the booking operator or head of service.

7.2. CANCELLATION BY THE HIRER

- a. If the hirer cancels the booking less than 2 working days before the booking date, they will still be required to pay the full amount for the booking. If the hirer cancels the booking giving more than 2 working days' notice a fee may still be charged by the Council, subject to any works carried out to prepare the sports facilities prior to the booking. The hirer will be notified of such fees and charges prior to the confirmation of the cancellation.
- b. If the hirer cancels any bookings, the Council will not automatically refund any fees. The refund of fees in any particular case will be in line with standard policies and procedures and solely at the discretion of the booking operator and the authority of the head of service. Any refunds will be less any costs incurred by the Council.
- c. A written request must be made by the hirer if they wish to cancel the remainder of their block booking. This will be subject to the approval of the head of service. Any refunds will be less any costs incurred by the Council.
- d. Football bookings confirmed during pre, and post season periods are non-refundable. Alternative bookings may be offered at the Council's discretion.

8. Responsibility of the Hirer

- a. The hirer must be responsible for ensuring that all people using the facilities, comply with:
 - all reasonable instructions of the authorised officers in charge of the facilities
 - all relevant byelaws, and
 - any Acts of Parliament relating to, or regulating the use of, these.
- b. The hirer must make suitable arrangements for the proper supervision of the booking, to ensure that their responsibilities under clause 8(a) are met. The hirer must take all precautions necessary to ensure that:
 - No inconvenience or annoyance is caused to:
 - users of other land or facilities belonging to the Council
 - owners or occupiers of neighbouring properties
 - the general public, and
 - No injury or damage is caused, or is reasonably likely to be caused to:
 - people using the facilities
 - the users of other land or facilities belonging to the Council
 - owners or occupiers of neighbouring properties
 - the general public, or
 - any personal property.
- c. The booking operator with the authority of the head of service will decide whether the requirements of clauses 8(a) and (b) of this clause have been complied with.
- d. The hirer is responsible for informing the booking operator of all intended use of facilities.
- e. The hirer is responsible for providing information of use in advance of booking, as identified in the hiring agreement.

- f. The hirer will only use the facilities allocated and will not make use of any other facilities without prior consent.
- g. The hirer shall ensure that any activities for children or vulnerable adults are suitable, and that only fit and proper persons have access to the children or vulnerable adults. The hirer must ensure that all checks and qualifications are in place by those delivering the activities.

9. Consent for alternative or additional use

Written consent must be obtained from the booking operator and/or officers at the Council before:

- a. erecting, or allowing the erection of, any marquee, tent, or other structure, whether temporary or permanent, on any part of the hired facilities,
- b. carrying out, or allowing to be carried out, any repair work, maintenance, or alteration to any facilities,
- c. allowing vehicles of any sort (including motorcycles) to be parked or left on facilities (including grassed areas), other than on official designated car park areas, or where the Council permits,
- d. using, or allowing the use of, any public address equipment and/or other amplifying equipment. Where written consent is given, the equipment must not cause annoyance or nuisance to the occupiers of surrounding property or to the general public.
- e. Advertising relating to the booking:
 - The display of advertising materials on any public open space or facilities will be subject to the consent of the Council's planning team. The Council reserves the right to remove any advertising material at any time, without specifying any reason.
 - The hirer must ensure that no unauthorised distribution and posting of publicity material (commonly called 'fly-posting') is carried out in the vicinity. The hirer is warned that the Council may instigate legal proceedings in the event of apparent offences in this respect, and that future use of facilities may be prejudiced.
- f. If written consent is not received by the hirer from the Council, and the Council becomes aware of a contravention of 9:A-E all bookings will be cancelled and no refund offered.

10. Hirer terms of use

10.1. PERSONAL ITEMS

The hirer must ensure that no person or organisation spectating, taking part in, or attending any booking will store or leave any of their equipment or personal effects on, in, or at facilities, outside of the hiring times, unless the written consent of the booking operator and/or relevant Council officer has first been obtained. Where this consent has been given, an additional charge may be payable by the hirer. The Council will set the charge and the fee may vary from time to time. The Council will not be responsible for any equipment or personal effects or be liable to anyone in respect of any loss or damage caused to the equipment or personal effects as a result of unauthorised or authorised storage.

10.2. CONDITION OF FACILITIES

- a. The hirer must take all appropriate measures to ensure that no damage, either directly or indirectly, is caused to any public open space or facilities.
- b. The hirer **must**:
 - Report any damage to facilities on the first working day following the booking by contacting envduty@ashfield.gov.uk

- Ensure that no litter is left on the facilities
- Ensure that all lights in buildings/ floodlights are switched off; taps turned off; facilities secured.
- Act in accordance with any additional terms and conditions produced by the council.

Failure to comply with the above will result in the Council charging for costs of any works of repair, reinstatement or officer time required as a result of inaction, or unnecessary and avoidable damage to the facilities resulting from the hire.

- c. The hirer agrees to pay the Council, within 14 days of receipt of a written demand, compensation for any damage caused in breach of the hire. The Council officer(s) will reasonably assess the amount of compensation. This will be the cost of repairing the damage, together with the actual or estimated amount of income lost by the Council, as a result of damaged facilities. The decision of the head of service will be final.

10.3. SUITABILITY OF FACILITIES

- a. The hirer will be responsible for inspecting all facilities hired before use. The hirer will be deemed to have accepted that all facilities were in a good and safe condition, unless the hirer has specifically and clearly brought any defects to the notice of an authorised Council officer before the commencement of use and has not used the facilities until such defects are rectified. The fact that a Council officer has authorised the facilities to be used does not imply any warranty on the part of the Council as to the condition of the facilities. The hirer must rely on their own inspection.
- b. Any complaint connected with the hiring or use of any facilities must be made out in writing to the Council within five working days of the problem being encountered.

10.4. SUB LEASING AND CHARGES

- a. No charge can be made by the hirer, or any other persons attending, spectating or taking part in any booking, without having first obtained the written consent of the booking operator. Any application for written consent must give full details of the charges to be made.
- b. For the purposes of these conditions, a charge will be deemed to be made when:
 - money is demanded or paid for admission to, or participation in, any booking, or for the right to park a vehicle,
 - programmes for a booking or other goods are sold,
 - a collection of money or goods is made,
 - a raffle or lottery of any sort is held.
- c. Subject to the information provided the hirer may be required to supply information to the Council's events team to register an event on the Council's facilities. This is then subject to the terms and conditions of events.

10.5. INSPECTION OF FACILITIES

- a. The Council reserves the right for any of its authorised officers to enter the hired facilities at any time, to ensure the conditions of hire are being complied with.
- b. If an officer, on visiting the hired facilities, reasonably believes:
 - the hirer has not taken, or is not taking, the action necessary to fulfil their responsibilities as defined in this policy or

- any action has been taken, or is being taken, in connection with the booking for which the prior written consent of the booking operator is required under the terms of these conditions, and that prior written consent has not been obtained

then that officer, at their discretion, may either require the hirer to take any necessary action, or cancel that booking and require the hirer and everyone using the facilities to vacate them immediately. No fees are refundable to the hirer by the Council, in respect of a booking cancelled in this way.

10.6. ALCOHOL

- a. Hirers may not under any circumstances sell or provide intoxicating liquor for any booking on, or in any facilities. Any requests for bookings to include such provision must be referred to the Council's Licensing Team.

10.7. ADDITIONAL CONDITIONS

- a. Special arrangements may be agreed with the booking operator for bookings outside the relevant season.

The Council will, at its own expense, provide the necessary goal posts and pitch markings for all standard sports facilities excluding any pre-identified facilities where this is not possible. The hirer is responsible for the supply and erection of football nets and corner flags on grass pitches.

- b. To qualify for a credit for cancellations:
 - All bookings no longer required must be cancelled at least two working days before use, otherwise the full charge will be incurred.

11. Correspondence

- a. Any notice, demand or request by the Council to, or upon, the hirer will be sent by email or first-class post, addressed to the hirer at their last known email/postal address. This will be taken to be as given by the hirer on the application. The notice, demand or request will be deemed to be received by, or served upon, the hirer immediately if sent by email, or two working days after it has been posted if sent by first-class post.
- b. The hirer is responsible for notifying the booking operator in writing of any change of address. The Council accepts no liability or responsibility for any loss or damage arising from failure to comply with this condition.

12. Enforcement

- a. The Council will monitor the application of this Outdoor Sports Bookings Policy and any booking which is operated after the date of the adoption of this Outdoor Sports Bookings Policy.
- b. Any booking which is not approved by the Council under its Outdoor Sports Bookings Policy may be subject to legal action and the Council may seek an appropriate remedy in the courts to prevent the booking being held and/or damages as appropriate.
- c. Any hirer acting in contravention of any hire granted by the Council will run the risk of the agreement being terminated by the Council with immediate effect on such terms as the Council determines and, in such circumstances, the Council reserves the right to refuse any future

applications for bookings submitted by the hirer concerned or any person or organisation associated with the hirer.

- d. Any costs of, or associated with, enforcement action deemed necessary as a result of the hirer's failure to comply with the Outdoor Sports Bookings Policy will be recovered from the hirer.

13. Point of contact

- a. If the hirer encounters a problem making a booking or has a booking enquiry, please contact the team by email bookings@ashfield.gov.uk or by telephone 01623 450000. If possible, the hirer should provide the following details where applicable
 - Hire details
 - Type of sport and/or activity
 - Date and time of booking
 - A description of the problem
- b. If the enquiry is regarding a site issue, for example changing rooms, locks, floodlights, courts, pitches etc. they should direct these to the Waste and Environment team who can be contacted by:
 - Email: envduty@ashfield.gov.uk or by,
 - Telephoning: 0800 183 8484
- c. If the enquiry is regarding an event, they should direct these to the events team who can be contacted by:
 - Email: events@ashfield.gov.uk or by,
 - Telephoning 01623 450000
- d. If the enquiry is regarding anti-social behaviour, this should be directed to the Community Safety team who can be contacted by:
 - Email: ASBduty@ashfield.gov.uk
 - Telephoning: 01623 457345

14. Complaints and Feedback

14.1. COMPLAINTS

- a. Complaints are defined as any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council, its own staff, or those acting on its behalf, affecting an individual resident or group of residents.
- b. The Council's complaints and compliments procedure and further information is available on our website: <https://www.ashfield.gov.uk/your-Council/contact-us/complaints-and-compliments/>

14.2. FEEDBACK

- a. Feedback is defined as information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement. The Council greatly values any feedback received by the hirer either by:
 - Email: bookings@ashfield.gov.uk
 - Telephoning 01623 450000

15. Review

- b. The Council will review this policy as necessary and may update it at any time without notice.