



Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 7th December, 2022



Sir or Madam,

Notice is given of a MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at MECHANICS THEATRE, BURNLEY on

DATE: Wednesday, 7th December, 2022

starting at 6.30 pm

To transact the business specified below.

**Catherine Waudby
Head of Legal and Democratic Services**

Members of the public may ask a question, make a statement, or present a petition relating to any matter for which the Council has a responsibility or which affects the Borough.

Notice in writing of the subject matter must be given to the Head of Legal & Democratic Services by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or from the web at: <http://burnley.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13234> . You can also register to speak via the online agenda. Requests will be dealt with in the order in which they are received.

All Full Council meetings are livestreamed on the Council's [Youtube Channel](#)

Due to limited space in the venue members of the public wishing to observe the meeting are advised to watch the live stream on Youtube. Priority will be given to those who have registered to speak if seating capacity is exceeded.

A G E N D A

1. Declarations of Interest
To receive any declarations of interest.

2. Mayor's Communications
To receive communications (if any) from Her Worshipful the Mayor.

3. Public Question Time
To receive questions, statements or petitions (if any) from members of the public.

4. Items for Decision by the Council

- a) Revenue Monitoring Report 2022/23 - Quarter 2 5 - 18
To consider the latest revised net budget of £15.322m and the net transfers from earmarked reserves of £2.710m.
- b) Capital Monitoring Report 2022/23 - Quarter 2 19 - 30
To consider a revised capital budget totalling £38,738,753 and note the latest estimated year end position.
- c) Fees and Charges Tariff 2023/24 31 - 82
To consider the proposed fees and charges from 1 April 2023.
- d) 2022/23 Treasury Management Mid-Year Report 83 - 94
To consider the mid-year update on Treasury Management Strategy for 2022/23 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

5. Reports from Committee Chairs

- a) Report from the Chair of Scrutiny 95 - 96
- b) Report from the Chair of Audit & Standards 97 - 98
- c) Report from Chair of Licensing 99 - 100
- d) Report from Chair of Development Control 101 - 102

6. Strategic Plan Progress Reports 103 - 130

7. Questions

To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

Councillor Attendance

Please use the link below to access Councillor attendance records. You can refine your search by time or by committee.

<http://burnley.moderngov.co.uk/mgUserAttendanceSummary.aspx>

Revenue Monitoring Report 2022/23 – Quarter 2 (to 30 September 2022)

REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Adil Ahmed
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PURPOSE

1. To report the forecast outturn position for the year as at 31 March 2023 based upon actual spending and income to 30 September 2022.

RECOMMENDATION

2. The Executive is asked to:
 - a. Note the projected revenue budget forecast position of a net overspend of £89k, as summarised in table 1 and detailed in Appendix 1. The net overspend of £89k has reduced from a forecast net overspend of £149k as reported in Quarter 1.
 - b. Note the financial impact of the Coronavirus pandemic and the cost-of-living crisis as can be seen in paragraph 5. In view of these exceptional times the revenue monitoring position is uncertain.

The Executive is also asked to seek approval from Full Council for:

- c. The latest revised net budget of **£15.322m** as shown in Table 1, and
- d. The net transfers from earmarked reserves of **£2.710m** as shown in Appendix 2.

REASONS FOR RECOMMENDATION

3. To give consideration to the level of revenue spending and income in 2022/23 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position. The Council expects to close the budget gap by the end of the financial year as it has done in previous years.

SUMMARY OF KEY POINTS

4. Financial Impact of Covid -19 and the cost-of-living crisis

This report shows the forecast outturn position based on the net budget forecast within the current reporting period. In previous years, the focus of this report has been on the net budget forecast and the achievement of the savings targets. Due to the uncertainty around the ongoing impact of the Coronavirus pandemic and the current cost-of-living crisis, this year is a continuation of the 2021/22 financial year with the focus being on the forecast reductions in income and increases in expenditure together with an evaluation of progress against savings targets. It is therefore difficult to predict the ongoing impact on the potential year end outturn. At the end of the current reporting period, the forecast year end net budget deficit stands at £89k, which has decreased by £60k from the £149k forecasted overspend reported at Quarter 1. The deficit is based upon forecast income and expenditure as at the end of Quarter 2. The budget is being continually monitored.

The forecast year end net budget deficit of £89k does not include the 2022/23 pay award which has been agreed nationally at flat rate increase of £1,925 across all scp's. This is in excess of the 2.5% pay award increase that was built into the Council's budget for the 2022/23 financial year. Further details around the agreed pay award will be provided in Quarter 3.

Members will recall that £1.175m was set aside in a Covid-19 earmarked reserve over the past two years to help cover for any future shortfalls in income/increases in expenditure materialising as a result of the pandemic. Income pressures had started to reduce and were returning to pre-Covid levels. However, we are now seeing the impact of the cost-of-living crisis as pressure on income and expenditure budgets is becoming evident and is expected to increase over the coming months. It is proposed to rename the 'Covid-19 Reserve' to the 'Covid-19 and Cost-of-Living Reserve' so that it more accurately represents its use.

The current increases in inflation above the Bank of England's target of 2%, with the Consumer Prices Index standing at 9.9% in the 12 months to August 2022, have a future impact on the Council's budget position. This will place additional costs pressures on the Council's revenue budgets particularly around borrowing costs, salaries, external contract costs, cost of goods and services and fuel. Energy prices continue to be of particular concern, and we have seen huge increases over the last 12 months, and this is expected to continue. To help mitigate the future impact of the energy costs the Council set aside £197k at the end of 2021/22 in an earmarked reserve to help fund any future fluctuations. The levels of inflation factored into future years' budgets are continually kept under review to ensure that they are reflective of the current economic climate.

5. Revenue Budget Monitoring Process

All budget holders are required to review their budgets on a monthly basis. Three in-year reports on revenue budget monitoring are presented to The Executive and Scrutiny Committee during the course of the financial year. This is the second in-year report for 2022/23. In addition to these three reports there is a final report for revenue to consider the actual spending at the end of the financial year compared with the revised revenue budget. Under the scheme of delegation each budget area is delegated to a Head of

Service who remains accountable for the effective discharge of financial management as an integral part of achieving strategic objectives and in turn meeting service delivery priorities.

All Heads of Service have been asked to consider their budgets and provide information and details of any actual or anticipated significant variations between spending / income and budgets.

6. Budget Changes

Since the budget was approved, the following proposed budget changes have been made and are shown in Appendix 1:

- Virements approved by Heads of Service and Management Team.
- Decisions confirming additional awards of grant and contributions up to £50k approved by Heads of Service and Management Team.
- Executive Member for Resources and Performance Management decisions confirming additional awards of grant and contribution over £50k.
- Decisions made by the Executive.
- Transfers to/from Earmarked Reserves in respect of grants/contributions and also approved carry forwards from 2021/22 (Appendix 2).

Members are asked to approve the latest revised net budget of £15.322m as shown in Table 1.

7. Revenue Budget Summary

Table 1 shows a summary by service area of the revised budget for the year along with the current forecast as at the end of Quarter 2 and the anticipated variance.

At the end of Quarter 2 the net budget forecast is currently £89k deficit. Incorporated into the budget are two savings targets: a £169k salary savings target and a £79k non salary savings target. This report would normally focus on the savings identified in year and the achievement of these targets, however due to the continuing uncertainty around the pandemic and cost of living crisis the focus is on the forecast reductions in income and increases in expenditure together with an evaluation of progress against savings targets. The net budget forecast of £89k deficit is based upon the latest estimates of income and expenditure, of which there are still many future unknowns. Consideration has only been given to the ongoing impact of the pandemic and the current cost-of-living crisis and there is a high probability that the impact will be longer-term spanning future financial years, with increased costs and income losses.

8. Members will recall that savings totalling £0.139m were built in to the 2022/23 revenue budget to ensure that a balanced budget was achieved. As part of the budget monitoring process, progress against the achievement of these savings is to be monitored in year, details of which can be seen below:

Description	Saving £000	Progress of Achievement
Savings from the flexible retirement of 1 post	14	Achieved by offsetting against vacant post.
Commercial Trade Waste Service - to deliver a £20k net saving based on income predictions on subscriptions to the service (net of operational costs)	20	Fully achieved. Target income achieved.
To reduce the existing waste contingency budget from £100k to £60k pa	40	Forecast to achieve. Budget to continue to be monitored.
Strategic Partnership - Efficiency saving following flexible retirement	15	Fully achieved.
Savings on insurance contract	50	Fully achieved.
TOTAL	139	

9. Due to the ever-changing environment the budget position is fluid and is being continually monitored and reviewed. More detailed forecasts will be provided throughout the year as part of the budget monitoring reporting cycles.

Table 1: Revenue Budget Forecast Position 2022/23

		Reconciliation of Approved Budget & Funding	Forecast position as at Quarter 1			Forecast position as at Quarter 2		
		Net Budget 2022/23	Revised Budget	Forecast Q1	Variance Q1	Revised Budget	Forecast Q2	Variance Q2
		£000s	£000s	£000s	£000s	£000s	£000s	£000s
a	Economy and Growth	734	734	734	0	1,026	1,026	0
b	Policy and Engagement	459	469	469	0	1,171	1,151	(20)
c	Management Team	373	373	373	0	373	373	0
d	Sport and Culture Leisure Client	805	805	805	0	805	805	0
e	Green Spaces and Amenities	1,251	1,251	1,262	11	1,391	1,404	13
f	Streetscene	3,159	3,159	3,235	77	3,439	3,516	77
g	Housing and Development Control	511	560	560	0	841	841	0
h	Strategic Partnership	4,033	4,033	4,033	0	4,033	4,033	0
i	Finance and Property	626	602	590	(12)	592	575	(17)
j	Revenues and Benefits Client	(1,329)	(1,329)	(1,329)	0	(1,329)	(1,329)	0
k	Legal and Democratic Services	1,079	1,113	1,116	3	1,173	1,178	4
l	People and Development	243	243	243	0	243	243	0
m	Central Budgets - Other <i>(includes corporate costs eg utilities, apprenticeship levy)</i>	685	672	672	0	822	784	(38)
	Central Budgets - Savings Targets <i>(see Table 2)</i>	(248)	(248)	(248)	0	(236)	(236)	0
	NET SERVICE BUDGET	12,381	12,437	12,516	79	14,343	14,362	19
	Pensions	784	784	784	0	784	784	0
	Provisions <i>(Balance to be determined at year end)</i>	0	0	0	0	0	0	0
	Impairments <i>(Provisions for Bad Debt)</i>	0	0	0	0	0	0	0
	Parish Precepts <i>(Disbursement to Parishes)</i>	169	169	169	0	169	169	0
	Treasury <i>(Investment Income & Expenditure)</i>	1,081	1,081	1,151	70	1,081	1,151	70
	Capital Financing	1,444	2,175	2,175	0	2,192	2,192	0
	Earmarked Reserves (to / (from))	(538)	(839)	(839)	0	(2,663)	(2,663)	0
	Strategic Reserves (to / (from))	0	(485)	(485)	0	(585)	(585)	0
	NET CORPORATE ITEMS	2,941	2,885	2,955	70	979	1,049	70
	Council Tax	(7,480)	(7,480)	(7,480)	0	(7,480)	(7,480)	0
	Parish Precepts <i>(Receipts from Council Tax Payers)</i>	(169)	(169)	(169)	0	(169)	(169)	0
	Business Rates: Retained Income	(4,513)	(4,513)	(4,513)	0	(4,513)	(4,513)	0
	Business Rates: S31 Grants <i>(For award of business rates relief)</i>	(1,655)	(1,655)	(1,655)	0	(1,655)	(1,655)	0
	Prior Year Collection Fund (Surplus)/Deficit	1,261	1,261	1,261	0	1,261	1,261	0
	Revenue Support Grant	(1,700)	(1,700)	(1,700)	0	(1,700)	(1,700)	0
	New Homes Bonus	(576)	(576)	(576)	0	(576)	(576)	0
	Other Government Grants	(489)	(489)	(489)	0	(489)	(489)	0
	FUNDING	(15,322)	(15,322)	(15,322)	0	(15,322)	(15,322)	0
	BUDGET BALANCE	0	0	149	149	0	89	89

10. SAVINGS TARGETS

As previously mentioned, in setting the budget it was assumed that two savings targets would be achieved: £169k salary savings from not filling posts immediately and £79k in year savings/additional income target. In light of the financial pressures incurred as a result of the continuing impact of Coronavirus pandemic and current economic conditions the operational underspend target may not be achieved. The salary savings target may be achieved due to staff turnover and vacant posts. At present the forecast budget overspend is £89k. A summary of the in-year targets and the projected budget forecasts categorised by salary and non-salary expenditure as at the end of Q2 can be seen in Table 2 below:

Savings	Revised Budget	Savings Forecast Q1	Savings Forecast Q2	Balance of Savings yet to be Identified
	£000	£000		£000
Salary Savings	(169)	12	45	(112)
Non-Salary Savings	(79)	87	15	23
TOTAL SAVINGS YET TO BE IDENTIFIED	(248)	99	60	(89)

Salary Savings Target

The position at the end of Quarter 2 is that £57k of salary savings have been secured to date as can be seen in Table 2 above, leaving a shortfall of £112k to identify throughout the remainder of the year.

Non-Salary Savings Target

The latest position is that the estimated surplus in income and reduced expenditure forecast at Quarter 2 has overachieved the forecast target by £23k.

The combined balance of savings (salary and non-salary) yet to be identified totals a net budget deficit of £89k. The above estimates are based on forecasts at the end of Quarter 2, when there are still many future uncertainties. As such the budget is fluid in nature and may change (positively or negatively) as the year progresses.

14. SERVICE REPORTS

Departmental budgets and the current forecast for each service area can be found in Appendix 1. Summarised below by service area are narratives explaining movements in the projected forecast along with any issues or concerns to be highlighted.

a. Economy and Growth

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

b. Policy and Engagement

Forecast Variance: £20k net underspend

Previous forecast variance: £0k

The Primary Engineer grant for Burnley Schools 2022/23 delivery is expected to be the same as the 2021/22, 50% less than previous years (£14k)

Costs associated with the Platinum Jubilee and Armed Forces Day were less than anticipated (£6k)

c. **Management Team**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

d. **Sport and Culture Leisure Client**

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

All Facilities are operating at a surplus variance, compared to the budget set for 2022/23.

However, we are noticing pressures from suppliers across all sites within Burnley Leisure, who are imposing substantial price increases due to the current economic climate.

There has been an increase in the cost of materials, such as pool chemicals, cleaning materials, sporting equipment & supplies, etc.

Hospitality is proving the most challenging area, with some products increasing by over 50%. The forecast is for these price increases to continue into 2023. Teams are working hard to re-negotiate pricing, alter menus, increase customer pricing sensitively where possible.

e. **Green Spaces and Amenities**

Forecast Variance: £13k net overspend

Previous forecast variance: £11k net overspend

A reduction in Towneley events and refreshments income (£12k) is forecast due to there being no further bookings being taken for next year because of uncertainties around the building works being carried out. This is partially offset by a forecast reduction in expenditure (£7k) due to Burnley Leisure running the bar service. An increase in expenditure on the laundry budget is forecast for this year (£1k).

Forecast increase in expenditure on fuel (£5k) as the council moves from red diesel to white. This is being monitored and may increase further.

A reduction in income from memorial wall plaques (£10k) is forecast due to a general decline in demand.

Additional income of (£8k) is forecast due to an increase in the ice cream license at Towneley Park.

f. **Streetscene**

Forecast Variance: £77k net overspend

Previous forecast variance: £77k net overspend

There are no variances or issues of concern to report in this quarter.

Additional income (£11k) from the household garden waste and (£79k) from the trade waste contracts to reflect the current services offered

Reduction in car parking income (£166k).

g. **Housing and Development Control**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

h. **Strategic Partnership**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

i. **Finance and Property**

Forecast Variance: £17k net underspend

Previous forecast variance: £12k net overspend

Salary savings (£6k) due to the Accountancy Officer post being vacant for three months.

Additional expenditure (£1k) has been identified for the repair of the scissor platform in order to bring it back into service.

Salary savings (£12k) in respect of 2 vacant posts in Internal Audit during Quarter 1.

j. **Revenues and Benefits Client**

Forecast Variance: £0k

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

k. **Legal and Democratic Services**

Forecast Variance: £4k net overspend

Previous forecast variance: £3k net overspend

Reduced income from the hire of rooms at the Town Hall post pandemic (£1k).

Additional expenditure required on nodes for Committee Rooms in order to run postal vote verification during elections, and on the Modern Government contract including the added functionality of electronic voting in council meetings (£2k)

The Legal Services software budget is forecast to be overspent by (£1k) due to the Legal Case Management software installed during 2021/22 being more than the budget provision.

l. People and Development

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

m. Central Budgets

Forecast Variance: £38k net underspend

Previous forecast variance: £0k

Salary savings (£38k) in respect of the period of vacant Climate Change Programme Manager post. The post has now been recruited to.

n. Corporate Items

Forecast Variance: £70k net overspend

Previous forecast variance: £70k net overspend

The increase in borrowing towards the end of 2021/22 has led to an increase in scheduled interest repayments for 2022/23 (£120k). This is offset in part by an increase in estimated interest income (£50k) due to rising interest rates impacting favourably on the council's investment deposits.

o. Funding

Forecast Variance: £0k net overspend

Previous forecast variance: £0k

There are no variances or issues of concern to report in this quarter.

15. EARMARKED RESERVES

The council holds a number of earmarked reserves, details of which can be seen in Appendix 2 which shows the opening balance at the start of the year and any in quarter movements.

A summary of the reserves can be seen in Table 3 below:

	Transformation Reserve	Growth Reserve	Other Earmarked Reserves	TOTAL
	£000	£000	£000	£000
Balance as at 01/04/22	(2,802)	(1,538)	(18,177)	(22,517)
Movement in Q1	-	485	302	787
Drawn down in Q2	100	-	1,824	1,924
Balance as at 30/09/22	(2,702)	(1,053)	(16,051)	(19,807)

Included within the reserve balance above is the £1.175m from Covid 19 and Cost of Living reserve that was set aside to help cover for any future shortfalls in income/increases in expenditure.

Any savings proposals for 2022/23 that are subsequently adopted and include proposed reductions in posts, will require the cost of any redundancies to be met in the current financial year.

16. CAPITAL FINANCING

Included in the revenue budget is a revenue contribution to capital outlay (RCCO) of £0.921m. This is where revenue funds are used to finance capital schemes. The contribution of £0.921m relates to vehicle and machinery replacement (£175k), Worsthorne Recreation Ground Improvements (22k), refill fountains (£5k), Lower St James Street Historic Action Zone (£185k), Finsley Wharf & Canal Towpath Improvements (£34k), Burnley-Pendle Growth Programme (£300k), Building Infrastructure (£50k), Audio & Visual Upgrade to Facilitate On-line Meetings (£100k) and Charter Walk Property Maintenance (£50k).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. As shown in the body of the report.

POLICY IMPLICATIONS

18. The revenue budget determines the extent to which the Council's strategic objectives can be pursued and achieved.

DETAILS OF CONSULTATION

19. None

BACKGROUND PAPERS

20. None

FURTHER INFORMATION

PLEASE CONTACT:

Adil Ahmed
Principal Accountant

Revenue Budget Forecast Position 2022/23 by Service Area

Appendix 1

			Quarter 2					
			ORIGINAL BUDGET 2022/23 £000s	REVISED BUDGET 2022/23 £000s	Current Forecast Q2 £000s	Current Variance Q2 £000s	Variance Reported Q1 £000s	Movement £000s
Economy and Growth	RAPP Holding Accounts	RAPP Holding Accounts	158	159	159	0	0	0
Economy and Growth	Markets	Burnley Markets	156	156	156	0	0	0
Economy and Growth	Markets	Markets Shared Areas	(29)	(29)	(29)	0	0	0
Economy and Growth	Planning Policy	Local Plan	14	35	35	0	0	0
Economy and Growth	Planning Policy	Planning Policy	205	256	256	0	0	0
Economy and Growth	Economic Development	Town Centre Management	76	76	76	0	0	0
Economy and Growth	Economic Development	Business Support	221	391	391	0	0	0
Economy and Growth	Economic Development	Burnley Branding	111	119	119	0	0	0
Economy and Growth	Economic Development	Burnley Bondholders	32	32	32	0	0	0
Economy and Growth	Economic Development	Sandygate Square Student Accomodation	(327)	(327)	(327)	0	0	0
Economy and Growth	Regeneration Development	Regeneration	84	153	153	0	0	0
Economy and Growth	Regeneration Development	Weavers Triangle	0	0	0	0	0	0
Economy and Growth	Regeneration Development	HAZ Heritage Action Zone	47	47	47	0	0	0
Economy and Growth	Regeneration Development	Padiham THI	(43)	(43)	(43)	0	0	0
sub-total			707	1,026	1,026	0	0	0
Policy and Engagement	Corp Engage & Policy Hold Acc	Corp Engage Holding Accounts	48	50	50	0	0	0
Policy and Engagement	Emergency Planning	Emergency Planning	2	2	2	0	0	0
Policy and Engagement	Communications	Communications	123	123	109	(14)	0	(14)
Policy and Engagement	Community Engagement	Community Engagement	223	574	568	(6)	0	(6)
Policy and Engagement	Performance And Policy	Performance and Policy	90	422	422	0	0	0
sub-total			487	1,171	1,151	(20)	0	(20)
Management Team	Management Team	Management Team	373	373	373	0	0	0
sub-total			373	373	373	0	0	0
Sport and Culture Leisure Client	Burnley Mechanics And Arts Devt	Burnley Mechanics And Arts Devt	58	58	58	0	0	0
Sport and Culture Leisure Client	Leisure Centres	St Peters Centre	247	247	247	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Leisure Trust Client	358	358	358	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Padiham Leisure Centre	83	83	83	0	0	0
Sport and Culture Leisure Client	Leisure Centres	Prairie Sports Village	59	59	59	0	0	0
sub-total			805	805	805	0	0	0
Green Spaces and Amenities	Bereavement Service	Cemeteries and Crematorium	(843)	(797)	(787)	10	0	10
Green Spaces and Amenities	Parks And Green Spaces	Community Parks and Open Space	1,444	1,507	1,504	(3)	5	(8)
Green Spaces and Amenities	Parks And Green Spaces	Recreation and Sport	284	262	262	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Allotments	(3)	(3)	(3)	0	0	0
Green Spaces and Amenities	Parks And Green Spaces	Parks Externally Funded Scheme	0	50	50	0	0	0
Green Spaces and Amenities	Art Gallery And Museums	Townley Hall	293	296	302	6	6	0
Green Spaces and Amenities	Art Gallery And Museums	Townley Hall Ext Fund Schemes	0	0	0	0	0	0
Green Spaces and Amenities	Transport	Grounds Maintenance	76	76	76	0	0	0
sub-total			1,251	1,391	1,404	13	11	2
Streetscene	Streetscene Holding Accounts	Streetscene Holding Accounts	908	1,043	1,043	0	0	0
Streetscene	Engineering Services	Bus Shelters	18	18	18	0	0	0
Streetscene	Engineering Services	Highways	13	13	13	0	0	0
Streetscene	Engineering Services	Street Lighting	83	83	83	0	0	0
Streetscene	Engineering Services	Drainage	4	4	4	0	0	0
Streetscene	Community Safety	Community Safety	209	227	227	0	0	0
Streetscene	Car Parking	Car Parking	(550)	(447)	(281)	166	166	0
Streetscene	Car Parking	Car Parking Enforcement	14	(4)	(4)	0	0	0
Streetscene	CCTV	CCTV	157	159	159	0	0	0
Streetscene	Environmental Services	Waste Cleaning Contract	73	176	176	0	0	0
Streetscene	Environmental Services	Street Cleansing	1,238	1,238	1,238	0	0	0
Streetscene	Environmental Services	Waste Collection	1,183	1,162	1,072	(90)	(90)	(0)
Streetscene	Environmental Services	Pest Control	21	21	21	0	0	0
Streetscene	Environmental Services	Dog Warden	56	16	16	0	0	0
Streetscene	Environmental Services	Default Works	(24)	(24)	(24)	0	0	0
Streetscene	Regulation	Environmental Health Client	(31)	(31)	(31)	0	0	0
Streetscene	Regulation	Taxi Licensing	(116)	(116)	(116)	0	0	0
Streetscene	Regulation	Other Licensing	(107)	(107)	(107)	0	0	0
Streetscene	Regulation	Public Funerals	10	10	10	0	0	0
sub-total			3,159	3,439	3,516	77	77	(0)
Housing and Development Control	Housing And Development Ctrl	Housing	361	626	626	0	0	0
Housing and Development Control	Development Control	Development Control	17	82	82	0	0	0
Housing and Development Control	Building Control	Building Control	79	79	79	0	0	0
Housing and Development Control	Selective Licensing	Selective Licensing	54	54	54	0	0	0
sub-total			511	841	841	0	0	0
Strategic Partnership	Strategic Partnership	Strategic Partnership	4,033	4,033	4,033	0	0	0
sub-total			4,033	4,033	4,033	0	0	0
Finance and Property	Finance Unit	Finance Unit	695	735	729	(6)	0	(6)
Finance and Property	External Audit	External Audit	56	56	56	0	0	0
Finance and Property	Internal Audit	Internal Audit	141	129	117	(12)	(12)	(0)
Finance and Property	Misc Income And Expenditure	Misc Income And Expenditure	18	18	18	0	0	0
Finance and Property	Property	Property	(285)	(346)	(345)	1	0	1
sub-total			626	592	575	(17)	(12)	(5)
Revenues and Benefits Client	Revenues And Benefits Client	Housing Benefits Services	(353)	(353)	(353)	0	0	0
Revenues and Benefits Client	Housing Benefits Payments And Subs	Housing Benefits Payments And Subs	(74)	(74)	(74)	0	0	0
Revenues and Benefits Client	Council Tax Support	Council Tax Support	(163)	(163)	(163)	0	0	0
Revenues and Benefits Client	Cost Of Collection Accounts	Cost Of Collection Accounts	(739)	(739)	(739)	0	0	0

sub-total			(1,329)	(1,329)	(1,329)	0	0	0
Legal and Democratic Services	Legal	Legal Services	349	363	364	1	0	1
Legal and Democratic Services	Legal	Local Land Charges	(44)	(7)	(7)	0	0	0
Legal and Democratic Services	Legal	FOI Requests	1	1	1	0	0	0
Legal and Democratic Services	Governance	Conducting Elections	80	82	82	0	0	0
Legal and Democratic Services	Governance	Register of Electors	83	83	83	0	0	0
Legal and Democratic Services	Governance	Charities Administration	0	0	0	0	0	0
Legal and Democratic Services	Governance	Parish Councils	2	2	2	0	0	0
Legal and Democratic Services	Governance	Democratic Services	313	328	331	3	3	0
Legal and Democratic Services	Governance	Civic Administration	18	11	11	0	0	0
Legal and Democratic Services	Governance	Mayoralty	34	65	65	0	0	0
Legal and Democratic Services	Governance	Members Expenses	243	246	246	0	0	0
sub-total			1,079	1,173	1,178	4	3	1
People and Development	People And Development	People and Development	243	243	243	0	0	0
sub-total			243	243	243	0	0	0
Central Budgets - Other	Central Budgets - Other	Central Budgets - Other	685	822	784	(38)	0	(38)
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Salary Savings Target	(169)	(157)	(157)	0	0	0
Central Budgets - Savings Targets	Central Budgets - Savings Targets	Non-Salary Savings Target	(79)	(79)	(79)	0	0	0
sub-total			437	585	548	(38)	0	(38)
NET SERVICE BUDGET			12,381	14,343	14,362	19	79	(60)
Corporate Items	Pensions	Pensions	784	784	784	0	0	0
Corporate Items	Provisions	Provisions	0	0	0	0	0	0
Corporate Items	Impairments	Impairments	0	0	0	0	0	0
Corporate Items	Parish Precepts	Parish Precepts	169	169	169	0	0	0
Corporate Items	Treasury Investments & Borrowing	Treasury Investments & Borrowing	1,081	1,081	1,151	70	70	0
Corporate Items	Capital Financing	Capital Financing	1,444	2,192	2,192	0	0	0
Corporate Items	Earmarked Reserves	Earmarked Reserves	(538)	(2,663)	(2,663)	0	0	0
Corporate Items	Strategic Reserves	Strategic Reserves	0	(585)	(585)	0	0	0
NET CORPORATE ITEMS			2,941	979	1,049	70	70	0
Funding	Council Tax		(7,480)	(7,480)	(7,480)	0	0	0
Funding	Council Tax - Parish Precepts		(169)	(169)	(169)	0	0	0
Funding	Business Rates: Retained Income		(4,513)	(4,513)	(4,513)	0	0	0
Funding	Business Rates: S31 Grants		(1,655)	(1,655)	(1,655)	0	0	0
Funding	Prior Year Collection Fund (Surplus)/Deficit		1,261	1,261	1,261	0	0	0
Funding	Revenu support Grant		(1,700)	(1,700)	(1,700)	0	0	0
Funding	New Homes Bonus		(576)	(576)	(576)	0	0	0
Funding	Other Government Grants		(489)	(489)	(489)	0	0	0
FUNDING			(15,322)	(15,322)	(15,322)	0	0	0
BUDGET BALANCE			(0)	(0)	89	89	149	(60)

Appendix 2

Quarter 2 Movements in Reserves

	Transformation Reserve £000	Growth Reserve £000	TOTAL Strategic Reserves £000	Other Earmarked Reserves £000
Opening Balance	(2,802)	(1,538)	(4,341)	(18,714)
Original Budget 2022/23 - use of reserves	0	0	0	538
TOTAL	(2,802)	(1,538)	(4,341)	(18,177)
Change in cycle 1	0	485	485	302
Change in cycle 2	100	0	100	1,824
Anticipated balance at 31 March 2023	(2,702)	(1,053)	(4,241)	(16,051)
Approved use of reserves future years	1,982	1,523	3,989	(1,464)
Movement between reserves	0	0	0	0
Balance after approvals	(721)	470	(251)	(17,515)

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Capital Monitoring Report 2022/23 – Quarter 2 (to 30 September 2022)

REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Adil Ahmed
TEL NO	(01282) 477172
EMAIL	adil.ahmed@burnley.gov.uk

PURPOSE

1. To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.

RECOMMENDATION

2. The Executive is asked to:
 - a. Recommend to Full Council, approval of net budget changes totalling a decrease of £2,694,558 giving a revised capital budget for 2022/23 totalling £38,738,753 as detailed in Appendix 1.
 - b. Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £38,738,753 as shown in Appendix 2.
 - c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £2,001,897 at 31 March 2023 as shown in Appendix 3.

REASONS FOR RECOMMENDATION

3. To effectively manage the 2022/23 capital programme.

SUMMARY OF KEY POINTS

4. Monitoring Information

On 23 February 2022 Full Council approved the 2022/23 original capital budget, totalling £37,791,441. Since February, several reports have been approved by the Executive, resulting in revising the 2022/23 capital budget to £41,433,311 (as at 21 September 2022 Executive).

This is the second of three in-year monitoring reports, and as such the appendices accompanying this report provide Members with the position as at 30 September 2022 on

expenditure, along with providing Members with an update on the progress of the individual schemes delivery.

5. Executive Summary

- a. **Expenditure monitoring – Appendix 1** provides a detailed breakdown of the revised capital budget, scheme by scheme, presented under each of the relevant service unit areas responsible for delivering the capital projects. It shows the recommended revised budget position and expenditure as at the end of September 2022. The expenditure to date is £6,472,531 which is 17% of the proposed revised budget.
- b. **Revised budget and financing elements – Appendix 2** shows the revised budget of £38,738,753, along with identifying the recommended financing elements on a scheme by scheme basis. This is a decrease of £2,694,558.
- c. **Council resources position – Appendix 3** shows the latest position on capital receipts, section 106 monies and third party contributions. As at the end of this round of budget monitoring the assumed level of surplus available local resources, after taking into account the 2022/23 capital commitments, totals £3,741,860.

The resources are reducing each financial year, to an estimated balance on general capital receipts of £2.002m by March 2023. This is due to reduced opportunities to realise capital receipts, as the estate reduces, which will require prioritisation of future capital schemes in line with available resources.

Please note, the general receipts position requires a number of properties to be sold before 31st March 2023, some of which are high risk (or the estimated balance will reduce).

We will monitor these sales throughout the year, and update through the cyclical monitoring reports. Should these receipts not be received, we will need to source alternative financing.

d. Building Infrastructure Works

Towneley Hall

The main contract for the refurbishment of the Hall has been tendered and work is scheduled to start early next year.

Town Hall

Structural repairs to the front of Burnley Town Hall have been completed in accordance with the specification of our specialist conservation structural engineer. Most of the scaffolding to the left had side of the Town Hall entrance has been removed and the final stonework repairs are progressing well and should be completed during November. Following this the inner light well works will be progressed. Specialist advice regarding the dry rot outbreak and the condition of the ornate plaster ceiling in the main Council Chamber has been obtained and further structural advice regarding some slight movement issues has been commissioned. Once this has been finalised these works will be completed as soon as possible, given the specialist works involved this will take a number of months.

Nicholas Street

Outbreaks of dry rot have been stripped out and treated and the building continues to be monitored.

6. Revenue Implications

a. Revenue Contributions / Reserves 2022/23

The Capital Programme includes Revenue Contributions / Reserves of £921,067 being:

Scheme	Funded	£
Vehicle & Machinery Replacement	Transport Reserve	160,186
Vehicle & Machinery Replacement	Revenue	15,000
Refill Fountains	Revenue Support Reserve	5,000
Lower St James Street Historic Action Zone	Growth Reserve	185,000
Finsley Wharf & Canal Towpath Improvements	Revenue Support Reserve	34,000
Burnley/Pendle Growth Corridor	Growth Reserve	300,000
Building Infrastructure	Revenue Support Reserve	49,500
Audio & Visual Upgrade to Facilitate On-line Meetings	Covid-19 Recovery Reserve	100,000
Charter Walk Property Maintenance	Charter Walk Refurbishment Reserve	50,000
Worsthorne Recreation Ground Improvements	Revenue Support Reserve	22,381
Total Revenue Contributions		921,067

b. Prudential Borrowing 2022/23

The MRP cost is the charge to revenue for the repayment of the principal amount borrowed based on the estimated life of the asset and is not incurred until the year after the schemes are completed.

The interest cost will be dependent on the timing of the borrowing and is subject to the interest rate at the time the borrowing is undertaken. The full year costs will be included within the revenue budget for 2022/23.

The original capital budget for 2022/23 of £37,791,441 included a planned borrowing requirement of £15,861,173.

The Outturn report dated 13 July 2022 seeks approval for slippage on borrowing of £688,904, revising the planned borrowing requirement to £16,550,077.

The Cycle 1 report dated 21 September 2022 also approved the planned borrowing requirement to £16,550,077.

Within the Cycle 2 report, we have reprofiled the Towneley Hall works scheme, reducing the borrowing requirement for the year by £1.992m.

This revises the Borrowing to £14,558,496.

The revenue implications of borrowing £14,558,496 are a Minimum Revenue Provision (MRP) of £68k and an interest charge, assuming 3% on the borrowing, would equate to £437k for a full year.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

7. A decrease in the 2022/23 capital programme of £2,694,558 to give a revised budget of £38,738,753.

POLICY IMPLICATIONS

8. None arising directly from this report.

DETAILS OF CONSULTATION

9. None.

BACKGROUND PAPERS

10. None.

FURTHER INFORMATION

PLEASE CONTACT: **Adil Ahmed – Principal Accountant**

Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £					

GREEN SPACES & AMENITIES

Play Area Improvement Scheme	152,001	54,799		54,799	206,800	89,122	43%	The Lane Bottom scheme has been completed and work has started on the re-development of Vanguard which should be completed by the end of October 2022. The new multi-play unit at Lockyer Avenue will be installed during November with additional outstanding work ordered for Stoneyholme Gardens and Harold Avenue (from last year's programme). We have a number of play areas to redevelop before the end of March 2023 but we are confident that these will be completed on time and to budget.
Vehicle and Machinery Replacement	175,186			-	175,186	80,747	46%	New Panel Van for Playgrounds Teams and various Grounds Maintenance equipment purchased and a further £19k Grounds Maintenance equipment on order. Plan to replace the Tree Team tipper during the year. There are issues with lead times on equipment but it is anticipated that all orders will have been placed if not received by the end of the year.
Playing Pitch Improvements	370,600		(350,600)	(350,600)	20,000	2,590	13%	We have commissioned an external consultant to provide us with a detailed design specification and help us with the tender and construction phases for Lockyer Avenue and Queens Park schemes. As part of this work, they carried out an Infiltration Suds Geo Report and a Phase 1 Desk Study to provide preliminary assessments for coal mining risk and the potential for infiltration drainage at Lockyer Avenue. Once the detailed design specification work has been completed, we will use the plans to procure tender documents and bills of quantities with a view to tendering the work in winter 2022. We aim to have the drainage works at both sites completed in May or June 2023. We are working with both clubs that will be affected on alternative sites for them during the 2023/24 season as they will not be able to play on either site for 9 to 12 months.
Extension of Burnley Cemetery	25,000			-	25,000	-	0%	No progress as yet. Intend to use the capital monies set aside this financial year to appoint a consultant who specialises in the development of new Cemeteries and Cemetery extensions.
Brun Valley Forest Park	22,787			-	22,787	(98)	0%	Seeding of wildflower meadows has taken place at Bank Hall Park, with the remaining sites at Bank Hall and Lydgate to be seeded by contractors in Quarter 3 and 4.
Worsthorne Recreation Ground Improvements	2,780	47,465		47,465	50,245	850	2%	Work on the additional car parking area still to be completed. Additional work identified in this financial year to be funded from S106 monies received and revenue contributions.
Thompson Park Restoration	24,918			-	24,918	6,422	26%	Signage and flood defence works complete, it is anticipated that all outstanding works including road surfacing and works to the paddling pool expected to be completed in this financial year.
Refill Mountains	5,000			-	5,000	-	0%	Bottle fillers have been ordered. Installation to be undertaken by engineers in town centre sites and parks.
Stoops Wheeled Sport	925			-	925	-	0%	To be spent on replacement safety signs, to be completed during Quarter 3 and 4.
Changing Place	43,469			-	43,469	-	0%	This budget is to cover retention payment to main contractor and cost consultant. To be spent this financial year.
Crematorium Improvements	132,000			-	132,000	-	0%	No progress as yet. To increase car parking capacity at the crematorium, widen and resurface the drive and existing car park and provide a covered waiting area for mourners.
Scott Park HLF	25,000			-	25,000	-	0%	No progress as yet. The aim is to use some of this money to appoint a consultant to help us with a bid to the National Lottery Heritage Fund.
Memorial Park Improvements	146,042			-	146,042	-	0%	The tender for the replacement of the skate ramp with a new concrete wheeled sports area will be going out before the end of October 2022 with a view to commissioning the successful contractor by the end of November 2022. We aim to have the wheeled sports area completed by April 2023. The repainting and relining of the tennis courts will be completed by the end of March 2023 as part of the LTA's parks capital programme. The MUGA improvement work will take place in 2023/24.
Towneley Hall Works	2,506,217	1,322,261	(3,278,478)	(1,956,217)	550,000	20,300	4%	The main contractor has been appointed and work commences on site 24/10/2022. Expenditure in current financial year estimated to be £550K with balance to 2023/24 & 2024/25
Prairie Artificial Turf Pitch	15,841	(15,841)		(15,841)	(0)	-	0%	This scheme is complete.
	3,647,765	1,408,684	(3,629,078)	(2,220,394)	1,427,372	199,933	14%	

STREETSCENE

Alleygating	26,872			-	26,872	-	0%	The council is going through the selection process for the 2022/23 allocation. There have been 90 applications this year and the capital funding will provide 5 or 6 new schemes. Full spend is anticipated in Quarter 4.
Towneley River Training Walls	84,698			-	84,698	7,440	9%	The full budget is anticipated to be spent in Quarters 3 and 4. Projects will include essential works along the River Brun and Thompson park to alleviate future flooding incidents.

2022/23 CAPITAL BUDGET CYCLE 2 MONITORING - UPDATE

APPENDIX 1

Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service	
		Budget Adjustments A £	Reprofiled into Future Years B £						
Safer Streets	22,457			-	22,457	8,696	39%	Awaiting final contractor invoices. Full spend is anticipated in Quarter 3. The project is complete.	
Electric Vehicle Rapid Charge Points	50,000	182,110		182,110	232,110	-	0%	The Council have been successful in securing Office for Zero Emission Vehicles funding to deliver this scheme. Capital works and spend will be undertaken in Quarters 3 and 4. It is anticipated that the full allocation of the budget will be utilised with the grant and also match funding from a private sector provider.	
		184,027	182,110	-	182,110	366,138	16,136	4%	

ECONOMY & GROWTH

Padiham Townscape Heritage Initiative	631,042			-	631,042	50,954	8%	The Council has requested a 12-month extension to the programme to expend remaining funds, which will enable the Council to: complete physical works that are still onsite; deliver 2 additional building projects which are currently under development; and deliver further community engagement activities & heritage skills training workshops. The extension will also enable more time to undertake a detailed full project evaluation and to deal with snagging/defect periods in relation to building and public realm works.	
Pioneer Place	14,833,842			-	14,833,842	3,693,597	25%	Work on site has progressed to programme. The steel works are now substantially completed, work has commenced on cladding the cinema unit and casting floor slabs. Agreements for lease on all five units are at an advanced stage with solicitors and tenants' specifications have been agreed.	
NW Burnley Growth Corridor - Phase 2	716,276	(716,276)		(716,276)	-	-	0%	LEP funding of £5million toward the NW Growth Corridor scheme has been fully utilised. The budget of £717,276 relates to ERDF funding previously sought towards the Padiham flood defence scheme - the Council are no longer pursuing this funding as the scheme is unable to meet ERDF spending timeframes. Alternative funding sources have been secured by the Environment Agency to deliver the project.	
Lower St James Street Historic Action Zone	1,017,291			-	1,017,291	56,611	6%	Works to 143 St James Street are almost complete, signage to be erected within the coming weeks. Tenders are almost complete for 160 St James Street. Planning is approved for 139/141 - still awaiting works to be tendered. Other projects in the pipeline and ready for Planning are 156 and 158 St James Street. 150-152, 153 164-166 are all at Design Stages. Cost profiles to be allocated to properties once tendered works have come in with exact costings. Community Engagement and Heritage Skills Training booked in for the Autumn.	
Finsley Wharf & Canal Towpath Improvements	34,000			-	34,000	-	0%	Contribution to the Canal & Rivers Trust. Awaiting invoice.	
Vision Park	24,506			-	24,506	-	0%	Final work on signage completed, awaiting invoice from contractor.	
Former Open Market & Former Cinema Block	57,738			-	57,738	-	0%	Engineers will progress remediation works to the concrete parapet cladding to be completed later in the year	
Town Centre & Weavers Triangle Project Work	623,370			-	623,370	-	0%	This expenditure is earmarked as matched funding for the Levelling Up Fund bid that has been successful, however the Council's funding is not required this year and will be rolled forward to future years. Spend profile of the budget will be carried out in Quarter 3.	
Sandygate Halls (Commercial Units & Car Parking)	190,588			-	190,588	9,210	5%	Defect works and fitting out of office unit to be completed, subject to tenant signing agreement for lease. Due to work on other capital schemes work will progress later in the year.	
Burnley-Pendle Growth Programme	300,000			-	300,000	-	0%	All works completed. Awaiting invoice.	
Leveling Up Fund	13,014,613			-	13,014,613	529,517	4%	Design work on Manchester Road Station has been commissioned. Design work on the Town to Turf Project is complete, some works will be carried out in the next quarter with the main programme commencing on site in Feb 23, the spend profile is being reviewed and will be updated in next quarter monitoring. A pre-contract package of work is commenced at Newtown Mill to maintain programme.	
		31,443,266	(716,276)	-	(716,276)	30,726,990	4,339,889	14%	

FINANCE & PROPERTY

Leisure Centre Improvements	149,297			-	149,297	34,291	23%	The agreed programme of works is progressing and should be completed this financial year.
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Scheme Name	Budget per Exec 21/09/22 £	Adjustments Per This Report		Changes to be approved in this report A + B £	Revised Budget £	Total Spend as at 30/09/22 £	% Schemes Spend £	Narrative provided by Project Officers/Heads of Service
		Budget Adjustments A £	Reprofiled into Future Years B £					
Building Infrastructure	1,052,475			-	1,052,475	249,373	24%	Structural repairs to the front of Burnley Town Hall have been completed in accordance with the specification of our specialist conservation structural engineer. Most of the scaffolding to the left had side of the Town Hall entrance has been removed and the final stonework repairs are progressing well and should be completed during November. Following this the inner light well works will be progressed. Specialist advice regarding the dry rot outbreak and the condition of the ornate plaster ceiling in the main Council Chamber has been obtained and further structural advice regarding some slight movement issues has been commissioned. Once this has been finalised these works will be completed as soon as possible but due to the specialist nature of the works involved will take a number of months.
Charter Walk Refurbishment	1,179,871			-	1,179,871	10,243	1%	Following the acquisition of the Charter Walk shopping centre in October 2021 this budget was approved to investigate and progress regeneration or demolition work to Calder House.
Charter Walk Property Maintenance	50,000			-	50,000	-	0%	This budget will be used to fund maintenance work to be undertaken arising from building condition surveys. It is anticipated that this will be spent by the end of the year in accordance with the timetable.
Carbon Reduction Measures	159,610			-	159,610	-	0%	This budget will provide funding to progress initiatives included within the Council's Climate Change Strategy. We are awaiting the outcome of an assessment being undertaken by a specialist supplier.
IT Upgrades	7,000			-	7,000	3,650	52%	To replace 65 devices used by members and officers, in batches over 3 years, to access electronically meeting agenda papers and reports. The first batch of ten devices have been purchased and issued to members as upgrades and replacements.
Audio & Visual Upgrade to Facilitate On-line Meetings	100,000			-	100,000	-	0%	Replacement of the delegate public address and induction loop systems in the Council Chamber and public gallery; and installation of an electronic delegate voting system and display and fixed live streaming cameras. Currently the audio visual upgrade tender and installation is on hold and is dependent upon the completion of the dry rot repair work in the Council Chamber. The Tender for the scheme has been prepared and will be published once an estimated completion date for the dry rot repair work in the Council Chamber is known. The budget may need to be reprofiled into 2023/24.
	2,698,253	-	-	-	2,698,253	297,557	11%	

HOUSING & DEVELOPMENT CONTROL

Emergency Repairs	120,000	60,000		60,000	180,000	98,011	54%	In addition to the grants completed, there is a further £54,000 committed to an additional 14 grants that have been approved. As we start to enter the colder months, applications in relation to emergency works for heating and damp are likely to increase. It is recommended that the budget is increased to a total of £180,000.
Better Care Grant	2,000,000			-	2,000,000	1,060,460	53%	In addition to the grants completed there is currently a further £618,000 committed for disabled facilities grants. £10,000 for the safe and secure and declutter grant as well as £18,000 for dwelling dementia grants. With the current spend and current commitment it is anticipated that the full £2,000,000 budget will be spent by the end of 2022/23.
Energy Efficiency	40,000			-	40,000	20,292	51%	We are still predicting to complete 125 grants this year.
Empty Homes Programme	1,300,000			-	1,300,000	440,253	34%	The programme is targeting another 20 acquisitions this year and bringing 90 properties back in to use. We have had 9 loan applications this year so far which is a little slow, but understandable in the current economic climate. We are still working with Calico and will complete the sale of 26 properties to them in October. Offers have been accepted on 2 properties with another almost ready for sale. A report on further Compulsory Purchase Orders has been prepared and is going to October Executive. Renovations are underway at 3 properties with more being prepared and going out to tender in October. Five of these properties are being partly funded by Homes England for the Rough Sleeping Accommodation Programme. One further property for this scheme is already underway and will complete in November. All six properties need to be complete by early March 2023. Wytham and Albion improvement scheme will also commence in October.
	3,460,000	60,000	-	60,000	3,520,000	1,619,016	46%	
	41,433,311	934,519	(3,629,078)	(2,694,558)	38,738,753	6,472,531	17%	

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Scheme Name	Revised Budget £	FINANCING ELEMENTS						Total Revised Budget £
		Prudential Borrowing £	Revenue Cont'n / Reserves £	Capital Grants £	Capital Receipts £	Vacant Property Initiative Receipts £	3rd Party Contribution / Section 106 £	
Green Spaces & Amenities								
Play Area Improvement Scheme	206,800	-	-	-	88,636	-	118,164	206,800
Vehicle and Machinery Replacement	175,186	-	175,186	-	-	-	-	175,186
Changing Place	43,469	-	-	-	-	-	43,469	43,469
Crematorium Improvements	132,000	132,000	-	-	-	-	-	132,000
Extension of Burnley Cemetery	25,000	25,000	-	-	-	-	-	25,000
Scott Park HLF	25,000	-	-	-	25,000	-	-	25,000
Memorial Park Improvements	146,042	-	-	-	39,000	-	107,042	146,042
Playing Pitch Improvements	20,000	-	-	-	-	-	20,000	20,000
Towneley Hall Works	550,000	514,636	-	35,364	-	-	-	550,000
Brun Valley Forest Park	22,787	-	-	-	-	-	22,787	22,787
Worsthorne Recreation Ground Improvements	50,245	-	22,381	2,780	-	-	25,084	50,245
Thompson Park Restoration	24,918	-	-	24,918	-	-	-	24,918
Stoops Wheeled Sport	925	-	-	925	-	-	-	925
Refill Fountains	5,000	-	5,000	-	-	-	-	5,000
Prairie Artificial Turf Pitch	-	-	-	-	-	-	-	-
	1,427,372	671,636	202,567	63,987	152,636	-	336,546	1,427,372
Streetscene								
River Training Walls	84,698	-	-	-	84,698	-	-	84,698
Alleygate Programme	26,872	-	-	-	26,872	-	-	26,872
Electric Vehicle Charging Scheme (Council Match Funding)	232,110	-	-	139,270	50,000	-	42,840	232,110
Safer Streets	22,457	-	-	22,457	-	-	-	22,457
	366,138	-	-	161,727	161,570	-	42,840	366,138
Economy & Growth								
Padiham Townscape Heritage Initiative	631,042	-	-	486,988	5,905	-	138,149	631,042
Pioneer Place	14,833,842	11,017,596	-	3,816,246	-	-	-	14,833,842
NW Burnley Growth Corridor - Phase 2	-	-	-	-	-	-	-	-
Lower St James Street Historic Action Zone	1,017,291	238,455	185,000	379,263	-	-	214,573	1,017,291
Finsley Wharf & Canal Towpath Improvements	34,000	-	34,000	-	-	-	-	34,000
Vision Park	24,506	-	-	17,853	6,653	-	-	24,506
Town Centre & Weavers Triangle Project Work	623,370	625,574	-	-	(2,204)	-	-	623,370
Leveling Up Fund	13,014,613	-	-	13,014,613	-	-	-	13,014,613
Sandygate Halls (Commercial Units & Car Parking)	190,588	190,588	-	-	-	-	-	190,588
Burnley-Pendle Growth Programme	300,000	-	300,000	-	-	-	-	300,000
Former Open Market & Former Cinema Block	57,738	57,738	-	-	-	-	-	57,738
	30,726,990	12,129,951	519,000	17,714,963	10,354	-	352,722	30,726,990
Finance & Property								
Leisure Centre Improvements	149,297	100,000	-	-	49,297	-	-	149,297
Building Infrastructure	1,052,475	317,428	49,500	-	660,547	-	25,000	1,052,475
Carbon Reduction Measures	159,610	159,610	-	-	-	-	-	159,610
IT Upgrades	7,000	-	-	-	7,000	-	-	7,000
Audio & Visual Upgrade to Facilitate On-line Meetings	100,000	-	100,000	-	-	-	-	100,000
Charter Walk Refurbishment	1,179,871	1,179,871	-	-	-	-	-	1,179,871
Charter Walk Property Maintenance	50,000	-	50,000	-	-	-	-	50,000
	2,698,253	1,756,908	199,500	-	716,844	-	25,000	2,698,253
Housing & Development Control								
Emergency Repairs	180,000	-	-	180,000	-	-	-	180,000
Better Care Grant	2,000,000	-	-	2,000,000	-	-	-	2,000,000
Energy Efficiency	40,000	-	-	40,000	-	-	-	40,000
Empty Homes Programme	1,300,000	-	-	-	-	1,300,000	-	1,300,000
	3,520,000	-	-	2,220,000	-	1,300,000	-	3,520,000
TOTAL OF ALL SCHEMES	38,738,753	14,558,496	921,067	20,160,677	1,041,404	1,300,000	757,108	38,738,753

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CAPITAL RECEIPTS AND CONTRIBUTIONS ANALYSIS FOR 2021/22 + CIP 2022-27

APPENDIX 3

	<u>General Capital Receipts</u> £	<u>Vacant Property Initiatives Receipts</u> £	<u>Section 106 Money</u> £	<u>3rd Party Cont'ns</u> £	<u>Total</u> £
Capital Resources Brought Forward on 1 April 2022	2,484,594	1,530,973	408,380	392,329	4,816,276
Add					
Resources Received as at 30 September 2022	69,000	285,866	(203,207)	(76,189)	75,470
Further Resources Estimated to be Received during 2022/23:	489,707	778,000	-	680,919	1,948,626
Potential Resources Available during 2022/23	3,043,301	2,594,838	205,173	997,060	6,840,372
Less					
Required to Finance Capital Programme	(1,041,404)	(1,300,000)	(141,584)	(615,524)	(3,098,512)
Earmarked for Revenue Expenditure	-	-	-	-	-
Earmarked for Delivery By Outside Bodies	-	-	-	-	-
Estimated Surplus / (Shortfall) of Resources as at 31st March 2023	2,001,897	1,294,838	63,589	381,536	3,741,860
Add - Resources Estimated to be Received during 2023/24	100,000	1,753,000	-	425,141	2,278,141
Less - 2023/24 Capital Budget	(1,112,660)	(1,300,000)	-	(425,141)	(2,837,801)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2024	989,237	1,747,838	63,589	381,536	3,182,200
Add - Resources Estimated to be Received during 2024/25	100,000	1,200,000	-	546,360	1,846,360
Less - 2024/25 Capital Budget	(245,472)	(1,300,000)	-	(546,360)	(2,091,832)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2025	843,766	1,647,838	63,589	381,536	2,936,729
Add - Resources Estimated to be Received during 2025/26	100,000	1,360,000	-	15,000	1,475,000
Less - 2025/26 Capital Budget	(219,420)	(1,300,000)	-	(15,000)	(1,534,420)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2026	724,346	1,707,838	63,589	381,536	2,877,309
Add - Resources Estimated to be Received during 2026/27	100,000	1,292,000	-	15,000	1,407,000
Less - 2026/27 Capital Budget	(221,350)	(1,300,000)	-	(15,000)	(1,536,350)
Estimated Surplus / (Shortfall) of Resources as at 31st March 2027	602,996	1,699,838	63,589	381,536	2,747,959

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REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources & Performance Management
REPORT AUTHOR	Amy Johnson
TEL NO	(01282) 475869
EMAIL	ajohnson@burnley.gov.uk

Fees & Charges Tariff 2023/24

PURPOSE

1. To inform Members of the Council’s proposed fees and charges from 1 April 2023.

RECOMMENDATION

That the Executive approve and recommend to Full Council to approve the :

2. proposed tariff of fees & charges from 1 April 2023 with an increase of 5% as outlined in Appendix A attached, with a range of exceptions as outlined in the report.
3. authorisation to Head of Finance and Property, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2023/24 revenue budget.
4. authorisation to Executive Portfolio Members to amend fees & charges periodically in their own area with the prior agreement of the Head of Finance and Property.
5. authorisation to the Strategic Head of Economy and Growth, in consultation with the Executive Member for Resources and Performance Management and the Head of Finance and Property, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.

REASONS FOR RECOMMENDATION

6. To set the Council’s fees and charges from 1 April 2023 and assist in finalising the 2023/24 budget process.

SUMMARY OF KEY POINTS

7. It is proposed to increase fees and charges by 5% due to the current high levels of inflation. As at September 2022 CPI inflation was at 10.1%. It is appreciated that it is not palatable to increase fees and charges by this rate, therefore an increase of 5% is proposed to help fund the increasing costs of the provision of services.
8. In line with the Council's commercial strategy, Heads of Service were asked to:
 - a) ensure that no charge has been omitted and the schedule is complete,
 - b) confirm increases at an overall 5% for the service (excluding areas where either no increase is proposed or where they are set statutorily),
 - c) confirm that the fees and corresponding VAT rates are correct,
 - d) confirm the date of the fee increase,
 - e) give notification of any potential new areas for the introduction of fees and charges within their service area and of the proposed level of such fees and charges from 1 April 2023,
 - f) make suggestions/proposals as to where income can be found in future to help alleviate the Council's budget pressures as identified in the Medium Term Financial Strategy, and
 - g) identify where services are being provided at a subsidy and where fees and charges should be increased by more than 5% in order to maintain the viability of service provision.
9. A summary of the key points of the proposed fees and charges are:
10. Local Land Charges
Local Land Charges fees will increase by 5%. The Local Land Charges service is currently being migrated to HMLR (with completion anticipated by April 2023) after which time we will no longer be responsible for or charge for LLC1s, or for carrying out Personal searches, which will result in a reduction in land charges income received of approximately £8k. The charge for LLC1s has been kept in the Tariff as depending on the date of migration we may still carry out this service for a short period. The increase of 5% across the remaining charges will result in approximately £3k additional income.
11. Garden Waste Collection Charges
The Green Waste Collection charge will be increased from £35 to £40. The increase will result in approximately £42k additional income.
12. Building Control Fees
It is proposed that fees be increased by 10% with effect from **1st January 2023**. The fees have been formally agreed by members of the Pennine Lancashire Building Control Joint Committee. Under the Pennine Lancashire Building Control income from fees and charges is for fee-earning work and used to offset costs. Any excess income is transferred to an earmarked reserve in Blackburn with Darwen Council's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council as they form part of the shared service with Blackburn with Darwen Council.

The Pennine Lancashire Building Control shared service is due to end 31st March 2023, after which any excess income generated will be transferred to an earmarked reserve

within the Council's accounts for future use in providing the service. Therefore, it does not result in any increased income to the Council.

13. Car Parking

Pay and display and contract parking fees will be increased by 5% (rounded to the nearest 10p), excluding Towneley Hall car parks included in paragraph 19, which will result in approximately £51k additional income. Pay and display charges were last increased in 2016 and contract parking fees in 2019.

14. Commercial Waste

Commercial waste charge per bin lift will increase by an average 9% across each bin size (240 litre – 1100 litre bin) which will generate approximately £30k additional income. There will be no increases to the cost of 'General Waste Sack - Roll 25 Sacks' and the 'Recycling Annual Contract - Weekly Collections'.

15. Bulky & White Goods

Bulky and white goods charges will increase from £13.80 to £15.00. The increase will result in approximately £6k additional income.

16. Fixed Penalty Notices

Fixed Penalty Notices will increase by 5% where the charge is not statutory. The increase of 5% will result in approximately £3k additional income.

A new charge has been implemented for a Fixed Penalty Notice (Smoke Control).

17. Licensing fees

Licensing fees are to be increased by 5%, where the charge is not statutory. The increase of 5% will result in approximately £5k additional income.

New charges have been implemented for variations to licences (inspections and no inspections) and for re-evaluation of star rating of animal welfare licence.

18. Taxi Licensing

Taxi Licensing fees are set by Licensing Committee and are to be considered at their meeting in November 2022. Should taxi licences fees require formal consultation, this could lead to a slight delay in implementation.

19. Towneley Hall

Daily car parking fees will increase from £1.50 to £2.00 and contract parking fees will increase from £40 and £61 to £53.20 and £81.10 respectively. The increase will result in approximately £37k additional income.

As members will be aware, building works are due to commence at Towneley Hall imminently as part of the restoration of the Hall. As a result, the admission fee is to be reduced by 50% during the period October 2022 to January 2025. The decrease of 50% will result in a reduction in income of approximately £15k.

Charges for the hire of rooms will be suspended during the period October 2022 to January 2025 as the rooms will be closed due to the restoration of the Hall. This will result in a reduction in income of approximately £15k.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

20. The assumed increase in income from the proposed changes to the fees and charges tariff presented in this report is approximately £251k in 2023/24.

POLICY IMPLICATIONS

21. None directly as a consequence of this report.

DETAILS OF CONSULTATION

22. None.

BACKGROUND PAPERS

23. None.

FURTHER INFORMATION

PLEASE CONTACT:

Amy Johnson – Finance Manager

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
COMMUNITY SERVICES									
GREEN SPACES & AMENITIES									
CEMETERIES									
Interment Fees									
Under 1 year	no charge			no charge					
Over 1 year - 17 years	323.00	5.00	339.15	339.00	-	339.00	zero	1-Apr-23	
18 years and over	1,237.00	5.00	1,298.85	1,299.00	-	1,299.00	zero	1-Apr-23	
Where Casket is used	1,437.00	5.00	1,508.85	1,509.00	-	1,509.00	zero	1-Apr-23	
Where Vault is used	1,437.00	5.00	1,508.85	1,509.00	-	1,509.00	zero	1-Apr-23	
Interment after appointed time	209.00	5.00	219.45	219.00	-	219.00	zero	1-Apr-23	
Interment of cremated remains	250.00	5.00	262.50	263.00	-	263.00	zero	1-Apr-23	
Interment Fees - Public Grave									
Over 1 year - 17 years	203.00	5.00	213.15	213.00	-	213.00	zero	1-Apr-23	
18 years and over	415.00	5.00	435.75	436.00	-	436.00	zero	1-Apr-23	
Service in Cemetery Chapel	154.00	5.00	161.70	162.00	-	162.00	zero	1-Apr-23	
NHS Charge (pre-term)	74.00	5.00	77.70	78.00	-	78.00	zero	1-Apr-23	
Removal & Replacement									
Headstones (remove and re-fix to National Association of Memorial									
asons standards)	192.00	5.00	201.60	202.00	-	202.00	zero	1-Apr-23	
Sidestones	158.00	5.00	165.90	166.00	-	166.00	zero	1-Apr-23	
Chippings	96.00	5.00	100.80	101.00	-	101.00	zero	1-Apr-23	
Right to Erect Memorials									
Headstone (900mm maximum)(including first inscription)	195.00	5.00	204.75	205.00	34.17	170.83	20.00	1-Apr-23	
Wooden Cross	51.00	5.00	53.55	54.00	9.00	45.00	20.00	1-Apr-23	
Vase without inscription and under 300 mm	FOC	5.00	FOC	FOC		FOC			
Otherwise	97.00	5.00	101.85	102.00	17.00	85.00	20.00	1-Apr-23	
Inscription (each)	51.00	5.00	53.55	54.00	9.00	45.00	20.00	1-Apr-23	
Construction									
Vault - Single Space/Depth	2,439.00	5.00	2,560.95	2,561.00	-	2,561.00	zero	1-Apr-23	
Vault - Double Space	At Cost			At Cost	-	At Cost	zero		
is this construction (Vatable) or right to contract (Non Vatable)									

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Exclusive Right of Burial</u>									
<u>Burnley</u>									
Row 1 - 4	1,120.00	5.00	1,176.00	1,176.00	-	1,176.00	zero	1-Apr-23	
Lawn Section	1,377.00	5.00	1,445.85	1,446.00	-	1,446.00	zero	1-Apr-23	
Half Grave (for burial of ashes only)	444.00	5.00	466.20	466.00	-	466.00	zero	1-Apr-23	
Any other row	1,120.00	5.00	1,176.00	1,176.00	-	1,176.00	zero	1-Apr-23	
Additional charge for Vault	703.00	5.00	738.15	738.00	-	738.00	zero	1-Apr-23	
Purchase of above by Non-Resident of Burnley Borough									
<u>Miscellaneous</u>									
Search of Register	FOC		FOC	FOC		FOC			
<u>Padiham Garden of Remembrance</u>									
Use of Memorial Stone	128.00	5.00	134.40	134.00	-	134.00	zero	1-Apr-23	
Use of Niche for one person	236.00	5.00	247.80	248.00	-	248.00	zero	1-Apr-23	
Additional remains in Niche	149.00	5.00	156.45	156.00	-	156.00	zero	1-Apr-23	
<u>CREMATORIUM</u>									
<u>Interment</u>									
Under 1 year	no charge		no charge	no charge					
Over 1 year - 17 years	219.00	11.54	244.28	244.00	-	244.00	zero	1-Apr-23	
18 years and over	764.00	11.54	852.20	852.00	-	852.00	zero	1-Apr-23	
Direct Cremation (before 9.30am, no chapel service)	408.00	11.54	455.10	455.00	-	455.00	zero	1-Apr-23	
Medical Referee	18.00	5.00	18.90	19.00	-	19.00	zero	1-Apr-23	
Additional fee for Saturday & 12.30 additional time	211.00	11.54	235.36	235.00	-	235.00	zero	1-Apr-23	
NHS Charge (pre-term)	36.00	5.00	36.00	36.00	-	36.00	zero	1-Apr-23	
<u>Entries in Book of Remembrance</u>									
2 line	111.00	5.00	116.55	117.00	19.50	97.50	20.00	1-Apr-23	
5 line	173.00	5.00	181.65	182.00	30.33	151.67	20.00	1-Apr-23	
8 line	255.00	5.00	267.75	268.00	44.67	223.33	20.00	1-Apr-23	
5 line with flower emblem	239.00	5.00	250.95	251.00	41.83	209.17	20.00	1-Apr-23	
5 line with Badge	266.00	5.00	279.30	279.00	46.50	232.50	20.00	1-Apr-23	
6 line with Coat of Arms	341.00	5.00	358.05	358.00	59.67	298.33	20.00	1-Apr-23	
<u>Remembrance Cards</u>									
With 2 line inscription	69.00	5.00	72.45	72.00	12.00	60.00	20.00	1-Apr-23	
With 5 line inscription	81.00	5.00	85.05	85.00	14.17	70.83	20.00	1-Apr-23	
With 8 line inscription	110.00	5.00	115.50	116.00	19.33	96.67	20.00	1-Apr-23	
Additional 2 line inscription	41.00	5.00	43.05	43.00	7.17	35.83	20.00	1-Apr-23	
Additional 5 line inscription	54.00	5.00	56.70	57.00	9.50	47.50	20.00	1-Apr-23	
Additional 8 line inscription	63.00	5.00	66.15	66.00	11.00	55.00	20.00	1-Apr-23	
Additional cost for flower emblem (only with 5 or 8 line entry)	69.00	5.00	72.45	72.00	12.00	60.00	20.00	1-Apr-23	
<u>Retaining of Ashes</u>									
After 1 month (per month)	72.00	5.00	75.60	76.00	-	76.00	zero	1-Apr-23	
<u>Scattering of Ashes</u>									
Cremation not at Burnley	72.00	5.00	75.60	76.00	-	76.00	zero	1-Apr-23	
<u>Memorial Wall</u>									
Lakeland stone plaque	552.00	5.00	579.60	580.00	96.67	483.33	20.00	1-Apr-23	
(plus lettering per letter - existing walls only, new walls subject to)	3.00	5.00	3.15	3.00	0.50	2.50	20.00	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
new price list)									
Additional inscription admin charge (plus lettering)	42.00	5.00	44.10	44.00	7.33	36.67	20.00	1-Apr-23	
Emblem	40.00	5.00	42.00	42.00	7.00	35.00	20.00	1-Apr-23	
Renewal of lease at end of agreement per 5 years	75.00	5.00	78.75	79.00	13.17	65.83	20.00	1-Apr-23	
<u>Tree of Remembrance</u>									
Engraved Remembrance Leaf	60.00	5.00	63.00	63.00	10.50	52.50	20.00	1-Apr-23	
<u>Ash Plots</u>									
Exclusive right of burial (40 years)	444.00	5.00	466.20	466.00	77.67	388.33	20.00	1-Apr-23	
Interment fee	250.00	5.00	262.50	263.00	43.83	219.17	20.00	1-Apr-23	
Right to erect memorial	281.00	5.00	295.05	295.00	49.17	245.83	20.00	1-Apr-23	
Foundation	25.00	5.00	26.25	26.00	4.33	21.67	20.00	1-Apr-23	
<u>PARKS - OUTDOOR SPORTS ACTIVITIES & EVENTS</u>									
<u>Events - Towneley Park</u>									
Local Organisations	180.80	5.00	189.84	189.80	31.63	158.17	20.00	1-Apr-23	
Non Resident Organisation - per event	461.10	5.00	484.16	484.15	80.69	403.46	20.00	1-Apr-23	
Fair Events POA									
<u>Towneley Park</u>									
Cricket	59.35	5.00	62.32	62.30	10.38	51.92	20.00	1-Apr-23	

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2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Football pitches (from 1st August each year)

Grade A - (changing, showers & attendant)

Prairie, Fennyfold, Towneley

59.35	5.00	62.32	62.30	10.38	51.92	20.00	1-Apr-23	
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Grade B (pitch only)

Queens Park, Worsthorne, Stoneyholme, Hapton

41.65	5.00	43.73	43.75	7.29	36.46	20.00	1-Apr-23	
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Barden Central Arena

Burnley United A F C per season

n/a			not charged in lieu of cleaning and management					
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Junior Football

Hire of Junior pitch

12.90	5.00	13.55	13.55	2.26	11.29	20.00	1-Apr-23	
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Use of changing accommodation only

12.90	5.00	13.55	13.55	2.26	11.29	20.00	1-Apr-23	
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ALLOTMENTS

Allotment Rent per m²

0.31	5.00	0.33	0.33	-	0.33	zero	1-Apr-23	
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Concessionary Rental (50%)

0.14	5.00	0.15	0.15	-	0.15	zero	1-Apr-23	
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Water

15.80	5.00	16.59	16.60	-	16.60	zero	1-Apr-23	
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Admin fee for setting up of new tenancy agreements

12.85	5.00	13.49	13.50	2.25	11.25	20.00	1-Apr-23	
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Note : Allotments users require 3 months notice of any price increases.

TOWNELEY

Car Parking - Pay & Display

Riverside - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Towneley Hall - per hour

0.80	5.00	0.84	0.80	0.13	0.67	20.00	1-Apr-23	
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9 Hole Golf - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Causeway End / Golf Course - per day

2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
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Barwise per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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Woodgroove - per day

1.50	33.00	2.00	2.00	0.33	1.67	20.00	1-Apr-23	
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	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Car Parking - Contracts (per annum)									
Towneley Hall	61.00	33.00	81.13	81.10	13.52	67.58	20.00	1-Apr-23	
Riverside	40.00	33.00	53.20	53.20	8.87	44.33	20.00	1-Apr-23	
Barwise	40.00	33.00	53.20	53.20	8.87	44.33	20.00	1-Apr-23	
Woodgrove	61.00	33.00	81.13	81.10	13.52	67.58	20.00	1-Apr-23	
TOWNELEY HALL									
Guided Tours									
Local Links Subscription Scheme for Schools - per annum	233.90	5.00	245.60	245.60	40.93	204.67	20.00	1-Apr-23	
Daytime - per person	8.50	5.00	8.93	8.95	1.49	7.46	20.00	1-Apr-23	
Evening - per person	12.80	5.00	13.44	13.45	2.24	11.21	20.00	1-Apr-23	
School Groups per person - half day	2.65	5.00	2.78	2.80	0.47	2.33	20.00	1-Apr-23	
School Groups per person - full day	5.35	5.00	5.62	5.60	0.93	4.67	20.00	1-Apr-23	
Use of Hall									
Commercial Photography	320.00	5.00	336.00	336.00	56.00	280.00	20.00	1-Apr-23	
Filming Fees	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	
Great Hall (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Regency Rooms Daytime Events (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Regency Rooms Evening Events (by negotiation) fees start from	640.00	5.00	672.00	672.00	112.00	560.00	20.00	1-Apr-23	*
up to	1,067.00	5.00	1,120.35	1,120.00	186.67	933.33	20.00	1-Apr-23	*
Lecture Theatre (by negotiation) fees start from	107.00	5.00	112.35	112.00	18.67	93.33	20.00	1-Apr-23	
up to	320.00	5.00	336.00	336.00	56.00	280.00	20.00	1-Apr-23	
Great Hall & both Regency Rooms (by negotiation) fees start from	533.00	5.00	559.65	560.00	93.33	466.67	20.00	1-Apr-23	*
up to	3,732.00	5.00	3,918.60	3,919.00	653.17	3,265.83	20.00	1-Apr-23	*

* 50% discount for Charities

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
<u>Conferences & Meetings</u>									
Lecture Theatre Room Hire - fees start from	106.65	5.00	111.98	112.00	18.67	93.33	20.00	1-Apr-23	*
up to	319.90	5.00	335.90	335.90	55.98	279.92	20.00	1-Apr-23	*
Tea & Coffee per person per serving	1.05	5.00	1.10	1.10	0.18	0.92	20.00	1-Apr-23	
* 50% discount for Charities									
<u>Wedding Charges</u>									
Regency Rooms - ceremony only fees start from	373.00	5.00	391.65	392.00	65.33	326.67	20.00	1-Apr-23	
up to	1,599.00	5.00	1,678.95	1,679.00	279.83	1,399.17	20.00	1-Apr-23	
Great Hall & Regency Rooms ceremony & afternoon reception up to 7pm									
fees start from	533.00	5.00	559.65	560.00	93.33	466.67	20.00	1-Apr-23	
up to	3,732.00	5.00	3,918.60	3,919.00	653.17	3,265.83	20.00	1-Apr-23	
Photography - grounds/formal gardens	64.00	5.00	67.20	67.00	11.17	55.83	20.00	1-Apr-23	
Photography - grounds/formal gardens & inside	107.00	5.00	112.35	112.00	18.67	93.33	20.00	1-Apr-23	
<u>Entrance Fees</u>									
Adult - 12 month pass - 50% reduction in fee between October 22 and Jan 25 due to									
building works	5.00	(50.00)	2.50	2.50	0.42	2.08	20.00	1-Apr-23	*
50% reduction on wedding & event days due to rooms being closed									
Free admission for children and students									
<u>THOMPSON PARK</u>									
Car Parking - Pay & Display									
Thompson Park - per day	2.00	25.00	2.50	2.50	0.42	2.08	20.00	1-Apr-23	
<u>BANK HALL</u>									
MIPERMIT Parking - per hour (first 2 hours free)	NEW	NEW	0.50	0.50	0.08	0.42	20.00	NEW	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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STREETSCENE

CAR PARKING CHARGES

The current strategy is to increase car parking charges every two years.

Short Stay Car Parks

Elizabeth St / Grimshaw St / Standish St / Parker Lane /
William Thompson / Orchard Bridge / Cow Lane 1 & 2 / Pioneer 1 /
Sutcliffe St / Thomas St

0-1 hour	Monday - Saturday	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		5.60	5.00	5.88	5.90	0.98	4.92	20.00	1-Apr-23
Sundays & Bank Holidays		Free		Free					
Disabled pass holders - up to 3 hrs		Free		Free					

Disabled pass holders - over 3 hrs - charges apply as above

Victoria

0-1 hour	Saturday only	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		5.60	5.00	5.88	5.90	0.98	4.92	20.00	1-Apr-23
Disabled pass holders - up to 3 hrs		Free		Free					

Disabled pass holders - over 3 hrs - charges apply as above

Pioneer 2 / King St

0-1 hour	Monday - Saturday	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23
1-2 hours		1.60	5.00	1.68	1.70	0.28	1.42	20.00	1-Apr-23
2-3 hours		2.10	5.00	2.21	2.20	0.37	1.83	20.00	1-Apr-23
3 Hours plus		3.80	5.00	3.99	4.00	0.67	3.33	20.00	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Disabled pass holders - up to 3 hrs			Free						
Disabled pass holders - over 3 hrs - charges apply as above									
Charter Walk Surface Car Park									
0-1 hour	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23	
1-2 hours	1.50	5.00	1.58	1.60	0.27	1.33	20.00	1-Apr-23	
2-3 hours	2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
3-4 hours	2.50	5.00	2.63	2.60	0.43	2.17	20.00	1-Apr-23	
Daily Charge	8.00	5.00	8.40	8.40	1.40	7.00	21.00	1-Apr-23	
0-2 hours	1.00	5.00	1.05	1.10	0.18	0.92	21.00	1-Apr-23	
Over 2 hours	2.00	5.00	2.10	2.10	0.35	1.75	21.00	1-Apr-23	
Millenium Multi-Storey Car Park									
0-1 hour	1.00	5.00	1.05	1.10	0.18	0.92	20.00	1-Apr-23	
1-2 hours	1.50	5.00	1.58	1.60	0.27	1.33	20.00	1-Apr-23	
2-3 hours	2.00	5.00	2.10	2.10	0.35	1.75	20.00	1-Apr-23	
3-4 hours	2.50	5.00	2.63	2.60	0.43	2.17	20.00	1-Apr-23	
Daily Charge	3.00	5.00	3.15	3.10	0.52	2.58	21.00	1-Apr-23	
Long Stay Car Parks									
Finsley Gate 2 / Centenary Way									
Monday - Saturday per visit	3.80	5.00	3.99	4.00	0.67	3.33	20.00	1-Apr-23	
Sundays & Bank Holidays	Free			Free					
Disabled pass holders - up to 3 hrs				Free					
Disabled pass holders - over 3 hrs - charges apply as above									
Contracts									
Finsley Gate 1, 2 & 3 / King St / Bank Parade / Pioneer 2 / Centenary Way									
William Thompson / Royle Road									
per quarter Monday to Friday (inclusive)	185.70	5.00	194.99	195.00	32.50	162.50	20.00	1-Apr-23	
per quarter Monday to Saturday (inclusive)	222.90	5.00	234.05	234.00	39.00	195.00	20.00	1-Apr-23	
Millenium Multi-Storey Car Park									
per Calendar Month Monday to Saturday	40.00	5.00	42.00	42.00	7.00	35.00	20.00	1-Apr-23	
Other Contracts Charges									
Staff Car Parking Charges - Operational	297.90	5.00	312.80	312.80	52.13	260.67	20.00	1-Apr-23	
Staff Car Parking Charges - Non-Operational	342.30	5.00	359.42	359.40	59.90	299.50	20.00	1-Apr-23	
Part Time Employees / Members Car Parking Charges			pro rata	pro rata	pro rata				
PEST CONTROL & WASTE									
Pest Control *									
Flea & Bed Bug Sprays	57.30	5.00	60.17	60.20	10.03	50.17	20.00	1-Apr-23	
Wasps Nests	57.30	5.00	60.17	60.20	10.03	50.17	20.00	1-Apr-23	
Commercial	64.00	5.00	67.20	67.20	11.20	56.00	20.00	1-Apr-23	
			* Charges start from						
Waste & Recycling Collection Containers									
Replacement per residual waste and recycling wheeled bin	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	
Residual waste and recycling wheeled bin at new build properties	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	
Recycling Box & Lid			FOC						
White Sacks			FOC						
First green waste wheeled bin			FOC						
Additional green waste wheeled bin	31.90	5.00	33.50	33.50	-	33.50	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Provision of 1100L container for new build apartments/flats	434.20	5.00	455.91	455.90	75.98	379.92	20.00	1-Apr-23	
Annual charge for Green Waste Collection*	35.00	14.25	39.99	40.00	-	40.00	zero	1-Apr-23	
<u>Bulky & White Goods</u> (One collection covers one white good or up to four bulky items)									
Charge per collection	13.80	9.00	15.04	15.00	-	15.00	zero	1-Apr-23	
<u>Back Yard Clearances</u>									
Back Yard Clearances									

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Fixed Penalty Notices

Littering	80.00	5.00	84.00	84.00	-	84.00	zero	1-Apr-23
Side Waste / Waste Receptables / Failing to Manage Waste - Higher	200.00	5.00	210.00	210.00	-	210.00	zero	1-Apr-23
Side Waste / Waste Receptables / Failing to Manage Waste - Lower	100.00	5.00	105.00	105.00	-	105.00	zero	1-Apr-23
Graffiti / Fly Posting	100.00	5.00	105.00	105.00	-	105.00	zero	1-Apr-23
Fly Tipping - Higher	400.00	-	400.00	400.00	-	400.00	zero	1-Apr-23
Fly Tipping - Lower	150.00	5.00	157.50	157.50	-	157.50	zero	1-Apr-23
Public Space Protection Order (PSPO)	100.00	-	100.00	100.00	-	100.00	zero	1-Apr-23
Failure to produce a Waste Carriers License	300.00	5.00	315.00	315.00	-	315.00	zero	1-Apr-23
Commercial Waste	300.00	5.00	315.00	315.00	-	315.00	zero	1-Apr-23
Dog Fouling (PSPO)	100.00	-	100.00	100.00	-	100.00	zero	1-Apr-23
Dog Control (PSPO)	50.00	-	50.00	50.00	-	50.00	zero	1-Apr-23
Abandoned Vehicles	200.00	5.00	210.00	210.00	-	200.00	zero	1-Apr-23
Car Parking - Lower	51.00	-	51.00	51.00	-	51.00	zero	1-Apr-23 *
Car Parking - Higher	71.00	-	71.00	71.00	-	71.00	zero	1-Apr-23 *

* 50% discount if paid within 14 days

Default Works - Property repair works

Full Cost plus charge for staff time & administration	n/a		25% Officer time now accounted for instead					
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Chargeable Commercial Waste*

Annual Contract

Container Costs	258.50	5.00	271.43	271.40	-	271.40	zero	1-Apr-23
General Waste Sack - Roll 25 Sacks	54.90	-	54.90	54.90	-	54.90	zero	1-Apr-23
240L bin - per bin lift	5.70	31.50	7.50	7.50	-	7.50	zero	1-Apr-23
360L bin - per bin lift	8.60	16.20	9.99	10.00	-	10.00	zero	1-Apr-23
660L bin - per bin lift	11.60	20.70	14.00	14.00	-	14.00	zero	1-Apr-23
1100L bin - per bin lift	18.30	9.30	20.00	20.00	-	20.00	zero	1-Apr-23
Recycling Annual Contract - Weekly Collections	240.00	-	240.00	240.00	-	240.00	zero	1-Apr-23

* Charges start from

STREET RENAMING & NUMBERING

Change of a house name / number	53.00	5.00	55.65	56.00	-	56.00	zero	1-Apr-23
Change of a building name	107.00	5.00	112.35	112.00	-	112.00	zero	1-Apr-23
Change of a street name	213.00	5.00	223.65	224.00	-	224.00	zero	1-Apr-23
- plus charge per property for a change of street name	21.00	5.00	22.05	22.00	-	22.00	zero	1-Apr-23

LICENSING

rounded to nearest £1

Other Licensing

Boarding New - 1 year (New 2018 Animal Welfare Regulation)	199.00	5.00	208.95	209.00	-	209.00	zero	1-Apr-23
2 year	265.00	5.00	278.25	278.00	-	278.00	zero	1-Apr-23
3 year	299.00	5.00	313.95	314.00	-	314.00	zero	1-Apr-23
Boarding Renew - 1 year (New 2018 Animal Welfare Regulation)	195.00	5.00	204.75	205.00	-	205.00	zero	1-Apr-23
2 year	262.00	5.00	275.10	275.00	-	275.00	zero	1-Apr-23
3 year	296.00	5.00	310.80	311.00	-	311.00	zero	1-Apr-23
Home Boarder New - 1 year (New 2018 Animal Welfare Regulation)	166.00	5.00	174.30	174.00	-	174.00	zero	1-Apr-23
2 year	224.00	5.00	235.20	235.00	-	235.00	zero	1-Apr-23
3 year	254.00	5.00	266.70	267.00	-	267.00	zero	1-Apr-23
Home Boarder Renew - 1 year (New 2018 Animal Welfare Regulation)	162.00	5.00	170.10	170.00	-	170.00	zero	1-Apr-23
2 year	220.00	5.00	231.00	231.00	-	231.00	zero	1-Apr-23
3 year	250.00	5.00	262.50	263.00	-	263.00	zero	1-Apr-23
Dog Creche New - 1 year (New 2018 Animal Welfare Regulation)	197.00	5.00	206.85	207.00	-	207.00	zero	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
2 year	263.00	5.00	276.15	276.00	-	276.00	zero	1-Apr-23	
3 year	297.00	5.00	311.85	312.00	-	312.00	zero	1-Apr-23	
Dog Creche Renew - 1 year (New 2018 Animal Welfare Regulation)	194.00	5.00	203.70	204.00	-	204.00	zero	1-Apr-23	
2 year	260.00	5.00	273.00	273.00	-	273.00	zero	1-Apr-23	
3 year	294.00	5.00	308.70	309.00	-	309.00	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Dog Breeder New** - 1 year (New 2018 Animal Welfare Regulation)	155.00	5.00	162.75	163.00	-	163.00	zero	1-Apr-23	
2 year	214.00	5.00	224.70	225.00	-	225.00	zero	1-Apr-23	
3 year	244.00	5.00	256.20	256.00	-	256.00	zero	1-Apr-23	
Dog Breeder Renew - 1 year (New 2018 Animal Welfare Regulation)	193.00	5.00	202.65	203.00	-	203.00	zero	1-Apr-23	
2 year	252.00	5.00	264.60	265.00	-	265.00	zero	1-Apr-23	
3 year	282.00	5.00	296.10	296.00	-	296.00	zero	1-Apr-23	
Pet Selling New - 1 year (New 2018 Animal Welfare Regulation)	187.00	5.00	196.35	196.00	-	196.00	zero	1-Apr-23	
2 year	251.00	5.00	263.55	264.00	-	264.00	zero	1-Apr-23	
3 year	284.00	5.00	298.20	298.00	-	298.00	zero	1-Apr-23	
Pet Selling Renew - 1 year (New 2018 Animal Welfare Regulation)	183.00	5.00	192.15	192.00	-	192.00	zero	1-Apr-23	
2 year	248.00	5.00	260.40	260.00	-	260.00	zero	1-Apr-23	
3 year	279.00	5.00	292.95	293.00	-	293.00	zero	1-Apr-23	
Hiring Horses New** - 1 year (New 2018 Animal Welfare Regulation)	102.00	5.00	107.10	107.00	-	107.00	zero	1-Apr-23	
2 year	174.00	5.00	182.70	183.00	-	183.00	zero	1-Apr-23	
3 year	210.00	5.00	220.50	221.00	-	221.00	zero	1-Apr-23	
Hiring Horses Renew** - 1 year (New 2018 Animal Welfare Regulation)	102.00	5.00	107.10	107.00	-	107.00	zero	1-Apr-23	
2 year	174.00	5.00	182.70	183.00	-	183.00	zero	1-Apr-23	
3 year	210.00	5.00	220.50	221.00	-	221.00	zero	1-Apr-23	
Train/exhibit animal - 3 year (New 2018 Animal Welfare Regulation)	161.00	5.00	169.05	169.00	-	169.00	zero	1-Apr-23	
200** - 6 year	495.00	5.00	519.75	520.00	-	520.00	zero	1-Apr-23	
4 year	447.00	5.00	469.35	469.00	-	469.00	zero	1-Apr-23	
Dangerous Wild Animals** - 2 year (New 2018 Animal Welfare Regulation)	179.00	5.00	187.95	188.00	-	188.00	zero	1-Apr-23	
Successful appeal against star rating**	New	-	NEW	130.00	-	130.00	zero	New	
Minor Variation of licence (no inspection)	New	-	NEW	30.00	-	30.00	zero	New	
Minor Variation of licence (inspection)	New	-	NEW	105.00	-	105.00	zero	New	
Re-evaluation of star rating of animal welfare licence**	New	-	NEW	130.00	-	130.00	zero	New	
** plus vets inspection fee									
Skin Piercing/Cosmetic Treatment Establishment	148.55	5.00	155.98	156.00	-	156.00	zero	1-Apr-23	
Skin Piercers Personal Registration	48.90	5.00	51.35	51.35	-	51.35	zero	1-Apr-23	
Personal Registration - Special Cosmetic Treatments (once adopted)	48.90	5.00	51.35	51.35	-	51.35	zero	1-Apr-23	
Second hand goods dealer	81.55	5.00	85.63	85.65	-	85.65	zero	1-Apr-23	
Health Certificate	46.45	5.00	48.77	48.75	-	48.75	zero	1-Apr-23	
Request to show unclassified films	515.35	5.00	541.12	541.10	-	541.10	zero	1-Apr-23	
Sex Shop	2,394.60	5.00	2,514.33	2,514.35	-	2,514.35	zero	1-Apr-23	
Renewal of sex shop licence	617.10	5.00	647.96	647.95	-	647.95	zero	1-Apr-23	
New Sexual Entertainment Venue Licence	6,368.00	5.00	6,686.40	6,686.40	-	6,686.40	zero	1-Apr-23	
Renewal of a Sexual Entertainment Venue Licence	617.10	5.00	647.96	647.95	-	647.95	zero	1-Apr-23	
Transfer of a Sexual Entertainment Venue Licence	734.70	5.00	771.44	771.45	-	771.45	zero	1-Apr-23	
Variation of a Sexual Entertainment Venue Licence	489.85	5.00	514.34	514.35	-	514.35	zero	1-Apr-23	
Grant of Scrap Metal Dealers Site Licence (3 years)	373.00	5.00	391.65	391.65	-	391.65	zero	1-Apr-23	
Renewal of Scrap Metal Dealers Site Licence (3 years)	373.00	5.00	391.65	391.65	-	391.65	zero	1-Apr-23	
Variation of Scrap Metal Dealers Site Licence	163.15	5.00	171.31	171.30	-	171.30	zero	1-Apr-23	
New Scrap Metal Collectors Licence (3 years)	215.65	5.00	226.43	226.45	-	226.45	zero	1-Apr-23	
Renewal of Scrap Metal Collectors Licence (3years)	215.65	5.00	226.43	226.45	-	226.45	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Variation of Scrap Metal Collectors Licence	163.15	5.00	171.31	171.30	-	171.30	zero	1-Apr-23	
<u>Street Trading Consents</u>									
12 Months	851.25	5.00	893.81	893.80	-	893.80	zero	1-Apr-23	
6 Months	450.55	5.00	473.08	473.10	-	473.10	zero	1-Apr-23	
3 Months	262.90	5.00	276.05	276.05	-	276.05	zero	1-Apr-23	
1 Month	137.60	5.00	144.48	144.50	-	144.50	zero	1-Apr-23	
Special Event Consents (permitting up to 6 days trading per calendar month)									
12 Months	235.65	5.00	247.43	247.45	-	247.45	zero	1-Apr-23	
6 Months	155.65	5.00	163.43	163.45	-	163.45	zero	1-Apr-23	
3 Months	115.15	5.00	120.91	120.90	-	120.90	zero	1-Apr-23	
1 Month	88.50	5.00	92.93	92.95	-	92.95	zero	1-Apr-23	
Taxi Licensing (Note: Test fee income is collected by testing station & is therefore not included in the tariff)									
Fees for 2023 are to be considered by Licensing Committee at their meeting in November 2022									
Private Hire Driver - 1 Year Licence	100.00	-	100.00	100.00	-	100.00	exempt		
Private Hire Driver - 3 Year Licence	237.00	-	237.00	237.00	-	237.00	exempt		
Hackney Carriage Driver - 1 Year Licence	102.00	-	102.00	102.00	-	102.00	exempt		
Hackney Carriage Driver - 3 Year Licence	243.00	-	243.00	243.00	-	243.00	exempt		
Mal Driver Licence Discount	45.00	-	45.00	45.00	-	45.00	exempt		
Private Hire Operator - 1 Year Licence - single vehicle at private address	261.00	-	261.00	261.00	-	261.00	exempt		
Private Hire Operator - 5 Year Licence - single vehicle at private address	1,250.00	-	1,250.00	1,250.00	-	1,250.00	exempt		
Private Hire Operator - 1 Year Licence	447.00	-	447.00	447.00	-	447.00	exempt		
Private Hire Operator - 5 Year Licence	2,156.00	-	2,156.00	2,156.00	-	2,156.00	exempt		
Private Hire Vehicle (now all 4 month licences)	41.00	-	41.00	41.00	-	41.00	exempt		
Hackney Carriage Vehicle (now all 4 month licences)	62.00	-	62.00	62.00	-	62.00	exempt		
Private Hire Operator > 50 Vehicles - 5 Year Licence	2,372.00	-	2,372.00	2,372.00	-	2,372.00	exempt		
Private Hire Operator > 50 Vehicles - 1 Year Licence	525.00	-	525.00	525.00	-	525.00	exempt		
Replacement vehicle plate	22.20	5.00	23.31	23.30	-	23.30	exempt		
Replacement Plate Platform	6.60	5.00	6.93	6.95	-	6.95	exempt		
Window stickers	8.30	5.00	8.72	8.70	-	8.70	exempt		
Hackney roundel/Private Hire Door Signs	9.45	5.00	9.92	9.90	-	9.90	exempt		
Lanyard	4.70	5.00	4.94	4.95	-	4.95	exempt		
Badge holder	3.40	5.00	3.57	3.55	-	3.55	exempt		
Replacement badge	13.30	5.00	13.97	13.95	-	13.95	exempt		
Plate buttons	2.35	5.00	2.47	2.45	-	2.45	exempt		
Operator booking Registers	2.25	5.00	2.36	2.35	-	2.35	exempt		
CRB admin fee	5.85	5.00	6.14	6.15	-	6.15	exempt		
Insurance or 3rd party letters	26.15	5.00	27.46	27.45	-	27.45	exempt		
Insurance Correspondence	76.90	5.00	80.75	80.75	-	80.75	exempt		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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THE LICENSING ACT 2003 - FEES & CHARGES

Grant of Personal Licence	37.00	Statutory	37.00	37.00	-	37.00	exempt	
Replacement of lost/stolen licence	10.50	Statutory	10.50	10.50	-	10.50	exempt	
Minor Variations	89.00	Statutory	89.00	89.00	-	89.00	exempt	

Premises Licences - Up to a Capacity of 5,000 persons

Grant/Variation

Rateable Value

Band A - No Rateable Value	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band A - less than £4,300	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band B - £4,300 to £33,000	190.00	Statutory	190.00	190.00	-	190.00	exempt	
Band C - £33,001 to £87,000	315.00	Statutory	315.00	315.00	-	315.00	exempt	
Band D - £87,001 to £125,000	450.00	Statutory	450.00	450.00	-	450.00	exempt	
Band E - Over £125,000	635.00	Statutory	635.00	635.00	-	635.00	exempt	

Annual Fee

Rateable Value

Band A - No Rateable Value	70.00	Statutory	70.00	70.00	-	70.00	exempt	
Band A - less than £4,300	70.00	Statutory	70.00	70.00	-	70.00	exempt	
Band B - £4,300 to £33,000	180.00	Statutory	180.00	180.00	-	180.00	exempt	
Band C - £33,001 to £87,000	295.00	Statutory	295.00	295.00	-	295.00	exempt	
Band D - £87,001 to £125,000	320.00	Statutory	320.00	320.00	-	320.00	exempt	
Band E - Over £125,000	350.00	Statutory	350.00	350.00	-	350.00	exempt	

Premises Licences - Additional Fees where Capacity exceeds

5,000 persons

Initial Fee

Occupancy:

5,000 - 9,999	1,000.00	Statutory	1,000.00	1,000.00	-	1,000.00	exempt	
10,000 - 14,999	2,000.00	Statutory	2,000.00	2,000.00	-	2,000.00	exempt	
15,000 - 19,999	4,000.00	Statutory	4,000.00	4,000.00	-	4,000.00	exempt	
20,000 - 29,999	8,000.00	Statutory	8,000.00	8,000.00	-	8,000.00	exempt	
30,000 - 39,999	16,000.00	Statutory	16,000.00	16,000.00	-	16,000.00	exempt	
40,000 - 49,999	24,000.00	Statutory	24,000.00	24,000.00	-	24,000.00	exempt	
50,000 - 59,999	32,000.00	Statutory	32,000.00	32,000.00	-	32,000.00	exempt	
60,000 - 69,999	40,000.00	Statutory	40,000.00	40,000.00	-	40,000.00	exempt	
70,000 - 79,999	48,000.00	Statutory	48,000.00	48,000.00	-	48,000.00	exempt	
80,000 - 89,999	56,000.00	Statutory	56,000.00	56,000.00	-	56,000.00	exempt	
Over 90,000	64,000.00	Statutory	64,000.00	64,000.00	-	64,000.00	exempt	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Annual Fee

Occupancy:								
5,000 - 9,999	500.00	Statutory	500.00	500.00	-	500.00	exempt	
10,000 - 14,999	1,000.00	Statutory	1,000.00	1,000.00	-	1,000.00	exempt	
15,000 - 19,999	2,000.00	Statutory	2,000.00	2,000.00	-	2,000.00	exempt	
20,000 - 29,999	4,000.00	Statutory	4,000.00	4,000.00	-	4,000.00	exempt	
30,000 - 39,999	8,000.00	Statutory	8,000.00	8,000.00	-	8,000.00	exempt	
40,000 - 49,999	12,000.00	Statutory	12,000.00	12,000.00	-	12,000.00	exempt	
50,000 - 59,999	16,000.00	Statutory	16,000.00	16,000.00	-	16,000.00	exempt	
60,000 - 69,999	20,000.00	Statutory	20,000.00	20,000.00	-	20,000.00	exempt	
70,000 - 79,999	24,000.00	Statutory	24,000.00	24,000.00	-	24,000.00	exempt	
80,000 - 89,999	28,000.00	Statutory	28,000.00	28,000.00	-	28,000.00	exempt	
Over 90,000	32,000.00	Statutory	32,000.00	32,000.00	-	32,000.00	exempt	

Premises Licences - Exclusively / Primarily supplying Alcohol

Initial Fee

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	900.00	Statutory	900.00	900.00	-	900.00	exempt	
Band E - over £125,000 : 3 x the Premises Licence	1,905.00	Statutory	1,905.00	1,905.00	-	1,905.00	exempt	

Annual Fee - Exclusively/Primarily supplying Alcohol

Rateable Value

Band D - £87,001 to £125,000 : 2 x the Premises Licence	640.00	Statutory	640.00	640.00	-	640.00	exempt	
Band E - over £125,000 : 3 x the Premises Licence	1,050.00	Statutory	1,050.00	1,050.00	-	1,050.00	exempt	

Annual Fee

Rateable Value

Band A - No Rateable Value	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band A - less than £4,300	100.00	Statutory	100.00	100.00	-	100.00	exempt	
Band B - £4,300 to £33,000	190.00	Statutory	190.00	190.00	-	190.00	exempt	
Band C - £33,001 to £87,000	315.00	Statutory	315.00	315.00	-	315.00	exempt	
Band D - £87,001 to £125,000	450.00	Statutory	450.00	450.00	-	450.00	exempt	
Band E - Over £125,000	635.00	Statutory	635.00	635.00	-	635.00	exempt	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Premises Licenses - Other

Annual Fee

Application

S.25 - Theft, loss etc. of premises licence or summary	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.29 - Application for a provisional statement where premises being built	315.00	Statutory	315.00	315.00	-	315.00	exempt	
S.33 - Notification of change of name or address	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.37 - Application to vary licence to specify individual as premises supervisor	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.42 - Application for transfer of premises licence	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.47 - Interim authority notice following death etc. of licence holder	23.00	Statutory	23.00	23.00	-	23.00	exempt	
S.79 - Theft, loss etc. of certificate or summary	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.82 - Notification of change of name or alteration of rules of club	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.83(1) / (2) - Change of relevant registered address of club	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.100 - Temporary event notice	21.00	Statutory	21.00	21.00	-	21.00	exempt	
S.100 - Late Temporary event notice	21.00	Statutory	21.00	21.00	-	21.00	exempt	
S.110 - Theft, loss etc. of temporary event notice	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.117 - Application for a grant or renewal of personal licence (10 yrs)	37.00	Statutory	37.00	37.00	-	37.00	exempt	
S.126 - Theft, loss etc. of personal licence	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.127 - Duty to notify change of name or address	10.50	Statutory	10.50	10.50	-	10.50	exempt	
S.178 - Right of freeholder etc. to be notified of licensing matters	21.00	Statutory	21.00	21.00	-	21.00	exempt	

Rounded to nearest £1

Note: MAX denotes that the fee is currently at the statutory maximum

Gambling Premises

Bingo Premises

New & Provisional Statement	2,759.00	MAX	3,000.00	3,000.00	-	3,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,352.00	5.00	1,419.60	1,420.00	-	1,420.00	exempt	1-Apr-23	
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Betting Premises									
New & Provisional Statement	2,871.00	5.00	3,014.55	3,015.00	-	3,015.00	exempt	1-Apr-23	
Annual Fee	600.00	MAX	600.00	600.00	-	600.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,352.00	5.00	1,419.60	1,420.00	-	1,420.00	exempt	1-Apr-23	
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Betting Premises (Tracks)									
New & Provisional Statement	2,500.00	MAX	2,500.00	2,500.00	-	2,500.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	1-Apr-23	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Variation	1,250.00	MAX	1,250.00	1,250.00	-	1,250.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	950.00	-	950.00	exempt	1-Apr-23	MAX
Re-instatement	950.00	MAX	950.00	950.00	-	950.00	exempt	1-Apr-23	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Family Entertainment Centre									
New & Provisional Statement	2,000.00	MAX	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	750.00	MAX	750.00	750.00	-	750.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Variation	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Re-instatement	950.00	MAX	950.00	950.00	-	950.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Adult Gaming Centre									
New & Provisional Statement	2,000.00	MAX	2,000.00	2,000.00	-	2,000.00	exempt	n/a	MAX
Annual Fee	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Licence for Provisional Statement Holder	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Variation	1,000.00	MAX	1,000.00	1,000.00	-	1,000.00	exempt	n/a	MAX
Transfer	1,012.00	5.00	1,062.60	1,063.00	-	1,063.00	exempt	1-Apr-23	
Re-instatement	1,200.00	MAX	1,200.00	1,200.00	-	1,200.00	exempt	n/a	MAX
Copy Licence	25.00	MAX	25.00	25.00	-	25.00	exempt	n/a	MAX
Notification of Change	50.00	MAX	50.00	50.00	-	50.00	exempt	n/a	MAX
Lotteries									
Small Society Lottery Grant	40.00	Statutory	40.00	40.00	-	40.00	exempt		
Small Society Lottery Annual Fee	20.00	Statutory	20.00	20.00	-	20.00	exempt		
Gaming in Pubs and Clubs									
Licensed Premises Gaming Machine Notification	50.00	Statutory	50.00	50.00	-	50.00	exempt		
Licensed Premises Gaming Machine Permit (existing operator)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit (in all other cases)	150.00	Statutory	150.00	150.00	-	150.00	exempt		
Licensed Premises Gaming Machine Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Licensed Premises Gaming Machine Permit Transfer	25.00	Statutory	25.00	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Change of Name	25.00	Statutory	25.00	25.00	-	25.00	exempt		
Licensed Premises Gaming Machine Permit Copy of Permit	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Club Gaming Machine Permit Grant	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Machine Permit Grant (Existing Club Premises Cert. Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Grant (Club Prem. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Existing Operator Grant	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Renewal	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Machine Permit Renewal (Club Premises Cert. Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Machine Permit Copy Permit	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Club Gaming Permit Grant	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Permit Grant (Club Prens. Cert. Holder with current Part 2 or 3 Licence)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Grant (Existing Operator)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Variation	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Renewal	200.00	Statutory	200.00	200.00	-	200.00	exempt		
Club Gaming Permit Renewal (Club Premises Certificate Holder)	100.00	Statutory	100.00	100.00	-	100.00	exempt		
Club Gaming Permit Copy Certificate	15.00	Statutory	15.00	15.00	-	15.00	exempt		
Annual fee for all Gaming Machine Permits	50.00	Statutory	50.00	50.00	-	50.00	exempt		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AIR POLLUTION PREVENTION & CONTROL (LAPPC)

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW.

Application Fee

Standard Process	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	1,188.00	-	1,188.00	zero
PVRI, SWOBs and Dry Cleaners reduced fee activities	155.00	Statutory	155.00	155.00	-	155.00	zero
PVR I & II combined	257.00	Statutory	257.00	257.00	-	257.00	zero
Other reduced fee activities	362.00	Statutory	362.00	362.00	-	362.00	zero
Reduced fee activities: Additional fee for operating without a permit	71.00	Statutory	71.00	71.00	-	71.00	zero
Mobile screening & crushing plant for the 1st & 2nd applications	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero
For the 3rd to 7th applications	985.00	Statutory	985.00	985.00	-	985.00	zero
For the 8th and subsequent applications	498.00	Statutory	498.00	498.00	-	498.00	zero

Note: where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts

Annual Subsistence Charge

Standard process Low							
£99 if permit for combined Part B & waste installation)	772.00	Statutory	772.00	772.00	-	772.00	zero
Standard process Medium							
£149 if permit for combined Part B & waste installation)	1,161.00	Statutory	1,161.00	1,161.00	-	1,161.00	zero
Standard process High							
(£198 if permit for combined Part B & waste installation)	1,747.00	Statutory	1,747.00	1,747.00	-	1,747.00	zero
Reduced Fee activities - Low	79.00	Statutory	79.00	79.00	-	79.00	zero
Reduced Fee activities - Medium	158.00	Statutory	158.00	158.00	-	158.00	zero
Reduced Fee activities - High	237.00	Statutory	237.00	237.00	-	237.00	zero
PVR I & II combined - Low	113.00	Statutory	113.00	113.00	-	113.00	zero
PVR I & II combined - Medium	226.00	Statutory	226.00	226.00	-	226.00	zero
PVR I & II combined - High	341.00	Statutory	341.00	341.00	-	341.00	zero
Other reduced fee activities - Low	228.00	Statutory	228.00	228.00	-	228.00	zero
Other reduced fee activities - Medium	365.00	Statutory	365.00	365.00	-	365.00	zero
Other reduced fee activities - High	548.00	Statutory	548.00	548.00	-	548.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Low	626.00	Statutory	626.00	626.00	-	626.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - Medium	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero
Mobile screening & crushing plant for 1st & 2nd permits - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero
For the 3rd to 7th permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero
For the 3rd to 7th permits - Medium	617.00	Statutory	617.00	617.00	-	617.00	zero
For the 3rd to 7th permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero
For the 8th and subsequent permits - Low	198.00	Statutory	198.00	198.00	-	198.00	zero
For the 8th and subsequent permits - Medium	314.00	Statutory	314.00	314.00	-	314.00	zero
For the 8th and subsequent permits - High	473.00	Statutory	473.00	473.00	-	473.00	zero
Late payment fee	52.00	Statutory	52.00	52.00	-	52.00	zero

Note: Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts

Transfer and Surrender

Standard process transfer	162.00	Statutory	162.00	162.00	-	162.00	zero
Standard process partial transfer	476.00	Statutory	476.00	476.00	-	476.00	zero
New operator at low risk reduced fee activity	75.00	Statutory	75.00	75.00	-	75.00	zero
Surrender: all Part B activities	-	Statutory	-	-	-	-	zero
Reduced fee activities: transfer	-	Statutory	-	-	-	-	zero

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Reduced fee activities: partial transfer	45.00	Statutory	45.00	45.00	-	45.00	zero		
Temporary transfer for mobiles									
First transfer	51.00	Statutory	51.00	51.00	-	51.00	zero		
Repeat following enforcement or warning	51.00	Statutory	51.00	51.00	-	51.00	zero		
Substantial Change									
Standard process	1,005.00	Statutory	1,005.00	1,005.00	-	1,005.00	zero		
Standard process where the substantial change results in a new PPC activity	1,579.00	Statutory	1,579.00	1,579.00	-	1,579.00	zero		
Reduced fee activities	98.00	Statutory	98.00	98.00	-	98.00	zero		

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
LAPPC mobile plant charges									
Application Fee - 1 permit	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero		
Application Fee - 2 permits	1,650.00	Statutory	1,650.00	1,650.00	-	1,650.00	zero		
Application Fee - 3 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 4 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 5 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 6 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 7 permits	985.00	Statutory	985.00	985.00	-	985.00	zero		
Application Fee - 8 permits and over	498.00	Statutory	498.00	498.00	-	498.00	zero		
Subsistence Fee - 1 permit - Low	626.00	Statutory	626.00	626.00	-	626.00	zero		
Subsistence Fee - 2 permits - Low	626.00	Statutory	626.00	626.00	-	626.00	zero		
Subsistence Fee - 3 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 4 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 5 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 6 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 7 permits - Low	385.00	Statutory	385.00	385.00	-	385.00	zero		
Subsistence Fee - 8 permits and over - Low	198.00	Statutory	198.00	198.00	-	198.00	zero		
Subsistence Fee - 1 permit - Med	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero		
Subsistence Fee - 2 permits - Med	1,034.00	Statutory	1,034.00	1,034.00	-	1,034.00	zero		
Subsistence Fee - 3 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 4 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 5 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 6 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 7 permits - Med	617.00	Statutory	617.00	617.00	-	617.00	zero		
Subsistence Fee - 8 permits and over - Med	314.00	Statutory	314.00	314.00	-	314.00	zero		
Subsistence Fee - 1 permit - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero		
Subsistence Fee - 2 permits - High	1,551.00	Statutory	1,551.00	1,551.00	-	1,551.00	zero		
Subsistence Fee - 3 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 4 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 5 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 6 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 7 permits - High	924.00	Statutory	924.00	924.00	-	924.00	zero		
Subsistence Fee - 8 permits and over - High	473.00	Statutory	473.00	473.00	-	473.00	zero		

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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LOCAL AUTHORITY - INTEGRATED POLLUTION PREVENTION AND CONTROL LA-IPPC

Note: Every subsistence charge in the fees below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Application	3,363.00	Statutory	3,363.00	3,363.00	-	3,363.00	zero	
Additional fee for operating without a permit	1,188.00	Statutory	1,188.00	1,188.00	-	1,188.00	zero	
Annual Subsistence - Low	1,343.00	Statutory	1,343.00	1,343.00	-	1,343.00	zero	
Annual Subsistence - Medium	1,507.00	Statutory	1,507.00	1,507.00	-	1,507.00	zero	
Annual Subsistence - High	2,230.00	Statutory	2,230.00	2,230.00	-	2,230.00	zero	
Late payment fee	52.00	Statutory	52.00	52.00	-	52.00	zero	
Substantial variation	1,368.00	Statutory	1,368.00	1,368.00	-	1,368.00	zero	
Transfer	235.00	Statutory	235.00	235.00	-	235.00	zero	
Partial Transfer	698.00	Statutory	698.00	698.00	-	698.00	zero	
Surrender	698.00	Statutory	698.00	698.00	-	698.00	zero	

Environment Agency Subsistence Fees for Discharge to Controlled

<u>Waters</u>								
Charge Band A - Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	2,270.00	Statutory	2,270.00	2,270.00	-	2,270.00	zero	
Charge Band B - Where permit conditions contain numerical water discharge limits for BOD, COD(3) or ammonia	760.00	Statutory	760.00	760.00	-	760.00	zero	
Charge Band C - Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	222.00	Statutory	222.00	222.00	-	222.00	zero	
Charge Band D - Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	66.00	Statutory	66.00	66.00	-	66.00	zero	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Private Water Supply Sampling									
Sampling Visit per hour (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Risk Assessment Visit per hour (to max of £500)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Investigation Visit per hour (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Temporary Authorisation to Breach Standard (to max of £100)	33.00	5.00	34.65	35.00	-	35.00	zero	1-Apr-23	
Domestic Supply Sample (to max of £25)	26.00	5.00	27.30	27.00	-	27.00	zero	1-Apr-23	
Commercial Supply Monitoring Sample (to max of £100)	55.00	5.00	57.75	58.00	-	58.00	zero	1-Apr-23	
Commercial Supply Audit Sample (to max of £500)									Range from £45 to £500 depending on parameters sampled
Environmental Health									
Fixed Penalty Notice (Smoke Control)	New	-		175.00	-	175.00	zero	New	
FHRS Re-rating Visit (on-line application)	115.35	116.73	250.00	250.00	-	250.00	zero	1-Apr-23	
FHRS Re-rating Visit (posting application)	123.20	106.98	255.00	255.00	-	255.00	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Initial Visit & Training	112.05	5.00	117.65	117.65	-	117.65	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Revisit	56.05	5.00	58.85	58.85	-	58.85	zero	1-Apr-23	
Tattooist/Skin Piercing Rating Scheme Annual Inspection	67.20	5.00	70.56	70.55	-	70.55	zero	1-Apr-23	
Pre Licence/Registration/Permit Advisory Visit	70.60	5.00	74.13	74.15	-	74.15	zero	1-Apr-23	
Data Protection Act Letters	20.20	147.52	50.00	50.00	-	50.00	zero	1-Apr-23	
Hourly rate for business advice/guidance	29.10	20.20	34.98	35.00	-	35.00	zero	1-Apr-23	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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HOUSING & DEVELOPMENT CONTROL

HOUSING

Grants

Disabled Facilities Grants Administration	1,078.35	5.00	1,132.25	188.71	943.54	20.00	1-Apr-23
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Immigration Act

Immigration Act Entry Clearance Inspection	79.05	5.00	83.00	13.83	69.17	20.00	1-Apr-23
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Enforcement Notices Under Housing Act 2004

Single Dwelling (cost based on staff time & surveys carried out)	Range between £200 and £470				zero	n/a
House in Multiple Occupation (cost based on staff time & surveys carried out)	Range between £200 and £470				zero	n/a

MHO Licensing

Payment Upon Application	494.00	5.00	519.00	86.50	432.50	20.00	1-Apr-23
Deduct 30% for licence holder accredited by GLAS	345.00	5.00	362.00	60.33	301.67	20.00	1-Apr-23
Payment Upon Granting the Licence	359.00	5.00	377.00	62.83	314.17	20.00	1-Apr-23
Deduct 30% for licence holder accredited by GLAS	251.00	5.00	264.00	44.00	220.00	20.00	1-Apr-23

Mobile Home Fit and Proper Person Assessment

Assessment	290.00	5.00	305.00	50.83	254.17	20.00	1-Apr-23
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Selective Licensing OnLine

New Application Fee

Upon Application	370.00	Fixed	370.00	-	370.00	zero	n/a
Upon Granting the Licence	345.00	Fixed	345.00	-	345.00	zero	n/a
Total	715.00	Fixed	715.00		715.00	zero	n/a

Renewal/Additional Property Fee

Upon Application	340.00	Fixed	340.00		340.00	zero	n/a
Upon Granting the Licence	301.00	Fixed	301.00		301.00	zero	n/a
Total	641.00	Fixed	641.00		641.00	zero	n/a

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Selective Licensing Paper

New Application Fee

Upon Application	405.00	Fixed	405.00	405.00	zero	n/a	
Upon Granting the Licence	345.00	Fixed	345.00	345.00	zero	n/a	
Total	750.00	Fixed	750.00	750.00	zero	n/a	

Renewal/Additional Property Fee

Upon Application	370.00	Fixed	370.00	370.00	zero	n/a	
Upon Granting the Licence	300.00	Fixed	300.00	300.00	zero	n/a	
Total	670.00	Fixed	670.00	670.00	zero	n/a	

Please note:

Accredited Landlords have a 30% reduction on the application and property fee.

There is a £100 reduction if complete within three months of the start of the designation.

£20 reduction for submitting completed applications online.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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PLANNING SERVICES

Copying Charges

Plotter Copies - Black & White

A0	6.50	5.00	6.85	-	6.85	zero	1-Apr-23
A1	5.30	5.00	5.55	-	5.55	zero	1-Apr-23
A2	3.90	5.00	4.10	-	4.10	zero	1-Apr-23

Plotter Copies - Colour

A0	10.45	5.00	10.95	-	10.95	zero	1-Apr-23
A1	7.90	5.00	8.30	-	8.30	zero	1-Apr-23
A2	6.50	5.00	6.85	-	6.85	zero	1-Apr-23
A3 & A4	1.55	5.00	1.65	-	1.65	zero	1-Apr-23

A minimum handling charge of £1.50 is payable if documents are forwarded by post.

Approval Notices & Habitation Certificates (per sheet)	0.10	5.00	0.10	-	0.10	zero	1-Apr-23
Scanned copy of Decision Notice/S106	7.70	5.00	8.10	-	8.10	zero	1-Apr-23

rounded to nearest £1

Location Plans supplied under Ordnance Survey, Planning & Building Control Scheme (per set)	41.00	5.00	43.00	-	43.00	zero	1-Apr-23
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rounded to nearest £1

Former Local Plan

Burnley Local Plan Second Review	55.00	5.00	58.00	-	58.00	zero	1-Apr-23
Set of Proposals Maps (4)	22.00	5.00	23.00	-	23.00	zero	1-Apr-23

Current Planning Policy Documents (including drafts)

Local Development Scheme	5.00	5.00	5.00	-	5.00	zero	1-Apr-23
Annual Monitoring Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
SCI	FOC		FOC	-	FOC		
Burnley's Local Plan 2018 (all versions) (price each)	33.00	5.00	35.00	-	35.00	zero	1-Apr-23
Set of Policies Maps (2)	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Supplementary Planning Documents - SPDs & SPGs (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal (all versions) (price each)	75.00	5.00	79.00	-	79.00	zero	1-Apr-23
Habitats Regulations Assessments (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal Scoping Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Associated Documents (A4 only)

Sustainability Appraisal (all versions) (price each)	75.00	5.00	79.00	-	79.00	zero	1-Apr-23
Habitats Regulations Assessments (price each)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Sustainability Appraisal Scoping Report	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Retail & Leisure Study 2005 (price each)	208.00	5.00	218.00	-	218.00	zero	1-Apr-23
Retail Office & Leisure Study 2013	54.00	5.00	57.00	-	57.00	zero	1-Apr-23
Burnley Employment Land Study Demand Update 2014	21.00	5.00	22.00	-	22.00	zero	1-Apr-23
Strategic Flood Risk (Level 1)	109.00	5.00	114.00	-	114.00	zero	1-Apr-23
Burnley SHMA 2016	New		35.00	-	35.00	zero	New
Burnley SHMA Update Nov 2018	New		15.00	-	15.00	zero	New
Local Plan Viability Assessment 2017	New		35.00	-	35.00	zero	New
Burnley & Pendle GTAA 2012	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Burnley SHLAA - Report Only	33.00	5.00	35.00	-	35.00	zero	1-Apr-23
Burnley SHLAA - Including Maps (A3 or above)	54.00	5.00	57.00	-	57.00	zero	1-Apr-23

Other

All Other Related Documents:

Black & White - Price per side - A4	0.10	5.00	0.10	-	0.10	zero	1-Apr-23
Black & White - Price per side - A3	0.20	5.00	0.20	-	0.20	zero	1-Apr-23
Colour - Price per side - A4	0.20	5.00	0.20	-	0.20	zero	1-Apr-23
Colour - Price per side - A3	0.50	5.00	0.55	-	0.55	zero	1-Apr-23
Planning History Search (up to 2 entries)	10.00	5.00	11.00	-	11.00	zero	1-Apr-23
Planning History Search (up to 4 entries)	22.00	5.00	23.00	-	23.00	zero	1-Apr-23
Planning History Search (5 to 9 entries)	35.00	5.00	37.00	-	37.00	zero	1-Apr-23
Planning History Search (10 plus entries)	46.00	5.00	48.00	-	48.00	zero	1-Apr-23

Self & Custom Build Register

Listing on register per year up to 3 years	105.00	5.00	110.00		110.00	zero	1-Apr-23
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Pre-Planning Application Fees

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Significant Major Development Proposal	742.00	5.00	779.00	129.83	649.17	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	297.00	5.00	312.00	52.00	260.00	20.00	1-Apr-23	
Major Development Proposal	445.00	5.00	467.00	77.83	389.17	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	149.00	5.00	156.00	26.00	130.00	20.00	1-Apr-23	
Minor Development Proposal	149.00	5.00	156.00	26.00	130.00	20.00	1-Apr-23	
Further Meeting to above (or an hourly rate agreed in advance)	73.00	5.00	77.00	12.83	64.17	20.00	1-Apr-23	
Householder Development Proposal (written advice only)	50.00	5.00	53.00	8.83	44.17	20.00	1-Apr-23	
Householder Development Proposal (with site visit)	72.00	5.00	76.00	12.67	63.33	20.00	1-Apr-23	
Other Development (adverts, trees, LBC, priors) Proposals (written advice)	74.00	5.00	78.00	13.00	65.00	20.00	1-Apr-23	
Other Development (adverts, trees, LBC, priors) Proposals (with site visit)	98.00	5.00	103.00	17.17	85.83	20.00	1-Apr-23	

PLANNING APPLICATION FEES

PLANNING OUTLINE APPLICATIONS

per 0.1 hectare for sites up to and including 2.5 hectares	462.00	external	462.00	-	462.00	zero	n/a
for sites more than 2.5 hectares	11,432.00	external	11,432.00	-	11,432.00	zero	n/a
In addition, for each 0.1 hectare in excess of 2.5 hectares subject to maximum total of £125,000	138.00	external	138.00	-	138.00	zero	n/a

HOUSEHOLDER APPLICATIONS

Alterations/extensions to a single dwelling including works within boundary	206.00	external	206.00	-	206.00	zero	n/a
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FULL APPLICATIONS (and First Submissions of Reserved Matters)

Dwellings							
Alterations/extensions to two or more dwellings including works within boundaries	407.00	external	407.00	-	407.00	zero	n/a
New dwellings (up to and including 50), per dwelling	462.00	external	462.00	-	462.00	zero	n/a
New dwellings (more than 50)	22,859.00	external	22,859.00	-	22,859.00	zero	n/a
In addition, for each dwelling house in excess of 50 subject to a maximum in total of £250,000	138.00	external	138.00	-	138.00	zero	n/a

Erection of Buildings (not dwellings, agricultural, glasshouses, plant or machinery)

Gross floor space to be created by the development:							
No increase or no more than 40m ²	234.00	external	234.00	-	234.00	zero	n/a
More than 40m ² but no more than 75m ²	462.00	external	462.00	-	462.00	zero	n/a
More than 75m ² but no more than 3750m ² , cost per each 75m ² or part thereof	462.00	external	462.00	-	462.00	zero	n/a
More than 3750m ²	22,859.00	external	22,859.00	-	22,859.00	zero	n/a
In addition, for each 75m ² in excess of 3750m ² subject to a maximum in total of £300,000	138.00	external	138.00	-	138.00	zero	n/a

Erection of Buildings (on land used for agriculture purposes)

Gross floor space to be created by the development:							
Not more than 465m ²	96.00	external	96.00	0.00	96.00	zero	n/a

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
More than 465m2 but not more than 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
More than 540m2 but not more than 4215m2, cost for first 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
In addition, for each 75m2 or part thereof in excess of 540m2	462.00	external	462.00	0.00	462.00	zero	n/a	
More than 4215m2	22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a	
In addition, for each 75m2 in excess of 4215m2 subject to maximum total of £300,000	138.00	external	138.00	0.00	138.00	zero	n/a	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Erection of Glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development:

Not more than 465m²

More than 465m²

96.00	external	96.00	0.00	96.00	zero	n/a
2,580.00	external	2,580.00	0.00	2,580.00	zero	n/a

Erection, Alteration or Replacement of Plant and Machinery

Site Area:

No more than 5 hectares, cost per 0.1 hectare or part thereof

More than 5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 5 hectares subject to a maximum in total of £250,000

462.00	external	462.00	0.00	462.00	zero	n/a
22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

APPLICATIONS OTHER THAN BUILDING WORKS

Car Parks, Service Roads or Other Accesses

For existing uses

234.00	external	234.00	0.00	234.00	zero	n/a
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Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £78,000

234.00	external	234.00	0.00	234.00	zero	n/a
34,934.00	external	34,934.00	0.00	34,934.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

Operations Connected with Exploratory Drilling for Oil or Natural Gas

Site area:

No more than 7.5 hectares, cost per 0.1 hectares (or part thereof)

More than 7.5 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 7.5 hectares subject to a maximum in total of £300,000

508.00	external	508.00	0.00	508.00	zero	n/a
38,070.00	external	38,070.00	0.00	38,070.00	zero	n/a
151.00	external	151.00	0.00	151.00	zero	n/a

Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

in addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares subject to a maximum in total of £78,000

257.00	external	257.00	0.00	257.00	zero	n/a
38,520.00	external	38,520.00	0.00	38,520.00	zero	n/a
151.00	external	151.00	0.00	151.00	zero	n/a

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Other Operations (winning and working of minerals) excluding oil & natural gas

Sire area:

No more than 15 hectares, cost per 0.1 hectare (or part thereof)

More than 15 hectares

In addition, for each 0.1 hectare (or part thereof) in excess of 15 hectares

subject to a maximum total of £78,000

234.00	external	234.00	0.00	234.00	zero	n/a
34,934.00	external	34,934.00	0.00	34,934.00	zero	n/a
138.00	external	138.00	0.00	138.00	zero	n/a

Other Operations (not coming within any of the above categories)

Any site area, per 0.1 hectare (or part thereof)

subject to a maximum in total of £2,028

234.00	external	234.00	0.00	234.00	zero	n/a
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Lawful Development Certificate

Existing use - in breach of a planning condition

Existing use - lawful not to comply with any particular condition or limitation

Proposed use or operation

same as full planning fee

234.00	external	234.00	0.00	234.00	zero	n/a
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half the normal planning fee

PRIOR APPROVAL

Agricultural & forestry buildings & operations or demolition of buildings

Communications (previously referred to as Telecommunications Code Systems Operators)

Proposed change of use to state funded school or registered nursery

Proposed change of use of agriculture building to a state-funded school or registered nursery

Proposed change of use of agricultural building to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels or assembly or leisure

Proposed change of use of a building from office (use class B1) use to a use falling within use class 3C (dwellinghouse)

Proposed change of use of agricultural building to a dwellinghouse (use class C3), where there are no building operations

Proposed change of use of agriculture building to a dwellinghouse (use class C3) and associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) where there are no associated building operations

Proposed change of use of a building from a retail (use class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building operations

Notification for prior approval for a change of use from storage or distribution buildings

(class 8B) and any land within its curtilage to dwellinghouses (class C3)

96.00	external	96.00	0.00	96.00	zero	n/a
462.00	external	462.00	0.00	462.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
206.00	external	206.00	0.00	206.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a
96.00	external	96.00	0.00	96.00	zero	n/a

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3)	96.00	external	96.00	0.00	96.00	zero	n/a	
Notification for prior approval for a change of use from amusement arcades/centres & casinos (sui generis uses) and any land within its curtilage to dwellinghouses (class C3) and associated building operations	206.00	external	206.00	0.00	206.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3)	96.00	external	96.00	0.00	96.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops & casinos (sui generis uses) to restaurants & cafes (class A3) & associated building operations	206.00	external	206.00	0.00	206.00	zero	n/a	
Notification for prior approval for a change of use from shops (class A1), financial & professional services (class A2), betting offices, pay day loan shops (sui generis uses) to assembly & leisure uses (class D2)	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for a development consisting of the erection or construction of a collection facility within the curtilage of a shop	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for the temporary use of buildings or land for the purpose of commercial film-making and the associated temporary structures, works, plant or machinery required in connection with that use	96.00	external	96.00		96.00	zero	n/a	
Notification for prior approval for the installation, alteration or replacement of other solar photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 megawatt	96.00	external	96.00		96.00	zero	n/a	
<u>RESERVED MATTERS</u>								
Application for approval of reserved matters following outline approval - amount due if full fee not already paid	462.00	external	462.00	0.00	462.00	zero	n/a	
<u>APPROVAL/VARIATION/DISCHARGE OF CONDITION</u>								
Application for removal of variation of a condition following grant of planning permission	234.00	external	234.00	0.00	234.00	zero	n/a	
Request for confirmation that one or more planning conditions have been complied with:								
Per request per Householder	34.00	external	34.00	0.00	34.00	zero	n/a	
Per request otherwise	116.00	external	116.00	0.00	116.00	zero	n/a	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CHANGE OF USE

Change of use of a building to use as one or more separate dwelling houses

Per dwelling up to 50 dwellings	462.00	external	462.00	0.00	462.00	zero	n/a
More than 50 dwellings	22,859.00	external	22,859.00	0.00	22,859.00	zero	n/a
in addition, for each dwelling house in excess of 50 dwelling houses subject to a maximum in total of £300,000	138.00	external	138.00	0.00	138.00	zero	n/a

Other changes of use

Building or land	462.00	external	462.00	0.00	462.00	zero	n/a
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ADVERTISING

Relating to the business on the premises	132.00	external	132.00	0.00	132.00	zero	n/a
Advance signs which are not situated on or visible from the site, directing the public to a business	132.00	external	132.00	0.00	132.00	zero	n/a
Other advertisements	462.00	external	462.00	0.00	462.00	zero	n/a

**APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF A
PLANNING PERMISSION**

Application in respect of:							
Householder development	34.00	external	34.00	0.00	34.00	zero	n/a
Other development	234.00	external	234.00	0.00	234.00	zero	n/a

BUILDING REGULATION FEES (effective from 1st January 2023)

TABLE A - STANDARD CHARGES FOR NEW HOUSES

Plan Charge

No. of dwellings:							
1	248.00	10.00	273.00	45.50	227.50	20.00	
2	340.00	10.00	374.00	62.33	311.67	20.00	
3	447.00	10.00	492.00	82.00	410.00	20.00	
4	553.00	10.00	609.00	101.50	507.50	20.00	
5	669.00	10.00	736.00	122.67	613.33	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

No. of dwellings:

1		654.00	10.00	720.00	120.00	600.00	20.00
2		904.00	10.00	995.00	165.83	829.17	20.00
3		1,149.00	10.00	1,264.00	210.67	1,053.33	20.00
4		1,325.00	10.00	1,458.00	243.00	1,215.00	20.00
5		1,467.00	10.00	1,614.00	269.00	1,345.00	20.00

Building Notice Charge

No. of dwellings:

1		1,081.00	10.00	1,190.00	198.33	991.67	20.00
2		1,489.00	10.00	1,638.00	273.00	1,365.00	20.00
3		1,909.00	10.00	2,100.00	350.00	1,750.00	20.00
4		2,252.00	10.00	2,478.00	413.00	2,065.00	20.00
5		2,560.00	10.00	2,816.00	469.33	2,346.67	20.00

Note

- For 5 or more dwellings or if the floor area of a dwelling exceeds 300m² or flats over 3 storeys, the charge will be individually determined.
- All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme, if this is not the case an additional charge will apply.
- The amount of the plan charge is based on the number of dwellings contained in the application.
- The inspection charge is based on the total units in the project.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- For larger building projects the Council may agree to fees being paid by instalments. Please contact your local Pennine Lancashire Building Control office for further details.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

CATEGORY 1 - Extensions to dwellings

Plan Charge

Extension(s) - Internal floor area not exceeding 6m ²	428.00	10.00	471.00	78.50	392.50	20.00	
Internal floor area over 6m ² but not exceeding 40m ²	189.00	8.47	205.00	34.17	170.83	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	189.00	8.47	205.00	34.17	170.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	189.00	8.47	205.00	34.17	170.83	20.00	

Inspection Charge

Extension(s) - Internal floor area not exceeding 6m ²	Included in Plan Charge						
Internal floor area over 6m ² but not exceeding 40m ²	375.00	10.00	413.00	68.83	344.17	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	546.00	10.00	601.00	100.17	500.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	769.00	10.00	846.00	141.00	705.00	20.00	

Building Notice Charge

Extension(s) - Internal floor area not exceeding 6m ²	513.00	10.00	565.00	94.17	470.83	20.00	
Internal floor area over 6m ² but not exceeding 40m ²	673.00	10.00	741.00	123.50	617.50	20.00	
Internal floor area over 40m ² but not exceeding 60m ²	879.00	10.00	967.00	161.17	805.83	20.00	
Internal floor area over 60m ² but not exceeding 80m ²	1,147.00	10.00	1,262.00	210.33	1,051.67	20.00	

CATEGORY 2 - Garages & Carports

Erection or extension of a detached or attached building or an extension to a dwelling;

Which consists of a garage, carport, or both, having a floor area not exceeding 40m² in total and is intended to be used in common with an existing building

Plan Charge	300.00	10.00	330.00	55.00	275.00	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	361.00	10.00	398.00	66.33	331.67	20.00	

Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²

Plan Charge	428.00	10.00	471.00	78.50	392.50	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	513.00	10.00	565.00	94.17	470.83	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 3 - Garage Conversions

The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.

Plan Charge	292.00	10.00	322.00	53.67	268.33	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	350.00	10.00	385.00	64.17	320.83	20.00	

CATEGORY 4 - Loft Conversions & Dormers

Formation of a room(s) in an existing roof space, including means of access thereto.

Fees for lofts greater than 40m² are to be based on the cost of the work, subject to an agreed minimum plan charge.

Without a dormer but not exceeding 40m² in floor area*

Plan Charge	428.00	10.00	471.00	78.50	392.50	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	513.00	10.00	565.00	94.17	470.83	20.00	

With a dormer but not exceeding 40m² in floor area*

Plan Charge	189.00	10.00	208.00	34.67	173.33	20.00	
Inspection Charge	375.00	10.00	413.00	68.83	344.17	20.00	
Building Notice Charge	673.00	10.00	741.00	123.50	617.50	20.00	

Note

1. Floor area is the area measured at a height of 2 metres above floor level.
2. All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.
3. Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
4. If the internal floor area, of an extension to a dwelling, exceeds 80m² Table E will apply (subject to a minimum build cost of £50,001).
5. Loft Conversions greater than 40m² will be based on the cost of the work and Table E will apply, subject to a agreed minimum plan charge.

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

CATEGORY 1 - Installation of replacement windows and doors*

in a dwelling where the number of windows / doors does not exceed 20

Plan Charge	126.00	10.00	139.00	23.17	115.83	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	126.00	10.00	139.00	23.17	115.83	20.00	

CATEGORY 2 - Controlled Electrical work*

To a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)

Plan Charge	220.00	10.00	242.00	40.33	201.67	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	220.00	10.00	242.00	40.33	201.67	20.00	

CATEGORY 3 - Renovation of a Single Thermal Element

To a dwelling house or flat (including cavity wall insulation)

Plan Charge	157.00	10.00	173.00	28.83	144.17	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	157.00	10.00	173.00	28.83	144.17	20.00	

CATEGORY 4 - Heating Appliance Installation*

Where work relates to installation of a multi-fuel heating appliance including associated flue liner/chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied

Plan Charge	292.00	10.00	322.00	53.67	268.33	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	292.00	10.00	322.00	53.67	268.33	20.00	

CATEGORY 5 - Removal or partial removal of chimney breast(s) within a dwelling

Plan Charge	245.00	10.00	270.00	45.00	225.00	20.00	
Inspection Charge	Included in Plan Charge						
Building Notice Charge	245.00	10.00	270.00	45.00	225.00	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 6 - Removal of wall and insertion of 1 or 2 steel beams up to a maximum

span of 4 metres

Plan Charge

Inspection Charge

Building Notice Charge

245.00	10.00	270.00	45.00	225.00	20.00		
Included in Plan Charge							
245.00	10.00	270.00	45.00	225.00	20.00		

Note

- * Not carried out and registered under by a Competent Person Scheme
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
If multiple items of listed work are proposed, as in Table C above, then a 25% discount can be applied for the second listed item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum build cost of 10,001)

TABLE D - OTHER NON-DOMESTIC WORK : EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS

CATEGORY 1 - Extension(s) - Internal floor area not exceeding 6m²

Plan Charge

Inspection Charge

Building Notice Charge

428.00	10.00	471.00	78.50	392.50	20.00		
Included in Plan Charge							
Not applicable							

CATEGORY 2 - Internal floor area over 6m² but not exceeding 40m²

Plan Charge

Inspection Charge

Building Notice Charge

189.00	10.00	208.00	34.67	173.33	20.00		
375.00	10.00	413.00	68.83	344.17	20.00		
Not applicable							

CATEGORY 3 - Internal floor area over 40m² but not exceeding 80m²

Plan Charge

Inspection Charge

Building Notice Charge

189.00	10.00	208.00	34.67	173.33	20.00		
546.00	10.00	601.00	100.17	500.83	20.00		
Not applicable							

CATEGORY 4 - Renovation of a single thermal element - cost up to £20,000*

Plan Charge

Inspection Charge

Building Notice Charge

227.00	10.00	250.00	41.67	208.33	20.00		
Included in Plan Charge							
Not applicable							

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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CATEGORY 5 - Replacement of non-domestic windows*, not exceeding 20

Plan Charge		168.00	10.00	185.00	30.83	125.00	20.00
Inspection Charge		Included in Plan Charge					
Building Notice Charge		Not applicable					

Note

- * Where cost exceeds £20,000 the charge is individually determined.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- Floor area is the area measured at a height of 2 metres above floor level.
- If the internal floor area exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)
- Category 5 does not include replacement doors due to Part B - Fire safety implications.

TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D

(Excludes individually determined charges)

Plan Charge

Estimated Cost	2022/23	%	2023/24	Vat	2023/24	Vat
From £0 - £2,000	245.00	10.00	270.00	45.00	225.00	20.00
£2,001 - £5,000	292.00	10.00	322.00	53.67	268.33	20.00
£5,001 - £7,000	315.00	10.00	347.00	57.83	289.17	20.00
£7,001 - £10,000	332.00	10.00	366.00	61.00	305.00	20.00
£10,001 - £20,000	108.00	10.00	119.00	19.83	99.17	20.00
£20,001 - £30,000	127.00	10.00	140.00	23.33	116.67	20.00
£30,001 - £40,000	161.00	10.00	178.00	29.67	148.33	20.00
£40,001 - £50,000	200.00	10.00	220.00	36.67	183.33	20.00
£50,001 - £75,000	245.00	10.00	270.00	45.00	225.00	20.00
£75,001 - £100,000*	315.00	10.00	347.00	57.83	289.17	20.00

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Inspection Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

Included in Plan Charge

332.00	10.00	366.00	61.00	305.00	20.00		
441.00	10.00	486.00	81.00	405.00	20.00		
515.00	10.00	567.00	94.50	472.50	20.00		
596.00	10.00	656.00	109.33	546.67	20.00		
734.00	10.00	808.00	134.67	673.33	20.00		
936.00	10.00	1,030.00	171.67	858.33	20.00		

Building Notice Charge

Estimated Cost

from £0 - £2,000

£2,001 - £5,000

£5,001 - £7,000

£7,001 - £10,000

£10,001 - £20,000

£20,001 - £30,000

£30,001 - £40,000

£40,001 - £50,000

£50,001 - £75,000

£75,000 - £100,000*

293.00	10.00	323.00	53.83	269.17	20.00		
350.00	10.00	385.00	64.17	320.83	20.00		
376.00	10.00	414.00	69.00	345.00	20.00		
398.00	10.00	438.00	73.00	365.00	20.00		
526.00	10.00	579.00	96.50	482.50	20.00		
679.00	10.00	747.00	124.50	622.50	20.00		
806.00	10.00	887.00	147.83	739.17	20.00		
951.00	10.00	1,047.00	174.50	872.50	20.00		
1,170.00	10.00	1,287.00	214.50	1,072.50	20.00		
1,497.00	10.00	1,647.00	274.50	1,372.50	20.00		

Note

- *Where cost exceeds £100,000 the charge is individually determined.
- Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
- In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person scheme. If this is not the case an additional charge will apply, see Table C

TABLE F - DEMOLITION CHARGE

Application to demolish existing property under Section 80 of the Building Act 1984 and issuing the counter notice under Section 81 of the Building Act 1984

207.00	10.00	228.00	0.00	228.00	zero		
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2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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TABLE G - OTHER CHARGES

CATEGORY 1 - Copy of Completion certificates	30.00	10.00	33.00	5.50	27.50	20.00	
CATEGORY 2 - Copy Decision Notices	30.00	10.00	33.00	5.50	27.50	20.00	
CATEGORY 3 - Re-opening of Archived applications that have been dormant for 2 years or more Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 4 - Withdrawal of an application and any associated changes Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 5 - Building Regulations Confirmation letter Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	
CATEGORY 6 - Supply of non-standard data and information, including responding to Solicitor enquiries Charge per hour subject to a minimum charge of £93.00	84.00	10.00	93.00	15.50	77.50	20.00	

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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Note

1. Where a '**Full Plans**' application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
2. For a '**Regularisation**' application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s).
No Vat is payable on a Regularisation Charge.
3. Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding Vat) that would be charged for carrying out all the work, by a professional contractor.
No reductions are made for DIY proposals.
4. When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B** then the charge for this additional work may be discounted by 25%, subject to a maximum estimated cost of £20,000.
5. When it is intended to carry out more than one extension to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied.
Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 25% discount can be applied.
6. For work that is an electrical installation only, such as rewiring, use **Table C**.
All other installation work should be included in the overall charges.
7. For a "**Reversion**" application fees are individually determined.
Please contact your local Pennine Lancashire Building Control Office for further details.
8. For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application.
Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
9. For current and active Local Authority Building Control Partnership customer fees will be individually determined.
10. Costs cannot be discounted across separate applications

2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
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MARKETS

Deposit for new tenants taking a unit in the Market	204.00	5.00	215.00	35.83	179.17	20.00	1-Apr-23
Hourly charge for additional opening outside of normal hours for trader access	62.00	5.00	66.00	11.00	55.00	20.00	1-Apr-23
Lease preparation fee	245.00	5.00	258.00	43.00	215.00	20.00	1-Apr-23
New product line addition to existing user clause to include deed of variation costs.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23
Call put to an alarm activation resulting from Traders unit/action plus alarm call out costs.	31.00	5.00	33.00	5.50	27.50	20.00	1-Apr-23
Electricity recharge late payment fee per week o/s to cover cost of reminders for payment	13.00	5.00	14.00	2.33	11.67	20.00	1-Apr-23
Provision of payment schedule for disputed rent – repayable if a rent error made.	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Per Copy of Rent invoice required	7.00	5.00	8.00	1.33	6.67	20.00	1-Apr-23
Represented cheque or Direct Debit payment refused by bankers	19.00	5.00	20.00	3.33	16.67	20.00	1-Apr-23
Assignment of lease with existing user clause to cover council's legal costs in preparation of deed and to reflect element of value of assignment to existing trader selling on their business	245.00	5.00	258.00	43.00	215.00	20.00	1-Apr-23
Assignment of lease as above but with additional and or change of user clause.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23
Per letter relating to breaches of Market Regulations	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Per day breach of user clause to reflect unfair trading advantage gained by selling of unauthorised product.	25.00	5.00	27.00	4.50	22.50	20.00	1-Apr-23
Penalty Fee per hour in relation to arriving late to open and or leaving early to close. (Funds to be paid into Advertising fund).	31.00	5.00	33.00	5.50	27.50	20.00	1-Apr-23
Non-attendance on Designated Market Days and/or Christmas Sundays and Late Night Thursdays. (Funds to be paid into Advertising fund).	123.00	5.00	130.00	21.67	108.33	20.00	1-Apr-23
Remedy of breach and withdrawal of court action by the Council after court action has been scheduled.	306.00	5.00	322.00	53.67	268.33	20.00	1-Apr-23

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
RESOURCES									
REVENUES & BENEFITS									
LOCAL TAXATION									
Council Tax Summons	75.00	-	75.00	75.00	-	75.00	zero	1-Apr-23	
Council Tax Liability Order	20.00	-	20.00	20.00	-	20.00	zero	1-Apr-23	
NNDR Summons	105.00	-	105.00	105.00	-	105.00	zero	1-Apr-23	
NNDR Liability Order	20.00	-	20.00	20.00	-	20.00	zero	1-Apr-23	
LEGAL & DEMOCRATIC SERVICES									
LEGAL FEES									
Note 1. Vat is chargeable on the fees if vat is payable on the consideration or rent.									
These fees may be charged at a higher level in accordance with, for example, the work involved in more complex cases.									
Rounded to nearest £5									
Disposals									
Sale of Garden plot	285.00	10.00	313.50	315.00	-	315.00	see note 1	1-Apr-23	
Sale of any other land	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Small Scale Building Licence	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Building Licence	1,380.00	10.00	1,518.00	1,520.00	-	1,520.00	see note 1	1-Apr-23	
Sealing of documents	65.00	10.00	71.50	70.00	-	70.00	see note 1	1-Apr-23	
Landlord & Tenant									
Contracted out' short term lease/licences	590.00	10.00	649.00	650.00	-	650.00	see note 1	1-Apr-23	
Longer term business lease	985.00	10.00	1,083.50	1,085.00	-	1,085.00	see note 1	1-Apr-23	
Underlease - Brunshaw / Anglesey	495.00	10.00	544.50	545.00	-	545.00	see note 1	1-Apr-23	
Licence to Assign	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence for Alterations	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence for Change of Use	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Licence to Assign (combined with licence for alterations / change of use)	685.00	10.00	753.50	755.00	-	755.00	see note 1	1-Apr-23	
Licence to Underlet	685.00	10.00	753.50	755.00	-	755.00	see note 1	1-Apr-23	
Licence to Underlet (combined with licence for alterations / change of use)	985.00	10.00	1,083.50	1,085.00	-	1,085.00	see note 1	1-Apr-23	
Surrenders	410.00	10.00	451.00	450.00	-	450.00	see note 1	1-Apr-23	
Letter of consent to assign (long leaseholds at nominal rent)	70.00-175.00	10.00		74.00-184.00	-	70.00-175.00	see note 1	1-Apr-23	
Registration of Assignment or Underlease	65.00	10.00	71.50	70.00	-	70.00	see note 1	1-Apr-23	
Grant of Easements or Rights	420.00	10.00	462.00	460.00	-	460.00	see note 1	1-Apr-23	
Deed of Variation	420.00	10.00	462.00	460.00	-	460.00	see note 1	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Planning									
Section 106 Agreements (minimum charge)	575.00	10.00	632.50	635.00	-	635.00	o/s scope	1-Apr-23	
Mortgages									
Vacating Receipts									Mortgage scheme no longer provided
Notice of Charge									Mortgage scheme no longer provided
Mortgage Questionnaire									Mortgage scheme no longer provided
Miscellaneous									
Copy Documents - per A4 sheet (minimum £10)	0.45	10.00	0.50	0.50	-	0.50	see note 1	1-Apr-23	
Land Charges									
Note: CON29 elements of Land Charges are now vatable at the standard rate									
LLC1	19.00	5.00	19.95	19.95	-	19.95	zero	1-Apr-23	
CON29R	141.00	5.00	148.05	148.05	24.68	123.37	standard	1-Apr-23	
Local Search (LLC1 + CON29R)	160.00	5.00	168.00	168.00	24.68	143.32	mixed	1-Apr-23	
Each Additional Parcel of Land	25.00	5.00	26.25	26.25	4.38	21.87	standard	1-Apr-23	
Each Optional CON29O Enquiry (Q 5 - 20)	5.00	10.00	5.50	5.50	0.92	4.58	standard	1-Apr-23	
Each Optional CON29O Enquiry (Q4 Q21 & Q22)	35.00	10.00	38.50	38.50	6.42	32.08	standard	1-Apr-23	
Each Additional Enquiry	31.00	5.00	32.55	32.55	5.43	27.12	standard	1-Apr-23	
ROOM HIRE									
Burnley Town Hall - Room Hire									
Meetings									
Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Others									
Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Parker Lane - Room Hire									
Mornings - 8am to 1pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Afternoon - 1pm to 6pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	
Evening - 6pm to 10pm	94.55	10.00	104.01	104.00	-	104.00	zero	1-Apr-23	

FINANCE & PROPERTY SERVICES

PROPERTY TEAM

GARAGE SITES

Note : 3 months notice is required to increase rents for garage sites & garden plots

Per plot, per annum	85.35	5.00	89.62	89.60	14.93	74.67	20.00	1-Apr-23	
Concession for registered disabled	9.51	5.00	9.99	10.00	1.67	8.33	20.00	1-Apr-23	

GARDEN PLOTS

Per square yard, per annum	0.7317	5.00	0.7700	0.7683	-	0.77	zero	1-Apr-23	
Admin fee for setting up of new tenancy agreements	53.75	5.00	56.44	56.45	9.41	47.04	20.00	1-Apr-23	

Note : The rents of garage sites & garden plots are only being reviewed and increased every 3 years due to the administrative cost of writing to inform tenants.

The last review was undertaken during 2021/22 of appropriate market rentals.

PROPERTY SURVEYOR FEES

These fees/charges are for general guidance.

These fees may be negotiated at higher level in accordance with the work involved in more complex cases.

Note 1 - Vat is not chargeable on the fees/charges unless VAT is payable on the consideration or rent.

Disposals

Sale of Garden plot	247.50	5.00	259.88	259.90	-	259.90	see note 1	1-Apr-23	
Sale of any other land (minimum charge or 1% of sale price whichever is higher)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Building Licence (minimum charge but depending on size/complexity)	821.60	5.00	862.68	862.70	-	862.70	see note 1	1-Apr-23	
Freehold Reversion	247.50	5.00	259.88	259.90	-	259.90	see note 1	1-Apr-23	

Landlord & Tenant

	2022/23 Gross Fees £	% inc 5.0%	2023/24 Gross Fees	2023/24 Gross Fees £	Vat included in fee	2023/24 Net Fee	Vat Rate	Date of Fee Increase	Discounted Rates/Off Peak (where applicable)
Contracted out' short term lease	287.80	5.00	302.19	302.20	-	302.20	see note 1	0-Jan-00	
Longer term business lease	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Grant of Garden Tenancy	45.50	5.00	47.78	47.80	-	47.80	see note 1	1-Apr-23	
Service of Notices on Garden Tenancies	38.80	5.00	40.74	40.75	-	40.75	see note 1	1-Apr-23	
Underlease - Brunshaw / Anglesey	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Renewal Lease	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Licence to Assign	273.00	5.00	286.65	286.65	-	286.65	see note 1	1-Apr-23	
Licence for Alterations	327.90	5.00	344.30	344.30	-	344.30	see note 1	1-Apr-23	
Licence for Change of Use	287.80	5.00	302.19	302.20	-	302.20	see note 1	1-Apr-23	
Licence to Assign (combined with licence for alterations/change of use)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Licence to Underlet	327.90	5.00	344.30	344.30	-	344.30	see note 1	1-Apr-23	
Licence to Underlet (combined with licence for alterations/change of use)	410.75	5.00	431.29	431.30	-	431.30	see note 1	1-Apr-23	
Letter of consent to assign (long leaseholds at nominal rent)	min 108.00			min 108.00		min 108.00	see note 1	1-Apr-23	
Planning									
AS.106 Agreements	521.95	5.00	548.05	548.05	-	548.05	see note 1	1-Apr-23	
CSite Compound Licence	273.00	5.00	286.65	286.65	-	286.65	see note 1	1-Apr-23	
CD Copy Documents - per A4 sheet	0.55	5.00	0.58	0.60	0.10	0.50	20.00	1-Apr-23	
∞ Pavement Café Licences									
Initial licence set up									these licences now issued by LCC
Annual renewal/change of licensee									these licences now issued by LCC
<u>BURNLEY BUS STATION</u>									
Bus Station departure charges are calculated using pence to 4 decimal places									
Per Departure - Standard bus / Minibus	1.0790	5.00	1.13	1.1329	0.19	0.94	20.00	1-Apr-23	
Per Departure - Long (coach)	2.2322	5.00	2.34	2.3438	0.39	1.95	20.00	1-Apr-23	
(Net Fee increased by 5% then VAT added)									

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REPORT TO EXECUTIVE



DATE	30 November 2022
PORTFOLIO	Resources and Performance Management
REPORT AUTHOR	Howard Hamilton-Smith
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2022/23 Treasury Management Mid-Year Report

PURPOSE

1. To report treasury management activity for the first half year of 2022/23 covering the period 1 April to 30 September 2022.

RECOMMENDATION

2. The Executive is requested to;
 - Note the treasury management activities undertaken during the period 1 April to 30 September 2022, and;

Recommend that Full Council;

- Endorse the mid-year update on Treasury Management Strategy for 2022/23 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.

REASONS FOR RECOMMENDATION

3.
 - To inform members of the treasury management activity in the first half of 2022/23 and to fulfil statutory and regulatory requirements.

SUMMARY OF KEY POINTS

4. **Background**
The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. The first main function of treasury management

operations is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

The second main function of the treasury management service is to ensure the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending commitments. This management of longer term cash may involve arranging long or short term loans, or using cash flow surpluses, and, on occasions, any current debt may be restructured to meet Council risk or cost objectives.

Treasury management is defined as:

“The management of the Council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

The monitoring requirements for treasury were set out in the report which included both the Treasury Management Strategy for 2022/23 and the Prudential and Treasury Indicators for 2022/23 – 2024/25, approved by Full Council on 23 February 2022.

5. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Strategy which sets out the policies and objectives of the Council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by Full Council of an annual Treasury Management Strategy - including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a **Mid-year Review Report** and an Annual Report (stewardship report) covering activities during the previous year.
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Scrutiny Committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first six months of 2022/23;
- A review of the Treasury Management Strategy and Annual Investment Strategy;

- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2022/23;
- A review of the Council's borrowing strategy for 2022/23;
- A review of any debt rescheduling undertaken during 2022/23;
- A review of compliance with Treasury and Prudential Limits for 2022/23.

6. **Economic Update (Provided by Link Asset Services)**

- The second quarter of 2022/23 saw:
 - GDP revised upwards in Q1 2022/23 to +0.2% q/q from -0.1%, which means the UK economy has avoided recession for the time being;
 - Signs of economic activity losing momentum as production fell due to rising energy prices;
 - CPI inflation ease to 9.9% y/y in August, having been 9.0% in April, but domestic price pressures showing little sign of abating in the near-term;
 - The unemployment rate fall to a 48-year low of 3.6% due to a large shortfall in labour supply;
 - Bank Rate rise by 100bps over the quarter, taking Bank Rate to 2.25% with further rises to come;
 - Gilt yields surge and sterling fall following the "fiscal event" of the new Prime Minister and Chancellor on 23rd September.
- The UK economy grew by 0.2% q/q in Q1 2022/23, though revisions to historic data left it below pre-pandemic levels.
- There are signs of higher energy prices creating more persistent downward effects in economic activity. Both industrial production (-0.3% m/m) and construction output (-0.8% m/m) fell in July 2022 for a second month in a row. Although some of this was probably due to the heat wave at the time, manufacturing output fell in some of the most energy intensive sectors (e.g., chemicals), pointing to signs of higher energy prices weighing on production. With the drag on real activity from high inflation having grown in recent months, GDP is at risk of contracting through the autumn and winter months.
- CPI inflation eased from 10.1% in July to 9.9% in August, though inflation has not peaked yet. The easing in August was mainly due to a decline in fuel prices reducing fuel inflation from 43.7% to 32.1%. And with the oil price now just below \$90pb, we would expect to see fuel prices fall further in the coming months.
- However, utility price inflation is expected to add 0.7% to CPI inflation in October when the Ofgem unit price cap increases to, typically, £2,500 per household (prior to any benefit payments). But, as the government has frozen utility prices at that level for two years, energy price inflation will fall sharply after October and have a big downward influence on CPI inflation.
- Nonetheless, the rise in services CPI inflation from 5.7% y/y in July to a 30-year high of 5.9% y/y in August suggests that domestic price pressures are showing little sign of abating. A lot of that is being driven by the tight labour market and strong wage growth. CPI inflation is expected to peak close to 10.4% in November and, with the

supply of workers set to remain unusually low, the tight labour market will keep underlying inflationary pressures strong until early next year.

- During the first half of 2022, there has been a change of both Prime Minister and Chancellor. The new team (Liz Truss and Kwasi Kwarteng) have made a step change in government policy. The government's huge fiscal loosening from its proposed significant tax cuts will add to existing domestic inflationary pressures and will potentially leave a legacy of higher interest rates and public debt. Whilst the government's utility price freeze, which could cost up to £150bn (5.7% of GDP) over 2 years, will reduce peak inflation from 14.5% in January next year to 10.4% in November this year, the long list of tax measures announced at the "fiscal event" adds up to a loosening in fiscal policy relative to the previous government's plans of £44.8bn (1.8% of GDP) by 2026/27. These included the reversal of April's national insurance tax on 6th November, the cut in the basic rate of income tax from 20p to 19p in April 2023, the cancellation of next April's corporation tax rise, the cut to stamp duty and the removal of the 45p tax rate, although the 45p tax rate cut announcement has already been reversed.
- Fears that the government has no fiscal anchor on the back of these announcements has meant that the pound has weakened again, adding further upward pressure to interest rates. Whilst the pound fell to a record low of \$1.035 on the Monday following the government's "fiscal event", it has since recovered to around \$1.12. That is due to hopes that the Bank of England will deliver a very big rise in interest rates at the policy meeting on 3rd November and the government will lay out a credible medium-term plan in the near term. This was originally expected as part of the fiscal statement on 23rd November but has subsequently been moved forward to an expected release date in October. Nevertheless, with concerns over a global recession growing, there are downside risks to the pound.
- The MPC has now increased interest rates seven times in as many meetings in 2022 and has raised rates to their highest level since the Global Financial Crisis.
- Since the fiscal event on 23rd September, we now expect the Monetary Policy Committee (MPC) to increase interest rates further and faster, from 2.25% currently to a peak of 5.00% in February 2023. The combination of the government's fiscal loosening, the tight labour market and sticky inflation expectations means we expect the MPC to raise interest rates by 100bps at the policy meetings in November (to 3.25%) and 75 basis points in December (to 4%) followed by further 50 basis point hikes in February and March (to 5.00%). Market expectations for what the MPC will do are volatile. If Bank Rate climbs to these levels the housing market looks very vulnerable, which is one reason why the peak in our forecast is lower than the peak of 5.50% - 5.75% priced into the financial markets at present.
- Throughout 2022/23, gilt yields have been on an upward trend. However, the upward trend was exceptionally sharp at the end of September as investors demanded a higher risk premium and expected faster and higher interest rate rises to offset the government's extraordinary fiscal stimulus plans. The 30-year gilt yield rose from 3.60% to 5.10% following the "fiscal event", which threatened financial stability by forcing pension funds to sell assets into a falling market to meet cash collateral requirements. In response, the Bank did two things. First, it postponed its plans to start selling some of its quantitative easing (QE) gilt holdings until 31st October. Second, it committed to buy up to £65bn of long-term gilts to "restore orderly market conditions" until 14th October. In other words, the Bank is restarting QE, although for financial stability reasons rather than monetary policy reasons.

- Since the Bank’s announcement on 28th September, the 30-year gilt yield has fallen back from 5.10% to 3.83%. The 2-year gilt yield dropped from 4.70% to 4.30% and the 10-year yield fell back from 4.55% to 4.09%.
- There is a possibility that the Bank continues with QE at the long-end beyond 14th October or it decides to delay quantitative tightening beyond 31st October, even as it raises interest rates. So far at least, investors seem to have taken the Bank at its word that this is not a change in the direction of monetary policy nor a step towards monetary financing of the government’s deficit. But instead, that it is a temporary intervention with financial stability in mind.

7. **Interest Rate Forecast (Provided by Link Asset Services)**

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates.

The latest forecast on 27th September sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy, whilst the government is providing a package of fiscal loosening to try and protect households and businesses from the ravages of ultra-high wholesale gas and electricity prices.

The increase in PWLB rates reflects a broad sell-off in sovereign bonds internationally but more so the disaffection investors have with the position of the UK public finances after September’s “fiscal event”. To that end, the MPC has tightened short-term interest rates with a view to trying to slow the economy sufficiently to keep the secondary effects of inflation – as measured by wage rises – under control, but its job is that much harder now.

The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

Link Group Interest Rate View 27.09.22		Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
BANK RATE		4.00	5.00	5.00	5.00	4.50	4.00	3.75	3.25	3.00	2.75	2.75	2.50
3 month ave earnings		4.50	5.00	5.00	5.00	4.50	4.00	3.80	3.30	3.00	2.80	2.80	2.50
6 month ave earnings		4.70	5.20	5.10	5.00	4.60	4.10	3.90	3.40	3.10	3.00	2.90	2.60
12 month ave earnings		5.30	5.30	5.20	5.00	4.70	4.20	4.00	3.50	3.20	3.10	3.00	2.70
5 yr PWLB		5.00	4.90	4.70	4.50	4.20	3.90	3.70	3.50	3.40	3.30	3.20	3.20
10 yr PWLB		4.90	4.70	4.60	4.30	4.10	3.80	3.60	3.50	3.40	3.30	3.20	3.20
25 yr PWLB		5.10	4.90	4.80	4.50	4.30	4.10	3.90	3.70	3.60	3.60	3.50	3.40
50 yr PWLB		4.80	4.60	4.50	4.20	4.00	3.80	3.60	3.40	3.30	3.30	3.20	3.10

8. **Autumn Statement (November 2022)**

The Economic Update and Interest Rate forecasts reflect the current economic position at the time of writing this report, however there may be some changes following the Autumn Statement which is due to be announced 17th November 2022.

9. **Treasury Management Strategy update**

The Treasury Management Strategy (TMS) for 2022/23, which includes the Annual Investment Strategy, was approved by this Council on 23 February 2022. There are no policy changes to the TMS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

10. The Council's Capital Position

The table below shows the financing of the Original Capital Budget approved by Full Council on the 23 February 2022 and the latest Revised Capital Budget. The increase is due to a combination of in year budget monitoring adjustments and reprofiling of capital expenditure into future years.

Capital	2022/23 Original Estimate £'000	2022/23 Revised Estimate £'000
Total Budget	37,791	38,739
Financed by:		
Capital receipts	2,022	2,341
Capital grants	19,437	20,919
Revenue	471	921
Total financing	21,930	24,181
Borrowing need	15,861	14,558

11. Investment Portfolio 2022/2023

The Treasury Management Strategy Statement (TMSS) for 2022/23, which includes the Annual Investment Strategy, was approved by the Council on 23 February 2022. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances

The average daily level of funds deposited during the financial year to date is £33.8m, compared with £26.9m for the same period in 2021/22. The actual value of funds deposited on the 30 September was £32.6m. These funds have been available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

There were 8 investments carried forward from 2021/22 totalling £38.2m, of which £20.2m was in call accounts with our bank HSBC, £4m was in call accounts with Santander, £12m was in fixed term deposits, and £2m was a loan made to Burnley College.

There have been 7 new investments made during the period 1 April to 30 September 2022 totalling £24m, including £12m that was re-invested, as well as a daily average of £13.5m being invested with HSBC's deposit account. The table below shows the amount invested at 30 September 2022, and the rate of return against the market benchmark.

Counterparties	Date of Investment	Investment Made £m	Return	Benchmark (average return)
HSBC (31 Day Notice)	12/08/2020	2.0	1.75%	1.11%
Santander (31 Day Notice)	30/09/2022	4.0	1.88%	1.11%
Lloyds Bank Corporate Markets – 3 mth fixed	17/08/2022	4.0	2.12%	1.70%
Standard Chartered Sustainable – 2 mth fixed	19/08/2022	4.0	1.94%	1.70%
Goldman Sachs – 6 mth fixed	08/09/2022	2.0	3.22%	2.12%
Goldman Sachs – 3 mth fixed	29/09/2022	2.0	3.47%	1.70%
Burnley College Loan – 15 years fixed	28/03/2022	2.0	4.45%	NA

The Council has an approved list of counterparties which governs treasury management investment activity. This list is a restricted list taking into consideration the credit rating of the institution concerned and there are also limits on the amount which can be invested with any particular institution from a particular sector e.g. building society, bank etc. and also any group of institutions within an overall banking group. As part of the daily operations of the treasury management dealings, in consultation with guidance from Link Asset Services and the money market brokers, decisions are taken by the Head of Finance & Property Services, temporarily suspending/revising operations with individual counterparties. The latest deposit counterparties list was approved by the Full Council on 23 February 2022.

The table below shows the maximum amount invested with any of the counterparties at any one time during the period April 2022 to 30 September 2022 against the maximum limits approved in the 2022/23 Treasury Management Strategy.

Counterparties	Maximum Limits £m	Highest level of Investment 2022/23 (£m)
HSBC	50.0	22.3
Lloyds Bank Corporate Markets	4.0	4.0
Santander	4.0	4.0
Goldman Sachs	4.0	4.0

Standard Chartered Sustainable	4.0	4.0
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12. **Property Funds**

The council made 2 investments totalling £2m in property funds in 2018/19 for the purpose of increasing and diversifying our risk in investment income receivable and to help alleviate future revenue budget pressures. Dividends received in the 3 month period April to June 2022 amounted to £16,379, earning an average yield of 3.3%, compared to £16,707 received for the same period in 2021/22.

13. **Borrowing**

The Council's capital financing requirement (CFR) for 2022/23 is £76.703m. The CFR denotes the Council's underlying need to borrow for capital purposes. Below is a summary of the Councils' external indebtedness, as at 1 April 2022, and as at 30 September 2022.

Borrowing	1 Apr 22 £'000	30 Sept 22 £'000	Change Apr – Sept £'000
Public Works Loan Board	61,127	61,127	-
Temporary Market Loans	19	19	-
Total	61,146	61,146	-

PWLB Loans – There was no maturity loan repayments made during the period 1 April to 30 Septemehr 2022. Two scheduled annuity repayments were made during the same period totalling £270k.

Temporary Market Loans – There has been no movement in temporary market loans during the period 1 April to 30 September 2022.

14. **Debt Rescheduling**

Debt rescheduling opportunities have been very limited in the current economic climate and following the various increases in the margins added to gilt yields which have impacted PWLB new borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year. However, now that the whole of the yield curve has shifted higher there may be better opportunities in the future, although only prudent and affordable debt rescheduling will be considered.

15. **Compliance with Treasury & Prudential Limits**

It is a statutory duty for the Council to determine and keep under review its affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy.

During the financial year to date the Council's treasury management activities operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy in compliance with the Council's Treasury Management Practices.

An extract of the Prudential and Treasury Indicators are shown in Appendix 1.

16. **Interest Payable on External Borrowing / Interest Receivable**

Provision is made in the revenue budget to meet the net interest payable on external borrowing. The figure in the original budget for 2022/23 was set at £1,422,470.

This budget has been revised up to £1,584,354 due to the council increasing it's borrowing to finance the capital programme towards the end of the last financial year.

The total interest receivable on temporary deposits for the period 1 April 2022 to 30 September 2022 amounted to £182k. An additional £16,379 was received in dividends on Property Funds for the period 1 April 2022 to 30 June 2022. The budget for the year for interest and dividend receipts was set at £270k. This is now forecast to be £350k due to the increase in interest rates paid on deposits.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. None arising as a direct result of this report.

POLICY IMPLICATIONS

18. Compliance with the revised CIPFA Code of Practice on Treasury Management.

DETAILS OF CONSULTATION

19. None.

BACKGROUND PAPERS

20. None.

FURTHER INFORMATION

PLEASE CONTACT:

**Howard Hamilton-Smith – Head of Finance
and Property**

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Prudential & Treasury Indicators for the first half of 2022/23

Prudential Indicator	2022/23 Original £' 000	2022/23 Revised £' 000
Capital Expenditure	37,791	38,739
In year borrowing requirement	15,861	14,558
Authorised Limit for external debt	95,346	92,810
Operational Boundary for external debt	86,678	84,373
Investments (Actual as at 30th September)	-	32,639
Net Borrowing (Actual as at 30th September)	-	61,146
Capital Financing Requirement (CFR)	78,798	76,703
Ratio of financing costs to net revenue stream	20.5%	21.9%
Limit of fixed interest rates based on net debt	100%	100%
Limit of variable interest rates based on net debt	25%	25%
Principal invested > 365 days	-	-

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Maturity Structure of fixed rate borrowing during 2022/23	1st Apr 2022 Actual Debt in £m	30th Sept 2022 Actual Debt in £m	30th Sept 2022 Actual Debt as a %	2022/23 Original Limits set as % ranges
Under 12 months	1.6	1.6	3%	0% - 20%
12 months to 2 years	3.4	3.4	6%	0% - 20%
2 years to 5 years	3.8	3.8	6%	0% - 25%
5 years to 10 years	4.2	4.2	7%	0% - 30%
10 years and above	48.1	48.1	79%	0% - 90%
Total	61.1	61.1	100%	

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Scrutiny Committee Chair's Report to 7th December 2022 Full Council

Since I last reported to you at September's Full Council, the Scrutiny Committee met on 24th November as scheduled.

The meeting was preceded by a training session on Treasury Management delivered by our Treasury Advisors, Link Asset Services. The session was open to all members but was particularly timely for Scrutiny Committee members as, in the meeting itself, we considered the Treasury Management Mid-Year Update 2022/23.

As usual at this time of year we also considered the Capital and Revenue Budget Monitoring Q2 2022/23 reports and the Fees and Charges Tariff 2023/24 report prior to them being considered by the Executive on 30th November and at this Full Council meeting.

The committee also had an opportunity to review the Half Year performance report 2022/23, and to scrutinise proposals for how the Household Support Fund would be allocated before the report was taken for decision to the Executive on 30th November.

We welcomed a proposal to extend the Dog Control Public Spaces Protection Order once the current consultation closes.

We received a verbal update on the Calico and Queensgate Scrutiny reviews and we look forward to a more detailed report in the new year.

Finally we received a report relating to the procurement of materials for the Town to Turf Scheme which was to be considered by the Executive on 30th November.

Cllrs Howard Baker & Ann Royle, Scrutiny Committee Chair & Vice-Chair – December 2022

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Audit and Standards Committee Chair's Report to 7th December 2022 Full Council

The Audit and Standards Committee held an additional meeting on 16th November to approve the audited Statement of Accounts for 2021/22.

I am grateful to Councillor Baker for chairing the meeting in my absence and for signing off the Statement of Accounts and the Letter of Representation from the Head of Finance & Property to Grant Thornton (the external auditors). The committee also received a copy of the Annual Governance Statement 2021/22 signed by the Leader and Chief Executive.

The committee was pleased that the Council had complied with its statutory duty to publish the draft Statement of Accounts by 31st July 2022 and that it would meet the 30th November 2022 deadline for the publication of the audited Statement of Accounts.

The external auditors confirmed that they were satisfied that the accounts present a true and fair view of the Council's financial position and looks forward to the outcome of a separate review of Value for Money (VfM) being presented at the January meeting.

Finally I would like to thank Councillor Baker for his commitment and contribution to the committee as Vice-chair as he stands down from the position, as agreed at the last Council meeting, due to his position as Chair of the Scrutiny Committee.

Councillor Lord Wajid Khan, Audit and Standards Committee Chair – December 2022.

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Licensing Committee Chair's Report to 7th December 2022 Full Council

Since September's Full Council we have sadly lost a valued well-respected colleague when Jim Astin died suddenly. The Council & taxi trade were greatly saddened by his death.

In October a number of new policies & guidance have been introduced. The new alcohol & entertainment licensing policy came into effect in October. Then at November's Licensing Committee, approval was given to pull all taxi policies into a single document and the street trading guidance was also reviewed.

Licensing Sub-Committee have also been busy with 2 Temporary Event Notice and 4 taxi ply-for-hire issues being considered at hearings. Three current Private Hire Driver licences were revoked and one new application was refused.

The second Taxi Trade Newsletter has been published to all drivers by email, with advice about Town Centre safety in the run up to Christmas. Drivers have been reminded to wear their badges and comply with road traffic rules when picking passengers up at night. The ply for hire enforcement work and targeted interventions of vehicles have continued.

In terms of administrative processes, taxi renewal reminders have moved from letters to email, the number of payments available online has increased and temporary staff cover arrangements have been put in place.

Cllr Jeff Sumner, Licensing Committee Chair.

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Development Control Chair's Report to 7th December 2022 Full Council

At October's meeting of the Development Control Committee Members dealt with a busy and varied agenda. An application for 38 age-restricted specialist bungalows for older people was granted permission at land west of Smithyfield Avenue. This site is an allocated site identified in Burnley's Local Plan for housing development and the scheme that was approved will help diversify Burnley's housing offer by providing homes for older people in this desirable location. Members were also pleased to support the development of a small brownfield site on Claremont Street that will provide 7 two-bedroom homes helping to meet housing need and improving the visual amenity of the neighbourhood.

Members also dealt with a range of smaller household and commercial applications assisting both residents and businesses of the borough to improve their properties and strengthen our commercial sector.

Cllr Chaudhary, Chair of Development Control Committee.

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BURNLEY BOROUGH COUNCIL STRATEGIC PLAN PROGRESS REPORT TO THE FULL COUNCIL

DECEMBER 7th 2022

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COUNCILLOR AFRASIAB ANWAR, LEADER OF THE COUNCIL

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR1- We will contribute to the strategic direction of local, sub-regional and regional partnerships, and will position the borough for economic development investment.</p>	<p>Members will be aware via my recent email and previous reports to Full Council that progress has been made on developing the ambitious Lancashire 2050 plan.</p> <p>The aim of the evolving Lancashire 2050 is to bring the County's political leadership together around a shared vision, goals and priorities to help every resident live their best life.</p> <p>The launch of the Lancashire 2050 Framework took place to coincide with a Lancashire Day reception in the Palace of Westminster on 23rd November 2022. A delegation from councils across Lancashire attended the reception hosted by speaker The Right Honourable Sir Lindsay Hoyle MP.</p> <p>Our Lancashire 2050 framework, which you can view at www.lancashire2050.co.uk focuses on the needs and aspirations of our County's residents, placing people at its very heart.</p> <p>I should stress that Lancashire 2050 is a long-term plan, which is not dependent on local government reorganisation.</p> <p>The plan sits above the work on developing a County Deal for Lancashire, where political leaders make the case to Government for more powers and resources with a collective voice.</p> <p>The plan highlights eight priority areas where collaboration across the County can unlock opportunities and growth to benefit all. The areas where we believe we can work together most effectively are:</p> <ul style="list-style-type: none">▪ Economic prosperity▪ Transport and infrastructure▪ Environment and climate▪ Housing▪ Early years and education▪ Employment and skills▪ Health and well-being▪ Communities and place <p>Developing a shared plan in this way, is recognition that there are some challenges we face and opportunities to</p>

seize that are bigger than any one institution. By all 15 councils working together we can deliver more than the sum of our parts and compete more effectively for national investment and development opportunities.

The framework document will now go forward to each individual council, so that Members can discuss the document in detail.

For Burnley, the document is planned to go to:

- **Scrutiny Committee on 11th January 2023**
- **Executive on 19th January 2023**
- **Full Council on 25th January 2023**

This will ensure every Member can discuss the framework document, which I always said will take place.

Moving forward, staff from different councils are also working together on developing Lancashire 2050 and more staff will be involved as the plans progress, with opportunities to innovate and collaborate in new ways and with new partners.

I will continue to ensure that you are kept updated on this work

Strategic commitment	Progress update
<p>PE1- We will work with partners to make the borough a place of aspiration, including supporting efforts to increase education attainment and skills development</p>	<p>I recently met with Jane Richards, the new Head at Unity College, and was really impressed with her experience and positive attitude to the challenges facing her school and I am confident that she will be a great addition to the secondary heads working in Burnley and will make a strong, positive impact, which will see even more future improvements at Unity College.</p> <p>Youth mental health The mental health support teams (MHST) in schools are now in their 2nd year and all trainees are now qualified.</p> <p>The MHST was tasked to provide prevention and early intervention strategies for improving mental health of children and young people within the school setting. The children can be moved to more support through group work, 1:1 intervention, low level support with an educational mental health support worker, or high-level cognitive behaviour therapy.</p> <p>Holiday Activities and Food Programme Over the Summer holidays 1310 children and young people took part in the HAF programme and attended a total of 8752</p>

sessions. Of these 1105 (84%) were eligible for benefit related free school meals.

There was a choice of 20 holiday clubs with a range of activities from football to stand up paddleboarding, forest schools and circus skills.

We also offered the CR8 programme, for young people aged 12 to 16, to choose their own activities such as swimming, mini golf, the cinema and bowling.

Additional activities this year included visits from the Burnley dinosaurs and the food nutrition bus.

A full report on HAF Summer 22 is available.

COUNCILLOR SUE GRAHAM, DEPUTY LEADER AND EXECUTIVE MEMBER FOR RESOURCES AND PERFORMANCE

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL5- We will prepare and deliver a new Climate Emergency Strategy.</p>	<p>I am pleased to advise that we have successfully recruited to the position of Climate Change Officer. The postholder will commence her position with the Council in January.</p> <p>I would like to highlight the funding bid that Calico has made to DHLUC's Social Housing Decarbonisation Fund bid to improve the energy performance of 500 homes over the next 3 years. I do hope that it is successful as it will support our most vulnerable residents with their bills as well as decarbonising Calico's housing stock.</p>

Strategic commitment	Progress update
<p>PF1- We will manage our contract with Liberata robustly, so it delivers value for money and good services.</p>	<p>In Q2, the average number of days to process benefits new claims and change of circumstances was 2 days against a target of 9. In Q2 last year, Liberata achieved 2.9 days. The latest available data for comparison with other areas is from Q1 22/23 (this measures housing benefit processing only) and shows that Burnley's housing benefit processing time overall was 3 days. This was the fastest in the North West, where the average time taken was 8 days.</p> <p>However, Liberata is preparing a further remediation plan to improve speed of pick up in the contact centre. In Q2, against a target of 80%, 64% of calls answered within 20 seconds. However, the caller abandonment rate was on target, at 4%. There are signs of improvement. As at close of business on Friday 18th November the contact centre's month to date achievement for November 2022 was 70.6% calls answered on time with an abandonment rate of 3% (target is 5% maximum).</p> <p>Other targets in IT and HR have been achieved in the last quarter.</p>

Strategic commitment	Progress update
<p>PF2- We will adopt a Medium Term Financial Strategy that will put the Council on a sustainable financial footing. This strategy will set the framework for preparing annual budgets, ensuring the annual budget strategy is set within the context of the longer-term outlook.</p>	<p>Revenue Budget</p> <p>The Council has reported a projected net overspend of £89k at the end of quarter 2 for the 2022/23 financial year. This has reduced from the net overspend of £149k reported at the end of quarter 1 and is in line with the financial position in previous years. We expect to balance the books by the end of the financial year.</p> <p>The Medium-Term Financial Strategy for the period 2023/26 was updated and reported to Full Council in September 2022. The updated MTFS has identified a potential budget gap of £2.3m over the 3-year period. A number of savings proposals have been approved with the remainder to be recommended for approval in February 2023 once the outcome of the provisional budget settlement is announced in December 2022.</p> <p>Statement of Accounts</p> <p>The Council published its draft Statement of Accounts by the extended deadline of 31st July 2022. Grant Thornton, the Council's external auditor, have completed their audit and presented their audit findings to the November 2022 meeting of the Audit and Standards Committee where they were approved. Grant Thornton is continuing their annual Value for Money review of the Council which will be reported to the January 2023 meeting of the Audit and Standards Committee.</p> <p>Council Tax Support and Universal Credit</p> <p>The number of new claims submitted in the twelve months has increased by around 20%. However, the number of claimants in receipt of council tax support has reduced by 4.6% over that period. As at the 1st November 2022, the number of claimants in receipt of council tax support was 9,861, compared to 10,314 at the same date last year.</p> <p>Council Tax and Business Rate Collection Rates</p> <p>It is estimated that business rates collection rates for 2022/23, up to the 31st October, are on target to achieve 97.5% for the year. Council tax collection rates are 0.7% below the target of 94.5% for the year. As at the 31st October, collection rates for council tax and business rates were 61.12% and 68.83% against targets of 61.79% and 64.40% respectively.</p>

<p>Strategic commitment</p> <p>PF3- We will develop our digital strategy, so that more residents transact with us online and we will continue to deliver services more efficiently.</p>	<p>Progress update</p> <p>Earlier this year, a pilot group of councillors tested a new way of reporting jobs using the Love Clean Streets app on their mobile. Love Cleans Streets is the only app recommended and supported by Keep Britain Tidy. The pilot went well, so it is now available for all members and local residents.</p> <p>The app makes reporting to streetscene, greenspaces and LCC highways easy and also ensures better use of staff time because reports are handled in a much more efficient way than phoning, emailing or reporting jobs in person at the town hall or at the contact centre</p> <p>The Love Clean Streets app can be downloaded for free from your mobile device's app store. Google Play Store Apple iTunes Store . Around 85% of adults have a smart phone.</p> <p>All streetscene and greenspace jobs can still be reported through the contact centre or through the website.</p> <p>To help manage jobs efficiently, councillors are being encouraged to use the app if they can, to make requests on the resident's behalf. Using the app ensures officers get the right level of detail. It also means councillors can give the resident an update on the status of the job because as soon as it is resolved, you will be alerted via the app. While the app gives the best experience, you can still report jobs online through the council's website.</p>
<p>Strategic commitment</p> <p>PF4- We will deliver our Organisational Development strategy, ensuring we plan for the structures and capabilities that the organisation needs, and empowering our workforce to deliver the objectives of the Strategic Plan. This will include embedding hybrid working patterns where this improves productivity.</p>	<p>Progress update</p> <p>Members will note that the Council's Organisational Development Strategy was renewed in October. An integral part of the OD Strategy is the Council's Talent Management Programme which is due to be relaunched in the New Year. Carbon Literacy Training is continuing for all staff. Carbon Literacy Training has been delivered to the first tranche of Members with further training planned in the coming months. We hope to make an application for the Carbon Literacy Silver Award in the New Year.</p> <p>There have been a number of incorrect suggestions regarding the total cost of Carbon Literacy Training for all staff and Members. I would like to clarify that the total cost for training all staff and Members is not expected to exceed £25,000.</p>
<p>PL6- We will invest in our heritage assets for the benefit of this, and future, generations.</p>	<p>Town Hall Stone works</p> <p>The majority of the stone works have now been completed issues and the scaffolding has been removed from the front of</p>

the building. The final costs of this scheme are on track to remain within the approved budget.

Council Chamber

An outbreak of dry rot was identified in the Council Chamber earlier in the year. A specialist was appointed to undertake an assessment and cost of the works required to rectify the issue. During the inspection works some structural issues were identified in the roof space and a structural engineer is liaising with the specialist to agree the schedule of works required. An update will be provided on cost and timelines once the final reports have been received.

COUNCILLOR MARGARET LISHMAN, EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PE4- We will work on the wider determinants of poor health and will keep residents informed about changes to health services and how to access them.</p>	<p>Burnley Together</p> <p>During Q2, the total number of inbound contacts through calls and emails/ messengers were 2,718 with the number of new users contacting the hub with 344 first time users in the last period. The Burnley Together contact centre ‘checks in’ with over 50 potential vulnerable residents on a regular basis.</p> <p>In partnership with Burnley FC in the Community, in the last quarter Burnley Together have provided 1,209 food parcels supporting 1,638 adults and 1,024 children and an additional 83 emergency food parcels. On average 45% of the customers are on their 1st or 2nd food parcel, with only a very small percent of individuals reaching 9 or 10. Those who are on more than 10 parcels are currently receiving support from one of the link workers/ case management team. Although there has been a slight increase in August, generally the demand for food parcels had been decreasing. It should be noted that the significant reduction correlates to the opening of the Community Grocer model in Burnley. We would anticipate this to be continued as we are able to transition people to the Community Grocer model. The Community Grocer, which was recently visited by the Director of Public Health, has been a great success. It has</p>

reduced foodbank reliance generally, but specifically in the neighbouring communities of southwest Burnley. It has seen an explosive growth since it opened its doors in April, with currently over 1,500 members from across Burnley using its services. In partnership with Calico, the Life Church and BFC in the community, the Council is supporting the creation of a new grocery in Burnley town centre. The new shop will also house other support services through Burnley Together.

Over 20 community buildings are opening their doors as part of the warm spaces network in Burnley. The county council has developed a new small grants scheme that will allow organisations in the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector, as well as for parish and town councils, to create or improve their warm space offer in their local community. Grants of up to £500 will be available through a simple application process.

The Burnley Together Christmas appeal is well underway. Permanent donation points for toys and food located at: Tesco Burnley, Tesco Padiham, Asda Burnley, The Calico Group Croft Street and the Community Grocer at Valley Street.

Burnley East & West Primary Care Networks are asking for donations of warm clothing in a new and good condition, to help people stay warm this winter. All GP Surgeries in Burnley will be accepting donations until 14th December with the 'warm parcels' being distributed via local foodbanks.

Mental health

In July, Lancashire and South Cumbria NHS Foundation Trust announced a new way to access mental health services in East Lancashire. Residents from across East Lancashire. The new service can be accessed through a new freephone number – 0800 013 0707 – to help improve access to urgent or general mental health support, 24 hours a day, seven days a week.

PL4- We will implement our 2015-25 Green Space Strategy.

Towneley Hall

The repair contract commenced on schedule in late October. The contractor, Historic Property Restoration Ltd is currently setting up the site compound in the quadrangle and erecting scaffolding over the great hall, which will include a temporary roof.

Work to replace the great hall roof and rebuild the upper sections of outer wall of the hall will commence in January.

Scaffold tours are currently being organised and members will be advised as soon as the dates are set. The tours will allow members a unique close-up view of the ornamental plaster ceiling in the great hall and to the roof above.

From January the Regency rooms and long gallery will be closed to the public, leaving only the North wing open and consequently Hall admission charges will be reduced by 50%.

The public are being informed about the works using display information outside the Hall and updates on the Towneleyhall.org website.

An Expression of Interest has been submitted to the National Lottery Heritage Fund for a programme of work that will complement the repair programme by improving access and toilet facilities, increasing opportunities for income generation, re-decorating and re-interpreting parts of the Hall affected by the building works, etc. A decision on whether we can proceed to the next stage is expected in the new year.

Stables Cafe

The re-slatting of the stables café roof has now been completed and the contractor is waiting for a period of dry weather to complete re-painting of the GRP roof to the café extension.

The new tenants, Deep Beat Entertainment Ltd are expected to commence refurbishment of the café in the new year, with the refurbishment of the café being undertaken by a local contractor. Displays informing park users of progress will be put up in the windows of the café.

Parks & Green Spaces

Towneley Bonfire

This year's sell-out bonfire & firework display was a big success with 6,000 people enjoying a bonfire, (expertly lit by the Mayor), and spectacular fireworks. Income from ticket sales and sponsorship covered the £28,500 cost of staging the event and ticket prices were kept low at £3.00 & £3.50.

The Towneley Bonfire was one of approximately 90 events that were held in Burnley's parks this year, ranging from small community and sports events through to major events such as the Retro & Wileout music festivals and the successful Classic car show, organised by the Rotary Club, which this year attracted more than 430 entrants.

Padiham Greenway

Whilst the Greenway bridge remains closed, Sustrans Ltd are continuing to engage with the Coal Authority, which has received and is reviewing the engineering report from Sustrans.

Officers of the Council are in regular contact with Sustrans and the next update meeting takes place 5th December

Worsthorne Recreation Ground

The installation of electrical and water connections to the Fulfilled Colts club house are due to be completed by early December, with the work being undertaken at no cost to the club by local contractors and the housing developer Boys Ltd.

Once the connections are made work to refurbish the club house will take place with the aim of completing by early April.

Worsthorne parish Councillors are being kept updated on progress.

Play Strategy

Design work is progressing on the improvements to play areas at Memorial Park, Healywood Park, Clifton Street and Lockyer Avenue and the official opening of the refurbished Vanguard Park play area takes place on 2nd December.

Burnley's Playing Pitch Strategy

The draft PPS has now been signed off by the various sports governing bodies and Sport England and will be reported to Executive and scrutiny in the spring.

Contracts for the sport pitch improvements at Lockyer Ave playing fields and Queens Park are currently being finalised by the Council's consultant, Sports Turf Research Institute Ltd and will be going out to tender in January.

Allotments

Work is underway to clear vacant allotment plots at Quarry Street, Heasandford and Reedley Hallows sites so that they are ready to be offered to new tenants. The size of plots is being reduced so that they are more manageable. The allotment association at Heasandford is developing a community allotment space.

PE2- We will continue to develop the leisure and cultural offer in partnership with Burnley Leisure.

Cultural Strategy

The New Cultural Strategy Manager, Charlotte Steels is now in post and has begun work to set up a shadow Cultural Partnership Board and to progress the draft Cultural Strategy and Action plan which will be ready for launch in late spring 2023.

Health & Well Being

Together an Active Burnley

The sport and physical activity action plan has been revised and updated as the Together an Active Burnley Action plan that runs to 2025 and will be implemented by the Active Burnley Forum, a new partnership that brings together 117 members from different organisations in Burnley to promote activity as a route to health.

The Active Burnley Forum has now co-created its vision for the borough of Burnley and things are underway with 3 great and locally owned place-based activity themes:

1. **Connecting:** Working together to influence the system that connects people.
2. **Development of the Burnley network.** To collaboratively raise the profile and importance of being active.
3. **Burnley – an Outdoor Town.** To create the culture and the place where being active is the easy option and activity flows through the town.

The importance of being active has been highlighted by a recent report into weight loss programmes across 12 Lancashire authorities. In Burnley 73.4% of the adult population is classed as overweight or obese, significantly above the England estimate of 63.5%.

COUNCILLOR JOHN HARBOUR, EXECUTIVE MEMBER FOR HOUSING

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL2- We will improve the management and condition of rented accommodation.</p>	<p>Selective Licensing Selective Licensing: Trinity, Queensgate with Duke Bar, Gannow and Daneshouse & Stoneyholme areas 2019-2024</p> <p>The total number of properties that are required to be licensed is 2502 across all four designation areas. This figure has increased slightly in the last month and we are working to secure applications for licenses /exemptions from owners of newly identified licensable properties. 2113 (84%) are currently licensed with a further 92 in the process of being granted.</p> <p>Action is being taken for those licensable properties where we have not received an application. A total of nine civil penalties have been served for the failure to apply for a licence.</p> <p>The interim management order for a property in Trinity remains in place; the Council is successfully managing this property as there was no reasonable prospect of it becoming licensed.</p> <p>Work continues to ensure those properties without satisfactory management arrangements are supported and encouraged to improve. If this is not achieved refusals will be issued. Nine licenses have so far been refused; a further four have had an intention to refuse served and decisions will be made following considerations of representations from the applicants.</p> <p>The licensing team is also continuing its series of Area Audits across the designations, having recently completed audits of the Herbert/Pritchard/Grange Street area of Trinity and the Colne Road area of Daneshouse. Full reports of these and previous audits will be available on the licensing pages of the Council’s website in due course. Our next audits will take place in the Green/Mark St area of Queensgate and the Woodbine Road/Oak Street area of Gannow.</p> <p>Selective Licensing: Burnley Wood with Healey Wood and the Leyland Road area 2022-2027</p> <p>The designations for the above area came into force on 21st July 2022. Since this date we have received 430 applications (49% of licensable properties). A significant number of applications were submitted in the weeks prior to 21st October (the deadline provided to landlords to apply). The licensing team continue to work on processing</p>

	<p>incoming applications and supporting landlords to ensure they are compliant.</p> <p>Private Rented Disrepair Since the start of April 2022, the Council has received 220 new disrepair complaints from private rented sector tenants. The Enforcement Team has a current caseload of 215 open/ongoing private rented sector disrepair/proactive inspection cases, which includes planned housing inspections.</p>
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Strategic commitment	Progress update
<p>PL3- We will work with partners to improve quality and choice in the borough’s housing stock, and reduce the blight of empty properties</p>	<p>New Homes</p> <p>New properties continue to come to the market across the borough offering residents a broad choice of homes and locations. McDermott Homes are progressing well with their development at Kiddrow Lane with 90% of homes either sold or reserved. Gleeson Homes are in a similar position at their site off Manchester Road in Hapton with 80% of homes sold or reserved and Miller Homes are approaching 50% of their homes sold or reserved at Red Lees Road. All new housing developments are proving popular and selling well.</p> <p>The land at Brownside Road Worsthorpe is now well underway with the first phase of properties released for sale with 5 homes currently sold or reserved. This development will see 18, 3 and 4 bedroom family homes offering buyers a rare opportunity to acquire a new build property in this popular aspirational location.</p> <p>McDermott Homes have started on the land at Harrogate Crescent, the former Isaac Centre site, that will see a disused building demolished to make way for 44 family homes and Barretts Homes secured planning permission for their site off Rossendale Road in June this year to develop 87 2, 3 and 4 bedroom homes, 31% of which will be detached dwellings.</p> <p>Calico’s latest development at the land off Sycamore Avenue is now almost complete with the final handover due by the end of next week bringing forward 22 family homes and 12 apartments for affordable rent. As expected, demand has been very high in this popular location.</p> <p>Calico continues to press ahead with their development programme and are now onsite at Kinross Street developing 61 new homes for affordable rent that will see 58 2 and 3</p>

bedroom family homes and 3 bungalows. It is expected that the first homes will be ready for occupation by summer 2024.

Calico's extra care development at Burnley General Hospital is well under way with the demolition of the old buildings now complete and the site remediation progressing well, preparing the site for the construction of 93 extra care apartments expected to be ready late summer 2024.

Empty Homes Programme

So far this year, we have had 16 enquiries regarding loans. Information regarding the loans and the new maximum of £25k went out in the Selective Licensing newsletter to landlords.

The compulsory purchase programme is progressing with a further sixteen properties being approved for CPO at the October Executive.

The six renovations for the Governments Rough Sleeper Accommodation Programme are underway renovation as well as a further three properties.

Properties continue to sell well with two currently on the market.

The facelifting schemes have started on site at Wytham and Albion Street and are progressing well. The works to the rears of Windsor and Ivory will be tendered in January 2023 with a few to starting on site in March 2023.

Strategic commitment	Progress update
<p>PE3- We will continue to work with partners to provide necessary support systems to reduce homelessness and to end rough sleeping in the borough.</p>	<p>We continue to accommodate rough sleepers and homeless households who have a connection to the borough. We have 16 ABEN (A bed every night) accommodation spaces in the Borough providing accommodation and support for people sleeping rough or at risk of sleeping rough. The housing needs team manage an additional 13 temporary accommodation units making a total of 29 housing units within Burnley with the flexibility to accommodate both families and single people. We also have access to a small B&B in Burnley if all our accommodation is full. We keep the demand and supply of temporary accommodation under review and have recently been successfully awarded just under £275,000 through the Governments Rough Sleeper Accommodation Programme to provide 6 units of supported move on accommodation for homeless people who have a history of rough sleeping. A homeless support and resettlement officer will provide support in the accommodation to enable a positive move on into long term sustainable settled accommodation. The first unit will be</p>

available from January 2023 with all six being available before 31st March 2023.

Agreements are in place with Gateway to provide additional emergency spaces to assist with cold weather provision through to 31st March 2023. The cold weather provision will be activated, and accommodation provided on a nightly basis when the temperatures are predicted to be zero or below for three consecutive nights.

Between 1st April 2022 and 31st October 2022, we have placed 107 households into temporary accommodation. We currently have 225 active cases for either homelessness prevention or homelessness relief. We continue to refer into the changing futures programme to assist people with multiple and complex need and the rough sleeping navigators and housing needs team work with the service users to support and help them secure stable and sustainable accommodation.

COUNCILLOR SHAH HUSSAIN, EXECUTIVE MEMBER FOR COMMUNITY AND ENVIRONMENTAL SERVICES

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PL1- We will implement a range of initiatives to maintain a clean, safe, attractive and environmentally friendly borough. This will include community engagement and cleansing in 'hotspot' areas</p>	<p>Waste & Recycling Services</p> <p>The Love Clean Streets App is now live. Its fast and easy to use and Members and Residents are encouraged to use this to report and track progress of environmental issues concerning; flytipping, littering, Dog Fouling, overflowing dog bins and graffiti.</p> <p>The Recycling Calendars are currently being delivered across the borough. All households will receive their copy by the 16th of December. As Christmas Day and New Year's day both fall on a Sunday and Boxing Day falls on a Monday there will be no changes to the schedule collection days over this festive period.</p> <p>We are currently writing to all rural properties (approx 500) to provide support to tackle the excess waste. Rural properties are entitled to approximately 5 black bags per fortnightly collection (same as the regular collection). We have included their collection calendars (due to go out Monday 28th November).</p> <p>Garden Waste Subscriptions are now closed for 2022/23 collections. We received 9,182 subscriptions, 76% paid online. The last collections before the winter are 5th December and 12th December, depending on the collection week. These rounds re-start in March 2023. New subscriptions will open in February 2023 for collections starting May 2023.</p> <p>Real Christmas trees can now be booked for Collection on Monday 9th January 2023 either online https://burnley.gov.uk/christmastrees or via the Contact Centre.</p> <p>Environmental Enforcement</p> <p>Enforcement work continues to be delivered across the Borough by Council Officers and in partnership with our environmental enforcement contractor. The Council's response is very effective in linking with residents to determine the priority concerns and hotspots to be tackled.</p> <p>Social media and publicity continue to be issued by the Council to raise awareness of our campaign aimed at tackling persistent dog fouling offenders. The number of FPN's issued over the last 3 months are;</p> <p>September, October, November 2021 - 328</p> <p>September, October, November 2022 (to date at the time of writing) - 530</p>

Residents continue to be encouraged to report incidents and intel for investigation. The Council has established a pilot Enforcement and Engagement Officer post and this role has proven successful in linking with residents, door knocking and undertaking community engagement work to promote key environmental work to community groups, residents and large employers across the Town. Recent work with other Council Colleagues has been undertaken to support Boo Hoo in raising awareness across its workforce of key environmental and household waste and recycling services.

The Council's current enforcement contract is due to expire at the end of June 2023 and Officers will be making recommendations to Members in the New Year.

Electric Vehicle Charge Points

Fast EV charge-points (aimed at residents without off-street parking) - design layouts have been agreed for each site and work is underway to complete the contract and seek permissions as appropriate. The off-street parking sites have been chosen to satisfy a best fit on the grant criteria coupled with the potential for wider usage.

Pavement Licences

There are currently 8 pavement licences in place, all of which expire 30/09/2023. There is an expectation that the new legislation will be implemented before that date, putting the licensing arrangements on a permanent footing. Some businesses continue to occupy the highway with furniture without a current licence, and these have been referred to Lancashire County Council.

CSP performance

October showed a 13.9% reduction in ALL CRIME from September. This is the highest percentage decrease in Lancashire. This includes a 15.2% reduction in Domestic Burglary, 7% reduction in Shoplifting, 19.9% reduction in Domestic Abuse related offences, and a 12.2% reduction in offences classed as Violence Against the Person. There was also a 5.8% reduction in ASB, and figures are now comparable to pre-covid levels. Youth ASB in October was 18.1% less than in September and 4.1% less than October 2019.

Town Centre

The Town Centre Public Space Protection Order (PSPO) has been renewed and is now in place for the next 3 years. The Order will be managed via the Council and key partner's Multi-Agency Tasking and Co-ordination Group (MATAC) and the subgroup that manages town centre community safety issues. The new order will provide tools to partners to deal with ASB and nuisance behaviour in the town centre.

Council officers and the police have developed a protocol to manage the enforcement of the Order and progress will be reviewed on an ongoing basis and updates will be provided to Members.

Domestic Abuse

25th November marks International White Ribbon Day which raises awareness of issues around domestic abuse and gender violence. The date also marks the start of the 16 Days of Action and the Council, with local partners including Burnley FC, will be taking to social media to raise awareness of the subject.

CSP Communications

The Council and key partners will promote the town's annual Christmas community safety messages to provide guidance, advice and sign-posting to ensure a safe festive period is enjoyed by All.

Rowley Reservoir

The Council has landowner responsibilities for 1 reservoir in the Borough and this is Rowley. Following the Todbrook Reservoir incident in 2019, the responsibilities in place have been reviewed. Government Reservoir Inspectors have just completed the Section 10 (once every decade) and Section 12 (annual) assessments in compliance with the 1975 Reservoir Act and The Institution of Civil Engineers Prescribed Form of Record for a High Risk, Category C reservoir. The Emergency Flood Plan for Rowley Reservoir, in accordance with Ministerial Direction, has been completed and approved by The Environment Agency and the Department for the Environment, Food and Rural Affairs.

Christmas Decorations

All the Christmas decorations in Burnley, Padiham and the Parishes are in place and ready for the following switch-On dates;

Burnley Saturday 19th November 2022

Padiham Saturday 26th November 2022

Worsthorne Friday 2nd December 2022

Hapton Monday 5th December 2022

Other Parishes generally with the Burnley or Padiham dates.

COUNCILLOR MARK TOWNSEND, EXECUTIVE MEMBER FOR ECONOMY AND GROWTH

Progress against our strategic commitments

Strategic commitment	Progress update
<p>PR2- We will proactively support the borough's businesses to innovate and expand, and make the borough a natural choice for business relocation.</p>	<p>Business Support The Business Team are currently working with 43 live enquiries for companies looking to relocate into the Borough or expand within. There is very limited supply currently in the local property market providing limited options for businesses. The 10th Burnley Business Week was completed in late September with 23 events taking place across a range of topics. There were 175 attendees across the events with very positive feedback received from businesses.</p> <p>Vision Park Vision Park remains at 100% occupancy with a waiting list for units should any become available.</p> <p>Padiham Town Hall Business Hub The final fixed office was recently occupied by Age UK. All fixed offices are now fully occupied and there have been 3 new members for the Co-Working space. There are now 31 people working in the office space, as well as bringing the building back into use this generates extra footfall in the town centre.</p> <p>Burnley Brand and Burnley Bondholders 3,600 copies of InBusiness Burnley Magazine have been distributed to businesses, and business hubs in and around East Lancashire. This publication is popular and promotes Burnley as a desirable place to work and invest, showcasing our wide-range of sectors. This edition is a place brand and Burnley Business Awards special.</p> <p>Burnley Week Business ran on 26th September and during that week there was the first ever Burnley Bondholder event during business week. It consisted of a panel of business leaders, held at Crow Wood, who discussed topics including staff loyalty, recruitment and retention and post-COVID recovery.</p> <p>On Thursday 6th October the second COFFEE + COLLAB bondholder event took place at The Landmark, in partnership with Barclays Eagle Labs, to discuss the challenges and positives around exporting from Burnley across the globe. COFFEE + COLLAB is a new bondholder event where businesses meet for an hour a month to share best practice and seek advice on a particular topic. It launched in</p>

September in response to bondholders wishing to seek out peer-to-peer advice in a smaller forum.

On Friday 21st October, around 100 Bondholders attended a collaboration bondholder event at Safran Nacelles, in partnership with Businesswise Solutions, to discuss how the latter has helped Safran on its journey to become greener. Bondholders were given a tour of the vast site and learnt what the aerospace company has put in place so far, as well as its future carbon net zero plans.

The 2022 sector and #madeitinburnley video series launched on 31st October and has now concluded. Three sector videos were published – Education and Training, Rural and Agricultural and Retail, Tourism and Hospitality. Also five Burnley professionals were interviewed for the #madeitinburnley video series. Both video series showcase the borough’s sectors and talented people who work here.

Since last full council there have been 27 pieces of positive news on Burnley.co.uk and 7 on burnley.social. Burnley has featured in 506 pieces of online, print and broadcast news with a combined AVE of £585,000 and reach of 239 million. Burnley.co.uk’s social media posts have had 1.2 million impressions (this is the number of times our content is seen in social media feeds). Social media followers increased by 1%, with LinkedIn, Twitter, Facebook and Instagram at a combined 20,505. For burnley.social, social media followers increased by 0.8% over the period, with Twitter, Facebook and Instagram at a combined 5,369.

Strategic commitment	Progress update
<p>PR3- We will deliver the Town Centre and Canalside Masterplan, and strategic projects in Padiham Town Centre.</p>	<p>Burnley Town Centre Burnley Business Improvement District The BID continues to work towards delivering its goals to create a vibrant town centre with a programme of events, to support town centre businesses to start up and grow and to make the town a safer place for businesses and visitors. A river clean up took place where the BID, volunteers, Ribble River Trust and Burnley Council collected and disposed of 20 bags of rubbish. At the RHS In Bloom Awards The BID won ‘Best BID in the Northwest’ for its work alongside the Council’s Green Spaces team, including flower baskets, wild flower gardens, herb growing initiative, (With the Lower St James Street HAZ) and tree giveaway to the public. The BID delivered the Christmas lights switch on event 19th November which is the start of a programme of events over the festive season. The BID has also funded the addition of</p>

two new programmable trees in town square over the Christmas period.

The BID continues to support the Artisan Market and the last market this year was held on 3rd December.

Pioneer Place

Work on site has continued to progress to programme.

The steel works have been completed.

Work on the roofing and cladding to the cinema unit has been substantially completed. Internal work to the cinema has also progressed well.

Agreements for lease and tenants' specifications on all five units are at a very advanced stage.

Handover to the Council of the part of the car park next to Primark took place on 7th October and the car park is operating well.

Charter Walk

Footfall Year to Date (Jan to October) is up by 28% compared to the same period last year. The council's property managers carry out monthly surveys of tenants. During October most traders reported positive trading despite difficult headwinds.

The Centre has won a number of awards over the last few months. The Budding Burnley Allotment project won an Outstanding Award at the Britain in Bloom North West Awards and more recently a Green Apple Award.

The Centre also won a SCEPTRE (shopping centre award) for diversity and inclusion. The judges were impressed with Charter Walks commitment to becoming an inclusive shopping centre with particular focus on Autism. The Centre manager, Debbie Heron, won Shopping Centre Manager of the Year, Medium Centre award.

Building on the centre's commitment to inclusivity, work is currently being undertaken to create a Sensory Garden on Chancery Walk, part funded by the Business Improvement District.

Burnley Market

Burnley market continues to offer a trading place for traders with incentivised rents for new products. The opportunities are being promoted via social media using 6 videos of our traders who we have supported over the last 12 to 18 months.

10 leases have been renewed from the end of September to the 21st November 2022.

Footfall is fairly static except during half term week where footfall increased by over 2000. The food court area continues to be extremely popular with the public and continues to cater for a diverse range of people.

Lower St. James Street Heritage Action Zone

Renovation works to 143 Lower St James's Street are now complete. Works to other properties are due to start within the coming months which include reinstating a traditional shop

fronts and windows. Progress has been delayed due to contractor capacity.

Several heritage workshops and training events have taken place to educate property owners and agents on repairs and maintenance and traditional conservation skills. Following on from the Heritage workshops a Caring for your Heritage Property Pocket guide has been designed to help with future maintenance and how to avoid issues on heritage properties. There has also been a programme of events to engage the local community to understand the local heritage and increase footfall on the street.

The HAZ Website (burnleyhaz.org.uk) continues to be updated and has seen a significant 94% increase in new visitors. The HAZ social media pages are encouraging visitors from all over the Northwest with attractive content.

The Cultural Consortium have been delivering a variety of exhibitions and events in the Pop-up Shop at 117 St James Street, including a book launch of Stacey Orr's Saturday Girl about town Project.

Town 2 Turf

The preferred design, including junction layout, has been agreed and compliance checks undertaken by LCC. A public engagement event about the proposed works took place on the 17th Nov supported with opportunities to engage on-line via the Council's web site. The main construction works are expected to commence in Jan 2023 and some earlier packages of works including tree removal and installation of anti-terrorism measures around the football ground are being planned from late November 2022.

Padiham Town Centre

Town Centre Management

The Padiham Town Centre Officer has continued to support local businesses. They have developed and maintained regular day-to-day communication and dialogue, to understand their needs and has provided support with signage/rental grant application processes.

The officer has assisted and planned local events that have encouraged increased visitors to the area. As well as promoting the town centre through engaging social media content and the Padiham Town Centre website.

The recent Halloween Trick or Treat Trail event in October involved 27 businesses and 3,000 children from surrounding primary schools. This will be followed by one of Padiham's largest events of the year, the Christmas Light Switch On – 26th November.

Padiham Public Realm Works

Low-level planting within the northern node has been undertaken, an information stand about the artwork is to be installed. Following issues with the soil/mix used by LCC within the main town centre planters which has been detrimental to the trees and shrubs, the Council's greenspaces team have relocated trees and are making arrangements for re-planting.

Padiham Townscape Heritage Initiative

The Padiham Townscape Heritage Initiative has brought £1.4m investment from the Heritage Lottery regenerating what was a rundown part of the town centre. An extension to the programme has been granted by the National Lottery Heritage Fund, and will run until Sept 2023.

9 building projects are complete and a further 2 are still on site, nearing completion. There are a further 2 projects in the pipeline including 12-14 Burnley Rd and 25-27 Burnley Rd – both are currently out to tender.

Working in partnership with the Burnley HAZ, a 'Caring for your Heritage Property' workshop was held in Sept at Padiham Town Hall including a walkabout of the TH project area, and a stone carving workshop took place in Oct. A steering group of local businesses and the town council has been working with Mid Pennine Arts to commission artists to design artwork representing local heritage and culture. Designs are under final draft development.

The Padiham TH was included in a Heritage Fund Away-Day which welcomed colleagues from the National Lottery Heritage Fund to Padiham. The away-day included tours and discussion of the Padiham and Bacup TH projects.

Strategic commitment	Progress update
<p>PR4- We will implement the Local Plan, delivering new housing, employment sites, and infrastructure.</p>	<p>Supplementary Planning Documents: The Planning for Health and Residential Extensions SPDs were adopted at the Executive meeting on 26 October 2022.</p> <p>Housing Land Supply Assessment: The required annual update of the 5-year housing land supply assessment was completed in October 2022. This assessment demonstrates a supply of deliverable housing sites equivalent to 10.1 years and includes information on the progress of all allocated sites, and all windfall sites with</p>

planning permission that are not yet completed. ([5-Year Housing Land Supply Assessment](#))

Maintaining a 5-year supply of land for housing is important to avoid the 'tilted balance' of the National Planning Policy Framework whereby the 'need' for housing can override local policy requirements and can for example allow poorer quality developments and development on greenfield sites outside of development boundaries.

Housing and Employment Sites:

The Planning Policy Team is very busy assisting colleagues in Development Control in assessing and securing amendments to planning applications for major housing and employment schemes, particularly those involving allocated sites.

Housing Sites:

Sites Under Construction:

Build-out continues at HS1/1 Former Hambleton School site (Valour Park, McDermott Homes - nearly 90% reserved or sold), site HS1/3 Former Blythe's Site (Canal Walk, Gleeson - c 80% reserved or sold), site HS1/8 Red Lees Road (The Calders, Miller Homes - over 46% reserved or sold) and site HS1/26 Land adj 250 Brownside Road, Worsthorne (Millers Green, Boyes Homes - 5 properties reserved or sold). Calico's development at site HS1/19 Land NE of Sycamore Avenue is due to complete later this year. Work has now started on Calico's scheme for 93 Extra Care flats at HS1/10 Land at Burnley General Hospital, and on the windfall site at Harrogate Crescent (McDermott Homes) (Ful/2021/0264) where early marketing has begun, with sales to start early in 2023.

The application on part of site HS1/4 Land at Rossendale Road (Barratt Homes) has now been approved following the signing of the Section 106 Agreement. Early marketing has begun, with a launch expected in Jan 2023 (Brun Lea Heights).

Applications and Approvals:

The application for site HS1/30 Land West of Smithyfield Avenue (Ful/2021/0274) was approved at Development Control Committee on 13 October 2022 subject first to the signing of a Section 106 agreement. An application has been received for part of site HS1/15 (Coronation Avenue, Padiham) for 19 affordable dwellings (Ful/2022/0514).

<p>PR5- We will support UCLan’s expansion, transforming Burnley into a University Town</p>	<p>Newtown Mill Work has commenced on site including the erection of scaffold, extensive excavation of the surrounding site, strip out and foundations for the new steel frame. As part of the wider development of the Newtown Mill site, the Council is working with the Canal & River Trust (C&RT) to undertake canal towpath and access improvements between the aqueduct and bridge 129b to enhance links to the rail station and better integrate the UCLan campus with the canal. These works are currently out to tender by the C&RT and expected to commence in spring 2023.</p> <p>Community Listening Exercise UCLAN’s widening Participation and Public Engagement Team are undertaking Community Listening exercise in Burnley to learn what we can do more in making the University’s facilities, expertise and capacity available to community groups and to raise awareness of learning opportunities available at the campus.</p>
<p>PR6- We will delivery our COVID-19 economic recovery plan.</p>	<p>Employment and Skills Partnership As of September 2022, the overall unemployment rate in Burnley (all ages) is 5.5% compared to a Lancashire rate of 4% (all ages) these figures have been fairly static since April 2022. Partners of the Burnley Employment & Skills Group have worked together to develop an employment & skills offer for all age groups across Burnley under the Shared Prosperity Fund (SPF). SPF has allowed for new thinking, delivery and outreach/engagement models that work for Burnley and has very much been seen as an opportunity to do things differently.</p> <p>Youth Employment and Skills Hub (THRIVE) Between July 2022 and September 2022, the number of unemployed 18 – 24-year-olds who are actively seeking work in Burnley has risen slightly to 585 people or 9%. (July was 8.4% - 545 people) The Lancashire rate for 18 – 24 year olds in September 2022 is 5.2%, which has been fairly static since April 2022. A new employer liaison officer has been recruited by Calico Part of their role is to work with the Burnley Skills and Employment partnership to engage employers and increase the opportunities available for young people. A Big Breakfast event was held at the Thrive hub in conjunction with The Princes Trust and other partners. The aim was to network and refresh each other on services provided to young people. The event was also used as a forum to generate new ideas on how to engage with young people, particularly those who are the most dis-engaged and</p>

these ideas will be taken forward to the wider employment & skills group.

A new partner organisation has now joined the group and works from the Thrive hub on a weekly basis – Homelessness, Awareness & Prevention Interventions (HAPI) which is run by Safe space.

Shared Prosperity Fund

The sign off from DLUHC, of Burnley's Investment Plan, has been delayed and is now expected at the end of November 22.

Officers have continued to work with delivery partners to finalise their business case to receive funding.

The SPF will fund a range of business support and employment initiatives identified in the economic recovery and growth plan.

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