



Overview and Scrutiny Committee Agenda

Wyre Borough Council
Date of Publication: 22 November 2019
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Overview and Scrutiny Committee meeting on Monday, 2 December 2019 at 6.00 pm in committee room 2 Civic Centre, Poulton-le-Fylde

1. **Apologies for absence**

2. **Declarations of interest**

To receive any declarations of interest from any councillor on any item on this agenda.

3. **Confirmation of minutes**

(Pages 3 - 6)

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 21 October 2019.

4. **Neighbourhood policing**

(Pages 7 - 10)

Chief Inspector Chris Hardy has submitted a briefing paper which provides an overview of the policing arrangements in Fylde and Wyre. Chief Inspector Hardy will attend to introduce the paper and to respond to comments and questions from members of the committee.

5. **Review of fees and charges 2020/21**

(Pages 11 - 32)

The Head of Finance, Clare James, has submitted a report, the proposed fees and charges for the 2020/21 financial year, which she will introduce. Committee members will have the opportunity to comment and ask questions.

6. **Cost profiles - benchmarking results**

(Pages 33 - 44)

The Head of Finance, Clare James, will attend the meeting and refer to a report on the key findings of the 2019/20 benchmarking study, which was considered by the Cabinet on 16 October 2019. After consideration of the report, the Cabinet agreed to use the findings to influence future service reviews.

7. Business Plan 2019/20 - Quarterly performance statement (Pages 45 - 52)

The Service Director Performance and Innovation, Marianne Hesketh, has submitted a report, the 2nd Quarter Performance Statement 2019/20, July – September 2019. (The report on the previous quarter, April - June 2019 has also been republished, for the committee's information).

8. Overview and Scrutiny Work Programme 2019/20 - update report (Pages 53 - 56)

The Service Director Performance and Innovation, Marianne Hesketh, submitted a report updating the committee about the delivery of the Overview and Scrutiny Work Programme 2019/20.



Overview and Scrutiny Committee Minutes

The minutes of the Overview and Scrutiny Committee meeting of Wyre Borough Council held on Monday, 21 October 2019 in committee room 2 Civic Centre, Poulton-le-Fylde.

Overview and Scrutiny Committee members present:

Councillors Ibison, Matthew Vincent, I Amos, R Amos, Collinson, Cropper, E Ellison, Fail, Leech and Longton

Apologies for absence:

Councillors Ballard, C Birch and O'Neill

Officers present:

David McArthur, Housing Services Manager
Pamela Holroyd, Housing Options Team Leader
Peter Foulsham, Scrutiny Officer
Emma Keany, Governance Trainee

No members of the public or press attended the meeting.

25 Declarations of interest

None.

26 Confirmation of minutes

The minutes of the meetings of the Overview and Scrutiny Committee held on 9 September 2019 and 23 September 2019 respectively were agreed as a true record.

27 MyHomeChoice - review task group recommendations

The Housing Services Manager, David McArthur, submitted a report. He attended the meeting with Pamela Holroyd, Housing Options Team Leader.

The MyHomeChoice Task Group had reported to the Cabinet on 5 September 2018, supporting the proposed changes to the arrangements for the allocation and letting of social housing in Wyre. Mr McArthur informed the committee that his report was intended to bring them up to date with the progress made in the past twelve months.

Mr McArthur described the essential elements of the MyHomeChoice system, which made it easier for applicants to register and bid for housing. The new system was more user-friendly and less time-consuming, delays getting people onto the system having been reduced. Registration only required a small amount of information to be provided, the more detailed information only being needed at a point much closer to a definite allocation.

The local connection criteria had been revised but it remained a priority for an allocation in Wyre. Half of allocations were to people with a defined housing need and the number of people opting to transfer for no real reason had been reduced. Overall, the number on the waiting list had reduced slightly, partly because the list had been cleansed of applicants who has been on it but remained dormant for a lengthy period. There had been a significant increase in the number of applicants already in employment.

In response to questions asked by members of the committee, David McArthur and Pamela Holroyd made the following points:

- It was difficult to give indications of the average or maximum waiting times as some people had been on the list for a long time. For illustrative purposes only, the average time for an allocation of a Band A property in Fleetwood, for example, might be 2-3 months.
- There were several stages involved in the appropriate allocation of a property to an applicant with a specific disability
- The priority being given to people who work was not having an adverse impact on people with a disability of older people
- It was difficult to make provision of affordable housing in the places where it was most needed. Large rural developments, for example, potentially provided a good number of affordable homes, but the need was greatest in the urban areas where the developments were generally smaller and less numerous.
- The local connection was particularly important in rural areas.
- There were approximately 4,000 social housing properties in Wyre.
- It was not possible, at present, to give a detailed ward-by-ward breakdown of supply and demand. The assumption was made that where an applicant currently lived would be where they wished to live, this being the case in the majority of instances.
- Mutual exchanges could still be made.
- The system, as revised, was a good one that worked well.

attended the meeting with Pamela Holroyd, Housing Options Team Leader.

David McArthur summarised the main elements of his report which updated the committee on the homelessness review and proposed Homelessness and Rough Sleeper Strategy and Action Plan.

Mr McArthur highlighted three priorities, having regard to the national, regional and local context, which were:

- (i) To prevent homelessness, which was the main emphasis of the Homelessness Reduction Act 2017
- (ii) To provide pathways to short and long term accommodation for those who were homeless and those at risk of homelessness
- (iii) To contribute to the improvement of the health and wellbeing of those homeless and those at risk of homelessness

Mental health was a particular priority under (iii) above.

David McArthur and Pamela Holroyd responded to points raised by members of the committee by adding:

- The council worked closely with a number of other partners.
- An annual count of rough sleepers was carried out.
- The number of 'real homeless' in Wyre was very small indeed.
- The 2017 Act brought in the legal duty on partners to refer someone who was at risk of becoming homeless.
- The main reasons for someone becoming homeless were (a) being thrown out by a landlord, (b) being thrown out by family and (c) domestic abuse.
- The council had strong links with other organisations for people aged 16-26.
- It was recognised that it was important to try to identify the 'hidden homeless', including by use of outreach work.
- The figure for "homelessness" included those threatened with homelessness or at risk of becoming homeless.
- The council had an attitude of "we will not fail" when it came to dealing with homelessness.

The Chairman thanked David McArthur and Pamela Holroyd for attending the meeting and providing very useful information about the MyHomeChoice lettings system and the consultation on the Homelessness and Rough Sleeper Strategy.

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O&S Work Programme 2019/20 - update report

The Scrutiny Officer, Peter Foulsham, updated the committee about the progress of the Overview and Scrutiny Work Programme 2019/20.

Three task groups were currently underway and all were very active, with a number of meetings having been held in recent weeks and others planned to take place within the next month. The proposed task group on Wyre's town

centres would commence once staffing pressures within the Economic Development team had been eased.

It was noted that an item on neighbourhood policing arrangements would be included on the agenda of the committee meeting to take place on 2 December 2019. Members were asked to identify questions in advance of the meeting so that the Chief Inspector could be advised in good time before the meeting.

A request had been received from the Management Board for the committee to consider setting up two sub-committees on (i) health and wellbeing and (ii) police and crime matters. A report on issues and options in relation to this request would be submitted by the Democratic Services and Scrutiny Manager in December for the committee's consideration.

Peter Foulsham reminded the committee about the next meeting of the North West Regional Strategic Scrutiny Network, which was to be held at Wyre on Friday 29 November. All councillors involved in scrutiny would be welcome to attend. It was further noted that Councillor Emma Ellison would take up her role as Chair of the Network at November's meeting.

The meeting started at 6.00 pm and finished at 7.01 pm.

Date of Publication: 24 October 2019

Overview and Scrutiny Committee – 2 December 2019

Policing overview – Fylde and Wyre

Briefing paper by Chief Inspector Chris Hardy

Under the 2018/19 **Core Services Review** the force has reconfigured based on funding considerations and the need to resource the three priority areas of **Contact & Response, Local Policing** and **Investigation** based on threat and risk. This has resulted in additional staff into Contact Management and Response with a reduction in Neighbourhood Police Officer numbers. The national Modernising Neighbourhood Policing work has clarified the core role of neighbourhood.

- We've been forced to cut 800 frontline officers since 2010 and 350 staff role.
- Cuts have to date totalled over £84million pounds. During this time we have had to remodel NHP and cut staff from CBM roles. PCSO commitment has remained the same and unchanged.
- We still have 98 dedicated NP Officers and 45 Hybrid officers who work both NHP and Response in areas like Fylde – they are now grouped into teams to ensure we have 100% coverage of the county. Response officers are now working from Garstang station and are based there whilst on duty.
- In addition we have re-invested from Council tax Precept increase in to 40 NP taskforce police officers across the Force– Wyre and Fylde have a team of 4 they come on line 1st November.

Response Teams

- We no longer have IR and PR. The two teams were combined into a single response team a couple of years ago.
- Response teams received an increase of 45 officers in the Core Services Review.
- The primary role of response officers is to respond to grade 1, grade 2 and grade 3 calls for service. They will generally retain the investigation work associated with those incidents, unless it is serious or complex, when it should be passed to CID.
- We still have diaries (surgeries at police stations and diary cars) because it allows us to meet grade 3 demand more efficiently. This work now belongs to the unified response teams.
- Response officers will be aligned to a patrol area via their call sign and the FCR will attempt to deploy officers within their designated area whenever possible. There will be times when this is not possible because it is an emergency and the patrol is closest, or other patrols are unavailable due to high demand.
- When response officers are not deployed to an incident they will default to their patrol area and undertake proactive patrol/targeting as identified locally in conjunction with their NPT.

Neighbourhood Policing Teams

- NPT's now comprise either NPT PC's or PCSO's. The role of Community Beat Manager has been discontinued because we reduced 118 posts and it is no longer possible to expect neighbourhood PC's to operate at the ward level. In future they will cover a part of a district allocated by their local sergeant. We want this NPT (PC) role to become more proactive with greater emphasis on problem solving.

- The role of NPT's is to prevent crime and ASB by engaging communities, solving problems and undertake targeting activity. Dealing with appropriate incidents within their area of responsibility is compatible with this role.
- We expect NPT officers to assist in meeting demand by proactively identifying suitable outstanding incidents and self-deploying to them: by working to call signs at particular times e.g. Fri/Sat evening ASB patrols, for events; by assisting when it is an emergency call and they are the nearest available resource; and in a 'all hands to the pump' scenario.
- When NPT officers are engaged in problem solving or events that make them unavailable for deployment they will use their status messaging to make this clear.
- The FCR will start to decrease the use of tagging for neighbourhood with an aim to eliminate it completely.
- We have just under 300 PCSO's which have not been reduced in number and can be deployed to a wide range of incidents that do not involve the threat of violence e.g. neighbour disputes, minor theft or damage, anti-social behaviour. Dealing with incidents is complementary to the objectives of engagement and visibility.
- A key element of the role of PCSO's is visibility in their community, and they should try to be on patrol engaging communities and problem solving whenever possible. Time inside police stations should be minimised to briefing and refreshments.
- PCSOs may have a designated ward or group of wards for the purpose of problem solving and engagement, but this should not create a limit or boundary in the case of deploying to individual incidents that may be on adjoining areas, but within their wider team area. Common sense will need to be applied in terms of what is reasonable, for example when a PCSO is on foot.
- We will not ask PCSOs to perform the role of lead professional but they will be asked to contribute towards dealing with vulnerable persons through monitoring visits and by undertaking assessments.

Community Safety Teams

- The previous teams called MAPS, Partnerships, Early Action have been renamed Community Safety Teams. The number of dedicated Early Action officers has been reduced. The teams comprise Community Safety Sergeants, PCs, and police staff Community Safety Coordinators. Other roles such as ASB administrators and YOT PCs also form part of these teams.
- The purpose of these teams continues to be prevention through people based problem solving. When appropriate this will be as part of an integrated team with partners. They will specialise in dealing with vulnerable people who have issues relating to crime or antisocial behaviour, prioritising those whose behaviour is impacting on the community or who are causing/suffering the greatest harm.
- The teams will proactively identify suitable cases, but other officers and staff can also refer cases to the team via the sergeant. The community Safety Teams will record their partnership cases on the new Early Help Module which replaces HarMan, or other Local Authority system agreed locally. Less complex single agency cases will be recorded on Connect.
- Depending on the volume of cases and their complexity, Community Safety Teams may task actions to the local NPT officers.
- Further work is currently being undertaken to clarify how Community Safety Teams undertake their work, and this will be provided to those affected when it is available.

November 2019

APPENDIX

Fylde & Wyre has –

CST has 2 PCs and 1x PCSO Supported by a Sgt and Insp.

Job Title	Team	Location	Permanent Budgeted
Police Community Support Officer	LC West Place Based Fylde & Wyre NHP PCSO Team - Fleetwood	LC Fleetwood Police Station	13
Police Community Support Officer	LC West Place Based Fylde & Wyre NHP PCSO Team - Garstang	LC Garstang Police Station	2
Police Community Support Officer	LC West Place Based Fylde & Wyre PCSO Team - Kirkham	LC Kirkham Police Station	4
Police Community Support Officer	LC West Place Fylde & Wyre PCSO Team - St Annes	LC St Annes Police Station	7

Job Title	Team	Location	Permanent Budgeted
Geographic NHP Inspector	LC West Place Based Fylde & Wyre NHP Supervision Team - Fleetwood	Fleetwood	1
Geographic NHP Inspector	LC West Place Based Fylde & Wyre NHP Supervision Team - Kirkham	Kirkham	1
Neighbourhood Policing Constable	LC West Place Based Fylde & Wyre Neighbourhood Policing Team - Fleetwood	Fleetwood	6
Neighbourhood Policing Response Constable	LC West Place Based Fylde & Wyre Neighbourhood Policing Response Team - Kirkham	Kirkham	15
Neighbourhood Policing Sergeant	LC West Place Based Fylde & Wyre NHP Supervision Team - Kirkham	Kirkham	3

Neighbourhood Policing Sergeant	LC West Place Based Fylde & Wyre NHP Supervision Team - Fleetwood	Fleetwood	2
Neighbourhood Policing Task Force Team Constable	LC West Place Based Fylde & Wyre NHP Task Force Team – Kirkham	Kirkham	2
Neighbourhood Policing Task Force Team Constable	LC West Place Based Fylde & Wyre NHP Task Force Team – Fleetwood	Fleetwood	2



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Garry Payne, Chief Executive, Mark Billington, Service Director People and Places, Marianne Hesketh, Service Director Performance and Innovation, Clare James, Head of Finance and Section 151 Officer	Councillor Alan Vincent, Resources Portfolio Holder, Councillor Michael Vincent, Planning and Economic Development Portfolio Holder, Councillor Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder, Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder, Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	December 2019

Review of Fees and Charges 2020/21

1. Purpose of report

- 1.1 To confirm the proposed fees and charges for the 2020/21 financial year.

2. Outcomes

- 2.1 Increase in income generation to support the Council's Budget.
- 2.2 Maximise commercial opportunities, improve the return from all our assets, whether that be buildings or land, and deliver efficiencies.

3. Recommendation

- 3.1 That the proposed fees and charges, as set out in Appendix 1, for the financial year 2020/21 be approved.

4. Background

- 4.1 The Cabinet last formally considered its charging policy, as part of the Medium Term Financial Plan, at its meeting on 16 October 2019.

- 4.2** Charging for local services makes a significant contribution to council finances, and can be used to influence individuals' choices and to bring benefits to local communities. Charges can be set to encourage or discourage people to use services and through concessions to pursue local objectives. Note that all fees and charges within this report are stated exclusive of VAT.
- 4.3** A briefing entitled 'Income from Charging' was issued by the Audit Commission in September 2013 which used data from the value for money profiles and presented a high level analysis of councils' income from charging and the contribution it makes to service spending and allowed comparisons to other councils of the same type and changes over time. The data was the subject of a value for money review undertaken as part of the Overview and Scrutiny work programme and was considered at the meeting 15 December 2014.
- 4.4** The level of income generated by fees and charges and in particular projected increases which the council can influence, form a key part of the council's financial planning and is therefore reflected in the Medium Term Financial Plan.
- 4.5** As a result of the long period of austerity and reduced levels of central government funding there is an increased emphasis on income generation and working towards sustainable services. All staff have received commercialisation training to improve their skills and build on the 'work smart' Financial discipline and Commercial Awareness goal within the Council's Narrative Statement. This broadening of the traditional mindset in local authorities is essential to improve our financial sustainability and continue to provide value for money services.

5. Key issues and proposals

5.1 Leisure, Health and Community Engagement Portfolio

The main venues within the Leisure, Health and Community Engagement portfolio that generate substantial levels of fee income are the Marine Hall, Thornton Little Theatre and Cemeteries. Fee income is also included from Pest Control, Food Safety Services, Private Water Supplies and Licensing, countryside general, Wyre Estuary Country Park, Rossall Point and outdoor amenities (including bowling at King Georges Playing Field).

5.1.1 Pest Control

In the past, the pest control service has been subsidised. However since 2015/16 small surpluses have been achieved after excluding support service costs. This trend was reversed in 2018/19 when a small deficit was delivered at outturn (£2,020). It is proposed to maintain all fees at current levels.

Public health pest control treatments in apartment blocks are notoriously challenging. To encourage treatment and incentivise appropriate reporting, This report seeks to amend the current Scheme of Delegation to allow

Directors to discount fees and charges in limited circumstances in consultation with the relevant Head of Service. This delegation already exists for some Directors and the Senior Solicitor but it is considered appropriate to apply this consistently.

Environmental Permitting

Environmental permitting fees are set by the Department for Environment, Food and Rural Affairs (DEFRA) and are statutory. Such fees are essentially a legal framework for controlling pollution from prescribed businesses, for example on painting premises. Although not previously included in the Fees and Charges document, for completeness these are now included.

5.1.2 Food Safety Services

It is proposed to introduce charges for 'Safer Food Better Business' packs following withdrawal of funding from central government. The 'Safer Food Better Business' pack (which consists of a ring bound food safety management system) at £12 and a 'Safer Food Better Business Diary' at £3 to reflect the cost of purchasing these packs online.

To reflect inflationary increases, the Food Export Certificate charge will increase from £55 to £56, with additional copies increasing from £5 to £5.15.

Ship Sanitation Certificates, in terms of gross tonnage fees, are set nationally and fees are set to change across the majority of categories as per the attached Appendix 1. It is also proposed to delete the line for the category up to 3,000 tonnes.

The full copy of the Public Food Register will increase 3% from £1,288 to £1,325. We don't normally sell any copies of this publication.

It is proposed that private water supply risk assessments and monitoring, in accordance with the 2008 Regulations, together with private water supply sampling and investigation costs will all attract a £32 per hour charge (inclusive of admin, travel time and time on site) plus 52p per mile mileage allowance. Laboratory costs will also be chargeable on a cost recovery basis. This compares with the current scheme which charges £31 per hour up to a maximum of £500 for risk assessments (the first hour of which is free), whilst current private water supply sampling will be charged at cost plus £50 admin fee.

5.1.3 Contaminated Land

It is proposed to charge £50 per half hour for the first hour of each contaminated land enquiry. This follows feedback indicating the majority of cases were conducted in less than half an hour and the existing £100 charge for the first hour was considered high.

5.1.4 Licensing

Amendments to fees and charges for licensing are the responsibility of the Licensing Committee and are considered in a separate report.

5.1.5 Marine Hall and Thornton Little Theatre

Fees and charges are proposed to remain at the same level for Marine Hall.

The sole change to proposed fees and charges at Thornton Little Theatre is for advertising banner space on the building (two weeks) where it is recommended that the price increases from £40 to £50.

5.1.6 Cemeteries

In 2018/19 the cemetery service generated a small deficit (£16,107) and the current approach is to aim to run the service on a break-even basis. Therefore it is proposed to increase the majority of fees by approximately 1%, with the following exceptions:

- It is proposed to delete the line for any etched or coloured illustration, photo plaque, ornamentation or design works etc. other than the normal inscription on any memorial as this is no longer required;
- Following the introduction of the Children's Funeral Fund (CFF) for England, it is proposed that the lines for 'child stillborn' or 'child under one month' and 'child between one month and under seven years' are abolished. The CFF will allow authorities to submit a claim based on cost recovery. Claims will be made via the gov.uk website.

5.1.7 Marsh Mill

No increases are proposed to the minimal fees currently being levied.

5.1.8 Countryside/Wyre Estuary Country Park/Rossall Point

It is proposed to maintain fees at the current level to encourage use of the areas, attendance at events and continued participation in walks and talks.

5.1.9 Outdoor Amenity Charges

New fees for bowling were introduced in February 2016 after consultation with bowling clubs and no increase is proposed this year.

5.2 Neighbourhood Services and Community Safety Portfolio Holder

The main service within the Neighbourhood Services and Community Safety portfolio that generates a substantial level of fee income is car parking. This portfolio also includes income from Housing Renovation Grants.

5.2.1 Car Parking

Residents' car parking permit fees will change in 2020/21 to a biennial fee of £25. The new permit will allow residents to park for up to three hours parking on long stay car parks, an increase on the current two hour limit.

Existing Permits purchased within the financial years 2018/19 and 2019/20 will be exchanged for a new permit at nil cost to the resident provided they are returned within the first twelve months' operation of the new scheme. Beyond this the new fee would apply.

The number of Blue Badge parking spaces will be increased owing to the extension of the criteria for the scheme. From April 2020 car park fees and charges will be applicable to all blue badge spaces but the new Residents Parking Permit will be available for use by Blue Badge Holders to park within designated spaces on both long stay and the short stay car park at Rough Lea Road, Cleveleys. This flexibility will only apply to Blue Badge Holders. No other permits will be usable on short stay car parks as per the current scheme.

5.2.2 Housing

It is proposed to increase enforcement notices, Houses in Multiple Occupation licences and UK entry visa housing inspection report charges by CPI. No changes are proposed in relation to the care and repair handyperson service in 2020/21.

5.3 Planning and Economic Development Portfolio

The three main service areas within the Planning and Economic Development Portfolio that generate substantial levels of fee income are Planning, Building Control and Fleetwood Market.

The majority of the Building Control Fees are set in accordance with the Building Regulations Act 2010 allowing authorities to fix their own charges based on full cost recovery. The Head of Built Environment has the delegated authority to amend these fees as necessary. Similarly, all tenancy matters up to an annual sum of £25,000, including market rents are delegated to the Head of Built Environment. The fees for submitting planning applications required by legislation are set nationally and the current statutory fees came into force 17 January 2018.

5.3.1 Development Control

The majority of discretionary income relates to pre-application discussion fees which need to be high enough to maintain a reasonable level of income and low enough to encourage applicants to come forward and seek such pre-application meetings. It also helps that the fee structure is easy to understand and comprises of rounded figures. Fees for written advice only in full form have been reduced from £510 to £350 to reflect the level of resources used and the cost of providing the service and also to encourage further requests for written advice as at present most requests are for meetings. Fees for proposals in outline form have also been lowered from £510 to £300 to reflect the reduced time required to assess such proposals and to encourage additional requests.

A new fee of £25 has been introduced to deal with requests for confirmation as to whether Permitted Development rights have been removed as at present this service is not paid for but does take up officer time.

It is not considered that the fees need to be raised in line with CPI at this time with most present fee levels not being increased in order to encourage further use of the service.

Some fee levels have changed to reflect different levels of resources required to deal with requests. Meeting follow-up fees have changed from specific, prescribed, levels based upon the development type and category to a generic charge of half the fee paid for the initial meeting.

There is a new fee category for Reserved Matters applications as this was not in the fee schedule previously but we have had a significant interest from developers to discuss such proposals at pre-application stage.

5.3.2 Building Control

Increases are proposed across each of the following areas:

- Supply of non-standard data and information (including responding to Solicitor's enquiries) – from £60 per hour minimum to £70 per hour minimum;
- Building Regulations Confirmation Letter – from £50 to £58.33;
- Administration fee for withdrawing an application and charges – from £50 to £58.33;
- Reopen Archived Applications – from £50 to £58.33;
- Copy of Completion Certificates – from £16.67 to £20.83;
- Copy of Decision Notice – from £16.67 to £20.83.

Building Regulations charges have been increased across the board (for the first time in 10 years) to recover the cost of Building Control service as detailed in the Building (Local Authority Charges) Regulations 2010 which require fees to be calculated on full cost recovery for its fee earning element (plan checking, site inspections, building notices, reversion and regularisation) to achieve an objective of breaking even 'as nearly as possible', based on the principle of taking one year with another. Due to fluctuating demands on the building control service, the 2010 Regulations establish the concept of balancing income and costs over a reasonable period of time (rolling period of three to five years).

The broad charging principles outlined in the 2010 Charges Regulations give freedom to local authorities to decide whether to set fixed charges or adopt individually assessed charges, either way to ensure accurate recovery of costs. It is suggested that fixed charges operate for standard small work and that individual quotations be provided for larger projects. These charges are calculated by relating the hourly rate to the time spent carrying out the chargeable function.

5.3.3 Markets

Indoor market rents are reviewed every three years and delegated to the Head of Built Environment.

It is recommended to maintain the outdoor market fees at Poulton and Cleveleys at current levels recognising the difficult economic climate. The exception to this is Fleetwood Market where it is proposed to increase the charge made to any trader opening a food stall four days per week between June and October from £40 to £48.

5.3.4 Estates

It is proposed to maintain funfair fees and charges for 2020/21. A new line, however, has been added to clearly distinguish between the funfairs used to support galas and those who operate at times outside gala festivities. For those funfairs operating to support the galas, the charge of £220 (for three days) is recommended to increase to £250.

It is proposed to increase filming charges by CPI, such that late notice fees will increase from £150 to £153. Administration licence fees are proposed to increase from £50 to £51 for students/registered charities and from £100 to £102 for commercial licences.

For Butts Close it is proposed that the fees for administration for assigning fees and renewal of a lease be removed with immediate effect as we are not permitted to assign a lease or renew a lease for protected tenancies. Unprotected tenancies are to be charged the new lease fee of £153, up from £150. It is proposed to increase the administration fee for early termination of lease from £200 to £204.

An increase of £1, from £60 to £61, is proposed for the administration of fees for new licences and assignment of a licence at Skippool Creek. Similarly, administration fees for drawing up allotment agreements are proposed to increase from £50 to £51.

5.3.5 Wyred Up

The price of a ticket for the Wyre Business Awards is proposed to increase from £41.67 to £50 in order to cover costs and be comparable with the prices charged at similar events elsewhere.

5.4 Resources Portfolio

5.4.1 MOT Test Centre

It is proposed to maintain fees at the current level to further embed this new service. During 2018/19, there were 301 MOT customers against a target of 400. Options for additional promotion of the service are being explored.

5.4.2 Legal Fees

The authority to determine charges for the recovery of legal costs is delegated to the Head of Finance. It is proposed to increase all fees by September CPI (1.7%) with the exception of s106 agreements and

unilateral undertakings which will increase to £675 (currently £635) and variations of s.106s to £580 (currently £527).

5.4.3 Land Charges

The determination of fees and charges for Local Land Charges is delegated to the Head of Finance. The council is required to ensure that over a three year period, the total income from charges does not exceed the total costs of granting access to property records. No changes are proposed at this stage.

5.4.4 Civic Centre Room Hire

It is proposed to maintain fees at the current levels with the aim of increasing the number of bookings.

5.4.5 Street Naming and Numbering

It is proposed to maintain fees at the current level as they continue to be representative of the administration involved.

5.4.6 Data Protection

The Fee for Subject Access Requests has been removed as charging is not permitted in most cases under the newly introduced General Data Protection Regulations. However, where the request is manifestly unfounded or excessive a “reasonable fee” for the administrative costs of complying with the request may be levied.

If an individual requests further copies of their data following a request then a reasonable fee may be charged. This must be based on the administrative costs of providing further copies.

5.5 Street Scene and Parks and Open Spaces Portfolio

The main services within this portfolio are waste management, public conveniences, the dog warden service, parks and open spaces and playing fields.

5.5.1 Public Conveniences

To reflect increasing costs, it is proposed to increase the charge for a radar key from £4.17 to £5.

5.5.2 Dog Welfare

No change to stray dogs fees is proposed.

5.5.3 Domestic Refuse – Bulky Items

The service is generally cost neutral with income covering the expenditure (in 2018/19 the service made a small net surplus of £2,776). The contract with Blackpool Council has recently been renewed. It is recommended that the service remains competitively priced so that people are encouraged to use it (and not fly tip) and as such fees are proposed to increase only marginally from £19.50 to £20.00 for up to three items and from £6.50 to £7.00 for each additional item thereafter. This is to cover third party contract price increases and still represents a highly competitive rate for the quality of service and is mid-price across the county.

5.5.4 Green Waste

Green waste subscription fees were considered separately in the Street Scene, Parks and Open Spaces Portfolio Holder report on 3 October 2019.

The sticker replacement fee charge, including administration and delivery, is proposed to increase from £5 to £6.

5.5.5 Provision of Standard Suite of Waste Recycling Containers-New Properties/ Replacement Containers

It is proposed to increase the fees payable by homeowners and developers for the standard suite including green bins from £66 to £92. The proposed fee for the standard suite excluding the green bin is £69 (up from £56 currently), for both homeowners and developers. The proposed fee increases relate to the new red lidded bin for co-mingled glass, cans and plastics. This charging approach will continue to make a clear distinction when residents do not wish to sign up to the green waste service that a green bin will not be provided. It is also proposed to increase the fee to replace individual new/stolen/missing/damaged bins to £23.

5.5.6 Street Scene

There are no changes proposed for ad hoc private work and grounds maintenance private work, which continue to be charged on a cost recovery plus basis. No other changes are proposed.

5.5.7 Parks and Open Spaces

It is proposed to maintain the fees for the Memorial Park Pavilion at current levels to encourage use. No other changes are proposed.

5.5.8 Leisure Development

Further to a benchmarking exercise undertaken with the Association for Public Service Excellence, it is proposed to increase all pitch hire and playing field fees by around 5% to bring charges in line with other neighbouring authorities. This will raise the highest fee from £327 to £343.

5.6 Overview and Scrutiny

Initial proposals for amendments or increases to fees and charges have been reviewed and discussed by the Overview and Scrutiny Committee at their meeting on 2 December 2019 with their recommendations being reported to Portfolio Holders and amendments included within this report.

Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to each Portfolio Holder (as set out in Part 3 of the Council's Constitution): "To determine charges or fees for any relevant services operated within the Portfolio".

Financial and legal implications	
Finance	The financial implications of the fees and charges will be reflected in the Revenue Estimates which will be considered by Cabinet at their meeting 12 February 2020.
Legal	There are no significant legal implications arising from the proposals in this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	✓
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Dominic Sumner	01253 887327	Dominic.Sumner@wyre.gov.uk	31/10/19

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 - Proposed fees and charges for the 2020/21 financial year

Dems/ph/re/cr/0012ds2

Key to VAT Codings:	
VAT to be added at Standard Rate	+
Y Includes VAT	Y
E Exempt from VAT	E
O Outside Scope	O
Z Zero Rated	Z

FEES AND CHARGES 2020/21			2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
	2019/20 Fees and Charges	Ledger Code	£	£	£			
LEISURE, HEALTH AND COMMUNITY ENGAGEMENT PORTFOLIO								
PEST CONTROL								
Rodent Control (Not Weekend Service)								
Includes 3 revisits (further visits over and above charged at standard rate)								
All Callouts will be charged for and no refunds given								
Domestic Premises	41.50			41.50		Y	NG	
(10% discount to households in receipt of Housing Benefit or Council Tax discount)								
Near Neighbour Discount will be offered in line with Wyre Councils Block Treatment Procedures.								
Treatment must be prepaid and undertaken on same day no refunds for failure to provide access on agreed days.								
10% discount to households in receipt of Housing Benefit or Council Tax discount (not applicable to Block Treatment)								
Business Premises							NG	
- including materials up to one hour	108.00	3320/93426	21,520	108.00	21,520	Y	NG	We have checked pest control charges at various Lancashire Authorities including Lancaster, Pendle, Blackpool and Ribblesdale. Our charging system attempts to generate some income from the service, whilst ensuring that the cost of treatments for public health pests such as rat and mice remain affordable for all. The public health pest treatment are more expensive than some Authorities but less than others, the non public health treatments are in line with other Local Authorities. It is therefore proposed that the charges be fixed at 2019-20 charges for the 2020-21 year.
- for every additional half hour or part thereof	54.00			54.00		Y	NG	
Pest/Insect Control (Not Weekend Service)								
All Callouts will be charged for and no refunds given for all insects except where bees are mistaken for wasps when a 50% refund will be issued								
Domestic Premises - per call out and treatment as required (including materials)								
Fleas, Cockroaches	62.50			62.50		Y	NG	
Wasps, Ants, Beetles - pre-payment	62.50			62.50		Y	NG	
Wasps, Ants, Beetles - no pre-payment	72.00			72.00		Y	NG	
Business Premises							NG	
- per call-out up to one hour (incl. materials)	108.00			108.00		Y	NG	
- for every additional half hour or part thereof	54.00			54.00		Y	NG	
- minimum charge for call-out (including materials)	108.00			108.00		Y	NG	
Disinfection after Infectious Disease - per treatment	108.00			108.00		Y	NG	
Commercial Contract Charges								
Small Businesses - Contract 1	362.50			362.50		Y	NG	
Medium Businesses - Contract 2	488.00			488.00		Y	NG	
Large Businesses - Contract 3	615.00	3320/93473	16,050	615.00	16,050	Y	NG	
All contracts based on 6 visits per annum								
Include the treatment of rodents and insects (wasps, ants, bees, fleas and cockroaches)								
Exclude the treatment of Pharaohs Ants								
Include a free advice service								
Any additional insect/rodent callouts charges on a time accumulated basis. Treatments included within the annual contract charge apply to normal working hours only. Additional charges apply to requests for treatment outside 09:00-17:00hrs Mon-Fri								
All out of hours work includes travel time from and return to the Council Depot. All prices include materials								
Charges for additional contract callouts / out of hours treatments:								
Mon-Fri 09:00-17:00hrs per man hour on time accumulated basis	108.00			108.00		Y	NG	
Mon-Fri 17:00-22:00hrs per man hour on time accumulated basis	163.50			163.50		Y	NG	
Saturday 09:00-17:00hrs per man hour on time accumulated basis	163.50			163.50		Y	NG	
Sundays and Public Holidays 09:00-17:00hrs per man hour on time accumulated basis	216.50			216.50		Y	NG	
Pest Control Products*								
Insect Powder	4.00			4.00		Y	NG	
Flyspray	6.95			6.95		Y	NG	
Dethlac	5.00			5.00		Y	NG	
Pigeon/Seagull spikes	3.20	3320/93439	100	3.20	100	Y	NG	
Gutter clips (2)	1.25			1.25		Y	NG	
Adhesive	7.45			7.45		Y	NG	
Chimney spikes	28.30			28.30		Y	NG	
Delivery	1.25			1.25		Y	NG	
* These prices are subject to supplier's fluctuation which officers will apply as appropriate.								
Commercial Fly Catching equipment (available on order)*								
Test to check your current UV Fly Killer	10.50			10.50		Y	NG	
Chameleon 1*2 (Sticky Board) Free standing bracket Available - White or Stainless steel Fly Catcher	178.00			178.00		Y	NG	
Titan Alpha - Electronic Fly Killer (white)	114.50			114.50		Y	NG	
Sunburst (Decorative Sticky Traps)	75.00			75.00		Y	NG	
Titan 300 - Electronic Fly killer (available in Stainless steel or white)	220.50			220.50		Y	NG	
Delivery	1.25			1.25		Y	NG	
Environmental Permitting Charges								
not set up on fees and charges								
Application fee								
Standard Process (includes solvent emission activities) *								
Additional fee for operating without a permit				1,650.00			NG	
Service Station PVR I / Dry Cleaner				1,188.00			NG	
Service Station PVR I & II combined				155.00			NG	
Vehicle refinishers & other reduced fee activities *				257.00			NG	
Reduced fee activities: additional fee for operating without a permit				362.00			NG	
Standard Mobile Crushing & Screening Plant (not using a simplified permits): For first and second applications				71.00			NG	
For the third to seventh applications				1,650.00			NG	
For the eighth and subsequent applications				985.00			NG	
				498.00			NG	
* Where the above is for a combined Part B and waste site, combined solvent and waste site or combined Part B, solvent and waste site (under Regulation 33 Direction), add £279								
Annual Subsistence fee								
Standard Process Low				772 (*+104)			NG	
Standard Process Medium				1161 (*+156)			NG	
Standard Process High				1747 (*+207)			NG	
Service Station PVR I/Dry Cleaner - Low / Medium / High				79 / 158 / 237			NG	
Vehicle refinishers & other reduced fee activities - Low / Medium / High				113 / 226 / 341			NG	
Standard Mobile Crushing and Screening Plant (not using simplified permits) : For the first and second permit - Low / Medium / High				626 / 1034 / 1551			NG	
For the third to seventh permits - Low / Medium / High				385 / 617 / 924			NG	
For the eighth and subsequent permits - Low / Medium / High				198 / 314 / 473			NG	
Late payment fee				52.00			NG	
* To be added where the above is for a combined Part B and waste site, combined solvent and waste site or combined Part B, solvent and waste site (under Regulation 33 Direction). Where a Part B site is subject to E-PRTR Regulations reporting, add £104/£156/£207 to above.								
Transfer and Surrender fee								
Standard Process Transfer				169.00			NG	
Standard Process Partial Transfer				497.00			NG	
New operator at low risk reduced fee activity (extra one-off subsistence charge to cover additional risk assessment)				78.00			NG	
Surrender				No fee			NG	
Reduced Fee Process Transfer				No fee			NG	
Reduced Fee Process Partial Transfer				47.00			NG	
Temporary transfer of mobile plant permit: For the first transfer / For repeat transfers following enforcement or warning				53 / 53			NG	
Substantial Change								
Standard Process				1,050.00			NG	
Standard Process where substantial change results in a new PPC activity				1,650.00			NG	
Reduced fee activity				102.00			NG	
FOOD SAFETY SERVICES								
Food Premises Hygiene re-rating inspection within 1-3 months of application								
(No guarantee of increased rating)								
Online Application	178.00	3272/93487	2,100	178.00	2,100	O	NG	Current charge for undertaking a re-rating inspection, one of the highest in Lancashire, therefore proposed not to increase 2019/20 charges for 2020/21.
Offline Application	191.00	3272/93487		191.00		O	NG	
Certificates and Booklets								

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Food Hygiene Books								
- Food Hygiene Handbook	At cost	3272/92001	350	at cost	350	Z	NG	
Safer Food Better Business Pack (food safety management system ring bound & in colour)	not set up on fees and charges			12.00			NG	These packs initially provided by FSA free of charge. Service no longer provided by FSA and fees reflect cost of purchasing packs on line.
Safer Food Better Business Diary Pack.	not set up on fees and charges			3.00			NG	
Food Export Certificate	55.00	3272/93417	3,410	56.00	3,470	O	NG	Increase by c.1.7% CPI, but to be reviewed following completion of brexit negotiations
Additional copy of Food Export Certificate	5.00			5.15		O	NG	
Ship sanitation Certificate							NG	
Gross Tonnage							NG	
Up to 3000	n/a	N/A				O	NG	Remove line no longer needed
Up to 1000	90.00	N/A		95.00		O	NG	Fees for ship sanitation set nationally
1001-3000	125.00	N/A		130.00		O	NG	
3001 - 10000	190.00	N/A		200.00		O	NG	
10001 - 20000	245.00	N/A		255.00		O	NG	
20001 - 30000	320.00	N/A		330.00		O	NG	
Over 30000	375.00	N/A		390.00		O	NG	
Water Sample Cost as part of Ship Sanitation certificate process / Follow up sample costs	not set up on fees and charges			35 / 35			NG	Sample costs to reflect analysis, admin & travel costs.
Ship water Sample Cost, undertaken at any other time.	not set up on fees and charges			75.00				
Legionella sample costs as part Ship Sanitation Certificate process / Follow up sample costs	not set up on fees and charges			72 / 72				
Ship Legionella sample cost undertaken at any other time	not set up on fees and charges			100.00				
Full copy of Public Food Register (commercially valuable information)	1,288.00	N/A		1,310.00		O	NG	increase by 1.7% CPI and rounded to nearest £5
Health and Safety Statement of Fact (for Civil Cases)	N/A	N/A		N/A		O	NG	
Charge for the first hour	100.00			100.00		O	NG	
Additional hourly rate	38.00			38.00		O	NG	
Travel expenses	at cost			at cost		O	NG	
FISHERY HYGIENE CHARGES							NG	
Fishery Landings							NG	
Gross charge for each whole tonne of fish landed:-	1 Euro* per tonne	3272/93412	400	1 Euro* per tonne	400	O	NG	
Fishery Preparation/Processing Establishments							NG	
Gross charge for each whole tonne of fish processed in the establishment	0.5 Euro*per tonne	3272/93410	430	0.5 Euro*per tonne	400	O	NG	
*Exchange rate fixed at 1 Euro = £0.89103							NG	
as at 1st January 2018 in C Series of official journal of the European Communities							NG	
PRIVATE WATER SUPPLIES CHARGES (Implementation of – The Private Water Supplies regulations 2008)							NG	
Private water supply risk assessments and monitoring in accordance with the above Regulations	Risk assessments charged at £31 per hour up to a maximum of £500 as prescribed in the Regulations. (The first hour of each Risk Assessment will be free)	3271/93460	1,160	Risk assessments charged at £32 per hour (time will include admin, travel and time on site) + mileage of 52p/mile will be applied. *Laboratory analysis costs will be added to cover the cost of any sample taken during the risk assessment process.	870	O	NG	The legislation has been altered to remove maximum charge. The introductory offer of first hour free is not applied by any other Local Authority. An inflation increase of 3% has been applied to the hourly rate, and a mileage rate of 52p/mile will be applied.
Private water supply sampling	Private water supply sampling costs will be charged at cost of having the sample analysed plus a £50 administration fee	3271/93460		Sample visits charged at £32 per hour (time will be calculated to include admin, travel and time on site), plus mileage of 52p/mile will be applied, plus Laboratory analysis costs. * No fee will be applied for repeat		O	NG	The charging system has been altered from a flat rate system to an hourly rate to more accurately reflect Council costs.
Investigation costs				Investigation charged at £32 per hour (time will include admin, travel and time on site) + mileage of 52p/mile will be applied. *Laboratory analysis costs will be added to cover the cost of any sample taken during the investigation process. Laboratory costs available on requests			NG	The charging system has been altered from a flat rate system to an hourly rate to more accurately reflect Council costs.
CONTAMINATED LAND ENQUIRIES	100.00	3282/93446	600	50 per half hour for first hour; 100 per hour thereafter	600	Y	NG	During discussion with contaminated land officer some enquiries may take less than 15 minutes, and it appeared to be excessive to be charged £100 for such a service and so this work was being done for free. Therefore agreed to charge 50 per half hour for the first hour.
Additional hourly rate				38.00			NG	
Travel expenses				at cost			NG	
LICENSING							NG	
ANIMAL WELFARE (Licencing of Activities Involving Animal) Regulation 2018							NG	
Animal Boarding application fee - payable on application						O	NG	
Licence fees for up to 20 units							NG	
Each additional 10 units						O	NG	
New - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
Home boarding application fee - payable on application		3341/93240				O	NG	
New - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
Dog Creche application fee - payable on application						O	NG	
New - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
*Dog Breeding application fee - payable on application						O	NG	
Licence fees for up to 5 bitches							NG	
Each additional 5 bitches						O	NG	
New - 1 year (incl application fee)		3341/93241				O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
Selling Pets application fee - payable on application						O	NG	
New - 1 year (incl application fee)						O	NG	
2 year (incl application fee)		3341/93243				O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
*Hiring Horses application fee - payable on application						O	NG	
Licence fees for up to 20 horses							NG	
Each additional 10 horses						O	NG	
New - 1 year (incl application fee)		3341/93244				O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Renewal - 1 year (incl application fee)						O	NG	
2 year (incl application fee)						O	NG	
3 year (incl application fee)						O	NG	
Re-rating inspection fee						O	NG	
Train/exhibit animals application fee - payable on application						O	NG	
3 year (incl application fee)						O	NG	
Zoo licence							NG	
6 year		3341/93245				O	NG	
4 year						O	NG	
Dangerous Wild Animals licence							NG	
2 year		3341/93242				O	NG	
* plus Vet fees							NG	
GENERAL LICENCES							NG	
Skin piercer-premises(tattooists, electrolysis, semi permanent skin colourists and acupuncturists)		3340/93226				O	NG	
Second Hand Good Dealer		3340/93231				O	NG	
Street Trading Consent		3340/93229				O	NG	
Sex Shop		N/A				O	NG	
Sexual Entertainment Venue		N/A				O	NG	
Scrap Metal Dealer- Mobile Collector						O	NG	
Scrap Metal Dealer - Site		3340/93228				O	NG	
Scrap Metal Dealer - Variation						O	NG	
Scrap Metal Dealer - Re-issue of licence						O	NG	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
GAMBLING ACT 2005								
Where a licence is subject to a seasonal condition the annual fee shall be one twelfth of the full annual fee for every month or part of a month that the licence is operative for.								
Bingo premises								
New application						O	NG	
Annual fee						O	NG	
Provisional Statement New						O	NG	
Premises licence fee for holders of Provisional Statements						O	NG	
Variation fee						O	NG	
Transfer fee						O	NG	
Reinstatement of licence						O	NG	
Betting premises								
New application						O	NG	
Annual fee						O	NG	
Provisional Statement New						O	NG	
Premises licence fee for holders of Provisional Statements						O	NG	
Variation fee						O	NG	
Transfer fee						O	NG	
Reinstatement of licence						O	NG	
Adult Gaming Centres (AGC)								
New Application						O	NG	
Annual Fee						O	NG	
Provisional Statement New						O	NG	
Premises licence fee for holders of Provisional Statements						O	NG	
Variation Fee						O	NG	
Transfer fee						O	NG	
Reinstatement of Licence						O	NG	
Family Entertainment Centre								
New Application						O	NG	
Annual Fee						O	NG	
Provisional Statement New						O	NG	
Premises licence fee for holders of Provisional Statements		3346/93234				O	NG	
Variation Fee						O	NG	
Transfer Fee						O	NG	
Reinstatement of Licence						O	NG	
Track								
New Application						O	NG	
Annual Fee						O	NG	
Provisional Statement New						O	NG	
Premises licence fee for holders of Provisional Statements						O	NG	
Variation Fee						O	NG	
Transfer Fee						O	NG	
Reinstatement of Licence						O	NG	
Miscellaneous Charges								
Fee for a copy of a licence						O	NG	
Fee for a notification of change of circumstances						O	NG	
(FEES PRESCRIBED BY STATUTE)								
Gambling Act 2005 Permits								
Unlicensed Family Entertainment Centre (UFEC) new/renewal						O	NG	
Fee to change name on permit-UFEC						O	NG	
Fee to copy permit-UFEC						O	NG	
Licensed premises gaming machine permit						O	NG	
Licensed premises gaming machine permit-annual fee						O	NG	
Licensed premises gaming machine permit-variation fee						O	NG	
Licensed premises gaming machine permit-transfer fee						O	NG	
Licensed premises gaming machine permit-copy permit						O	NG	
Licensed premises Notification						O	NG	
Club Gaming Permit						O	NG	
Club Gaming Permit-fast track						O	NG	
Club Gaming Permit-annual fee						O	NG	
Club Gaming Permit-Variation						O	NG	
Club Gaming Permit-copy permit						O	NG	
Club Gaming Machine Permit						O	NG	
Club Gaming Machine Permit-fast track						O	NG	
Club Gaming Machine Permit-annual fee						O	NG	
Club Gaming Machine Permit-variation						O	NG	
Club Gaming Machine Permit-copy permit						O	NG	
Prize Gaming Permit-New or renewal						O	NG	
Prize Gaming Permit-fee to change name						O	NG	
Prize Gaming Permit-copy permit						O	NG	
Small Society Lottery Registration-New		3346/93222				O	NG	
Small Society Lottery Registration-Annual fee						O	NG	
LICENSING ACT 2003								
Fees under the Licensing Act 2003 are determined nationally and are prescribed by the Licensing Act 2003 (Fees) Regulations		3344/93225 & 3344/93232					NG	
Taxis								
Dual Driver licences (3 year duration)-New*						O	NG	
Dual Driver licences (3 year duration)-Renewal		3342/93264				O	NG	
Dual Driver licences (1 year duration)-Renewal						O	NG	
Replacement Driver Badge		3342/93261				O	NG	
Private Hire Vehicle		3342/93254				O	NG	
Hackney Carriage Vehicle (includes £25 unmet demand surcharge)		3342/93252				O	NG	
Private Hire door stickers (pair)		3342/93259				O	NG	
Plates (pair)		3342/93257 & 3342/93258				O	NG	
Brackets (pair)						O	NG	
For Hire Signs		3342/93262				O	NG	
Private Hire Operator(5 year duration) 1-10 vehicles						O	NG	
Private Hire Operator(5 year duration) 11-20 vehicles		3342/93256				O	NG	
Private Hire Operator(5 year duration) 21+ vehicles						O	NG	
* Includes knowledge fee							NG	
THORNTON LITTLE THEATRE								
Non Commercial Charges/ Community Rates (Stage Shows, Concerts etc)								
Monday to Sunday								
Full Day and Evening (08:00 to 23:00)	500.00			500.00		Y	JR	
Mornings (08:00 to 13:00)	160.00			160.00		Y	JR	
Afternoons (13:00 to 17:00)	160.00			160.00		Y	JR	
All Day (08:00 to 17:00)	280.00			280.00		Y	JR	
Evening (17:00 to 23:00)	280.00			280.00		Y	JR	
Additional Hourly Rate (per hour)	40.00			40.00		Y	JR	
Additional Performance/Matinee Charge								
Monday to Saturday	240.00			240.00		Y	JR	
Sundays/Bank Holidays	500.00			500.00		Y	JR	
Additional Staff (per person per hour)	30.00			30.00		Y	JR	
Additional Hourly Charge (between 23:00 and 08:00)	50.00			50.00		Y	JR	
Commercial Charges (Stage Shows, Concerts etc)								
Monday to Sunday								
Full Day and Evening (08:00 to 23:00)	1,300.00			1,300.00		Y	JR	
Mornings (08:00 to 13:00)	400.00			400.00		Y	JR	
Afternoons (13:00 to 17:00)	400.00			400.00		Y	JR	
All Day (08:00 to 17:00)	650.00			650.00		Y	JR	
Evening (17:00 to 23:00)	900.00			900.00		Y	JR	
Additional Hourly Rate (per hour)	100.00	3043/93604	45,000	100.00	50,000	Y	JR	
Additional Staff (per person per hour)	50.00			50.00		Y	JR	
Additional Hourly Charge (between 23:00 and 08:00)	75.00			75.00		Y	JR	
Studio Room								
Session rates am/pm/evening (per session)Non Commercial/ Community Rate	80.00			80.00		+	JR	
Half studio room for uses as dressing room (per hour -min 2hrs)	10.00			10.00		+	JR	
Commercial Charges (Other than Stage Shows)								
Session rates am/pm (per session)	100.00			100.00		+	JR	
Session rates evening (per session)	150.00			150.00		+	JR	
Miscellaneous (per hour unless otherwise stated)								
Sales of Show Tickets for Private Hire (commission)	10% of gross			10% of gross		+	JR	
* The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances								
Wedding Prices								

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Per hour (minimum of 12hrs)						+	JR	
New (18/19 Wedding packages are new and charges may be subject to change)							JR	
Ceremony Monday to Friday	350.00			350.00		+	JR	
Saturday Ceremony	650.00			650.00		+	JR	
Afternoon Ceremony and Reception up to 7pm Monday to Friday	700.00			700.00		+	JR	
Afternoon Ceremony and Reception up to 7pm on Saturday	900.00			900.00		+	JR	
Afternoon and Evening Receptions Mon-Sat	950.00			950.00		+	JR	
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)	1,200.00			1,200.00		+	JR	
Afternoon Ceremony followed by Afternoon and Evening Receptions (Sat)	1,500.00			1,500.00		+	JR	
Evening Reception Only	800.00			800.00		+	JR	
Late Ceremony (after 4pm) followed by Evening Reception (Mon to Sat)	1,000.00			1,000.00		+	JR	
Parties/ Dinners and Other Social Celebrations 7-11pm	from 500.00			from 500.00		+	JR	
Funeral Gatherings. 2 hours typical hire.	from 150.00			from 150.00		+	JR	
Children's Birthday Parties	from 150.00			from 150.00		+	JR	
							JR	
							JR	
MARINE HALL							JR	
							JR	
(Per hour - Minimum 2 hours)							JR	
Non Commercial Charges / Community Rates							JR	
(Stage Shows, Concerts etc)							JR	
Full Day and Evening (08:00 to 23:00)	1,250.00			1,250.00		Y	JR	
Mornings (08:00 to 13:00)	400.00			400.00		Y	JR	
Afternoons (13:00 to 17:00)	400.00			400.00		Y	JR	
All Day (08:00 to 17:00)	700.00			700.00		Y	JR	
Evening (17:00 to 23:00)	750.00			750.00		Y	JR	
Additional Hourly Rate (per hour)	100.00			100.00		Y	JR	
Additional Staff (per person per hour)	30.00			30.00		Y	JR	
							JR	
Commercial Charges (Stage Shows, Concerts etc)							JR	
Monday to Thursday							JR	
Full Day and Evening (08:00 to 23:00)	1,800.00			1,800.00		Y	JR	
Mornings (08:00 to 13:00)	600.00			600.00		Y	JR	
Afternoons (13:00 to 17:00)	600.00			600.00		Y	JR	
All Day (08:00 to 17:00)	1,000.00			1,000.00		Y	JR	
Evening (17:00 to 23:00)	1,000.00			1,000.00		Y	JR	
Additional Hourly Rate (per hour)	100.00			100.00		Y	JR	
Additional Staff (per person per hour)	50.00			50.00		Y	JR	
Security Staff Additional. Quotes available							JR	
							JR	
Marine café/The Waterfront Room/Wyre Bar							JR	
Non Commercial Charges / Community Rates							JR	
8.00 am to 11.00 pm	45.00			45.00		Y	JR	
(per hour, minimum 2 hrs)							JR	
Waterfront & Wyre Bar for use as dressing rooms (per hour - minimum 2hrs)	25.00			25.00		Y	JR	
Waterfront or Wyre Bar Funeral 2 hours minimum hire	from 100.00			from 100.00		Y	JR	
							JR	
Commercial Charges							JR	
8.00 am to 11.00 pm	60.00			60.00		Y	JR	
(per hour, minimum 2 hour use)							JR	
							JR	
Outdoor Performance Area							JR	
Non Commercial Charges/Community Rates							JR	
8.00 am to 11.00 pm	POA			POA		Y	JR	
Price on application, dependant on use							JR	
Commercial Charges							JR	
8.00 am to 11.00 pm	POA	3040/93604	80,000	POA	85,000	Y	JR	
							JR	
Miscellaneous							JR	
Hire of Radio Microphones (per day per microphone)	20.00			20.00		+	JR	
Extra Whiteboard (per event)	10.00			10.00		+	JR	
Flip Chart (per event)	10.00			10.00		+	JR	
Screen Only (per event)	5.00			5.00		+	JR	
PA Set Up (internal)	POA			POA		+	JR	
PA Set Up (external)	POA			POA		+	JR	
XGA Data Projector with Screen (per event)	POA			POA		+	JR	
Stage extension	POA			POA		+	JR	
Catwalk	POA			POA		+	JR	
Batteries	0.50			0.50		+	JR	
Gaffer tape	10.00			10.00		+	JR	
Electricity up to 1Kw	10.00			10.00		+	JR	
Electricity above 1Kw	15.00			15.00		+	JR	
Haze machine (incl liquid)	30.00			30.00		+	JR	
Table slip/overlay	2.00			2.00		Y	JR	
Additional equipment may be hired in and charged for as requested/required. Please ask if you require any specialist or additional equipment.							JR	
Sale of Show Tickets for Private Hire	10% of gross			10% of gross		+	JR	
Postage Fee for Credit Cards/Handling Charge	n/a			n/a		Y	JR	
Postage for tickets posted out to customer	1.00			1.00		Y	JR	
Booking Fee (Website and Phone bookings)	1.50			1.50		Y	JR	
*The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances (minimum crew hire 2)							JR	
Trade Exhibitions, Period Lettings, Promotional packages etc.							JR	
Subject to negotiations with Director of People and Places							JR	
Performing Rights Tariffs will be applied to those events that attract this charge.							JR	
Note: A charge for the provision of Café facilities may be applicable for events (subject to negotiations).							JR	
Food Festival & Christmas Market							JR	
5ft stall	40.00			40.00		Y	JR	
10ft stall	80.00			80.00		Y	JR	
3x3m stall	100.00			100.00		Y	JR	
4.5x3m stall	110.00			110.00		Y	JR	
Carboot							JR	
5ft	15.00			15.00		Y	JR	
10ft	20.00			20.00		Y	JR	
Clothes Rail							JR	
5ft	10.00			10.00		Y	JR	
10ft	15.00			15.00		Y	JR	
							JR	
Main Hall (18/19 Wedding packages are new and charges may be subject to change)							JR	
Ceremony Only (Mon -Fri)	350.00			350.00		+	JR	
Ceremony Only Saturday	650.00			650.00		+	JR	
Afternoon Ceremony and Reception up to 7pm Mon-Friday	1,000.00			1,000.00		+	JR	
Afternoon Ceremony and Reception up to 7pm Saturday	1,000.00			1,000.00		+	JR	
Afternoon and Evening Receptions Mon-Sat	1,500.00	3040/93612	15,000	1,500.00	15,000	+	JR	
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)	1,750.00			1,750.00		+	JR	
Afternoon Ceremony followed by Afternoon and Evening Receptions (Saturday)	2,000.00			2,000.00		+	JR	
Evening Reception Only Mon-Sat	1,000.00			1,000.00		+	JR	
Late Ceremony (4pm onwards) followed by evening reception (Mon -Fri)	1,250.00			1,250.00		+	JR	
Late Ceremony (4pm onwards) followed by evening reception (Saturday)	1,500.00			1,500.00		+	JR	
Assistance with Dressing the room per person per hour	30.00			30.00		+	JR	
New packages are also being developed for Parties & other Social Events							JR	
Please contact the venue for further information and charges.							JR	
							JR	
Advertising Banners							JR	
Banner space on Thornton Little Theatre building (2 weeks)	40.00			50.00		+	JR	
Promotion - Banner Boards at Thornton Little Theatre and Marine Hall (price per 2 weeks)	50.00			50.00		+	JR	
Larger Banner Sites subject to availability							JR	
Online Media Package for events at Marine Hall and Thornton Little Theatre	150.00	3040 and 3043/93405	5,000	150.00	5,000	+	JR	
Press Package for events at Marine Hall and Thornton Little Theatre	120.00			120.00		+	JR	
Print Package for events at Marine Hall and Thornton Little Theatre	200.00			200.00		+	JR	
							JR	
CEMETERIES							JR	
Interment Fees							JR	
Burial in a grave in respect of which an exclusive right of burial has been granted							JR	
Child stillborn (post 24 weeks pregnant) or not exceeding three years or not taking an adult space	176.00	3220/93101	90,000	No charge to family when meeting the criteria of the Children's Funeral Fund	90,900	O	RH/AF	Narrative amended 06.11.19 as per A Fish
Person whose age at death exceeds three years for interments new and reopen fees. 7'6" 6'0" 4'6"	747.00	3221/93101	11,000	754.00	11,110		RH/AF	Narrative amended 06.11.19 as per A Fish
Interment of cremated remains	202.00	3222/93101	36,360	204.00	36,720	O	RH/AF	
Scattering of cremated remains	125.00			126.00		O	RH/AF	
Public Burial							RH/AF	
Person whose age at death exceeds three years	767.00			775.00		O	RH/AF	Narrative amended 06.11.19 as per A Fish
Child stillborn or not exceeding one month	27.00					O	RH/AF	Delete - No longer applicable following establishment of Children's Funeral Fund for England
Child over one month but not exceeding seven years	73.00					O	RH/AF	Delete - No longer applicable following establishment of Children's Funeral Fund for England
							RH/AF	
Saturday Interments (between 9.00am to 12.30pm)							RH/AF	
Minimum Charge for Burial interment includes standard interment fee	1,610.00			1,626.00		O	RH/AF	
Minimum Charge for Cremated Remains interment includes standard interment fee	404.00			408.00		O	RH/AF	
							RH/AF	
Grave Spaces							RH/AF	
All cemeteries							RH/AF	
New grave space for one or two - subject to ground conditions							RH/AF	
Purchase of exclusive right of burial for 50 years -earthen grave (Includes Grant)*	865.00	3220/93104	47,020	874.00	47,490	O/E	RH/AF	
Interment Fee (see above dependant on depth)		3221/93104	4,530		4,580		RH/AF	
New Baby Garden of Remembrance at Fleetwood and Poulton New Cemetery		3222/93104	23,480	No charge to family when meeting the criteria of the Children's Funeral Fund	23,720		RH/AF	Narrative amended 06.11.19 as per A Fish
							RH/AF	
Purchase of exclusive right of burial for 50 years* (available for under three years of age)	245.00			245.00		O/E	RH/AF	
Interment fee (see above)							RH/AF	
Woodland Burials (POULTON NEW CEMETERY)							RH/AF	
Purchase of exclusive right of burial for 50 years (including tree and planting and Grant)*	1,110.00			1,121.00		O/E	RH/AF	
Interment Fees see above							RH/AF	
*VAT exempt if bought in advance							RH/AF	
Reservation of Cremated Remains Section							RH/AF	
Fleetwood Cemetery - Cremated Remains Section							RH/AF	
Purchase of exclusive rights of burial for 50 years (for the right to inter up to 6 caskets) *	393.00			397.00		O/E	RH/AF	
Interment Fee (see above)							RH/AF	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Fleetwood Cemetery - Garden of Remembrance Section								
Exclusive rights for scattering for 50 years	274.00			277.00		O	RH/AF	
Scattering fee (see above)							RH/AF	
Pressall and Poulton New Cemetery - Cremated Remains Section								
Purchase of exclusive right for burial for 50 years (for the right to inter up to 4 caskets)*	300.00			303.00		O/E	RH/AF	
Interment fee (see above)							RH/AF	
Fleetwood Cemetery Columbarium								
For the right to deposit the cremated remains in a niche for a period of 50 years (up to four caskets)	510.00	3220/93104/COL	7,660	515.00	7,740	O/E	RH/AF	
Exempt for VAT if supplied with Memorial Plaque and inscription.								
First inscription charge, removing and refixing tablet 80 letters. Exempt for VAT if supplied with above otherwise Standard Rated.	169.00	3220/93105/COL	3,190	171.00	3,220	E/+	RH/AF	
Columbarium, Moorland Road Cemetery, Poulton-le-Fyde								
For the right to deposit the cremated remains in a niche for a period of 50 years (up to one casket)	510.00	3222/93104/COL	1,020	515.00	1,030	O	RH/AF	
Second and Subsequent interments	200.00	3220&3222/93101/COL	13,490	202.00	13,620	O	RH/AF	
Vaults or walled Graves								
For the additional right to construct a vault or walled grave to include exclusive Right of Burial	per contractor cost	3220/3221&3222/93106	7,540	as per contractor cost		O	RH/AF	
Use of Cemetery Chapel								
Only available at Poulton New Cemetery	204.00	3222/93443	2,450	206.00	2,470	O	RH/AF	
All the above fees are subject to double fees (100%) for non-residents applicable to all persons who reside outside the Borough of Wyre with the exception of Staining Parish Council								
Miscellaneous Charges								
Notice of Interment / Registration	27.50	93417		28.00		O	RH/AF	
Transfer/Grant Form	27.50	93417		28.00		O	RH/AF	
Late Funerals beyond 20 minutes of booked time	197.00	93106		199.00		O	RH/AF	
Change of Coffin size after first notification	197.00	93106		199.00		O	RH/AF	
Single Grave Search	22.50	93106		23.00		O	RH/AF	
Exhumation of Body (Administrative Fees)	930.00	93106		939.00		O	RH/AF	
Exhumation of Body Fees – as Grounds Maintenance							RH/AF	
							RH/AF	
Memorial Benches/Plaques - Cemetery and Non-Cemetery								
Memorial Bench Scheme (see note)	Ad hoc	3220/3222/92308		Ad hoc		Y	RH/AF	
Purchase of memorial name plaque for bench (see note)	Ad hoc			Ad hoc		Y	RH/AF	
Note: New benches will be charged on a cost recovery basis and be subject to an admin fee.							RH/AF	
Memorial plaques added to existing benches will be charged on a cost recovery basis plus a charge linked to the remaining life of the bench and may also attract an admin fee.							RH/AF	
Granite Bench Plaques 7"x5"	299.00			302.00		Y	RH/AF	
Memorial Mushroom Plaques	166.00	3220&3222/93105/9661	870	168.00	880	E	RH/AF	
Sundial and Baby Garden Plaques 10" x 4"	220.00			222.00		Y	RH/AF	
8" x 4"	190.00			192.00		Y	RH/AF	
7" x 4"	172.00			174.00		Y	RH/AF	
Pictures or designs may be added at an additional cost, currently at cost							RH/AF	
							RH/AF	
CEMETERIES - MEMORIAL								
Miscellaneous Charges								
Day permit for monumental masons from outside the district to operate in Cemeteries managed by the Council and agreed by the supervisor officer per day	125.00	93106		126.00		O	RH/AF	
Erection of monument or memorial works without the submission of an application and fee to the Registrar and approval received	474.00	93106		479.00		O	RH/AF	
Headstone and Inscription - all lawned sections								
For the right to erect and place a new headstone memorial including inscription (no ornamentation) not exceeding 3'6" in height by 3'0" wide and 4" in thickness.	184.00	3220/93102	13,710	186.00	13,850	O	RH/AF	
Additional charges to be added to the above fee:		3221/93102	1,500		1,520		RH/AF	
For any etched or coloured illustration, photo plaque, ornamentation or design works etc. other than the normal inscription on any memorial.	0.00	3222/93102				Ø	RH/AF	Delete - no longer required
Recumbent headstones - all cemeteries, cremated remains section and Baby Garden of Remembrance (Dimension - 18" by 12")	137.00			138.00		O	RH/AF	
Deposit of stone flower vase	102.00			103.00		O	RH/AF	
Gardens of Remembrance Tablet Fee	67.00			68.00		O	RH/AF	
Permission for additional inscriptions on existing memorials (all sections)	127.00	3220&3221&3222/93105/9660 &3220&3222/93106/COL	6,590	128.00	6,660	O	RH/AF	
Columbarium - Moorland Road Cemetery								
First inscription charge and removing and refixing tablet	149.00	3222/93105/COL	690	150.00	700	O	RH/AF	
For the right to remove the tablet, cut additional inscription and re-fixing tablet	101.00			102.00		O	RH/AF	
Columbarium - Fleetwood Cemetery								
Standard Casket/Urn including nameplate - minimum price	69.00	3220/92308/COL	3,000	70.00	3,030	Y	RH/AF	
Bronze Vase and Holder *inc VAT	45.00	3220/93102/COL		45.50		Y	RH/AF	
First inscription up to 80 letters £2 per additional letters	169.00	3220/93105/COL		171.00		Y	RH/AF	
Additional inscription	143.00	3220/93105/COL		144.00		Y	RH/AF	
							RH/AF	
MARSH MILL								
Marsh Mill Entry/Tour								
Adult	2.00			2.00		Y	AH	
Concessionary (age 5 to 16 years (no under 5's able to do a tour)/Senior Citizen)	1.00			1.00		Y	AH	
Family (Any party of 3 visitors that includes at least 1 adult & 1 concessionary)	3.50	3020/93005	950	3.50	950	Y	AH	
Group Booking/Tour – 15 or more	2.50			2.50		Y	AH	
School Groups – 15 or more (inc. other children groups e.g. Scouts)	1.50*			1.50*		Y	AH	
Evening and Weekday Group Bookings	per head			per head			AH	
*If the visit includes imparting educational instruction the fee will be exempt for VAT							AH	
Marsh Mill Hire Charges								
First Floor/Side Room/Ground Floor (1/2 day)	15.00			15.00		E	AH	not relevant at the moment but leave in
First Floor/Side Room/Ground Floor (full day)	27.00	3020/93006	0	27.00	0	E	AH	not relevant at the moment but leave in
Kiln House Hire (week)	11.00			11.00		E	AH	not relevant at the moment but leave in
Kiln House Hire (month)	30.00			30.00		E	AH	not relevant at the moment but leave in
Talks, demonstration and workshops entrance to first floor:							AH	
VISIT WYRE								
J-Bus	400.00	3173/93604/LP13		remove		+	CS	
COUNTRYSIDE								
Slide Talks								
Per Group	35.00			35.00		Y	AB	
Guided Walks								
Adult	4.50			4.50		Y	AB	
Adult half day	3.50			3.50		Y	AB	
Concessions full day	3.50			3.50		Y	AB	
Concessions half day	2.50	3131/93010	3,000	2.50	3,000	Y	AB	
Special events or activities charged as advertised							AB	
School Visits								
School Groups Charge per head, (inc. other childrens groups e.g. Scouts) - Full day	3.50			3.50		E	AB	
Ranger led activities with Educational Theme								
School Group Charge per head, (inc. other childrens groups e.g. Scouts- Half Day	2.50			2.50		E	AB	
Ranger led activities with Educational Theme								
WYRE ESTUARY COUNTRY PARK								
Hire of Riverside Room Stanah (no additional services provided)								
-Half day/evening	30.00			30.00		E	AB	
-Full Day	50.00			50.00		E	AB	
After 5pm evening	40.00	3130/93604	540	40.00	400	E	AB	
-Additional equipment hire	5.00			5.00		Y	AB	
-Commercial Hire - by negotiation	17.00 per hour			17.00 per hour		E	AB	
							AB	
Special events are charged in accordance with Countryside Activities Programme							AB	
School Visits								
School Groups Charge per head, (inc. other childrens groups e.g. Scouts) - Full day	3.50	3130/93510	500	3.50	500	E	AB	
Ranger led activities with Educational Theme								
School Group Charge per head, (inc. other childrens groups e.g. Scouts- Half Day	2.50			2.50		E	AB	
Ranger led activities with Educational Theme								
ROSSALL POINT								
Hire of Rossall Point - (only available when not open to the public)								
-Half day/evening	30.00			30.00		E	AB	
-Full Day	50.00	3063/93604	0	50.00	0	E	AB	
After 5pm evening	40.00			40.00		E	AB	
							AB	
							AB	
OUTDOOR AMENITY CHARGES								
Bowls - per hour								
Ordinary	3.80			3.80		Y	MF	
Junior (up to 16years)/Senior Citizen/ Over 60	2.80			2.80		Y	MF	
Annual Contract (VAT exempt only if block booking criteria met)	37.00			37.00		E	MF	
Winter Contract (VAT exempt only if block booking criteria met)	23.00	3112/93080	1,910	23.00	1,910	E	MF	
Summer Contract (VAT exempt only if block booking criteria met)	23.00			23.00		E	MF	
Seven Day Contract	13.50			13.50		Y	MF	
Hire of Green (minimum 2 hours)								
Matches per hour (League Fixtures)	12.50	3091/93083	3,500	12.50	3,500	Y	MF	
Group Hire per hour	12.50	3114&3118/93083&3112/93084	1,790	12.50	1,790	Y	MF	
NB. Fees for hire of bowling Green are only exempt for VAT if they are to a Bona Fide* club if the following criterias is not met VAT will be charged.								
* All the following criteria must be met								
1. Facilities are let exclusively to a school, constituted club or association or an organisation representing an affiliated club								
2. Bookings are for 10 or more sessions								
3. Each session is for the same sport/activity at the same location								
4. The interval between each session is at least 1 day but no more than 14 days								
Crazy Golf								
Adult	3.00	3112/93013	190	3.00	190	Y	MF	
Junior (up to 16 years)/Senior Citizen/Over 60	2.00	3112/93014	160	2.00	160	Y	MF	
Pitch and Putt							MF	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Fleetwood - 18 hole Adult	5.00	3112/93040	120	5.00	120	Y	MF	
Junior (up to 16 years)/Senior Citizen/Over 60	4.00	3112/93041	170	4.00	170	Y	MF	
Fleetwood - 9 hole Adult	4.00	3112/93042	540	4.00	540	Y	MF	
Junior (up to 16 years)/Senior Citizen/Over 60	3.00	3112/93043	470	3.00	470	Y	MF	
Lost Golf Balls	1.00	As above		1.00		Y	MF	
NEIGHBOURHOOD SERVICES AND COMMUNITY SAFETY PORTFOLIO								CG
CAR PARKING - OFF STREET								CG
Rough Lea Road, Cleveleys -								CG
Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs (Max stay 2hrs)	2.00			2.00		Y	CG	
Promenade North, Cleveleys -								CG
Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	2.00			2.00		Y	CG	
Derby Road West, Cleveleys -								CG
Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs	n/a			n/a		Y	CG	
All Day (Transferable between Long stay car parks)	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Derby Road East/Slinger Road, Cleveleys -								CG
Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs - 6hrs	n/a			n/a		Y	CG	
Over 6hrs	n/a			n/a		Y	CG	
All Day (Transferable between Long stay car parks)	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Jubilee Gardens, Cleveleys - Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs - 6hrs	n/a			n/a		Y	CG	
Over 6hrs	n/a			n/a		Y	CG	
All Day	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Custom House Lane, Fleetwood - Daily 8am - 6pm (Motor Car)								CG
Up to 1 hour	1.00	4190/93430	487,200	1.00	487,200	Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs	n/a			n/a		Y	CG	
All Day	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Albert Street/Church Street, Fleetwood - Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs-6hrs	n/a			n/a		Y	CG	
Over 6hrs	n/a			n/a		Y	CG	
All Day	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Hardhorn Road (Wheatshaf Way), Poulton-le-Fylde - Daily 8am-6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs-6hrs	n/a			n/a		Y	CG	
Over 6hrs	n/a			n/a		Y	CG	
All Day	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
High Street, Garstang - Daily 8am - 6pm (Motor car)								CG
Up to 1 hour	1.00			1.00		Y	CG	
Up to 2hrs	n/a			n/a		Y	CG	
Up to 3hrs	2.00			2.00		Y	CG	
Over 2hrs-4hrs	n/a			n/a		Y	CG	
Over 4hrs-6hrs	n/a			n/a		Y	CG	
Over 6hrs	n/a			n/a		Y	CG	
All Day	3.50			3.50		Y	CG	
Wyre Residents Permit Scheme Up to 2hrs	FREE			FREE		Y	CG	
Monthly Season Ticket	See below			See below		Y	CG	
Overnight Parking								CG
All car parks Daily 6pm -8am (18.00-08.00) Motor Car	2.00	4190/93430		2.00		Y	CG	
Season tickets								CG
Long Stay Car Parks:								CG
Albert Street, Derby Road East, Derby Road West, Hardhorn Road, High Street, Jubilee Gardens								CG
1 month	45.00			45.00		Y	CG	
3 months	120.00	4190/93429	7,500	120.00	7,500	Y	CG	
6 months	200.00			200.00		Y	CG	
12 months	300.00			300.00		Y	CG	
Administration fee for change of vehicle								CG
Refund due to change in personal circumstances pro rata based on full months not used.								CG
Residents Parking Permits								CG
Initial Application Fee	25.00	4190/93432	8,500		8,500	Y	CG	***Potential change, awaiting confirmation (Clare J aware)
Renewal Fee	10.00					Y	CG	
Penalty Charge Notice								CG
The higher level penalty charge contravention is £70, with a 50% discount if payment is made within 14 days, the lower level contravention is £50, with a 50% discount if payment is made within 14 days.								CG
Parking Dispensations								CG
Per vehicle per period of up to 7 whole days	25.00	4190/93479	480	25.00	480	Y	CG	
Motorhome Overnight Parking at Fleetwood Central Car Park								CG
Charge per night (maximum of 3 nights)	5.00	4190/93430/MHOME	2,200	5.00	2,200	Y	CG	
HOUSING								DMc/MBr
Private Sector Housing Grant Assistance								DMc/MBr
- Charging for professional and technical services								DMc/MBr
Applications for :-								DMc/MBr
Disabled Facilities Grants	A charge of 15% per approval (based on the amount of grant approved).			A charge of 15% per approval (based on the amount of grant approved).		+	DMc/MBr	
*Charge rate applicable as per date of grant approval								DMc/MBr
Housing Act 2004								DMc/MBr
Charges for Enforcement Notices - per notice	438.00	3290/93441	1,750	446.00	1,780	O	DMc/MBr	
Licensing Of Houses In Multiple Occupation								DMc/MBr
Initial Licence determination	970.00			986.00		O	DMc/MBr	
(NB. Discounts may be awarded in recognition of specified conditions)								DMc/MBr
Additional Service Charges: (charged on a specific case basis)								DMc/MBr
Return incomplete/defective application to applicant with letter	21.25			21.60		O	DMc/MBr	
(additional admin charges will only be applied where the application is returned incomplete a second or further time).	(+21.25 admin charge)			(+21.60 admin charge)			DMc/MBr	
Reprocessing form after amendments received.	21.25			21.60		O	DMc/MBr	
	(+21.25)			(+21.60)			DMc/MBr	
Additional cost where landlords fail to respond within 28 days to justified requests for an application, renewal OR information required in respect of incomplete applications.								O
Revisit where no access gained previously.	34.00	3290/93233	10,600	34.60	10,780	O	DMc/MBr	
	(+21.25)			(+21.60)			DMc/MBr	
Assisted application - Full assistance provided in making the application, measuring rooms, drawing sketch plans, etc.	242.00			246.00		O	DMc/MBr	
Variation of licence.	(+21.25)			(+21.60)		O	DMc/MBr	
	242.00			246.00			DMc/MBr	
	(+21.25)			(+21.60)			DMc/MBr	
Such sums as may be necessary to fund the identification, confirmation, inspection and enforcement of licensing requirements. These are to be assessed on a case by case basis, using the hourly rates for the officers appropriate for the tasks undertaken								DMc/MBr
Cost of raising an invoice	21.25			21.60		O	DMc/MBr	
UK Entry Visa Housing Inspections								DMc/MBr
Charge for inspection and production of report	92.00	3290/93492	180	94.00	190	+	DMc/MBr	
Care and Repair Handyperson Service Charge								DMc/MBr
Charge per job	10.00	5222/93493	12,000	10.00	12,000	Y	DMcA/MBr	
PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO								DT
DEVELOPMENT CONTROL								DT
Location Plans								DT
Ordnance Survey fee - initial charge	10.00	3550/93502	66	10.00	80	Y	DT	
							DT	
							DT	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Pre Application Discussions							DT	
Major applications							DT	
-initial meeting	owing fee schedule			See following fee schedule		Y	DT	Fees for written advice only have been reduced to reflect the level of resources used and the cost of providing the service and also to encourage further requests for written advice as at present most requests are for meetings. Fees for proposals in outline form have also been reduced to reflect the lesser time required to assess such proposals and to encourage additional requests. A new fee has been introduced to deal with requests for confirmation as to
-follow up meeting	owing fee schedule			See following fee schedule		Y	DT	
Significant Major applications		3550/93461	8,000		12,000		DT	
-initial meeting	owing fee schedule			See following fee schedule		Y	DT	
-follow up meeting	owing fee schedule			See following fee schedule		Y	DT	
							DT	
BUILDING CONTROL							MBlu	
Supply of non-standard data and information (including responding to Solicitor's enquiries)	60.00 per hour (MIN 60.00)			70.00 per hour (MIN 70.00)		Y	MBlu	Cost recovery in line with neighbouring local authorities
Building Regulations Confirmation Letter	60.00	3510/93460	100	70.00	100	Y	MBlu	Updated 06.11.19 as per Jo Mc
Administration fee for withdrawing an application and charges	60.00			70.00		Y	MBlu	
Reopen Archived Applications	60.00			70.00		Y	MBlu	
Copy of Completion Certificates	20.00	6302/93460	1,400	25.00	880	Y	MBlu	Updated 06.11.19 as per Jo Mc
Copy of Decision Notice	20.00			25.00		Y	MBlu	
High Hedge Applications	480.00	N/A		480.00		E	MBi	
Tree Preservation Order	At Cost	N/A		At Cost		Y	MBi	
							MBi	
							JR	
MARKETS							MBlu	
Fleetwood Market							MBlu	
Administration fee re new lease for indoor stall	50.00			50.00		E	MBlu	
Change of Use Fee	30.00	3720/93460	380	30.00	380	E	MBlu	
Assignment Fee	100.00			100.00		E	MBlu	
Outside market rentals							JR	
Summer - June to October (per day)							JR	
Tuesday	18.50	3720/93465	5,000	18.50	5,000	E	JR	
Thursday	16.50	3720/93466	1,000	16.50	3,000	E	JR	
Friday	16.50	3720/93467	500	16.50	1,000	E	JR	
Saturday	17.50	3720/93468	1,530	17.50	1,000	E	JR	
Any trader opening a FOOD stall all 4 days June to Oct will be charged	40.00	3720/93469/SUMM	0	48.00	0	E	JR	
Any trader opening any other non food stall all 4 days June to Oct will be charged	50.00	3720/93469/SUMM	0	50.00	0	E	JR	
Winter - November to May (per day)							JR	
Winter- November to May (per day)							JR	
Tuesday	9.00	3720/93465 above		9.00		E	JR	
Thursday	9.00	3720/93466 above		9.00		E	JR	
Friday	9.00	3720/93467 above		9.00		E	JR	
Saturday	9.00	3720/93468 above		9.00		E	JR	
Any trader opening his stall all 4 days Nov-May will be charged	28.00	3720/93469/WINT		28.00		E	JR	
Any trader opening his stall 3 days Nov - May will be charged	23.00	(part of)3720/93433		23.00		E	JR	
Reduction's negotiable to local producer groups in first year.							JR	
Hire of gazebo per day	5.00	3720/93610	0	5.00	0	Y	JR	
Poulton Market							JR	
Summer - April to September	26.00 for 3 metres linear frontage	3721/93433		26.00 for 3 metres linear frontage		O	JR	
Winter - October to March	16.00 for 3 metre linear frontage	3721/93433	30,000	16.00 for 3 metre linear frontage	30,000	O	JR	
Additional frontage charged per metre	5.00 per metre			5.00 per metre		O	JR	
Cleveys Market							JR	
Summer - April to September	26.00 for 3 metres linear frontage	3722/93433	4,070	26.00 for 3 metres linear frontage	4,070	O	JR	
Additional frontage charged per metre	5.00 per metre			5.00 per metre			JR	
							JR	
ESTATES							CS	
Use of land for funfair - per operational day up to 14 rides/stalls	350.00	part of periodic income		350.00		E	CS	*** The fee charged to funfairs who support galas is currently £220. It is at this low limit, as the funfair donates money to the running costs of the galas. We don't know how much, and it's not really 'stand-alone' funfairs are charged £350 per operating day. So we want to consider raising the fee from £220 to £250. I'm not sure which this line comes on.
Additional ride/stall per day	50.00	part of periodic income		50.00		E	CS	
Use of land for funfair to support galas	new for 2020/21	part of periodic income		250.00		E	CS	see 894
Use of land for circus - per operational day	400.00	part of periodic income		400.00		E	CS	
Use of land licence agreement	50.00	6106/93460	3,040	50.00	1,000	E	CS	
Call out fee	50.00			50.00		Y	CS	
Other commercial events to be charged as appropriate with an event minimum of £50 per day	owed upon request			to be reviewed upon request		E	CS	
Use of land for funfair - non operations per day	75.00	part of periodic income		75.00		E	CS	
Extra cleaning/damage to property/land	subject to quotation			Subject to quotation		O	CS	
Cancellation within 7 working days before the event	total fee of the event			30% of the total fee of the event		O	CS	
Cancellations made within 3 working days before the event	total fee of the event			100% of the total fee of the event		O	CS	
							CS	
FILMING							MBlu	
Administration fee for licence (Students/Registered Charities)	50.00			51.00		Y	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
Administration fee for licence (commercial)	100.00			102.00		Y	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
Late notice fee (less than 48 hours)	150.00	6601/93460	1,000	153.00	1,000	Y	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
Use of land/building to be charged as appropriate with a minimum of £100 per day	owed upon request			to be reviewed upon request		Y	MBlu	
							MBlu	
BUTTS CLOSE							MBlu	
Administration fee for new Lease	150.00	part of periodic income		153.00		E	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
Administration fee for assignment of Lease		part of periodic income				E	MBlu	
Administration fee for renewal Lease		part of periodic income				E	MBlu	
Administration fee for early termination of the Lease	200.00	part of periodic income		204.00		E	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
							MBlu	
SKIPPOOL CREEK							MBlu	
Administration fee for new Licence	60.00	part of periodic income		61.00		E	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
Administration fee for assignment of Licence	60.00	part of periodic income		61.00		E	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
							MBlu	
ALLOTMENTS							MBlu	
Administration fee for drawing up agreement	50.00	part of periodic income		51.00		E	MBlu	CPI - to be increased by CPI yearly to be in line with inflation
							MBlu	
Wyred Up Membership							DT	
Annual membership	n/a	3773/93017		n/a		Y	DT	
Single networking event	n/a			n/a		Y	DT	
Wyre Business Awards Tickets	50.00	3740/93517/WBA	5,000	60.00	6,000	Y	DT	Estimated based on prior year
							DT	
RESOURCES PORTFOLIO							MG	
N.B. Building Control/Estates/Filming/Butts Close/Skipool Creek and Allotments fees have been included within the above Planning and Economic Portfolio to avoid splitting between that and Resources Portfolio.							MG	
							CG	
MOT Test Centre							CG	
Standard vehicle compliance test (includes MOT)	40.00	3712/93611/VCT	12,480	40.00	12,480	O	CG	
First re-test after failure of above	Free			Free		O	CG	
Further re-tests following failure of free re-test	40.00	3712/93611	12,000	40.00	14,000	O	CG	
Inspection and testing of horse drawn carriage	40.00			40.00		O	CG	
Standalone testing of taxi meters	5.00			5.00		O	CG	
Release following a Council or Police issued stop notice (during standard operating hours)	5.00			5.00		O	CG	
Release following a Council or Police issued stop notice (at weekends or over bank holidays)	45.00			45.00		O	CG	
Vehicle compliance test carried out on a Saturday morning	80.00			80.00		O	CG	
Local taxi licensing checks for temporary replacement vehicles	25.00			25.00		O	CG	
							CG	
LEGAL FEES							MG	
LAND & PROPERTY							MG	
Sales							MG	
Sale of Land	Minimum £553 or 1% - 3% of sale price, depending on complexity			Minimum £562 or 1% - 3% of sale price, depending on complexity		E	MG	1.7% CPI September 2019
Sale of Land with Overage	Minimum £947 or 1% - 3% of sale price depending on complexity			Minimum £963 or 1% - 3% of sale price depending on complexity		E	MG	
Sale of POS Land	Minimum £527 or 1%-3% of sale price depending on complexity			Minimum £536 or 1%-3% of sale price depending on complexity		E	MG	
Sale of land/property at auction	Min £737 or 1%-3% of sale price plus advertisements and disbursements			Min £750 or 1%-3% of sale price plus advertisements and disbursements		E	MG	
Transfer of POS to the Council	Minimum £635 plus disbursements			Minimum £646 plus disbursements		E	MG	
Sale of a Garden Plot	Minimum £250 rising on complexity			Minimum £254 rising on complexity		E	MG	
Sale of a Garden Plot with Overage	Minimum £635 rising on complexity			Minimum £646 rising on complexity		E	MG	
Leases							MG	
Short Lease of Whole	Minimum £399 rising on complexity			Minimum £406 rising on complexity		E	MG	
Short Lease of Part	Minimum £476 rising on complexity			Minimum £484 rising on complexity		E	MG	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Long Lease of Whole	Minimum £507 rising on complexity			Minimum £516 rising on complexity		E	MG	
Long Lease of Part	Minimum £579 rising on complexity			Minimum £589 rising on complexity		E	MG	
Underlease of Whole	Minimum £507 rising on complexity			Minimum £516 rising on complexity		E	MG	
Underlease of Part	Minimum £579 rising on complexity			Minimum £589 rising on complexity		E	MG	
Surrender of Lease	Minimum £343 rising on complexity			Minimum £349 rising on complexity		E	MG	
Renewal of Lease	Minimum £343 rising on complexity			Minimum £349 rising on complexity		E	MG	
Croft Court Lease	£236 (£184 renewal)			£240 (£187 renewal)		E	MG	
Assignment of Lease	Minimum £261 rising on complexity			Minimum £265 rising on complexity		E	MG	
Assignment of Beach Bungalow Lease	£138 (plus £26 Notice of Assignment fee)	6400/93401	21,600	£140 (plus £26 Notice of Assignment fee)	21,600	E	MG	
Deed of Variation to Lease	Minimum £343 rising on complexity			Minimum £349 rising on complexity		E	MG	
Deed of Covenant release	Minimum £451 rising on complexity			Minimum £459 rising on complexity		E	MG	
Bowling Green Management Agreements Licences	128			130.00		E	MG	
Licence to Assign	Minimum £261 rising on complexity			Minimum £265 rising on complexity		E	MG	
Licence to Assign with AGA	Minimum £502 rising on complexity			Minimum £511 rising on complexity		E	MG	
Licence to carry out alterations (Residential)	159			162.00		E	MG	
Licence to carry out works	Minimum £159 rising on complexity			Minimum £162 rising on complexity		E	MG	
Licence to assign combined with alterations/change of use	Minimum £317 rising on complexity			Minimum £322 rising on complexity		E	MG	
Licence to assign combined with alterations/change of use plus AGA	Minimum £492 rising on complexity			Minimum £500 rising on complexity		E	MG	
Licence to underlet	Minimum £369 rising on complexity			Minimum £375 rising on complexity		E	MG	
Licence to underlet with alterations/change of use	Minimum £420 rising on complexity			Minimum £427 rising on complexity		E	MG	
Grazing Licences	138.00			140.00		Z	MG	
Building Licence								
MISCELLANEOUS								
Deed of easement/ rights	Minimum £343 rising on complexity			Minimum £349 rising on complexity		E	MG	
Change of User	159			162.00		E	MG	
Letter of consent to assign	65			66.00		E	MG	
Covenant consents (Residential)	128			130.00		E	MG	
FOOTPATHS								
Diversion	Minimum £1,073 (plus hourly rate of £52 if protracted) plus advertisement costs and costs of Inquiry (if applicable)			Minimum £1,073 (plus hourly rate of £52 if protracted) plus advertisement costs and costs of Inquiry (if applicable)		O	MG	
PLANNING							MG	
S106 Agreements	Minimum £635 rising on complexity			Minimum £675 rising on complexity		O	MG	
Variation of Section 106 Agreement	Minimum £527 rising on complexity			Minimum £580 rising on complexity		O	MG	
Unilateral Undertaking	Minimum £635 rising on complexity			Minimum £675 rising on complexity		O	MG	
COURT							MG	
Attending Court	£63 per hour			£63 per hour		O	MG	
MISCELLANEOUS							MG	
Copying documents	30 pence per sheet			30 pence per sheet		Y	MG	
LOCAL LAND CHARGES							DT	
Local land charge searches (LLC1)	20.00	2400/93400/9343	19,000	20.00	19,000	O	JMc/DB	
Local land charge searches (Con 29R)	*77.00	2400/93400/9344	53,680	*77.00	53,680	+	JMc/DB	
* Full charge dependent on whether LLC1 or Con 29							DT	
N.B. For further breakdown of the fees for individual questions within CON29 refer to our website www.wyre.gov.uk under the heading Land Charges.							DT	
ROOM HIRE CIVIC CENTRE							PM/TT	
Council Chamber							PM/TT	
Monday-Friday							PM/TT	
Morning/Afternoon Session (up to 4 hrs)	115.00			115.00		E	PM/TT	
All day	231.00			231.00		E	PM/TT	
Evening (to 10pm)	173.00			173.00		E	PM/TT	
Evening (to 11.30pm)	231.00			231.00		E	PM/TT	
Commercial Rate	441.00			441.00		E	PM/TT	
Members' Lounge							PM/TT	
Monday-Friday							PM/TT	
Morning/Afternoon Session (up to 4 hrs)	105.00			105.00		E	PM/TT	
All day	205.00			205.00		E	PM/TT	
Evening (to 10pm)	147.00			147.00		E	PM/TT	
Evening (to 11.30pm)	205.00			205.00		E	PM/TT	
Commercial Rate	441.00			441.00		E	PM/TT	
Committee Rooms / Training Room / Meeting Room							PM/TT	
Monday-Friday							PM/TT	
Morning/Afternoon Session (up to 4 hrs)	53.00	6412/93604	8,100	53.00	8,100	E	PM/TT	
All day	105.00			105.00		E	PM/TT	
Evening (to 10pm)	79.00			79.00		E	PM/TT	
Evening (to 11.30pm)	105.00			105.00		E	PM/TT	
Commercial Rate	441.00			441.00		E	PM/TT	
Civil Ceremonies							PM/TT	
Monday to Friday	330.00			330.00		Y	PM/TT	
Saturday	650.00			650.00		Y	PM/TT	
Premium Rate for Weekends (Any Rooms except for Civil Ceremonies)							PM/TT	
Saturday	767.00			767.00		E	PM/TT	
Sunday/Bank Holiday	997.00			997.00		E	PM/TT	
Members' Lounge							PM/TT	
Supplement for use with another room							PM/TT	
Monday - Friday	68.00			68.00		E	PM/TT	
Saturday	89.00			89.00		E	PM/TT	
Sunday/Bank Holiday	126.00			126.00		E	PM/TT	
Notes:							PM/TT	
1. Rates can vary dependant on use, please enquire.							PM/TT	
2. Commercial use is defined as being "in pursuance of a commercial, profit making venture"							PM/TT	
3. Refreshments are not included in the above prices							PM/TT	
4. Food and drink is not permitted in the Council Chamber							PM/TT	
STREET NAMING AND NUMBERING							LH/DS	
Application Type							LH/DS	
House name added/renamed	25.00			25.00		O	LH/DS	
House renumbered	25.00			25.00		O	LH/DS	
Naming of New Street	100.00	6404/93328	11,000	100.00	5,000	O	LH/DS	
Development of 1-5 plots	25.00 per plot			25.00 per plot		O	LH/DS	
Development of 6-10 plots	20.00 per plot			20.00 per plot		O	LH/DS	
Development of 11-50 plots	15.00 per plot			15.00 per plot		O	LH/DS	
Development of 50+ plots	10.00 per plot			10.00 per plot		O	LH/DS	
Changes in development after initial notification	Charges individually assessed but minimum charge of £125 plus signage costs			Charges individually assessed but minimum charge of £125 plus signage costs		O	LH/DS	
Renaming of Street at resident's request	500.00			500.00		O	LH/DS	
Signage costs are in addition to the fees quoted above and will be assessed on an individual basis depending on the requirements. All fees and charges are generally Outside Scope for VAT purposes with the exception of name plate installation costs on new developments and on any number/name plates supplied to individual properties which would be subject to VAT.							LH/DS	
MISCELLANEOUS							PH	
Byelaws (non-discretionary)							MG	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
purchase of the document(see as per Act)	as per Act	N/A				O	MG	
Statement of Accounts							DB	
purchase of the document							DB	
Individuals and charities	10.00	N/A	0	10.00	0	O	DB	
commercial organisations	20.00	N/A	0	20.00	0	O	DB	
Photocopy per side of any document that can be inspected							AH	
Black & white - A4	0.30			0.30		Y	AH	already seen to be high so no change suggested.
Black & white - A3	0.60			0.60		Y	AH	
Black & white - A2	1.20			1.20		Y	AH	
Black & white - A1	2.40			2.40		Y	AH	
Black & white - A0	4.80			4.80		Y	AH	
Colour - A4	0.40	6405/93303	500	0.40	500	Y	AH	
Colour - A3	0.80			0.80		Y	AH	
Colour - A2	1.80			1.80		Y	AH	
Colour - A1	3.60			3.60		Y	AH	
Colour - A0	7.20			7.20		Y	AH	
Data Protection								
Charging for Subject Access Requests are not permitted in most cases under the newly introduced General Data Protection Regulations. However, where the request is manifestly unfounded or excessive a "reasonable fee" for the administrative costs of complying with the request may be levied.								
Further copies of data following a request will be charged for to cover administrative costs.								
STREET SCENE AND PARKS AND OPEN SPACES PORTFOLIO							RH	
							RH	
PUBLIC CONVENIENCES							RH	
- fee for use of new & refurbished toilets	0.20	3350/93476	40,000	0.30	53,000	O	RH	agreed by PH at Cabinet on 26 June 2019 following recommendations of O&S task groups
(excludes urinals/disabled toilets with radar access)							RH	
- Radar Key	5.00	3350/92308	200	6.00	200	Y	RH	Increase in unit rate at cost
Open cubicle access for non profit community event				by negotiation			RH	A new entry to enable an agreement with a community group to assist the running of their event if open access to a public cubicle and a fee per cubicle would be agreed depending on the size of event and likely football and impact on loss of revenue to Council
DOG WELFARE							RH	
Stray Dogs							RH	
Stray dog handling fee incl statutory government levy	90.00			90.00		O	RH	Recommend no change, currently still higher than neighbouring LA's and Kennels reported an increase and anecdotal trends of increase in number of dogs not claimed. In 18/19 56 dogs were picked up by Wyre Officers and transferred to kennels; of these 21 were not claimed (19 the kennels had to rehome / find charities to take and one was put to sleep due to temperament and another transferred to the police). It would then be counter productive to increase costs further as the Council would pick up the full costs for the care for the dog. In addition, the kennels are having more difficulty re-homing un claimed dogs and therefore additional costs for them is making the kennelling contract less attractive, with the risk the provider will not take on the rehoming responsibilities; leaving the Council with this function.
Kennel fee additional charge per day	8.50	3335/93422	5,000	8.50	5,000	O	RH	no change as no uplift in contract. Extension agreed with provider for further 2 years.
DOMESTIC REFUSE - BULKY ITEMS							RH	
Up to 3 items*	19.50			20.00		O	RH	Small increase reflecting increase in third party partners and contracts. Still a highly competitive rate for level of service and mid price across county.
Additional items – per item*	6.50	3430/93419	48,650	7.00	50,000	O	RH	
* A one third discount (to be reduced to 10% from 1 April 2017) applies dependant on eligibility to customers in receipt of Council Tax Benefit or Housing Benefit.							RH	
DOMESTIC REFUSE - GREEN WASTE							RH	
Single year subscription - 1 x wheeled green domestic size waste bin collection	30.00	3430/93313 & 93331	740,250	30 direct debit/35 by other means	751,260	O	RH	***Please note a separate PF report in process of going through approval process as we require this to be approved ahead of the normal budget process to allow us to start promoting the service. See attached draft report. Summary Single year subscription - 1 x wheeled green domestic size waste bin collection 35.00 Direct Debit subscription - 1 x wheeled green domestic size waste bin collection per annum 30.00 Additional wheeled green waste bin collection - per annum(Subscribed for at the same time as first bin) 25.00
Additional wheeled green waste bin collection - per annum	25.00			25.00		O	RH	
Administration fee for production and delivery of replacement sticker	5.00	3430/93332	100	6.00	0	O	RH	increase in postage / handling from third party
Delivery/Admin Fee for provision of standard suite of waste and recycling containers per new property							RH	
Fee to developer per property inclusive of green bin when subscribe to green waste collection OR	66.00			92.00		+	RH	increase per bin and to account for new red lidded bin for co-mingled glass, cans & plastics (per bin increase lined to contractual uplift of 2.43%)
Fee to new home inclusive of green bin when subscribe to green waste collection	66.00			92.00		O	RH	increase per bin and to account for new red lidded bin for co-mingled glass, cans & plastics
Fee for standard suite excluding green bin for new homeowner	56.00			69.00		O	RH	increase per bin - deduction for no green waste
Fee for standard suite excluding green bin for property developer	56.00			69.00		+	RH	increase per bin - deduction for no green waste
Fee to replace stolen/missing/damaged bin (incl fair wear and tear)	22.50	3430/93307	40,800	23.00	48,000	O	RH	Fee is not applied when additional capacity required on medical grounds increase linked to Contractual uplift for delivery. Since introducing the fee, there has been a significant increase in Senior Officer & Veolia Spv time taken to handle these enquires were a challenge is made suggesting that cracks / damage happened during the collection process and it hasn't been logged by crews so Spv have to check the CCTV or become disputed. Generally these are linked to wear and tear and over filling and think that it would be better to apply the administration and delivery fee to all replacements with the exception of those that go in the wagon, especially as the vast majority of the wheeled bins in use will be a considerable age now and will be falling. Last year estimated approx 75% of replacement bin cases attracted the fee, with the other 25% damaged during collection. Note a few areas where bulk bins will remain in ownership of Wyre e.g. Bold St, Windsor - serving multiple mixed dwellings and not able to apply to specific building. It has been estimated the Officer time (including Veolia) per case is approx. 45mins, on average each week 30 cases approx. 22hrs30 mins; which cannot be sustained going forward. Similarly we have seen an increase in corporate complaints in relation to bin fees
Fee to replace stolen/missing/damaged box	22.50						RH	REMOVE - from April no boxes
Non standard container new and replacement (stolen/missing/damaged bin inc.fair wear and tear)	At cost plus 10% administration			At cost plus 10% administration		+	RH	
Street Cleansing							RH	
Recovery of collection and disposal costs from fly tipping incidents	At cost plus 10% administration	3420/93300	26,300	At cost plus 10% administration	3,000	O	RH	
Small Fly tipping Offences(See Fixed Penalty section)							RH	
Ad Hoc Private Work	quote basis			quote basis		+	RH	
Grounds Maintenance							RH	
Ad Hoc Private Work	quote basis			quote basis		+	RH	
FLEETWOOD MEMORIAL PARK							MF	
Hire of Pavilion							MF	
-Half Day	30.00			30.00		E	MF	
-Full Day	50.00	3114/93604	1,240	50.00	660	E	MF	Updated 05.11.19 following e-mail from Mark Fenton
After 5pm evening	40.00			40.00		E	MF	
-Commercial Hire - by negotiation	17.00 per hour			17.00 per hour		E	MF	
LEISURE DEVELOPMENT							MF	
Services provided by Fylde Coast YMCA on behalf of Wyre Borough Council							CS	
VAT, if appropriate is included in the charges, but will not be charged if all the following conditions apply:-							CS	
1.Facilities are let exclusively to a school,constituted club or association or an organisation representing an affiliated club							CS	
2.Bookings are for 10 or more sessions							CS	
3.Each session is for the same sport/activity at the same location							CS	
4.The interval between each session is at least 1 day but no more than 14 days							CS	
Playing Fields							CS	
Sport e.g. Football, Rugby etc – per pitch including changing rooms where available, King George V Fleetwood,							CS	
King George's Fields Thornton, Cottam Hall Poulton, Civic Centre							CS	I have benchmarked through APSE with other council's data and raised our prices by approx 5% as I have found that our prices are low compared to other authorities
Senior							CS	
- Casual	32.00			34.00		Y	CS	
- Season (per Team)	327.00			343.00		E**	CS	
Junior							CS	
- Casual	15.50			16.00		Y	CS	
- Season (per Team)	164.00			172.00		E**	CS	
Hire of Fields, per day - other use (excluding funfair/circus, listed separately)							CS	
King George V, Fleetwood	137.00			144.00		Y*	CS	
King George's, Thornton	137.00			144.00		Y*	CS	

	2019/20 Fees and Charges	Ledger Code	2019/20 Revised Estimate	2020/21 Fees and Charges	2020/21 Original Estimate	VAT	HOS	Notes
Cottam Hall, Poulton	137.00			144.00		Y*	CS	
Memorial Park Fleetwood	137.00			144.00		Y*	CS	
Preesall Playing Field, Preesall	137.00			144.00		Y*	CS	
Jubilee Gardens, Cleveleys	137.00			144.00		Y*	CS	
Bourne Way, Thornton	137.00			144.00		Y*	CS	
Changing Rooms- Training only - King George V Fleetwood, King George's Fields Thornton, Cottam Hall, Poulton	15.50			16.00		Y	CS	
Cricket - Cottam Hall, Poulton							CS	
Day	32.00			34.00		Y	CS	
Evening	26.00			27.00		Y	CS	
Season (alternate Saturday)	301.00			316.00		E**	CS	
ALL CHARGES FOR FOOTBALL AND CRICKET ARE DOUBLE FOR NON-RESIDENTS							CS	
* VAT exempt if hired for non-sports use. ** VAT exempt if block booking criteria met							CS	
							CS	
dems/ph/re/cr/0012ds appendix 1 v2								

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Report of:	Meeting	Date
Councillor Alan Vincent, Resources Portfolio Holder and Clare James, Head of Finance (s.151 Officer)	Cabinet	16 October 2019

Cost Profiles – Benchmarking Results 2019/20

1. Purpose of report

- 1.1 To consider the findings of the 2019/20 benchmarking study, a key element used to demonstrate that the council has proper arrangements in place for securing value for money.

2. Outcomes

- 2.1 The demonstration of value for money and an understanding of how well the council's overall service costs compare with others ultimately leading to better value for money services for local people.

3. Recommendations

- 3.1 That the Cabinet considers the benchmarking information attached and uses the findings to influence future service reviews.

4. Background

- 4.1 The council's External Auditors (Deloitte in 2018/19) have a statutory responsibility, as set out in the National Audit Office's (NAO) Code of Audit Practice 2015, to give a value for money conclusion each year as part of their audit of the financial statements. Essentially, the VFM conclusion considers whether the Authority "has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources".
- 4.2 The External Auditors follow a risk based approach to target audit effort on the areas of greatest audit risk. They consider the arrangements put in place by the Authority to mitigate these risks and plan their work accordingly. No significant risks were identified in relation to the VFM conclusion, no additional work has therefore been completed and subsequently they have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2019.

4.3 In the past, Overview and Scrutiny Committee have used the results of the benchmarking study to inform value for money reviews as part of their annual work programme.

5. Key issues and proposals

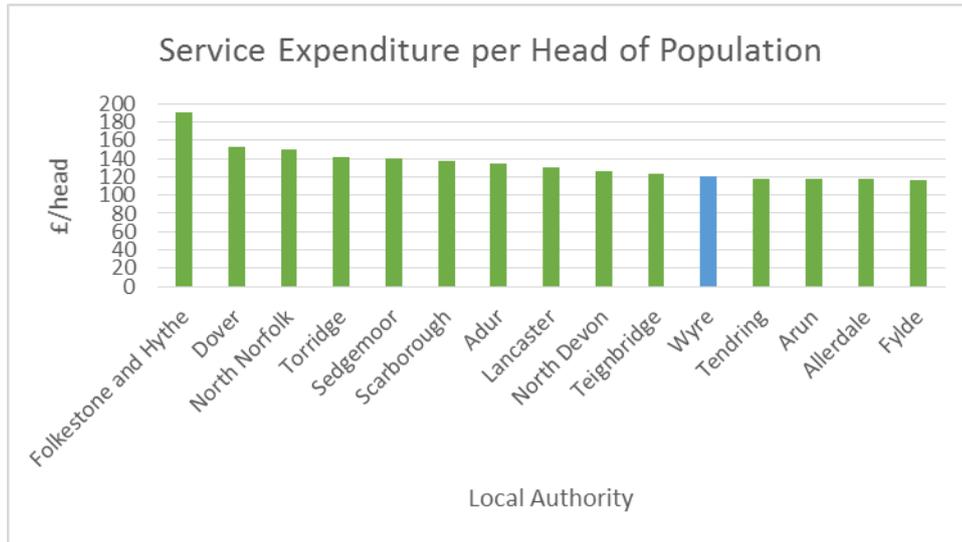
5.1 Statistics published by the Ministry for Housing, Communities and Local Government (MHCLG) have been analysed. These statistics allow us to analyse the money that councils plan to spend on their services each year. To put the spending into context, the information is expressed relative to a number of different denominators with the main one being the council's population.

5.2 Comparisons are based on the 'Nearest Neighbour Group' as recommended by CIPFA in 2016. This is the most recent freely accessible family group available and as such this report concentrates on comparing our costs to those local authorities (14 excluding Wyre that are considered to have similar characteristics, demographics, etc.). Note that Shepway District Council changed its name to Folkestone & Hythe District Council in April 2018. Former member of the Nearest Neighbour Group, Waveney District Council, was merged with Suffolk Coastal District Council to form East Suffolk Council in April 2019 and is no longer included within Wyre's benchmarking group.

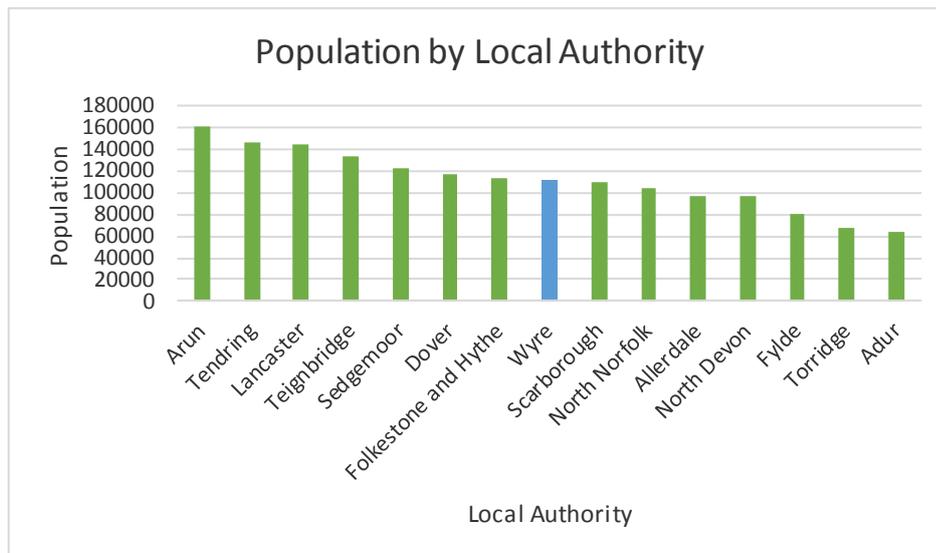
5.3 It is important to state that distinctive features of planned spending are not by themselves either right or wrong and circumstances can vary significantly even between nearest neighbour authorities, with the following questions being raised:

- Is the difference in the council's spending associated with differences in the level of service it provides?
- Is the council's spending consistent with that of other council's providing services in a similar way or quality?
- Has the council's spending changed compared to others in the last three years?
- Is the scale of the service large enough to justify making distinctions between councils?

5.4 The Council's budgeted total expenditure per head of population for 2019/20 is £121.14 and this places us as the 5th lowest spender in the group (compared to 4th lowest in 2018/19 at £120.40 per head of population).



5.5 The population information used in the report is taken from the mid-year estimates of population published by the Office of National Statistics (ONS). Our spending plan for 2019/20 uses the Registrar General’s population estimate in June 2018 of 111,223 which places us as the 8th smallest authority out of the 15 in the group.



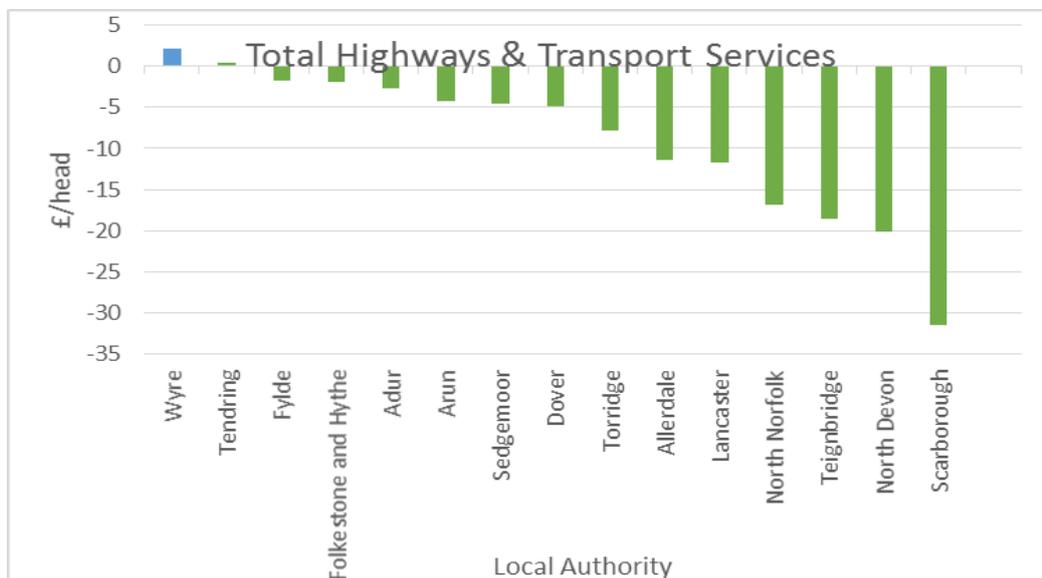
5.6 The total expenditure cost of £121.14 per head of population is made up as follows (figures in brackets show the 2018/19 equivalent):

	£	%
Highways and Transport Services	2.04	2 (2)
Housing Services	10.59	9 (8)
Cultural and Related Services	28.24	23 (22)
Environmental and Regulatory Services	45.18	37 (37)
Planning and Development Services	3.84	3 (5)
Central Services	31.24	26 (26)
Total	121.14	100 (100)

5.7 The following paragraphs of the report will take each area in turn and summarise any key findings.

5.8 Highways and Transport Services

At Wyre, net expenditure on highways and transport services is £2.04 per head of population, equivalent to just 2% of the total spend per head but is the most expensive in the group.



- The net income that we earn from car parking is £1.44 per head of daytime population with only one authority earning less than us. Scarborough is the highest earning authority in the group reporting net income of £31.06 per head with North Devon being the next highest and earning £20.22 and Fylde reporting earnings of £3.64. If we add back in the rental income for the two car parks now operated by Booths our income rises to £2.92 per head but our ranking stays the same;
- The cost for Public Transport, essentially the Fleetwood to Knott End Ferry, Bus Shelters and the Bus Station at Cleveleys is £1.34 per head. If the ferry is stripped out, our unit cost becomes £0.44 per head and our position remains 12th overall with three group members declaring a nil spend;
- Highways maintenance, including support for the LCC agency agreement and non-agency roads, are £1.83 per head of population, the highest spend, with 7 authorities declaring a nil spend. This includes maintenance of roundabouts, shrub beds and other features installed on highway land owned by Wyre as well as the maintenance of adopted highways following the housing stock transfer;
- Transport Planning, Policy and Strategy encompasses support service recharges totalling c.£8k only and although identified in the survey is not a cashable saving and is below the £30k threshold for further investigation.
- Of the eight authorities declaring expenditure against Street Lighting, Wyre is ranked as the joint 2nd lowest spender at £0.24 per head. Tendring at £0.11 per head is the best performer within the group. This reflects the transfer of Street Lighting to Lancashire County Council (LCC) a number of years ago leaving a modest budget mainly for festive lighting.

5.9 Housing Services

- Wyre is the 2nd lowest spender with expenditure on Housing Services of £10.59, 9% of the spending. Administration of housing benefit at £109.12 per Housing Benefit claimant (6,241) places us 9th in the group prior to the receipt of government grant, with the true cost to the council after grant being only £48.94 per claimant.

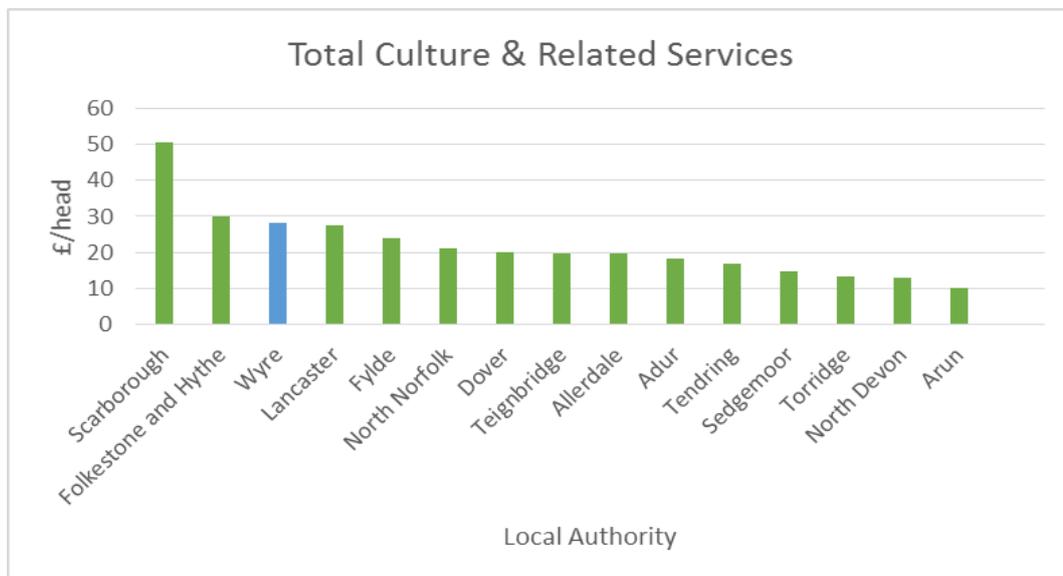


- The costs of the homelessness service at £141,667 per household accepted as homeless (3) place us as the second highest spender in the group. Fylde had 4 cases of households accepted as homeless, and their unit cost is significantly below Wyre's at £34,000. If the denominator is changed across the group to reflect homelessness prevention and relief cases then the costs of the homelessness service are £955 per case placing us as the 3rd lowest spending authority in the group (Fylde ranked as 7th best). North Devon at £397 is the best performing member of the family group.
- Discretionary rent rebates and rent allowances, where we voluntarily disregard war disablement and war widows' pensions, at £7.53 per Housing Benefit claimant place us as the 3rd lowest spender, with only Fylde reporting a surplus of £170.59, although this suggests it could be an error. It should be remembered, however, that much of this cost is met by the government in the form of housing subsidy. The real cost to the council for local housing benefit schemes in 2019/20 is expected to be £1.94 per Housing Benefit claimant.
- Only Fylde in addition to Wyre has categorised expenditure as 'supporting people' costs, with Wyre, reflecting its Care and Repair and Handy Persons Scheme, being the highest spender at £0.32. Without government grants and contributions from Fylde to run their service, the cost would rise to £2.03. LCC have announced funding will cease beyond March 2020 and the future of these services is being reviewed.

5.10 Cultural and Related Services

This includes culture and heritage, recreation and sport, open spaces and tourism. Wyre is ranked as the 3rd most expensive, with a cost of £28.24

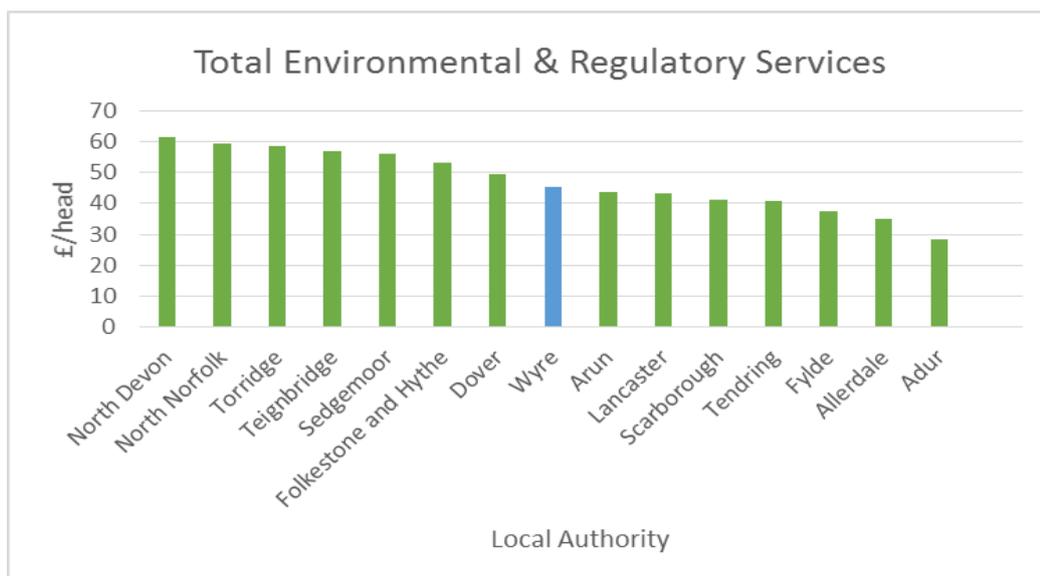
per head of population – 23% of spending. Only Scarborough and Folkestone & Hythe are spending more than Wyre, although the gap between the top spender and the 3rd place authority is greater than one third.



- Culture and heritage costs, incorporating the Marine Hall, Thornton Little Theatre, Marsh Mill, the Wyre Volunteer Project and Arts Development/Promotion, are the 5th highest spend in the family group at £5.53 with the highest spend being Scarborough at £13.14 and the second highest being Lancaster at £6.89;
- Recreation and Sport costs of £7.71 per head results in Wyre being the 10th highest spender within the group;
- Parks and open spaces costs which include Wyre Estuary Country Park, Rossall Point and the Allotments show us to be the 5th highest spender based on local authority area at £51.35. Dover and Tendring have comparable local authority areas in size and their unit costs are £26.15 and £19.54 respectively (both mid-table). Also included here is the impact of areas that relate to the transfer of housing stock although this is not thought to be a significant factor following a high level review undertaken last year;
- Tourism costs of £1.95 place us as the 6th highest spender with Allerdale reporting a £3.72 surplus.

5.11 Environmental and Regulatory Services

The cost profiles show Wyre as the 8th highest spender in the group with expenditure of £45.18 per head of population – 37% of spending.



- Owing to the difficulty in accurately identifying contractor and client costs for the different waste streams, these two service areas have been combined. When Waste Collection, Waste Disposal and Recycling are combined our total spend of £18.05 is the 6th lowest in the family group;
- Of the fourteen authorities within the group declaring expenditure, Wyre's Cemetery, Cremation and Mortuary Services spend at £0.10 per head is 7th best. The top performing authority is Fylde with net income of £9.95 per head;
- Regulatory Services spend is £10.18, meaning that Wyre ranks as the 3rd lowest spender per head of population within the Nearest Neighbour Group. Sedgemoor at £7.72 is the best performing Local Authority within the group;
- Wyre's Community Safety (includes CCTV) unit rate per head is £2.27, making it the 8th highest spender within the family group. The top ranked Local Authority is Allerdale at £0.17;
- Wyre is the 10th highest spender for Other Environmental and Regulatory Services which includes Trade Waste, Coast Protection, Flooding and Land Drainage at £4.27 per head of population, with Sedgemoor spending the most at £13.14 per head of population and both Allerdale and Adur generating surpluses of £5.65 and £3.32 respectively. In this category, Wyre's highest area of spend is in relation to sea defences (78%);
- Street Cleansing expenditure at £10.31 per head of daytime population for Wyre results in a ranking of 7th lowest spending Local Authority within the group. The lowest spending authority at £5.71 is Sedgemoor.

5.12 Planning and Development Services

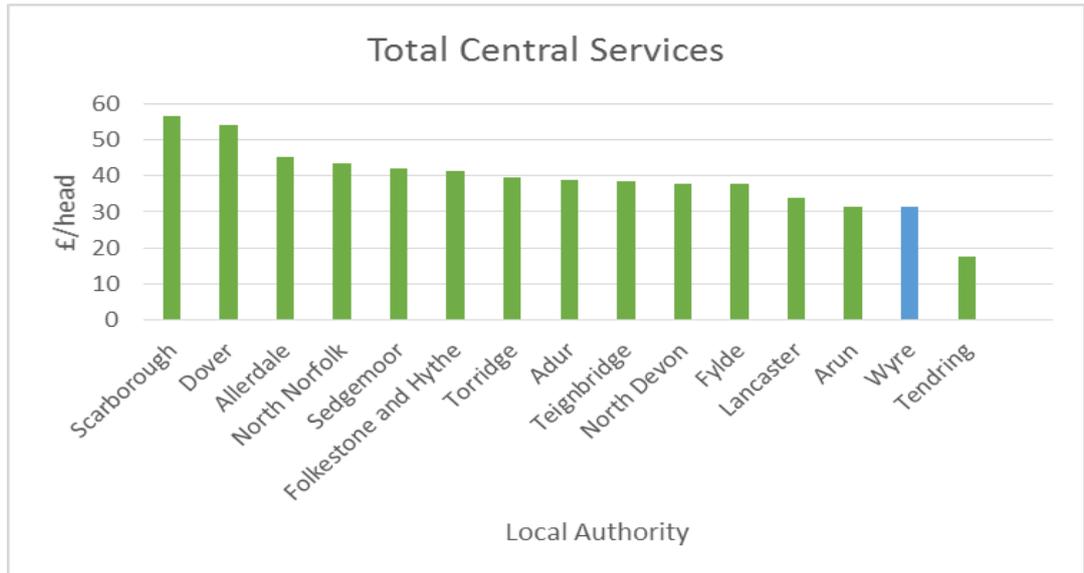
Wyre is the lowest spender on planning and development services within its family group at £3.84 per head – 3% of spending – primarily due to the income from the council's property portfolio.



- Of the fourteen authorities reporting spend against Economic Research and Economic Development, Wyre has a net income per head of -£3.20, making it the top ranking authority. This, however, includes investment income of c. £332k which, when stripped out, results in a net income of £0.21 and still makes Wyre the top ranking authority within the group;
- In terms of Building Control, Wyre's cost per planning decision is 6th best within the group at £106. The best ranked authority, Teignbridge, reported a net income of -£6 per planning decision;
- Wyre is ranked as the 5th best performer within its family group in terms of its Development Control cost per decision at £382;
- In terms of Planning Policy, Wyre's spend of £2.73 makes per head makes it the best ranking authority within the family group.
- Of the eleven authorities reporting spend on Community Development, Wyre is ranked as the best performer at £0.23 per head.
- Business Support includes Business Support and Wyred-Up at £21.09 per number of active businesses in Wyre (4,125). This reveals Wyre to be the 5th highest spender of 9 authorities who report expenditure, with 4 authorities reporting net income including Teignbridge, the highest at £146 per business.

5.13 Central Services

With expenditure of £31.24 for Central Services, approximately 26% of the budget, Wyre is the 2nd lowest spender in the family group.



- Wyre is ranked as the 5th best performer in terms of its spend per head on Corporate and Democratic Core at £11.41. The best performing authority is Arun at £7.70;
- Local Tax Collection, measured per taxable property within an authority, costs £15.54 for Wyre which is 6th lowest within the Nearest Neighbour Group. Adur was the best performing authority at £9.19 per taxable property;
- Wyre's Emergency Planning unit rate is £0.42 per head which places us as the joint 4th best performing authority within our family group. The lowest unit rate was £0.25 for Teignbridge;
- Other Central Services, essentially Electoral Registration, Elections, Land Charges and Grant Support costs £3.91 per head of population which places Wyre as the 6th lowest spending authority per head within the family group;
- Non-Distributed Costs retirement benefits - relates to costs associated with past service, settlements and curtailments i.e. anything other than current service pension costs - of £8.20 per head place Wyre as the 5th best performing Local Authority within the group. The top ranked authority is Tendring at £0.29 per head.

5.14 Summary

Based on the above analysis and applying knowledge of Wyre's unique circumstances, a number of areas have been identified as potentially underperforming relative to our peers within the Nearest Neighbour Group.

Update on 2018/19

- Parking Services income, at £1.44 per head of population, ranks us as the 2nd lowest performer within our family group in 2019/20. This represents an improvement against our equivalent figure from 2018/19 of £1.25. A review of Residents Parking Permits is underway with a Portfolio Holder report expected this year. The trend for car parking income generally over the last couple of years has been downwards and O&S are scheduled to review the impact of the new fees and charges introduced in April 2019;
- Highways Maintenance, at £1.83 per head, places Wyre as the most

expensive performer within its family group in 2019/20. Although not a huge cost, 2018/19 data also placed us as the most expensive authority with a unit cost per head of £1.88. Last year, a review of the costs associated with the transfer of housing stock was recommended and a high level exercise has been undertaken. The results of this have shown that the impact is minimal and no further action is planned.

- Wyre’s spend per hectare on Parks and Open Spaces is £51.35, making us the 5th highest spending authority within our family group. This compares to the 2018/19 cost per hectare of £47.11, indicating that costs have increased year-on-year in the region of 9%. Last year it was recommended that we review the use of our parks and open spaces in order to maximise the potential to generate income. This is expected to generate only modest returns. As with highways costs above, a review of the costs associated with the transfer of housing stock was recommended and a high level exercise has been undertaken. The results of this have shown that the impact is minimal and no further action is planned.

Looking ahead

- Culture and Related Services – Wyre is ranked as the 3rd worst performer within the family group at £28.24 per head of population for 2019/20. As a Council we are committed to continuing to drive down the subsidy at both Marine Hall and the YMCA, with phased reductions to the subsidy at the leisure centres agreed for 2019/20;
- As mentioned above, Parking Services remains an area to be reviewed in order to assess the impact of the new fees and charges and a Portfolio Holder report is expected later this year on Residents Parking Permits with the expectation that changes to the scheme will support additional income generation across our car parks;
- Homelessness has received a significant amount of national attention and external funding in recent years. Our expenditure remains relatively high across this area, particularly when based on cases of households being accepted as homeless and it is recommended that further work is done to understand our level of costs compared to our nearest neighbours.

5.15 Further Work

The scrutiny programme for the current year includes a review of income from charging. The findings outlined in this report will hopefully assist the council in selecting any future service areas for review in 2019/20.

Financial and legal implications	
Finance	The Council’s Medium Term Financial Plan identifies the need to secure efficiency savings in future years. The delivery of value for money services will not only assist with our financial planning but will also aid the prioritisation of resources.
Legal	None arising directly from the report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	✓
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

Report Author	Telephone No.	Email	Date
Clare James	01253 887308	clare.james@wyre.gov.uk	25.09.19

List of Background Papers:		
Name of Document	Date	Where available for inspection
None		

LIST OF APPENDICES

None

arm/dems/cab/cr/1610cj2

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Report of:	Meeting	Date
Marianne Hesketh, Service Director Performance and Innovation	Overview & Scrutiny	2 December 2019

<p style="text-align: center;">Council Business Plan – 2nd Quarter Performance Statement 2019/20 July – September 2019</p>

1. Purpose of report

- 1.1** The dashboard style report (attached) gives a quick reference to quarterly progress against the council's business plan projects and measures, along with commentary where issues have been identified.

2. Project Updates

- 2.1** There are now 26 Business Plan projects split between the three ambitions within the Business Plan – Economy, People and Place.
- 2.2** The majority of projects are on track with just two showing Amber with minor issues:
- Delivery of the implementation plan for Hillhouse Technology Enterprise Zone is behind schedule although drone footage has now been completed and will be available for publicity material.
 - The preparation of the Economic Development (ED) Strategy is behind schedule due to staffing issues in the ED team. However, two of the three posts have now been filled.

3. Performance Updates

- 3.1** There are fewer measures reported this quarter as those with no data available are either annual or bi-annual collection so have not been included.
- 3.2** Of the 16 Measures included on the report nine have a Green status, three have Amber and four Red, further information regarding those showing as Red are set out below.

- Take up of Employment Land - It should not be expected that there will always be take up of employment land in every quarter or indeed in every year. The Local Plan sets a requirement of 43 hectare over the Local Plan period 2011 -2031. This equates to an annual figure of 2.15 hectares and in turn a quarterly figure of 0.54 hectares and it is not unusual that there is no take up of employment land in any one particular year. Currently there is some economic uncertainty with Brexit which may have some impact. It should however be noted that the take up of employment land is not necessarily a reflection of economic investment as businesses invest in technology and grow without necessarily requiring extra land. The Local Plan seeks to ensure that economic investment is not frustrated due to the lack of identified suitable sites.
- Number of cases going to the Multi-Agency ASB Meeting - During the summer months there have been fewer multi-agency ASB meetings held due to staff availability which could explain the reduction in referrals. However it could also simply be that there was not as many new referrals received, requiring a multi-agency response during the period. The ASB meetings are still in the process of being embedded into ours and our partner's procedures and it is an evolving system. It should be noted that the figures provided relate to new cases only, for example if the team received a report about ASB in memorial park in the first quarter, we may receive further notifications about similar incidents during the second quarter, but this has only been recorded as one case and wouldn't be counted again in the second quarter. As the process we have introduced is unique, we do not at present have sufficient evidence to say for certain why there has been a reduction in the number of referrals received during this period.
- Number of leisure centre visits - The major contributing factors to a reduction in the number of leisure centre visits are the closure of the two five-a-side pitches at Thornton Leisure Centre and increasing competition from budget gyms such as the JD Gym at Cleveleys. Quotes are being obtained by the YMCA for necessary repairs to the football pitches to get them open again as soon as possible and the YMCA is adapting marketing strategies to win back members that have been lost.
- Out of work benefit claimant count – this is collected nationally and whilst it is an important measure, the council is unable to influence directly.

Financial and legal implications	
Finance	<i>There are no financial implications</i>
Legal	<i>There are no legal implications</i>

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x

Processing Personal Data

If the decision(s) recommended in this report will result in personal data being processed, a privacy impact assessment (PIA) will have been completed and signed off by the council's Data Protection Officer before the decision is taken (as required by the General Data Protection Regulations 2018).

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Liesl Hadgraft	01253 887316	Liesl.hadgraft@wyre.gov.uk	19 November 2019

List of background papers:		
name of document	date	where available for inspection

List of appendices

N/A

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Key Projects	
G	On schedule/target;
A	Minor issues
R	Major issues/Not Started

Key Measures	
G	Improving or in line with expectations
A	No significant change or comparable data unavailable
R	Worsening



COMMENTS AND ISSUES

Projects	
Implement the Wyre Local Plan 2011 – 2031	G
Deliver the implementation plan for Hillhouse Technology Enterprise Zone	A
Develop an Economic Development Strategy	A
Support our partners in the roll out of full fibre infrastructure on the Fylde Coast	G
Deliver our commercial strategy projects	G
Deliver the asset management programme of work	G
Explore options for a commercial partner for Marine Hall	G
Deliver our Digital Wyre strategy including the implementation of a Citizen Access Portal	G

Measures	
Take up of employment land	R
Number of businesses supported	G
% growth in business rate base at the Enterprise Zone	G
Out of work benefit claimant count	R
% of e-contacts as a % of total contacts	G

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Projects	
Develop and deliver new pilot projects with the three GP health neighbourhoods for Wyre – Fleetwood, Wyre Integrated Neighbourhood and Wyre Rural Extended Neighbourhood	G
Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well	G
Work with Lancashire County Council to create and deliver new local Housing and Support Schemes	G
Maximise opportunities from the Better Care Fund to support older people and people with disabilities to stay in their own homes	G
Care and Repair (Wyre and Fylde) will identify need and supply a range of community equipment for vulnerable residents	G
Host and support the Wyre and Fylde Integrated Team	G
Review our safeguarding policies and practices across all council services	G
Work with partners to improve the resilience and aspirations of our young people	G
Facilitate community projects that improve the use and sustainability of council community assets	G

Measures	
Number of people helped to remain independent at home	G
Number of leisure centre visits	R
Number of cases supported by Integrated Team	G
Take up of the FYI Directory by Wyre residents and groups	A

Projects	
Develop and deliver the communications campaigns to promote Wyre’s countryside, coast, parks and tourism offer	G
Facilitate and support delivery of Coastal Community Funded projects	G
Deliver the Wyre Beach Management Scheme	G
Develop and deliver a climate change action plan (including support for flood action groups)	G
Deliver the Mount Restoration Project in Fleetwood	G
Facilitate and support the improvement of parks and open spaces	G
Implement initiatives and promote activity to help achieve a cleaner, greener Wyre	G
Tackle problematic empty homes	G
Facilitate delivery and promotion of the Wyre Community Lottery	G

Measures	
Number of volunteer hours	G
Number of people attending outdoor activities	G
Number of fly tipping incidents	G
Number of long term empty properties	G
Number of cases going to the Multi-Agency ASB Meeting	R
Number of homes protected from flooding	A
Number of flood action groups supported	A

Deliver the implementation plan for Hillhouse Technology Enterprise Zone – this is behind schedule although drone footage has now been completed and will be available for publicity material.

Develop an Economic Development Strategy – this is behind schedule due to staffing issues in the Economic Development team.

Take up of employment land – It is not unusual that there is no take up of employment land in any one year. Economic uncertainty with Brexit may have some impact. It should be noted this is not necessarily a reflection of economic investment as businesses invest in technology and grow without necessarily requiring extra land.

Number of cases going to the Multi-Agency ASB Meeting - The ASB meeting is still in the process of being imbedded into ours and our partner’s procedures and is an evolving system. We do not at present have sufficient evidence to say for certain why there has been a reduction in the number of referrals received during this period.

Number of Leisure Centre Visits - The major factor is the closure of the two five-a-side pitches at Thornton and increasing competition from budget gyms such as the JD Gym. Quotes are being obtained by the YMCA for necessary repairs to the football pitches to get them open again.

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Key Projects	
G	On schedule/target;
A	Minor issues
R	Major issues/Not Started

Key Measures	
G	Improving or in line with expectations
A	No significant change or comparable data unavailable
R	Worsening



Projects	
Implement the Wyre Local Plan 2011 – 2031	G
Deliver the implementation plan for Hillhouse Technology Enterprise Zone	G
Develop an Economic Development Strategy	G
Support our partners in the roll out of full fibre infrastructure on the Fylde Coast	G
Deliver our commercial strategy projects	A
Deliver the asset management programme of work	G
Explore options for a commercial partner for Marine Hall	G
Deliver our Digital Wyre strategy including the implementation of a Citizen Access Portal	G

Measures	
Take up of employment land	A
Number of businesses supported	G
% growth in business rate base at the Enterprise Zone	A
Town Centre vacancy rates -	
- Fleetwood	R
- Cleveleys	G
- Thornton	G
- Poulton	G
- Garstang	G
Out of work benefit claimant count	R
Annual efficiency savings delivered	A
% of e-contacts as a % of total contacts	G

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Projects	
Develop and deliver new pilot projects with the three GP health neighbourhoods for Wyre – Fleetwood, Wyre Integrated Neighbourhood and Wyre Rural Extended Neighbourhood	G
Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well	G
Work with Lancashire County Council to create and deliver new local Housing and Support Schemes	G
Maximise opportunities from the Better Care Fund to support older people and people with disabilities to stay in their own homes	G
Care and Repair (Wyre and Fylde) will identify need and supply a range of community equipment for vulnerable residents	G
Host and support the Wyre and Fylde Integrated Team	G
Review our safeguarding policies and practices across all council services	G
Work with partners to improve the resilience and aspirations of our young people	G
Facilitate community projects that improve the use and sustainability of council community assets	G

Measures	
% of food establishments considered broadly compliant with food safety legislation	A
Number of people helped to remain independent at home	A
Excess weight in adults	A
% of physically active adults	A
Number of obese children (aged 10 – 11)	G
Number of leisure centre visits	A
Number of cases supported by Integrated Team	G
Take up of the FYI Directory by Wyre residents and groups	A

Projects	
Develop and deliver the communications campaigns to promote Wyre’s countryside, coast, parks and tourism offer	G
Facilitate and support delivery of Coastal Community Funded projects	G
Deliver the Wyre Beach Management Scheme	G
Develop and deliver a climate change action plan (including support for flood action groups)	G
Deliver the Mount Restoration Project in Fleetwood	G
Facilitate and support the improvement of parks and open spaces	G
Implement initiatives and promote activity to help achieve a cleaner, greener Wyre	G
Tackle problematic empty homes	G
Facilitate delivery and promotion of the Wyre Community Lottery	G

Measures	
Number of volunteer hours	G
Number of people attending outdoor activities	A
Increase in visitor numbers to the borough	A
Satisfaction with parks and open spaces	A
Satisfaction with keeping public land free from litter	A
Number of fly tipping incidents	G
Number of long term empty properties	G
Reported incidences of ASB	A
Number of homes protected from flooding	A
Number of flood action groups supported	A
Money raised for good causes by the Wyre Community Lottery	A

COMMENTS AND ISSUES

Deliver our commercial strategy projects - A review of the commercial strategy is required as a number of the projects are now being delivered through service plans or are no longer relevant to progress. A key commercial project for the council is the Bourne Hill project.

Town Centre Vacancy rates – the shop vacancy rates are a lot lower in Fleetwood in comparison to the other towns in Wyre. Fleetwood is however one of over 50 areas across the country through to the second phase of the multi-million pound fund that is set to transform high streets through which we will now receive up to £150,000 of funding to work on detailed project proposals.

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Report of:	Meeting	Date
Marianne Hesketh, Service Director Performance and Innovation	Overview and Scrutiny Committee	2 December 2019

Overview and Scrutiny Work Programme 2019/20 – update report

1. Purpose of report

- 1.1 To update the Overview and Scrutiny Committee about the Overview and Scrutiny Work programme 2019/20.

2. Recommendations

- 2.1 That the report be noted.

3. Current and completed work

3.1 Poulton – Fleetwood Link Task Group

Since the last meeting of the committee, the task group has met on two occasions, most recently with Garry Payne, Chief Executive, on 20 November. Further work has been identified but the task group has agreed that it will not meet again until after December’s General Election as the outcome of that could have some bearing on the recommendations made.

3.2 Resident Car Parking Permit Scheme Task Group

Two meetings of the task group have been held. Councillors intend to consult with Town and Parish Councils and other community groups regarding the proposals for a revised scheme, but this work is currently on hold as a result of purdah restrictions in the lead up to the 12 December General Election.

- 3.3 The task group will meet in the second half of January to consider the responses from the consultation which is likely to take place for the month following 12 December. Councillors have also arranged to meet with a

representative from Disability-Equality in order to better understand the impact of the proposed changes to charging for Blue Badge holders.

3.4 District Environmental Enforcement Task Group

Two meetings of this task group have taken place, with a third scheduled for 25 November 2019. It is likely that the pilot enforcement scheme will be extended by a further six months, giving the task group more time to complete its detailed work.

4. Other planned work

4.1 Task Group - Supporting Wyre's town centres

Following a suggestion made at the O&S Committee meeting held on 22 July 2019, a report and draft scoping document was to be submitted to the O&S Committee at this meeting. However, staffing pressures within the Economic Development Team means that the report will not now be received by the committee until 16 March 2020.

4.2 Treasury Management

The Council's Treasury Management Policy Statement 2019/20 defines a number of treasury management activities. It nominates the Overview and Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

Link Asset Services, the council's treasury management consultants, will deliver a presentation at the pre-Council briefing on Thursday 9 January 2020. Councillors are encouraged to attend in the light of the Overview and Scrutiny Committee's treasury management responsibility.

4.3 Overview and Scrutiny Sub-Committees

As reported at the last meeting, options for the setting up of two sub-committees of the Overview and Scrutiny Committee, on (i) health and wellbeing and (ii) police and community safety, respectively, are currently under consideration. A further briefing note will be considered by the Management Board before the Committee is updated about the position in January.

5. Work Programme

5.1 The O&S Work Programme for 2019/20 is attached at Appendix 1.

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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Committee Meetings

(All meetings are held on Mondays starting at 6pm)

Date	Planned O&S Committee agenda items
2019	
3 June	<ul style="list-style-type: none"> i. Election of Chairman. ii. Election of Vice Chairman. iii. Marine Hall update and task group scoping (see O&SC 22 October 2018, minute 30). iv. Business Plan – Quarterly Performance Statement v. Public Conveniences Task Group – draft report vi. O&S Work Programme 2019/20 – update and planning. To include: <ul style="list-style-type: none"> (a) Overview and Scrutiny training and development for the committee and newly elected councillors. (b) Scoping document – Resident Permits (c) Scoping Document – transport connectivity across Fylde Coast
22 July	<ul style="list-style-type: none"> i. Update on health and care developments on the Fylde Coast – Dr Amanda Doyle ii. Lancashire County Council Health Scrutiny Committee. iii. Annual Schedule of planned investment in assets (Service Director Performance and Innovation) iv. Budget consultation (Clare James) v. Statutory Guidance on Overview and Scrutiny vi. O&S Work Programme 2019/20 – update.
9 September	<ul style="list-style-type: none"> i. District Enforcement environmental crime pilot feedback (see O&SC 3 June 2019) and draft scoping document ii. Business Plan – Quarterly Performance Statement iii. O&S Work Programme 2019/20 – update.
23 September	<ul style="list-style-type: none"> i. Statutory Guidance on Overview and Scrutiny – North West Employers - Single-item agenda
21 October	<ul style="list-style-type: none"> i. MyHomeChoice - review of first 12 months of implementation of new arrangements (see O&SC 30 July 2018 and Cabinet 5 September 2018). ii. Consultation – Homelessness and Rough Sleeper Strategy.

Date	Planned O&S Committee agenda items
	iii. O&S Work Programme 2019/20 – update.
2 December	<ul style="list-style-type: none"> i. Neighbourhood policing arrangements – review of first 12 months of implementation of new arrangements (see O&SC 30 July 2018, minute 18). ii. Fees and charges. iii. Cost profiles – benchmarking results. iv. Business Plan – Quarterly Performance Statement v. O&S Work Programme 2019/20 – update.
2020	
27 January	<ul style="list-style-type: none"> i. Business Plan 2020/21 – Leader and Chief Executive. ii. Annual Schedule of planned investment in assets (see also, minutes of meeting of 22 July 2019). iii. Flooding Task Group – review of implementation of recommendations (Cabinet, 28 November 2018). iv. O&S Work Programme 2019/20 – update.
16 March	<ul style="list-style-type: none"> i. Wyre Community Safety Partnership – annual scrutiny review. ii. Small businesses and Wyre’s High Streets – report David Thow (email dated 24 Sept 2019) and draft scoping document iii. Business Plan – Quarterly Performance Statement iv. Resident Car Parking Permit Scheme Task Group – draft report v. O&S Work Programme 2019/20 – update.
27 April	<ul style="list-style-type: none"> i. O&S Work Programme 2019/20 – update.

Scrutiny task group reviews

Date	Format	Topic
Continued on 2 July 2019	Task Group	Poulton to Fleetwood Link
Started 16 September 2019	Task group	Resident Car Parking Permit Scheme
Started 14 October 2019	Task group	District Environmental Enforcement Pilot
February 2020	Possible task group	Wyre’s Town Centres (see (O&SC 22 July 2019)
	Possible task group	Climate change (see O&SC 3 June 2019)
	Possible task group - originally proposed for 2018/19	Support a sustainable future for the fish processing industry

Updated 22 November 2019