

Public Document Pack

Uttlesford District Council

Chief Executive: Peter Holt

SUPPLEMENTARY PACK

Council

Date: Tuesday, 22nd February, 2022
Time: 7.00 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chairman: Councillor A Coote
Members: Councillors A Armstrong, H Asker (Vice-Chair), G Bagnall, S Barker, M Caton, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Emanuel, J Evans, P Fairhurst, M Foley, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, G Smith, M Sutton, M Tayler and J De Vries

ITEMS WITH SUPPLEMENTARY INFORMATION PART 1

Open to Public and Press

8 Medium Term Financial Strategy and Budget Proposals 2022/23 3 - 74

To consider the Medium Term Financial Strategy and Budget Proposals 2022/23.

- Appendix H - General Fund and Council Tax 2022/23
- Appendix B – Commercial Strategy 2022-27



Uttlesford District Council

Chief Executive: Peter Holt

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General Enquiries

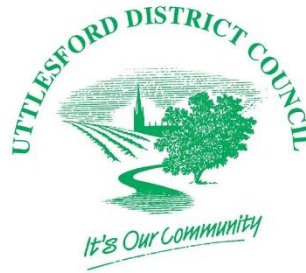
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Uttlesford District Council

Commercial Strategy 2022 to 2027



Prepared by:
Commercial Team
Uttlesford District Council
January 2022

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1. The Council recognises that as a consequence of reducing government funding there is an increased requirement to generate additional income to underpin the core services provided by the Council to its residents. Traditional ways of generating additional income such as through Council Tax and fees and charges will not be able to absorb the reduction in government funding. By way of illustration, a 1% rise in Council Tax is equivalent to about £55,000 in additional income.
2. When the 2020-2024 Commercial Strategy was approved in February 2020, the Administration indicated that they proposed to address the significant shortfalls identified in the Medium Term Financial Strategy (MTFS) primarily through investments. To achieve that the Council agreed to set an investment fund approved limit of £300 million.
3. The 2021-2026 MTFS, which included the investment income from all of the agreed commercial acquisitions, predicted small surpluses for each of the years from 2022/23 onwards. As future years were added to the plan the additional costs will in part be offset by increases in rent from the investments.
4. Changes in both the CIPFA Prudential Code (the Code) and Government legislation on Minimum Revenue Provision (MRP) now mean that 2022-2027 MTFS has significant and rising shortfalls in funding despite the commercial portfolio that has been acquired. It is likely that in 2022/23 an asset will need to be sold with the profit being used to offset future capital funding and thereby reducing the annual shortfalls to a less significant level.

Vision

5. To generate sufficient income to enable the Council to be self-sufficient, in that it generates its own resources from local taxation (Business Rates and Council Tax) and commercial investments thereby removing the reliance on Central Government grants.

CIPFA Prudential Code 2021 (the Code) and Minimum Revenue Provision (MRP)

6. The Code was revised and published in December 2021. There are a number of changes but two in particular have a negative impact on future commercial investments
 - The Code previously said commercial activity should not be undertaken for yield. The Code now says 'an authority must not borrow to invest primarily for financial return'.
 - It further strengthens the statement by 'It is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority and where any

financial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose.'

7. There are useful points of clarification which enable the Council to continue to invest in Chesterford Research Park and retain the existing commercial assets, subject to regular review.
 - a) 'Authorities with existing commercial investments (including property) are not required by this Code to sell these investments. Such authorities may carry out prudent active management and rebalancing of their portfolios. However, authorities that have an expected need to borrow should review options for exiting their financial investments for commercial purposes and summarise the review in their annual treasury management or investment strategies. The reviews should evaluate whether to meet expected borrowing needs by taking new borrowing or by repaying investments, based on a financial appraisal that takes account of financial implications and risk reduction benefits. Authorities with commercial land and property may also invest in maximising its value, including repair, renewal and updating of the properties.'
 - b) 'the risks associated with investments for service and commercial purposes are proportionate to their financial capacity – ie that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services.'
8. The Government has also strengthened the position with regards to MRP. Councils are now required to set aside annually monies, so as to ensure that, at the end of the borrowing term, there is sufficient funds available to pay off the amount borrowed. This Council has always applied MRP at 0% as the approach now mandated takes no account of inflation and future values.

Aims of the Strategy

9. Given the changes in the Code and MRP the following seven principles guide the new strategy
 - (a) There will be no new commercial investments.
 - (b) Subject to (d) and (e) below, The portfolio, as set out in this document is therefore complete. Of the £300 million allocated in 2020 to building the fund, £275,565,000 (£275 million) has been used.
 - (c) MRP will be applied on an annuity basis over the life of each asset.
 - (d) As the Council already owns, through Aspire (CRP) Ltd, the land at Chesterford Research Park it will continue to develop the asset to maximise its value.
 - (e) As the Council already owns 46% of Stane Retail Park, which includes all of the public car parking, link roads and other shared elements for the entire site, it will evaluate the option of acquiring the rest of the asset to maximise the value of the already owned part. This would be done on

the basis that the sum of the whole is worth more than the sum of the constituent parts.

- (f) The portfolio will be reviewed on a regular basis to determine the requirements of the Council and the appropriateness of retaining or selling each asset.
- (g) The Council will look to maintain the commercial asset portfolio at an investment level of no more than £275 million. However, it should be noted that investments may need to take place ahead of sales which could temporarily increase that number.

Purpose of the Investments

- 10. The investments are to generate income to enable the council to provide its core services. This income requirement has arisen because of reductions in the Council's finance from central government. Government also restricts the ability of councils to raise income from council tax increases.
- 11. The Council seeks to operate in the most cost effective ways and will continuously look for improvements in operations that will reduce costs or avoid increased costs. However, the scale of reduction in external finance was such that other income sources had to be found.
- 12. For 2021/22 the income target for the Board was guided by the MTFS. The MTFS forecasts the income and expenditure over a five year period and includes all known factors. It shows the predicted annual net surpluses or deficits. The investment income sought to cover the forecast significant deficits in each of the years of the MTFS, so as to ensure that existing services can continue to be provided. The investments acquired achieved this, however changes to the Code and MRP now mean that the assets are required to support budgets as the Council seeks efficiencies whilst minimising inevitable service impacts.

Current Portfolio

Chesterford Research Park

- 13. In May 2017 the Council, through its wholly owned subsidiary Aspire (CRP) Ltd, acquired a 50% share in Chesterford Research Park and formed a joint venture with Aviva Investors. As part of the Cambridge Life Science cluster the Park is world renowned, having been in existence for 19 years, with available space to significantly increase the commercial floor space, plus expand the Park into other areas of research to diversify and reduce the risk.
- 14. The Council gave a loan to Aspire (CRP) Ltd for the purchase of 50% of Chesterford Research Park (£47.25m). The loan was funded by

- Phoenix Life – borrowing of £37m for 40 years on a repayment basis @ 2.86% fixed. The first £10m drawdown was 5 July 2017 with the remainder as follows

5 July 2020 - £12m

5 July 2021 - £15m

- Use of reserves and balances (£10.25m) funds the balance.

15. Since the initial purchase the Council has made additional ongoing loans to Aspire (CRP) Ltd for further development totalling £13,346,000 taking the total investment to £60,596,000.

16. For 2022/23 the income from Chesterford Research Park is expected to be £2,411,000. There is also repayment to the Council of staff time whilst undertaking company work on Aspire (CRP) Ltd.

17. Further investment is planned during 2022/23 and future years as a new building (Building 800) is delivered. This will be a multi-let, near 60,000 sq ft building, a mix of office and laboratory space.

Skyway House, Takeley

18. On 30 June 2020 the Council completed the purchase of Skyway House at Takeley. The tenant is Weston Homes Plc who have signed a long lease.



Stane Retail Park, Colchester

19. On 4 August 2020 the Council completed on the forward funding opportunity at Stane Retail Park on the outskirts of Colchester adjacent to the A12. This will see the construction of two buildings, one for Aldi and the other for B&Q located on an extension to the existing site. Both tenants have agreed long leases. Completion took place in December 2021.





1 Deer Park Road, Livingston

20. On 21 August 2020 the Council completed on the acquisition of 1 Deer Park Road, Livingston. The tenant, Veterinary Specialist (Scotland) Ltd had recently taken occupation and final fit out was taking place.



21. At the time of purchase Veterinary Specialist (Scotland) Limited was a partnership between Pets At Home (Guarantors) and Dick White Referrals. Pets At Home have remained the guarantor but they have sold their interest to Linnaeus Group. Dick White Referrals have also joined Linnaeus Group which is part of the Mars Veterinary Health Group.

Matrix Park, Chorley

22. On 16 September 2020 the Council completed the purchase of a large logistics building on Matrix Park, Chorley adjacent to the M6. The tenant, on a long lease, is Waitrose Limited and this regional distribution centre serves the north west and Scotland.



Amazon, Gloucester

23. The Council completed the forward funding acquisition in March 2021 for a large scale distribution centre. The tenant is Amazon and they will use it as a 'final mile' van based distribution centre. Occupation by the tenant is planned for the final quarter of 2021/22.





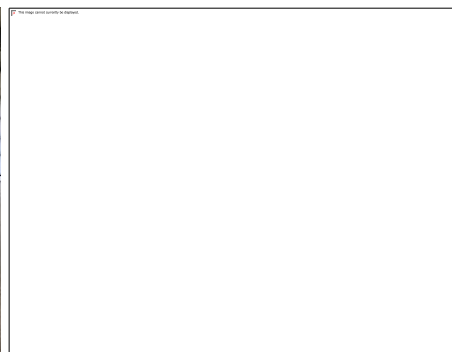
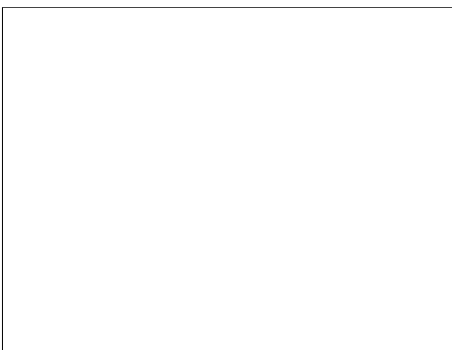
Moog, Tewkesbury

24. In March 2021 the Council acquired a site in Tewkesbury for a new build head office and warehouse. The tenant will be Moog Controls Ltd. It is expected that the tenant will take occupation in the second quarter of 2022/23.



Little Canfield Business Park

25. In November 2020 the Council acquired the former Winfresh Factory at Little Canfield, primarily as a new single waste depot. The site has a significant area of both building and land that will be let to tenant(s) once the conversion is complete. The site is planned to be ready for occupation in the first quarter of 2022/23.



Loans to wholly owned subsidiaries

26. The Council recognises that, to further support the budget ongoing and to ensure the continued delivery of services at the level currently provided, further investment in the expansion of Chesterford Research Park will be necessary. To date, the following loans to Aspire (CRP) Ltd have been made

Date	Amount	Term	Rate	Basis	Annual Repayment	Repaid
03/05/2017	£47,250,000	50 years	4%	Interest Only	£1,890,000.00	
27/06/2017	£60,000	10 months	4%	Interest and principal	£61,827.95	✓
26/03/2018	£223,000	49 years 1 months	4%	Interest only	£9,000.00	
02/01/2019	£2,518,000	48 years 4 months	4%	Interest only	£101,000.00	
20/08/2019	£3,000,000	20 years	4.5%	Interest and principal	£135,000.00	
09/06/2020	£1,250,000	20 years	4.5%	Interest and principal	£56,000	
01/07/2020	£2,600,000	20 years	4.5%	Interest and principal	£117,000	
15/03/2021	£2,975,000	20 years	4.5%	Interest and principal	£121,000	
26/08/2021	£780,000	20 years	4.5%	Interest and principal	£20,000	

27. Interest only loans relate to refurbishment of a building and thereby extending its useful life. Interest and principal loans are where it is for fit out works which have a 20-year life expectancy.

28. In 2020 the Council allocated a further £20 million of funding, from the £300 million, for further expansion at CRP, of which £12.62 million remains to be allocated.

The Investment Fund

29. The original 2020 Commercial Strategy set out an investment fund requirement of £300 million with a portfolio yield target (before borrowing costs) of 4%. As set out earlier completion of that portfolio sum is not now an option. The following table shows the current portfolio position and is split into two parts

- Completed investments – those already in the portfolio
- Future committed investments – forward funding approved yet to complete

£'000	Capital Investment (exc. Fees)
<u>Completed Investments</u>	
Chesterford Research Park	60,596
Weston Homes	20,000
Veterinary Hospital	5,925
Stane Retail Park	30,424
Waitrose Retail Distribution Centre	55,000
Little Canfield Business Park	7,500
	179,445
<u>Future Committed Investments</u>	
Chesterford Research Park	12,620
Amazon Distribution Centre	43,000
Moog Circuits Ltd	40,500
	96,120
<u>Investment Total</u>	275,565

30. With the change in the Code and MRP the Portfolio is now complete, and no further assets will be added.

31. In a full year the portfolio yield, once all outstanding acquisitions are completed, will have a yield of 4.8%. The rental income for the next five years is shown in the following table.

£'000	Capital Investment (exc. Fees)	Annual Rental Income				
		2022/23	2023/24	2024/25	2025/26	2026/27
<u>Completed Investments</u>						
Chesterford Research Park	60,596	2,449	2,449	2,449	2,449	2,449
Weston Homes	20,000	1,171	1,200	1,230	1,261	1,276
Veterinary Hospital	5,925	333	333	333	333	333
Stane Retail Park	30,424	1,784	1,830	1,878	1,927	1,977
Waitrose Retail Distribution Centre	55,000	2,508	2,508	2,508	2,508	2,508
Little Canfield Business Park	7,500	263	350	350	350	350
	179,445	8,508	8,670	8,748	8,828	8,893
<u>Future Committed Investments</u>						
Chesterford Research Park	12,620	-	-	603	603	603
Amazon Distribution Centre	43,000	2,280	2,280	2,280	2,280	2,585
Moog Circuits Ltd	40,500	1,520	1,667	1,667	1,667	1,835
	96,120	3,800	3,947	4,550	4,550	5,023
<u>Investment Total</u>	275,565	12,308	12,617	13,298	13,378	13,916

* Little Canfield Business Park – Income is not shown in the investment income line in the MTFS it is shown within the General Fund budget as is other rental income of UDC occupied buildings (i.e.London Road)

The Portfolio Moving Forward

32. The original plan had been to acquire assets, hold them for a period of time to generate income, but then to sell them at the appropriate time to realise a sum at least the level of which was paid for the asset. The monies received would then be reinvested in a new asset and the process repeated. By doing this the need to refurbish buildings, find new tenants etc. would be avoided and the portfolio kept 'current'.
33. The changes introduced by Government and CIPFA have resulted in the need to revise the plan for the portfolio moving forward. It will not now be possible to sell assets and buy new, the council will need to retain the assets for the longer term.
34. In line with the need to retain the asset for a longer period of time it will now be necessary to set aside some of the income raised each year into a reserve to cover increased risk of business failure and future costs of refurbishment at the end of lease.
35. The Council is committed to investing in Chesterford Research Park and changes to the Prudential Code do not stop it from doing so. The Council is keen to see existing tenants expand and grow on the Park and for the Park to attract new tenants from a diverse range of research activities. The Park is within the district

boundary and investing helps to sustain existing employment, introduce new employment opportunities, and generate additional Business Rates.

36. Regular reviews of all assets in the portfolio will be undertaken to determine the most appropriate point in time for sale, and to highlight timescales for refurbishments. The reviews will not only look at the asset itself but also the financial position of the Council and the opportunities that could be addressed if an asset is sold for a profit.
37. It is likely that in the final quarter of 2022/23 the Council will need to sell an asset to enable future balanced budgets to be set.

Funding and Reserves

38. With the uncertainty over changes to the Code and MRP resolved, the Council can now arrange long term funding. It is likely that this will be done in three tranches during 2022/23 to coincide with the end dates for short term financing.
39. With monies being set aside to repay the principal annually through MRP these loans will in future be on a repayment basis over 35 years. The reason for moving to repayment loans is that the new Code requires the Council to demonstrate that its debt levels are reducing.
40. The new strategy requires a Commercial Asset Reserve to be established to cover costs at the end of the tenancy for each asset (except CRP). This reserve will pay for any refurbishment, void period and rent free period for new tenants. The lease terms and approximate costs of refurbishment over the period 2022 – 2070 have been mapped and timings of costs established. The resulting position is that a sum of £1 million per annum, from the investment income, will be placed in the reserve.
41. This reserve will grow without being drawn upon for a number of years but will then be heavily used between years 15 and 25 as most of the assets have lease expiry at that point in time.

Performance Reporting

42. A quarterly report is produced for the portfolio. This includes a
 - a) professional valuation undertaken by a market leading specialist for each asset
 - b) commercial market trading update to help inform investment decisions
 - c) report on each asset by professional asset managers who are responsible for tenant liaison, rent collection, rent reviews etc.
43. As at 30 September 2021 the value of the completed acquisitions is set out below

Property	Price paid (including future commitments)	Amount paid as at 30 September 2021	September 2021 valuation
	£	£	£
Colchester, Stane RP	30,424,000	7,500,000	11,000,000
Chorley, Waitrose RDC	55,000,000	54,608,773	60,150,000
Livingston, 1 Deer Park	4,758,374	4,758,374	5,125,000
Takeley, Skyway House	20,000,000	19,500,000	19,600,000
Gloucester, Amazon	43,000,000	20,589,660	23,600,000
Tewkesbury, MOOG	40,500,000	11,953,310	16,950,000
	193,682,374	118,910,117	136,425,000
Aspire (CRP) Ltd	60,596,000	60,596,000	85,125,000
Total Portfolio	254,278,374	179,506,117	221,550,000

Security, Liquidity and Yield

44. As the Council only has a small amount of money of its own to invest, any further expansion at CRP will necessarily be funded from a mix of external borrowing, from financial institutions, Public Works Loan Board (PWLb) and other local authorities. The Council will not invest in high yield, high risk opportunities. This will be reflected in an average portfolio yield target of 4% (before cost of borrowing).
45. Investments at Chesterford Research Park will be made by way of loans to Aspire (CRP) Ltd the Council's wholly owned subsidiary. All commercial investments outside of Chesterford Research Park will be undertaken by the Council.
46. The option to liquidate funds is either by selling the investment (or part thereof) or by refinancing the debt.

Risks

47. The Council takes advice from its professional advisers at all times. For example, with the purchase of the 50% share at Chesterford Research Park the Council engaged

- Arlingclose as its financial advisers who project managed the funding tender
- Cushman and Wakefield who undertook all of the purchase negotiations and due diligence
- Hogan Lovells for Legal due diligence

48. For Aspire (CRP) Ltd the Council has appointed two non-executive directors to serve on the Board and bring independent challenge and support.

49. There are five main risks with regard to the wider portfolio and the new strategy of asset retention.

Risk	Probability (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)	Mitigation
Tenant default rent payments	M	L	H	The Council has established a Commercial Asset Reserve, one role of which is to mitigate the budget impact of this risk occurring.
Cost of borrowing increases beyond yield	L	L	H	The Council will enter in to long term funding during 2022/23 in a number of tranches.
Refurbishment costs at end of lease are materially different to budget	M	M	M	Estimates for refurbishment have been made based on experiences at CRP. As this element of the Commercial Asset Reserve is unlikely to be used for the next 15 years there will be sufficient funds to cover any shortfall.
Unable to find new tenants resulting in void periods being longer and/or new tenants want longer rent free periods than budgeted	M	L	H	Estimates for reasonable periods for void and rent free periods based on advice from agents. As this element of the Commercial Asset Reserve is unlikely to be used for the next 15 years there will be sufficient funds to cover any shortfall in income.
The joint venture partner at CRP wants to sell their 50% share	L	H	H	The Council would have three options and would choose the most applicable at the time <ol style="list-style-type: none"> 1. Buy the JV partner's share 2. Sell the Aspire share at the same time 3. Accept whoever the new JV partner is

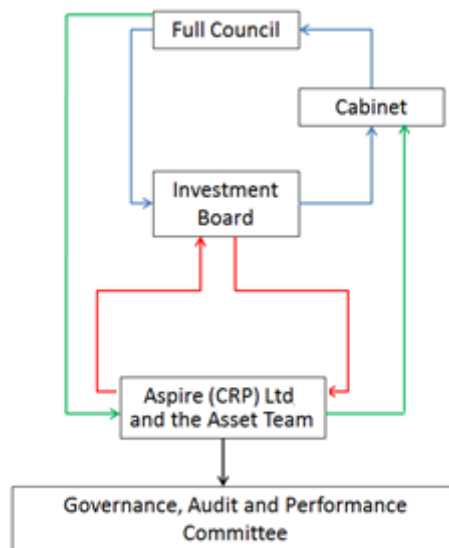
Proportionality

50. The income requirement has arisen as a result of reductions in the Council's finance from central government. Government also restricts the ability of councils to raise income from council tax increases.
51. The Council has established a Commercial Asset Reserve (see para 40) which will be established with the sum of £3 million to cover the risk of investment failure. In addition, the Reserve will increase by £1 million per annum to cover the cost of future refurbishment, void and rent free periods for each of the assets, except CRP.
52. As part of the regular review of the portfolio the Council will look to, at the right points in time, reduce the level of borrowing in place by selling one or more of the assets.

Capacity, Skills and Culture

Investment Board (IB)

53. The IB will operate in accordance with the Commercial Strategy which is adopted annually by Full Council. Cabinet will delegate to the Leader; Portfolio Holder for Finance and Budget, Portfolio Holder for the Economy, Investment and Corporate Strategy and the S151 Officer (or Assistant Director of Resources for Aspire investments) to conclude investments or disposals where authorisation has been given by Full Council.
54. Constitution of the IB
- a) The IB is a Working Group of Cabinet and membership will be determined by the Leader of the Council
 - b) In addition there will be two independent members to supplement the skills of the elected Members.
55. The investment decision making and monitoring process is as set out overleaf



56. Democratic Process (blue line)

- a) As part of the annual budget setting process, Cabinet develops the Commercial Strategy in consultation with the IB. Cabinet recommends to Council the adoption of the Commercial Strategy.
- b) Council adopts the Commercial Strategy.
- c) The Cabinet will receive from the IB quarterly updates, including KPIs, on the performance of the portfolio.
- d) For new investments or disposal of existing, the IB reviews the business case and if appropriate supports a recommendation to Cabinet for the acquisition or disposal.
- e) Cabinet reviews the business case and recommendation for either an acquisition or disposal, and if satisfied recommends to Council that either funding is made available, or the disposal is approved.

57. Internal Process (red line)

- d) Aspire (CRP) Ltd looks after developments at Chesterford Research Park. The Council's Asset Team will manage all other non-CRP commercial investments.
- e) Depending on the category of investment or disposal sought, Aspire (CRP) Ltd or the Asset Team, working with professional advisors, will identify assets which meet the requirements set out by the IB. They will prepare business cases for consideration by the IB. The IB will review and consider the cases in detail and if suitable will make the recommendation to the Cabinet to proceed. Approval by the Board of Aspire (CRP) Ltd is also required prior to submission to the IB.

- f) Aspire (CRP) Ltd, along with the Asset Team, prepare the quarterly KPI and other information for submission to the IB.

58. New investments or disposal of existing assets (green line)

- a) At an Extraordinary Meeting of Council a decision is taken on whether or not to allocate the funding for a new investment or agree to the disposal of an existing asset.
- b) If an investment is agreed, funding will be made available to Aspire (CRP) Ltd or to the Asset Team to enable the purchase to be made in accordance with paragraph 53.
- c) If the authority is for a sale the disposal will be undertaken in accordance with paragraph 53.

59. A report on annual performance of Aspire (CRP) Ltd is presented to Cabinet

General Fund and Council Tax – 2022/23

Summary

1. This report sets out detailed revenue estimates for the General Fund and the Council Tax requirement for 2022/23. This budget must be considered alongside the report made by the Director of Finance and Corporate Services (S151 Officer) under Section 25 of the Local Government Act 2003, included as an item earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy (MTFS) also presented earlier on the agenda.
2. The budget is based on the provisional Financial Settlement announced in the 2021 Spending Review and direction from the Cabinet on their priorities and Council Tax increase.
3. The proposed budget shows a Council Tax Requirement of £6,403,772 which balances to the level of Council Tax yield, assuming an increase of £5 in Council Tax for a Band D equivalent property.
4. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy, Commercial Strategy and Housing Revenue Account budget for 2022/23 considered earlier in this agenda.

Council Tax – 2022/23

5. By law the budget (Council Tax Requirement) must balance to the expected Council Tax income receivable.
6. The Director of Finance and Corporate Services (S151 Officer), under delegated authority, has approved the gross Council Tax base of 40,477.10 to be used for setting the 2022/23 draft Council Tax, an increase of 0.86% on the 2021/22 figure of 40,121.39.
7. The taxbase for the purposes of budget setting is calculated by deducting the Local Council Tax Support Discounts from the gross Council Tax base. The estimate of these discounts in Band D equivalent terms is 2,041.40 and this produces a taxbase for budget setting purposes of 38,435.70.
8. The 2021/22 UDC Band D equivalent Council Tax was £161.61. In accordance with the Cabinet's guidance, an increase of £5 has been assumed for the purpose of preparing this report; this gives a Band D equivalent figure for 2022/23 of £166.61. Multiplied by the taxbase, this produces a Council Tax yield of £6,403,772.
9. The Council is therefore required to balance its net budget to a Council Tax Requirement of £6,403,772; the increase in tax base and Band D equivalent for 2022/23 compared to 2021/22 is illustrated in the table below.

	2021/22	2022/23	% Change
Taxbase (gross)	40,121.39	40,477.10	0.89%
LCTS Discounts	(2,013.08)	(2,041.40)	1.41%
Taxbase (net)	38,108.31	38,435.70	0.86%
Band D	£161.61	£166.61	3.09%
Council Tax Yield	£6,158,684	£6,403,772	3.95%

10. The Council Tax Yield is higher for 2022/23 than the equivalent sum for 2021/22, an analysis of the income for the increase in taxbase and Band D equivalent is set out below:

Council Tax increases		
2021/22 Council Tax Requirement		£6,158,684
Additional income arising from Taxbase increases	£54,547	
Additional income arising from UDC £5 increase	£190,541	
2022/23 Council Tax Requirement		£6,403,772

11. The £6,403,772 figure represents estimated Council Tax income, but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income collected will differ from the assumed amount due to in year changes in Local Council Tax Support, reliefs, empty properties and level of collection. This will give rise to either a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.
12. Assuming an increase of £5 in Council Tax, the amount of Uttlesford Council Tax, by each Council Tax band, is shown below.

Band	Proportion of Band D	2021/22 UDC Council Tax £	2022/23 UDC Council Tax £	Increase £5 £/year
A	6/9ths	107.74	111.07	3.33
B	7/9ths	125.70	129.59	3.89
C	8/9ths	143.65	148.10	4.44
D	9/9ths	161.61	166.61	5.00
E	11/9ths	197.52	203.63	6.11
F	13/9ths	233.44	240.66	7.22
G	15/9ths	269.35	277.68	8.33
H	18/9ths	323.22	333.22	10.00

Budget Consultation 2022/23

13. A Budget consultation was undertaken between 30 September and 17 October 2021. The Council sought the views of residents, partners and those who work within the district as it began the process of setting the budget for the 2022-23 financial year. A total of 167 responses were received.
14. The consultation concentrated on asking for residents' views on the priorities for council spending and for the future resourcing of specific service areas. An open text box was provided for respondents to express their views if they felt a different priority should be set by the Council. Feedback was also sought from residents regarding whether the Council Tax precept for Uttlesford District Council represented 'Value for money'.
15. A summary of the responses is set out below and the full report can be found at Annexe H6 and a copy of the questionnaire with full data response to each question is attached as Annexe H7.
- i. Does the council offer value for money – 66% of respondents either 'strongly agreed' or 'tended to agree'

- ii. Are the Corporate Plan priorities the right ones – this ranged between 84% and 96% across the four priorities who agreed these were the right ones
- iii. Importance of Statutory Services – Waste and Recycling scored highest, with developing cleaner neighbourhoods second and the Local Plan and Planning third. Taxi, Liquor, and gambling licencing showed as the least important
- iv. Importance of Discretionary Services – Maintaining amenity areas scored highest, with Communicating with the Public second and Community Safety third. The least important was Ward Member Grants

General Fund Budget

16. A summary of the 2022/23 General Fund budget is shown in the table below. A more detailed summary is set out in Annexe H1, and each portfolio budget is set out in Annexe H2.

	2021/22 Original Budget	2021/22 Current Budget	2022/23 Original Budget	2022/23 Increase / Decrease
£'000				
Direct Service Budgets				
Net Service Expenditure	15,736	15,736	17,341	1,606
Corporate Items				
Capital Financing and MRP	3,626	4,922	5,131	210
Recharge to HRA	(1,552)	(1,552)	(1,747)	(195)
Investment Income	(6,928)	(6,928)	(11,774)	(4,846)
Borrowing Cost	1,814	1,814	2,835	1,020
Other Corporate Items	422	422	425	3
Net Expenditure	(2,618)	(1,322)	(5,130)	(3,808)
Funding				
New Homes Bonus Grant	(2,823)	(2,823)	(1,343)	1,480
Business Rates Retention	2,721	2,721	(4,368)	(7,089)
Rural Services Grant	(293)	(293)	(293)	(1)
Covid 19 Support Funding	(890)	(890)	(1,552)	(662)
Council Tax - Collection Fund	55	55	6	(49)
	(1,230)	(1,230)	(7,550)	(6,320)
Net Operating Expenditure	11,888	13,184	4,662	(8,522)
Net transfers to/(from) other earmarked reserves	(5,729)	(7,025)	1,742	8,767
Council Tax Requirement	6,159	6,159	6,404	245
Council Tax (precept levied on Collection Fund)	(6,159)	(6,159)	(6,404)	(245)
(Surplus)/Deficit	0	0	0	0

17. After taking account of all the budget requirements and the Council Tax requirement there is a deficit of £214,162. To ensure that the Council meets its legal requirement to set a balanced budget it is proposed the deficit of £214,162 is met from the Medium Term Financial Strategy Reserve.

18. The following table is a reconciliation of the movement from the 2021/22 budget to the 2022/23 budget.

	£'000	£'000
Council Tax Requirement - 2021/22		6,159
<u>Direct Service Budget Changes</u>		
Budget movements to restated base 20/21	(855)	
Inescapable growth	1,925	
Service growth	517	
Efficiency savings	(361)	
Changes to Income	69	
Other adjustments	310	
		1,606
<u>Corporate Items</u>		
Capital financing costs decrease	197	
Investment Asset net income	(4,846)	
Recharges to the HRA	(195)	
Net treasury costs/(income)	1,036	
		(3,808)
<u>Funding Items</u>		
Change in New Homes Bonus	1,480	
Net impact of Collection Fund	(7,138)	
Covid impact funding	(662)	
Other net adjustments	(1)	
Net change in draw on reserves	8,767	
		2,448
Total net changes to base budget		246
Council Tax Requirement - 2022/23		6,404

19. A full analysis of all budget changes, efficiencies, growth and adjustments are detailed in Annex H3 and the definition of these changes are explained below:
- I. The budget movements to restated base are items of expenditure which were approved in previous years for a fixed term only and have been removed from the budget
 - II. Inescapable growth relates to inflationary and incremental increases for salaries and other service expenditure inflation
 - III. Growth is direct service investment
 - IV. Efficiencies have been achieved by the natural evolution of services and the way we deliver those services; no efficiency targets have been included in the 2022/23 budget
20. The Government wrote to the Council on the 7 February 2022 advising that they are exercising powers under the Town and Country Planning Act [1990 – Section 62A] to 'designate' the Council in regard to the consideration of major planning applications. The consequence of designation is that applications for major development can be made directly to the Planning Inspectorate, although applicants will have the option of continuing to apply to the Council in the usual way. The financial impact of this is estimated at £560,000, 50% of the normal annual planning income. Full details can be found in The Medium Term Financial Strategy (Appendix C).
21. As part of the Designation Notice the Council must provide an improvement plan, which the Council already has from the 2021 review undertaken by EELGA. However, the lost income formed a key element in funding the changes that need to be made and Officers have commenced discussions with DLUHC around financial support whilst the Designation Notice is in place. In addition to the request to DLUHC the Council will put in place enhanced budgetary controls, such as vacancy management, to minimise the final level of Reserve drawdown that is required.

22. As there has been no other councils subject to a Designation Notice since 2014, there is very little information on which to base the estimated income loss. It should be noted therefore that this figure is subject to change giving a variance either higher or lower than the estimated £560,000. A separate paragraph will be provided in each quarterly budget monitoring report setting out the position at that point in time and the estimated annual loss.
23. Although not normally reported separately, there has been throughout 2021/22 considerable interest in the Uttlesford funding for the Local Highways Panel. For 2022/23 the sum allocated for this purpose is £200,000.
24. £250,000 has been allocated to the Corporate Management budget. This will fund the compensation payments being made for the relocation of the Environmental Services Teams to Little Canfield for the next three years in accordance with Council policy. In addition, the Council last carried out a full review on its pay structure over 20 years ago. Since then, ad hoc pieces of work have been done, including an update to the current salary grades in 2017, but the option of a more fundamental review needs to be explored.
25. The key service variances over £50,000 are detailed in the following table

Service	£'000	Description of variance
Development Control (note 1)	176	New Staffing Structure £152k of spend is funded from Member priority funding allocated to the planning review
	120	Planning Appeals Additional specialist Consultancy and legal fees
	55	PPA net Income reduction of £75k offset by reduced cost of £20k for consultants
	560	Estimated income reduction due to the current planning designation
	(95)	Additional income due to S106 fees and efficiencies in fee processing
	20	Place Services SLA To support the service on Heritage properties
	23	Advertising Additional notices of planning applications
Planning Policy (see note 2)	172	Consultancy
	75	Legal Fees
Corporate Management	(300)	Member Priorities Fund released as no new priorities identified
Offices (see note 3)	56	Little Canfield Site Manager
	223	New premises rates
	248	Site Security
	(352)	Little Canfield Commercial Income
Lifeline (see note 4)	160	Income loss due to service being delivered by alternative provider
Information Technology	125	Software increases and Security Costs to cover additional software to ensure security of systems
Car Park	115	Increased cost of payment processes for ticket machines
Waste Management	173	Agency Staff Increased cost of HGV agency drivers and to cover absences
	93	Trade Waste Loss of income due to company closing down
	(143)	Green Waste Green waste additional subscriptions
Economic Development	(106)	Net saving of previous strategy funds now replaced with the Economic recovery plan
Council Tax Discounts	(72)	Essex sharing agreement reduction in the council tax share back from preceptors
Revenues	68	Temporary Staff Additional temp staff to support the delivery of grants and taxbase
Grants	(65)	Grant allocations One off grant allocations in 2021/22
Other	277	Net minor variances
Total Net Direct Service Variances	1,606	

Note 1 – Planning Income

Development Control income reduction of £560,000 is the estimated impact of the Planning Designation Notice as detailed in paragraph 20.

Note 2 – Local Plan

The local plan has a total allocated budget of £6.83m, this is for financial years 2020/21 – 2024/25. A five year budget plan is in place and the local plan is on target to complete within the allocated resources. The overspend in the current year is offset against prior year underspends (held in reserves) and spend profiling is updated annually. The total budget allocation is inclusive of the funds held in the Sustainable New Communities Reserve.

Note 3 – Little Canfield Business Park

The additional office costs include both the Little Canfield site and the new office building in Stansted. The total additional cost of Little Canfield is £507,250, this needs to be offset against the expected commercial income and gives a net cost of the site of £155,250.

Note 4 – Lifeline

The reduction of income for the Lifeline service, is offset against a charge from the Housing Revenue Account. The General Fund collected the income for this service from private residents subscribing to the service, but the associated costs are incurred by the Housing Revenue Account. The income is then recharged back to the Housing Revenue Account as part of the overall net Housing Revenue Recharge, which is shown in the General Fund Summary table under 'Corporate Costs' at the beginning of this paper. This recharge now excludes the cost of this service, and this is reflected in the higher net income received by the General Fund of £195,000.

26. A subjective analysis of net service expenditure is detailed below.

£'000	2021/22	2021/22	2022/23	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Employees	13,900	13,900	14,464	564
Premises	672	672	1,227	555
Transport	600	600	572	(28)
Supplies & Services	9,219	9,219	9,267	47
Third Party Payments	341	341	343	2
Transfer Payments	12,120	12,120	11,608	(512)
Expenditure	36,853	36,853	37,481	628
External Funding	(1,556)	(1,556)	(1,738)	(181)
Fees & Charges	(6,066)	(6,066)	(5,747)	320
Specific Government Grants	(12,849)	(12,849)	(12,295)	553
Other Income	(646)	(646)	(359)	286
Income	(21,117)	(21,117)	(20,140)	978
Net portfolio expenditure	15,736	15,736	17,341	1,606

- Employee cost increases relates to inflation and incremental increases
- Premises is due to the new Council sites (Little Canfield Business Park and Walpole Meadows, Stansted) as detailed in paragraph 23 note 3.
- Transfer payments is the Housing Benefit expenditure, this is offset by the subsidy income shown under Specific Government Grants
- Fees and charges reduction is due to the impact of the Planning Designation as detailed in paragraph 20 and 23 note 1.

Corporate Costs

27. The Corporate Costs includes the additional revenue charge for Minimum Revenue Provision (MRP), this is a charge to minimise the risk exposure of the Council against the debt, mainly incurred through the acquisition of the commercial portfolio, and supports the reduction in our capital financing requirement.

28. To reduce the impact of the charge, all capital expenditure (excluding investment assets) is financed in the year the cost is incurred. This is discussed in more detail in the MTFs (Appendix C) presented earlier in the agenda.

Funding

29. The Government announced a further one year settlement for 2022/23, which means that both the Fair Funding Review and Business Rates Reforms are again postponed. This does mean that the New Homes Bonus is extended for a further year, a one year only amount with no future legacy payments.
30. The additional year of the New Homes Bonus means that the Council received a one year grant payment of £517,000 plus the final year legacy payment of the 'original' scheme, giving a total award of £1,342,925.
31. The Government pledged that no Local Authority would be worse off in this year's settlement and provided all Lower Tier Authorities with a grant to bring them up to the same level of funding as 2021/22; this grant assumes that councils will increase Council Tax by the maximum amount, which is the proposal contained within this report.
32. As part of the one year settlement the Government continued the Lower Tier Services Grant payments and a total grant of £1,551,587 was received.

Risks and Assumptions

33. The key areas of risk both adverse and favourable are detailed in the Section 25 report - Robustness of Estimates and Adequacy of Reserves - presented earlier in the agenda (Appendix A). A full analysis of all operational service risks and assumptions has been included in Annexe H4.

Local Government Finance Settlement

34. The Government announced the provisional settlement on 16 December 2021 for 2022/23 and the final settlement is expected to be announced in February 2022. It is unlikely there will be any changes to the settlement figures, but if there is these will be discussed with Members and all reports and financial tables will be updated to reflect this.
35. There is continued uncertainty about the level of funding in future years and this was discussed in more detail in the MTFS, earlier in the agenda.

General Fund Reserves

36. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received as Appendix A earlier in tonight's agenda, recommended that the Working Balance is maintained at £1.597m for 2022/23 and has been included in the Budget.
37. The reserves estimated balance at the end of the 2021/22 financial year is £19.089m, the proposed net transfer of reserves for 2022/23 is £1.742m giving a balance at 31 March 2023 of £20.831m as set out below, this includes the 2022/23 deficit drawdown from the Medium Term Financial Strategy reserve of £0.214m.

£000	2021/22 Q2 position				2022/23			
	Balance at 1 April 2021	Transfer from General Fund	Transfer To General Fund	Estimated at 31 March 2022	Transfer from General Fund	Transfer To General Fund	Reserve Transfers	Estimated at 31 March 2023
Ringfenced Reserves								
Business Rates	7,634	1,844	(4,837)	4,641	771			5,412
Capital Slippage	1,483	204	(723)	964				964
Licensing	35	13		48		(5)		43
Leisure/Private Finance Initiative	307			307				307
Working Balance	1,438		(53)	1,385	212			1,597
Total Ringfenced Reserves	10,897	2,061	(5,614)	7,344	984	(5)	0	8,323
Core Reserves								
Commercial Assets	1,060			1,060	2,200		740	4,000
Medium Term Financial Strategy	4,421	1,667	(776)	5,312	25	(387)	(740)	4,210
Strategic Initiatives	1,863		(200)	1,663				1,663
	7,344	1,667	(976)	8,035	2,225	(387)	0	9,873
Member Priorities								
Economic Development	463	1,000	(340)	1,123		(330)		793
Planning	891	2	(100)	793		(15)	0	778
Sustainable Communities	1,781		(913)	868		(720)		149
Major Sports Facilities	150	150	(150)	150	150	(150)		150
Climate change	380	300	(340)	340	320	(330)		330
	3,665	1,452	(1,843)	3,274	470	(1,545)	0	2,199
Grants								
Homelessness	404		(93)	311				311
Health & Wellbeing	131		(7)	124				124
	535	0	(100)	435	0	0	0	435
Total Usable Reserves	11,544	3,119	(2,919)	11,744	2,695	(1,932)	0	12,507
Total Reserves	22,441	13,480	(19,984)	19,089	3,679	(1,937)	0	20,831

38. The individual net use of reserves has been set out in more detail in the following table and this includes the 2022/23 surplus.

Reserve Movements - 2022/23	Additions / (Drawdowns) £'000
Opening Balance	19,089
Ringfenced Reserves	
Net of business rates balances and S31 grants to support reliefs for businesses	771
Working Balance (statutory contingency balance)	212
Allocation of ringfenced PFI leisure funds	
Core Reserves	
Commercial Assets - to support loss of income and future refurbishments for relet	2,200
Local Highways panel and new burdens funding allocations to service delivery	(169)
2022/23 Deficit	(214)
Member Priority	
Year 2 of allocated funds to support economic recovery	(330)
Local Plan and Neighbourhood plans	(735)
Elections - four year cycle of allocations	25
Other net minor movements	(18)
Net of movements	1,742
Closing Balance	20,831

Fees and Charges review

39. Officers have reviewed fees & charges in line with the Council's Pricing and Concessions policy and Cabinet decisions where relevant. A schedule of proposed charges is included at Annex H6.

40. Where charges are statutory and outside the jurisdiction of the Council these have not been included but are available to view on the Council website.
41. It is requested that the Director of Finance and Corporate Services (S151 Officer) is given delegated authority to set and/or amend the fees and charges for the following area;
- Trade Waste - where services are operating in competition with other commercial providers, the service manager in consultation with the Director, needs to have the ability to negotiate as required where it is in the Council's best interests to do so.

Impact

Communication/Consultation	Members, CMT and Budget Managers
Community Safety	No specific implications
Equalities	No specific implications
Finance	Detailed in the report
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	The recommendations fulfil the legal requirement to set a balanced budget.
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Risk Analysis

42. The formal risk analysis of the budget is set out in the report earlier on today's agenda, Section 25 Report "Robustness of Estimates and Adequacy of Reserves" (Appendix A).

Risk	Likelihood	Impact	Mitigating actions
Actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	3 (some risk that variances will occur requiring action to be taken)	2 (potential impact which could adversely affect the Council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.

List of Annexes

- Annexe H1 – General Fund Budget Summary
- Annexe H2 – Portfolio Budgets
- Annexe H3 – Schedule of Budget Adjustments
- Annexe H4 – Risks and Assumptions
- Annexe H5 – Fees and Charges
- Annexe H6 – Budget Consultation Report
- Annexe H7 – Budget Consultation absolute data

General Fund Budget – 2022/23

When presenting in whole thousands only it is possible that rounding means that the increase/decrease figure may differ by £1,000 when comparing 2021/22 current budget to 2022/23 original budget. This is not an error but a presentational challenge only, this applies to the tables in Annexe H1 and H2.

£'000	2021/22 Original Budget	2021/22 Current Budget	2022/23 Original Budget	Increase / (Decrease)
Portfolio Budgets				
Communities & Partnerships	1,097	1,097	1,066	(31)
Housing & Economic Development	2,677	2,677	2,699	22
Environmental Services	4,265	4,265	5,812	1,547
Finance & Administration	7,697	7,697	7,765	68
Subtotal - Portfolio Budgets	15,736	15,736	17,341	1,606
Corporate Items				
Capital Financing Costs	3,626	4,922	1,771	(3,151)
IFRS 16 charge	0	0	80	80
Investment Asset - MRP	0	0	3,281	3,281
Investment Asset income	(6,928)	(6,928)	(11,774)	(4,846)
Treasury Investment Income	(23)	(23)	(7)	16
Borrowing costs	1,814	1,814	2,835	1,020
PFI interest cost	360	360	348	(13)
Pension Fund - Added years	85	85	85	0
HRA share of Corporate Core	(385)	(385)	(360)	25
Recharge to HRA	(1,167)	(1,167)	(1,387)	(220)
Subtotal - Corporate Items	(2,618)	(1,322)	(5,130)	(3,808)
Funding				
Council Tax - Collection Fund Balance	55	55	34	(21)
Council Tax - S31 Funding	0	0	(28)	(28)
Business Rates - Collection Fund Balance	4,785	4,785	(593)	(5,378)
Business Rates - UDC Share (net of tariff)	(1,068)	(1,068)	(1,477)	(409)
Business Rates - Levy Payment (safety net reimbursement)	393	393	724	330
Business Rates - Renewable Energy Scheme	(107)	(107)	(140)	(33)
Business Rates - Section 31 Funding	(1,282)	(1,282)	(2,881)	(1,599)
New Homes Bonus	(2,823)	(2,823)	(1,343)	1,480
Rural Services Delivery Grant	(293)	(293)	(293)	(1)
Government Support funding	(890)	(890)	(1,552)	(662)
Subtotal - Funding	(1,230)	(1,230)	(7,550)	(6,320)
Subtotal - Net Operating Expenditure	11,888	13,184	4,662	(8,522)
Net Transfers to/(from) Reserves				
Ringfenced Reserves	(6,147)	(7,443)	979	8,422
Core Reserves	351	351	1,838	1,486
Member Priority Reserve	(35)	(35)	(1,075)	(1,040)
Grants Reserve	102	102	0	(102)
Subtotal - Movement in Earmarked Reserves	(5,729)	(7,025)	1,742	8,767
Council Tax Requirement	6,159	6,159	6,404	245
Council Tax (Precept levied on Collection Fund)	(6,159)	(6,159)	(6,404)	(245)
(Surplus) / Deficit	0	0	0	0

Communities and Partnerships

£000	2021/22 Original Budget	2021/22 Current Budget	2022/23 Original Budget	Budget changes
Community Information	51	51	21	(30)
Day Centres	95	95	95	0
Emergency Planning	34	34	34	(0)
Grants & Contributions	568	568	518	(50)
Leisure & Performance	47	47	48	1
Saffron Walden Museum	240	240	238	(2)
New Homes Bonus	78	78	78	0
Private Finance Init	11	11	34	22
Renovation Grants	(27)	(27)	0	27
Portfolio Total	1,097	1,097	1,066	(31)

Housing and Economic Development

£000	2021/22 Original Budget	2021/22 Current Budget	2022/23 Original Budget	Budget changes
Building Surveying	(11)	(11)	(40)	(29)
Committee Admin	308	308	311	3
Customer Services Centre	569	569	612	43
Democratic Representation	358	358	351	(7)
Economic Development	611	611	504	(106)
Climate Change	424	424	381	(43)
Housing Grants	0	0	0	0
Health Improvement	193	193	193	0
Homelessness	143	143	138	(5)
Lifeline	(160)	(160)	0	160
Communications	241	241	249	7
Portfolio Total	2,677	2,677	2,699	22

Finance and Administration

£000	2021/22 Original Budget	2021/22 Current Budget	2022/23 Original Budget	Budget changes
Asset management	94	94	95	2
Benefits Admin	353	353	343	(10)
Corporate Management	1,998	1,998	1,724	(274)
Central Services	463	463	432	(31)
Conducting Elections	4	4	0	(4)
Electoral Registration	38	38	35	(3)
Financial Services	1,176	1,176	1,210	33
Housing Benefits	104	104	149	45
Human Resources	374	374	383	9
Internal Audit	159	159	162	3
Information Technology	1,585	1,585	1,710	125
Land Charges	(63)	(63)	(57)	5
Legal Services	374	374	325	(49)
Local Taxation	(100)	(100)	(100)	0
Norse Partnership	384	384	409	25
Non Domestic Rates	(146)	(146)	(146)	0
Offices	211	211	406	195
Revenues Admin	671	671	739	68
Council Tax Discounts	18	18	(54)	(72)
Portfolio Total	7,697	7,697	7,765	68

Environmental Services

£000	2021/22	2021/22	2022/23	Budget
	Original Budget	Current Budget	Original Budget	changes
Animal Warden	6	6	7	0
Grounds Maintenance	364	364	373	10
Car Park	(573)	(573)	(458)	115
Development Control	(270)	(270)	591	861
Depots	56	56	65	9
Street Cleansing	422	422	425	3
Housing Strategy	60	60	60	(1)
Highways	8	8	7	(1)
Local Amenities	(13)	(13)	(12)	1
Licensing	(261)	(261)	(206)	55
Vehicle Management	491	491	478	(14)
Public Health	718	718	758	40
Planning Management	422	422	467	45
Planning Policy	1,660	1,660	1,931	271
Planning Specialists	210	210	219	9
Waste Management	315	315	428	113
Community Safety	398	398	383	(15)
Street Services	250	250	298	48
Portfolio Total	4,265	4,265	5,812	1,547

Budget movements – 2022/23

CURRENT BUDGET 2021/22 TO RESTATED BASE 2021/22			
Portfolio	Service	Description	£'000
Finance & Administration	Corporate	Transformation costs of UDC moving forwards	(250)
Environmental Services	Planning Policy	End of 2 x ECC posts	(146)
Finance & Administration	Corporate	Highways panel one year funding	(100)
Communities & Partnerships	Grants	Member priorities one-off	(65)
Finance & Administration	Corporate	Member priorities agreed release	(60)
Environmental Services	Planning Policy	End of fixed term urban designer post	(56)
Finance & Administration	Offices	End of fixed term Project Officer for new depot site	(53)
Environmental Services	Development Control	One-off Stansted Appeal support costs	(45)
Finance & Administration	Revenues Administration	End of fixed term new property officer post	(31)
Finance & Administration	Central support	End of fixed term scanning project post	(24)
Environmental Services	Community Safety	PCSO fixed term match funding	(20)
Housing & Economic Development	Economic Development	Business Recovery budget profile agreed in 21/22 budget	(10)
Housing & Economic Development	Climate Change	Climate change budget profile agreed in 21/22 budget	(10)
Finance & Administration	Legal	Approved regrade of post	37
		<i>Other immaterial adjustments</i>	(22)
			(855)

INESCAPABLE ADJUSTMENTS > £10K				
Portfolio	Service	Description	£'000	
Finance & Administration	New Council Office sites	Additional running costs and IT infrastructure for new depot/office sites including site manager	624	On-going
Various	Staffing	Inflationary and incremental increases in staffing costs	342	On-going
Finance & Administration	Corporate	Transformation costs of UDC moving forwards	250	5 year fixed term
Environmental Services	Waste Management	Impact of driver shortage on agency costs	173	One-off
Environmental Services	Development Control	Increase in applications and costs associated with decisions and inquiries	143	On-going
Environmental Services	Car Parks	Costs associated with updated car park machines and card payment costs not supported by the parking partnership	121	On-going
Environmental Services	Waste Management / Grounds Maintenance	Increase in gate fees and disposal charges	74	On-going
Various	Corporate Assets	Utility and rates net increases	40	On-going
Finance & Administration	Financial Services	Banking contract increase in tariff	30	On-going
Finance & Administration	Information Technology	Inflationary increases in software	29	On-going
Communities & Partnerships	Private Finance Initiative	PFI contractual inflationary increases	27	On-going
Environmental Services	Development Control	ECC consultancy costs for Ecology and Archaeology	20	On-going
Environmental Services	Waste Management	Casual Green Waste posts continuing and Street Cleansing overtime	18	On-going
Finance & Administration	Norse Partnership	UNSL Joint venture cost increase for facilities and cleaning	12	On-going
		<i>Other immaterial adjustments</i>	23	
			1,925	

SERVICE GROWTH > £10k as per approval			
Portfolio	Service	Description	£'000
Previously agreed growth for financial year			
Finance & Administration	Corporate	Reinstating Highways Panel funding	100 One-off
Finance & Administration	Revenues Administration	2 x additional posts for revenue administration	62 One-off
Environmental Services	Waste Management	Approved increase in establishment from prior year	40 On-going
Finance & Administration	Legal	Agency cover for continuation of Governance work	11 One-off
		<i>Other immaterial adjustments</i>	6
			219
Approved additional growth			
Environmental Services	Planning Policy	2 x transport and infrastructure planners to support delivery of Local Plan	146 2 Yr fixed term
Finance & Administration	Information technology	Additional software for preventative work on system vulnerabilities	50 On-going
Finance & Administration	Financial Services	Contract management costs	49 On-going
Environmental Services	Development Control	S106 system implementation to create process efficiency	34 One-off
Finance & Administration	Revenues Administration	1 year fixed term administrator to improve collection of revenues	20 1 Yr fixed term
			298
Growth to be offset against reserves			
		Highways panel funding c/fwd amount from 2020/21	(100) One-off
		Revenue administration funded from New Burdens Grant	(82) One-off
		Sustainable new communities reserve draw for planner posts	(146) 2 Yr fixed term
			(328)
			189

Annexe H3 continued...

CHANGES IN INCOME > £10k			
Portfolio	Service	Description	£'000
Increases			
Finance & Administration	Offices	New rental income for Office units at Canfield Site	(352) On-going
Environmental Services	Waste Management	Predicted increase in fee income from trade and green waste collections	(141) On-going
Environmental Services	Waste Management	Increase in tonnage for recycle, green and kitchen waste credits	(106) On-going
Environmental Services	Development Control	Additional income due to S106 fees and efficiencies in fee processing	(95) On-going
Finance & Administration	Benefits Administration	Additional grant support from Government	(40) One-off
Housing & Economic Development	Building Surveying	Increase in charges	(30) On-going
Environmental Services	Waste Management / Grounds Maintenance	New fee income from joint venture set up	(22) On-going
Environmental Services	Waste Management	Predicted increase in bulky trade refuge	(13) On-going
			(799)
Decreases			
Environmental Services	Development Control	Estimated income reduction due to the current planning designation	560 Fixed Term
Housing & Economic Development	Lifeline	Service now provided by health services not Council	170 On-going *
Environmental Services	Waste Management	Adjusted for permanent business closures in previous year	93 On-going
Environmental Services	Licensing	Income decrease reflects the renewal cycle of licenses	55 On-going
Communities & Partnerships	Renovation grants	Reduction in reclaimed income due to impacts of pandemic on household income	27 On-going
Communities & Partnerships	Grants	Reflects decrease in car park income and charity share	14 On-going
			919
Uncontrollable changes			
Finance & Administration	Housing Benefits	Net change in Housing Benefit/rent rebate estimate claims and subsidy grant	59
Finance & Administration	Council Tax Discounts	Income is generated from additional taxbase	(95)
		<i>Other net immaterial adjustments</i>	(15)
			(50)
			69

SERVICE EFFICIENCIES / SAVINGS > £10k			
Portfolio	Service	Description	£'000
Housing & Economic Development	Economic Development	Released final year ED strategy costs	(110) On-going
Finance & Administration	Corporate	Deletion of Assistant Director post and associated costs	(99) On-going
Finance & Administration	Financial Services	Long-term borrowing of corporate debt and decreased interest rates	(50) On-going
Housing & Economic Development	Homelessness	Deletion of vacant post	(24) On-going
Housing & Economic Development	Climate Change	Discontinued SLA for energy efficiency support work	(24) On-going
Finance & Administration	Financial Services	Procurement service outsourced	(19) On-going
Housing & Economic Development	Lifeline	Service now provided by health services not Council	(10) On-going
		<i>Other immaterial adjustments</i>	(25)
			<u>(361)</u>

Other budget changes > £10k			
Portfolio	Service	Description	£'000
Environmental Services	Development Control	Net income budget removed for PPA income and costs claimed	55
Environmental Services	Planning Policy	Local Plan costs included in 5 year plan, but profiled spend moved to 2022/23	147
		<i>Other net immaterial adjustments</i>	8
			<u>210</u>

Risks and Assumptions – 2021/22

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Asset Management	Asset Management	Tenant defaults on rent	L	L	H
Asset Management	CIPFA Consultation	CIPFA Prudential Code or Government commercial changes will enforce a financial Cap and some or all commercial assets will have to be sold	H	L	H
Asset Management	Asset Management	Unable to find tenant for Little Canfield commercial space	L	L	H
Benefits	LCTS Admin Grant	It is assumed that the LCTS Admin Grant will be paid at similar levels to 2021/22. The notification of grant amounts are unlikely to be made available until early 2022. There is therefore a risk that the amount budgeted may change.	M	L	M
Benefits	Rent Rebates Expenditure	It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock. Natural migration of Universal Credit is anticipated to gradually reduce the numbers of active working age claims	M	L	H
Benefits	Rent Allowance Expenditure	As above with the exception of HRA stock assumption and an additional risk of cost of rents significantly increasing in the Uttlesford area.	M	L	H
Benefits	Housing Benefit Income subsidy	It is assumed that income subsidy can continue to be claimed in line with the levels reflected in previous years. There is however a continued risk that an increase in new burdens and DWP incentives, which could impact on the percentage of subsidy income recieved.	M	L	H
Benefits	DWP Discretionary Funding	It is assumed the governments Discretionary Housing Payment Funding will remain relatively stable. There is a risk however that the amount of grant available will not meet local need.	L	L	M

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Car Parks	Overheads - bank charges	Bank charges have been based on all machines being cashless from 1st April 2022 and 56,000 transactions per month. The use of cashless machines trial period has been extended. The costs could change depending on the outcome of the trial. As the economy is still in a period of recovery from the Covid 19 pandemic it is difficult to predict the level of transactions, this will also affect the level of bank charges incurred.	M	M	M
Car Parks	Overheads - Fees	The SLA agreement with NEPP is due to end 31st March 2022. The Management fee could change depending on any change to the service provided by NEPP. Discussions on the new SLA are in progress	L	L	
Car Parks	All charges	All income from parking charges has been estimated as accurately as possible. However as last year's income was so distorted by COVID and usage of some car parks has changed, income could vary either adversely or favourably. If the recovery of the high street does not return as predicted and/or any further Covid variants generate restrictions or reduce the users confidence this will reduce income	M	M	M
Car Parks	Fairycroft - Charges	Fairycroft income from parking charges could in particular vary from budget. The budget figure has been based on the trend for this year (2021/22) and the usage is expected to continue to be reduced after COVID due to the change in users shopping habits.	M	L	L
Customer Service Centre	All CSC budget lines	With the continuation of some COVID restrictions and new ways of working in the provision of customer services, it is not yet known what format the CSC will operate in and from which locations. There is a risk that there could be variances to the budget set as we enter the financial year due to a required investment in remote technology and support and the provision of additional 'self-serve' technology.	H	M	M

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Car Parks	Overheads - bank charges	Bank charges have been based on all machines being cashless from 1st April 2022 and 56,000 transactions per month. The use of cashless machines trial period has been extended. The costs could change depending on the outcome of the trial. As the economy is still in a period of recovery from the Covid 19 pandemic it is difficult to predict the level of transactions, this will also affect the level of bank charges incurred.	M	M	M
Car Parks	Overheads - Fees	The SLA agreement with NEPP is due to end 31st March 2021. The Management fee could change depending on any change to the service provided by NEPP. Discussions on the new SLA are in progress	L	L	
Car Parks	All charges	All income from parking charges has been estimated as accurately as possible. However as last year's income was so distorted by COVID and usage of some car parks has changed, income could vary either adversely or favourably. If the recovery of the high street does not return as predicted and/or any further Covid variants generate restrictions or reduce the users confidence this will reduce income	M	M	M
Car Parks	Fairycroft - Charges	Fairycroft income from parking charges could in particular vary from budget. The budget figure has been based on the trend for this year (2021/22) and the usage is expected to continue to be reduced after COVID due to the change in users shopping habits.	M	L	L
Customer Service Centre	All CSC budget lines	With the continuation of some COVID restrictions and new ways of working in the provision of customer services, it is not yet known what format the CSC will operate in and from which locations. There is a risk that there could be variances to the budget set as we enter the financial year due to a required investment in remote technology and support and the provision of additional 'self-serve' technology.	H	M	M

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Development Control	Planning fees	ECC SLA Ecology and Archaeology - it is assumed that the increase during 2021/22 will mean that there is no additional increase for 2022/23. However, the increase was required because of the caseload and this might continue to rise and need to reflect an increase in spend.	L		L
Development Control	Planning fees	It is assumed that the Local Plan process will remain on target. Delay in Local Plan - could cause more adhoc applications and appeals. More appeals may mean an increase in legal and consultee costs.	L		M/H
Development Control	Planning fees - Major applications	Due to the planning designation being applied to the Council, major development applications can be made directly to the Planning Inspectorate, bypassing the Council and this could lead to significant losses in income. A budget estimate of a 50% loss has been applied to the 2022/23 budget, due to lack of information on how many will choose to go directly to the Planning Inspectorate, there is a risk that this estimate is either to low or to high.	H	H	H
Development Control	Monitoring fees	It is assumed that the review of the monitoring charges will be successful which will bring forward developer contributions and methodologies to ensure that the appropriate monitoring fees are secured. Monitoring is going to be key moving forward	L	M	
Development Control	Planning fees	It is assumed that all posts are filled in a timely manner. Failing to recruit staff at appropriate levels and therefore needing to retain the use of agency staff.	M		H
Development Control	Monitoring fees	It is assumed that there is an clear audit of how the monitoring monies have been spent, if not there is a risk a developer could demand their monies be refunded.	L		M/H

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Development Control	Stansted Costs	There is an assumption that the Stansted Inquiry and Cost application will be dealt with by the end of Q4 2021/22. However, this may not be the case and there might be a need for additional costs.	L		M/H
Economic Development	Discretionary Rate Relief	This is ED support to encourage businesses to move into the district and encourage existing ones to remain in the district. We do not know what the level of applications will be for this.	L	L	L
Economic Development	Staffing for Delivery Plan	The service requires a skilled ED officer on a FTC to support the delivery of the Green Economy initiatives. Without this the current team are unlikely to be able to deliver this and this priority is linked to the wider aims of Economic Plan and partnership working	M	M	M
Climate Change	Climate Change Reserve	There is a risk that projects within the Climate Change Action Plan are not progressed and as a result expenditure will be lower than anticipated.	M	M	
External Grants	Community Support Payments and Health and Wellbeing	Due to increasing funding pressure the grants may not stay at the same level or may be removed by external agencies.	L	L	L
Grants	Grant applications	Possibility that budgeted amounts are not realised through lack of applications for grants	L	M	L
Human Resources	Training Budget	Most of the spending on the training budget is as a result of CMT and SMT corporate priorities and in the last financial year the budget was underspent. There is a risk of both under or overspending this budget in 2021/22. There is a particular risk this year as the Council will need to train staff in the 'new way of working' following the Covid-19	M	L	M
Human Resources	Consultants Budget	There may be additional costs if external consultants are needed to help shape and implement the 'new way of working'	M	L	M

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
ICT	Contract costs	Including the normal possible fluctuations we may experience with license costs there are two large software contracts due to expire in the 22/23 financial year. Renewal or replacement costs will likely increase. Idox - October 2022 Adept (Telephony) - Dec 2022. A capital bid has gone in for a replacement phone system.	H	L	H
Insurance services	Premiums	Given the impact on trade materials the insurance premiums may rise again for the renewal process in October	M		L
Legal	Section 106 legal fees	It is assumed that instructions on s106 will continue to come in at the current rate. If it is possible to raise legal fees for the new financial year this will lead to an increase in income from 35K to 42K. The variance is unlikely to arise as it is predicted with further staff now in place and permanent recruitment progressing that more work will be progressed and this will balance out any failure to get approval for increase in fees.	L		L
Licensing	Licensing	Possibility that an operator responsible for the majority of licensing application income will move their applications to another licensing authority	M	L	H
Licensing	Licensing	Possibility that an operator responsible for the majority of licensing application income will substantially increase their applications to UDC	M	L	M
New Homes Bonus	Grants	May be a possibility that budgeted amounts are not realised.	M	M	L

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
NORSE	NORSE contract costs	The budget setting cycle for UNSL runs parallel with UDC's budgetary timetable so a variance may emerge after UDC's budget has been set	M	M	M
Offices	Office Repairs	There is a risk that the budget estimate could be under or over due to unpredicted repairs that arise during the year.	M	L	M
Offices	Little Canfield rental income	Unable to find tenants for Little Canfield commercial space	L	L	H
Offices	Walpole (Stansted) rental income	Unable to find tenants for Walpole (Stansted) commercial space	L	L	H
Private Finance Initiative	Contract costs	If the PFI leisure contract does not provide value for money due to ineffective contract management then there may be a negative impact on the investment made by the council, the opposite effect could be achieved if capacity allows for full management of the contract	L	M	H
Procurement	LA services	If the SLA does not cover areas of procurement not originally identified additional staff or costs could be involved in covering the work	L		L
Public Health	ECC Better Care Fund allocation for Disabled Facilities Grants	There is a risk, although not anticipated that the BDF allocation will reduce in 22/23. In addition with the withdrawal of Council revenue funding, there is a risk of a substantial overspend in 22/23	L	L	M
Public Health	Environmental Protection/ Enforcement - Works in default	The budget does not have provision for works in default to abate nuisance and harm	L	L	L

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Public Health	Contaminated Land	The Council has a statutory duty to identify contaminated land. Such matters can be complex and involve specialist consultants to test and provide advice	L	L	L
Public Health	Planning consultation advice	Incorrect advice could prevent the adoption of mitigation measures to protect residential amenity. There is a risk of potential claims against the Council should this occur	L	L	L
Public Health	Border inspection Food inspection	Unpredictability of the numbers and types of consignments coming into Stansted or control any changes to work governed by legislative requirements i.e. what needs to be sampled and at what % and frequency and the implications and uncertainty of Brexit	M	L	H
Revenues	Court Costs	Court costs are hard to estimate due to the closure of the courts in 2020/2021	L	L	L
Revenues	Sharing agreement	The ECC Sharing agreement, provides share back based on tax base increases over the baseline yearly increases. The income projected for the coming year is at a reduced level however it is likely that there will be a share back once all the data is provided in QTR 4 2021/22	M	M	
Treasury services	Fees	If borrowing is needed on short term basis through Local authorities the broker fees may increase as a result of using brokers to arrange the deals	L		L
Treasury services	Consultants	If the credit rating administration can not be absorbed into the team the work this will have to be outsourced resulting in extra costs	L		M

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Waste Services	GRY - Waste and recycling gate fees	Budget assumes an inflationary increase in charges. However market rates for recyclable materials remain fairly volatile. Uncertainty around European Markets is mitigated to an extent by our contractor spreading risks however it could impact on costs / income.	M	M	H
Waste Services	GRY - Garden waste income	Budget assumes sales are higher than previous years due to an increased customer base, if subscriptions change and do reach or fall below predictions this will impact on the income received	L	L	L
Waste Services	GRY - Trade waste Income	Income from Trade waste customers does not continue at predicted levels or are higher than anticipated	M	M	M
Waste Services	GRY - Agency Fees	Agency budgets have been increased by inflation however spend is dependant on sickness levels or our ability to appoint to vacancies. Suppliers have increased their charges for LGV drivers due to the national shortage. Spend is therefore difficult to predict with certainty.	M	H	H
Waste Services	All cost centres - Fuel supplies	Based on contractual indexation clauses an average increase of 3% has been assumed. However this is subject to diesel price volatility and the actual costs could go up or down.	M	L	M
Waste Services	GRY - Container supply and delivery (new developments)	Estimated units based on anticipated new developments - may go up or down	M	L	L

Annexe H4 continued...

Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Planning Policy	Planning Policy	It is assumed that there will be limited responses from reps at Reg 18 stage which introduce the necessity for new evidence at an unknown cost	L/M		M/H
Planning Policy	Planning Policy	It is assumed that there will be limited responses from reps at Reg 19 stage which introduce the necessity for new evidence at an unknown cost	L/M		M/H
Planning Policy	Planning Policy	There is the risk that a second Urban Designer is required to the appeals and local plan, without the post this could increase costs as we would need to outsource this element.	L		H
Planning Policy	Planning Policy	It is assumed that there will be limited funding from a joint submission with County by way of a grant. However, it is possible that the submission will be successful and a grant will be forthcoming.	L	M/H	
Planning Policy	Planning Policy	It is assumed that the cost of advertising and consultation will be covered by the budget, however if there is a requirement to do more and go further then this cost could escalate.	L		L
Planning Policy	Planning Policy	It is assumed that there will be a requirement for only 1 x Reg 19 Consultation. However there is a risk that there needs to be a second consultation.	L		H
Planning Policy	Planning Policy	It is assumed the representations received will be approximately what we have received previously. However, there is a risk that the amount could rise which might mean there is a delay in the process of the Local Plan whilst we take these into consideration	L		M/H

Specific Covid-19 related on-going financial risks					
Service	Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Revenues	Business Team	It is assumed that the Business Team will be able to manage any further business support initiative put in place by Central Government the Business Grant process without any further resources. Further resources maybe necessary dependant on the ongoing management of the pandemic however this will be covered by new burdens funding	L		L
Revenues	IT Costs	Additional IT products and licenses may need to be purchased to deliver Government Covid response. This will be met by the new burdens funding	L		L
Revenues	Consultants	Additional consultancy maybe required to provided advice and guidance on new NNDR initiatives	L		L
Economic Development	A further lockdown or restrictions	The risk of further restrictions to local business, increased support will be required from the team plus the administrative tasks if gov't provide more grants to be delivered	L		H
Waste Services	GRY - Agency Fees	Agency costs could increase if there is another lockdown and staff had to shield.	L	L	M
Benefits	DWP Test and Trace Funding	It is assumed that if the government continue the Test and Trace Payment Scheme into 2022/23, the standard scheme will continue to be fully funded. There is a risk however that if the discretionary scheme continues, the finite fund allocated to UDC will not be sufficient to meet demand. Demand levels are difficult to predict as numbers are impacted by covid infection rates and contact tracing in area.	M	L	L

Fees and Charges – 2022/23

Building Control other charges	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Copying charges (statutory limitations)	10p a sheet + 25.00 per hour officer time if job exceeds 1 hour		Yes

Street Naming and Numbering	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Charge per dwelling/unit</u>			
Add a name to a numbered property	35.00	35.00	No
Name change/renumber	75.00	75.00	No
New dwelling/unit	110.00	110.00	No
2-5 dwellings/units	75.00	75.00	No
6 - 25 dwellings/units	55.00	55.00	No
26 - 75 dwellings/units	45.00	45.00	No
76 plus dwellings/units	35.00	35.00	No
New Street Name	200.00	200.00	No
Name of block or block of flats of industrial estate	175.00	175.00	No
Confirmation of plot or postal address for utility company (charged to utility companies only)	35.00	35.00	No
Issuing a new address following demolition and reconstruction	35.00	35.00	No
Change to new addresses due to the development changing after the schedule has been issued (applies to all amended plots)	55.00	55.00	No

Annex H5 continued...

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
Code	New Build Houses or Bungalows Not Exceeding 250m ²		Plan Charge £	Inspection Charge* £	Building Notice* £	Regularisation Charge* £
		Fee	325.00	485.00	860.00	
		VAT	65.00	97.00	172.00	
HO1	1 Plot	Total	390.00	582.00	1,032.00	1,075.00
		Fee	415.00	740.00	1,210.00	
		VAT	83.00	148.00	242.00	
HO2	2 Plots	Total	498.00	888.00	1,452.00	1,512.50
		Fee	498.00	1,010.00	1,600.00	
		VAT	98.00	202.00	320.00	
HO3	3 Plots	Total	596.00	1,212.00	1,920.00	2,000.00
		Fee	545.00	1,140.00	1,790.00	
		VAT	109.00	228.00	358.00	
HO4	4 Plots	Total	654.00	1,368.00	2,148.00	2,237.50
		Fee	610.00	1,275.00	1,990.00	
		VAT	122.00	255.00	398.00	
HO5	5 Plots	Total	732.00	1,530.00	2,388.00	2,487.50
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
		Fee	325.00	485.00	860.00	
		VAT	65.00	97.00	172.00	
FL1	1 Plot	Total	390.00	582.00	1,032.00	1,075.00
		Fee	415.00	740.00	1,210.00	
		VAT	83.00	148.00	242.00	
FL2	2 Plots	Total	498.00	888.00	1,452.00	1,512.50
		Fee	490.00	1,010.00	1,600.00	
		VAT	98.00	202.00	320.00	
FL3	3 Plots	Total	588.00	1,212.00	1,920.00	2,000.00
		Fee	545.00	1,140.00	1,790.00	
		VAT	109.00	228.00	358.00	
FL4	4 Plots	Total	654.00	1,368.00	2,148.00	2,237.50
		Fee	610.00	1,275.00	1,990.00	
		VAT	122.00	255.00	398.00	
FL5	5 Plots	Total	732.00	1,530.00	2,388.00	2,487.50
<u>Conversion to</u>						
	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	300.00	425.00	700.00	
		VAT	60.00	85.00	140.00	
COH		Total	360.00	510.00	840.00	875.00
	Single Flat (Where total floor area does not exceed 150m ²)	Fee	300.00	425.00	700.00	
		VAT	60.00	85.00	140.00	
COF		Total	360.00	510.00	840.00	875.00
<u>Notifiable Electrical work (in addition to the above, where applicable)</u>						
		Fee	340.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re- visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	VAT	68.00			
DNE		Total	408.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

Annex H5 continued...

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
Full Plans						
Code	Extension and New Build		Plan Charge £	Inspection Charge* £	Building Notice* £	Regularisation Charge* £
DX1	Separate single storey extension with floor area not exceeding 40m2	Fee	165.00	340.00	520.00	
		VAT	33.00	68.00	104.00	
		Total	198.00	408.00	624.00	650.00
DX2	Separate single storey extension with floor area exceeding 40m2 but not exceeding 100m2	Fee	190.00	440.00	660.00	
		VAT	38.00	88.00	132.00	
		Total	228.00	528.00	792.00	825.00
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2	Fee	180.00	400.00	600.00	
		VAT	36.00	80.00	120.00	
		Total	216.00	480.00	720.00	750.00
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2	Fee	265.00	500.00	800.00	
		VAT	53.00	100.00	160.00	
		Total	318.00	600.00	960.00	1,000.00
DGO	A building or extension comprising solely of a garage, carport or store not exceeding 100m2	Fee	120.00	265.00	390.00	
		VAT	24.00	53.00	78.00	
		Total	144.00	318.00	468.00	487.50
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m2	Fee	120.00	265.00	390.00	
		VAT	24.00	53.00	78.00	
		Total	144.00	318.00	468.00	487.50
Conversions						
DLC	First and second floor loft conversions	Fee	180.00	405.00	645.00	
		VAT	36.00	81.00	129.00	
		Total	216.00	486.00	774.00	806.25
DOC	Other work (e.g. single garage conversions)	Fee	115.00	275.00	390.00	
		VAT	23.00	55.00	78.00	
		Total	138.00	330.00	468.00	487.50
Alterations (inc underpinning)						
DTH	Renovation of a thermal element	Fee	75.00	140.00	215.00	
		VAT	15.00	28.00	43.00	
		Total	90.00	168.00	258.00	268.75
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	75.00	140.00	215.00	
		VAT	15.00	28.00	43.00	
		Total	90.00	168.00	258.00	268.75
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	75.00	140.00	215.00	
		VAT	15.00	28.00	43.00	
		Total	90.00	168.00	258.00	268.75
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	150.00	290.00	440.00	
		VAT	30.00	58.00	88.00	
		Total	180.00	348.00	528.00	550.00
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	200.00	455.00	715.00	
		VAT	40.00	91.00	143.00	
		Total	240.00	546.00	858.00	893.75
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	300.00	700.00	1,040.00	
		VAT	60.00	140.00	208.00	
		Total	360.00	840.00	1,248.00	1,300.00
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	340.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re- visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	68.00			
		Total	408.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

Annex H5 continued...

SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK Limited to work not more than 3 Storeys above ground level					
Code	Extensions and New Build		Plan Charge* £	Inspection Charge* £	Regularisation Charge* £
		Fee	175.00	370.00	
		VAT	35.00	74.00	
NX1	Single storey with floor area not exceeding 40m ²	Total	210.00	444.00	681.25
		Fee	205.00	470.00	
		VAT	41.00	94.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Total	246.00	564.00	843.75
		Fee	308.00	590.00	
		VAT	61.60	118.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Total	369.60	708.00	1,122.50
		Fee	340.00	765.00	
		VAT	68.00	153.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Total	408.00	918.00	1,381.25
		Fee	85.00	190.00	
		VAT	17.00	38.00	
NO1	Cost of work not exceeding £5,000	Total	102.00	228.00	343.75
		Fee	85.00	190.00	
		VAT	17.00	38.00	
NO2	Replacement windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Total	102.00	228.00	343.75
		Fee	85.00	190.00	
		VAT	17.00	38.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Total	102.00	228.00	343.75
		Fee	85.00	190.00	
		VAT	17.00	38.00	
NO4	Installation of new shop front	Total	102.00	228.00	343.75
		Fee	170.00	325.00	
		VAT	34.00	65.00	
NO5	Cost of work exceeding £5,000 but not exceeding £25,000	Total	204.00	390.00	618.75
		Fee	170.00	325.00	
		VAT	34.00	65.00	
NO6	Replacement windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Total	204.00	390.00	618.75
		Fee	170.00	325.00	
		VAT	34.00	65.00	
NO7	Renovation of thermal elements	Total	204.00	390.00	618.75
		Fee	170.00	325.00	
		VAT	34.00	65.00	
NO8	Installation of Raised Storage Platform within an existing building	Total	204.00	390.00	618.75
		Fee	220.00	530.00	
		VAT	44.00	106.00	
NO9	Cost of works exceeding £25,000 but not exceeding £100,000	Total	264.00	636.00	937.50
		Fee	205.00	510.00	
		VAT	41.00	102.00	
N10	Fit out of building up to 100m ²	Total	246.00	612.00	893.75
		Fee	400.00	800.00	
		VAT	80.00	160.00	
N11	Cost of works exceeding £100,000 but not exceeding £250,000	Total	400.00	800.00	1,500.00

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Annex H5 continued...

Car Parking	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Fairycroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
9 Hours	3.50	3.50	Yes
Season Tickets (1month) Private Individuals only	30.00	30.00	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Annex H5 continued...

Car Parking	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>White Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (1 month)	30.00	30.00	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months) - Renewals only	175.00	175.00	Yes
Season Ticket (per annum) - Renewals only	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (1 month)	30.00	30.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	320.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	620.00	620.00	Yes
<i>Crafton Green</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)*	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)*	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)*	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)*	420.00	420.00	Yes
*Due to capacity pressures new season tickets are not currently available for this car park			

Annex H5 continued...

Environmental Health	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Food and Water Safety</u>			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	94.00	94.00	No
Food disposal if required	Charged at cost	Charged at cost	Yes
Voluntary Surrender Certificate	94.00	94.00	No
Water Samples (Airport)	26.50	26.50	Yes
Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee)	48.00	49.00	Yes
Group A parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	48.00	49.00	Yes
Group B parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	96.50	99.00	Yes
Investigation (per hour)	60.50	62.00	No
Risk Assessment (per hour)	60.50	62.00	No
Analysis under reg 10	27.50	28.00	No
EIR information	118.00	122.00	No
Contaminated land	118.00	122.00	No
Officer charges for works in default - per hour	57.50	59.00	No
Chemical Water Samples on request	Charged at cost	Charged at Cost	Yes
<u>Imported Food Inspection Charges</u>			
POAO per CVED (Products of animal origin) (per consignment)	188.50	188.50	No
POAO per additional CVED on same AWB	52.50	52.50	No
POAO per CVED Out of Hours additional fee(Products of animal origin)	78.50	78.50	No
Organic product certificate office hours	73.00	73.00	No
Organic product certificate out of office hours	261.50	261.50	No
High Risk NAO per CED (Non animal origin)	57.50	57.50	No
High Risk NAO sampling fee + laboratory charges	68.00	68.00	No
High Risk NAO per CED Out of Hours	68.00	68.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	99.50	99.50	No
High Risk destruction charge + disposal costs	63.00	63.00	No
IUU Catch Certificate EEA	26.50	26.50	No
IUU Catch Certificate non EEA	52.50	52.50	No
CED rejection fee	78.50	78.50	No
Consignment abandon fee	63.00	63.00	No
ID check - Weekdays	52.50	52.50	No
ID check - Weekends	89.00	89.00	No
Organics check - Weekdays	41.50	41.50	No
Organics check - Weekends	63.00	63.00	No
Melamine check	78.50	78.50	No
Fee for late cancellation of Veterinary Cover Due to Non-Presentation of Shipments	-	250.00	No
Destruction Supervision	78.50	78.50	No

Annex H5 continued...

Environmental Health	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Animals</u>			
Stray dog - administrative costs (plus kennel and vet fees if applicable)	53.50	54.00	No
Stray dog - statutory fee	26.50	27.00	No
<u>Other charges</u>			
<u>HMO (Homes of Multiple Occupancy) Licensing Fees</u>			
HMO licence fee for up to 5 bedrooms * part 1 fee	533.50	549.50	No
HMO licence fee for up to 5 bedrooms * part 2 fee	597.00	615.00	No
HMO licence fee for 5 letting rooms or more - charge per additional room	31.50	32.50	No
HMO licence fee for up to 5 bedrooms - Renewal charge	597.00	615.00	No
HMO licence fee - Incomplete Application	31.50	32.50	No
Reminder letter on failure to apply for a licence	31.50	32.50	No
Variation of licence i.e. change in address or new appointed manager	9.50	10.00	No
Missed appointment	134.00	138.00	No
letter	31.50	32.50	No
<p>* The total cost of licensing an HMO in 2021/22 with Uttlesford District Council is £130.50 and is payable in 2 parts.</p> <p>Part 1 fees are to be paid at the time of application to cover the costs of processing the application and inspecting the property. Part 2 fees are levied upon completion of the application process to cover the costs of running and enforcing the scheme. Applicants will need to ensure that Part 2 fees have been paid to the Council prior to the licence being issued.</p> <p>For 2020/21 a discount of 5% will be applied for valid applications that are received without a request from the Council. This will also apply to valid renewal applications received within the time specified by the Council.</p> <p>The licensing period is for 5 years from the date the application was made</p> <p>HMO Licensing fee charges will be subject to annual review from the 1st April each year</p>			
Housing Immigration Inspection	175.50	181.00	No
Housing improvement notice - fixed price	257.50	265.00	No
Suspended improvement notice - fixed price	257.50	265.00	No
Prohibition order - fixed price	257.50	265.00	No
Suspended prohibition order - fixed price	257.50	265.00	No
Emergency prohibition order - fixed price	257.50	265.00	No
Emergency remedial action notice - fixed price	257.50	265.00	No
Mobile homes - Fit and proper person test fee	-	276.50	No
Dog Waste Bags (per 50)	1.00	1.00	Yes

Annex H5 continued...

Land Charges	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
LLC1 Residential/Commercial	22.00	22.00	No
LLC1 Residential/Commercial extra parcels of land	4.50	4.50	No
CON29 - Residential	89.00	89.00	Yes
CON29 - Residential extra parcels of land	12.60	12.60	Yes
CON29 - Commercial	112.00	112.00	Yes
CON29 - Commercial extra parcels of land	12.60	12.60	Yes
LLC1 & CON29 - Residential	111.00	111.00	Yes
LLC1 & CON29 - Commercial	134.00	134.00	Yes
CON290*	18.00	18.00	Yes
* The following CON290 questions are free of charge: 6,7,10,11,12,13 & 14			
The current schedule of land charges can also be found at the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/4913/Local-Land-Charges-and-Searches-fees			

Legal	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Solicitor and legal executives with over 8 years' experience hourly rate	217.00	261.00	No
Solicitor and legal executives with over 4 years' experience hourly rate	217.00	217.00	No
Letter of postponement	50.00	50.00	No
Deed of postponement	90.00	90.00	Yes
Licence fees for garden use	120.00	120.00	No
Lease for garden use	500.00	500.00	No
Selling a strip of land	500.00	500.00	No
Grant a right of way	600.00	600.00	No
Release of covenant	500.00	500.00	No

Annex H5 continued...

Lifeline (Council Tenants and Private Residents)	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.40	-	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.60	-	Yes*
<i>*a zero rating for VAT will apply if the customer can provide evidence that they have a disability</i>			

From 1st April 2022 this service will be provided by a third party

Democratic Services	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Road closure order	36.00	36.00	Yes

Annex H5 continued...

Museum	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day	120.00	120.00	Yes
Taught session schools whole day	210.00	210.00	Yes
On-line session for one school class	60.00	60.00	Yes
School and Reminiscence Loan Boxes per half term	18.00	18.00	Yes
School Loan, Reminiscence and Reference Boxes for max. of 1 week	12.00	12.00	Yes
Charge for craft activities per child	1.50	1.50	Yes
(charges for other activities and events may vary)			

Annex H5 continued...

Museum	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
Printed image (books etc.) on cover, East of England region	96.00	96.00	Yes
Printed image (books etc.) inside, East of England region	45.00	45.00	Yes
Printed image (books etc.) on cover, UK and international	126.00	126.00	Yes
Printed image (books etc.) inside, UK and International	64.80	64.80	Yes
Website image, corporate / commercial use	72.00	72.00	Yes
Television, East of England region	60.00	60.00	Yes
Television, UK	78.00	78.00	Yes
Television, International	120.00	120.00	Yes
Supply of new image (in-house photography)	5.00	5.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
<u>Museum Evening Group Visits with talk or activity</u>			
Evening talk/ activity and viewing of galleries	78.00	78.00	Yes
<u>Museum Shirehill Store Group Visits and Workshops</u>			
Weekday daytime min charge (1 hr session + set-up/clear-up)	24.00	24.00	Yes
Weekday daytime charge per additional hour	18.00	18.00	Yes
Evening visit	78.00	78.00	Yes
Saturday half-day	90.00	90.00	Yes
Saturday whole day	174.00	174.00	Yes
<u>Museum Staff lectures and talks at other venues</u>			
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden	72.00	72.00	Yes
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden	84.00	84.00	Yes
On-line talk for local groups (in or outside Uttlesford)	60.00	60.00	Yes

Annex H5 continued...

Housing	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Garage Rents</u>			
Private (per week)	13.19	13.84	Yes
Tenants (per week)	10.99	11.53	No
<u>Sheltered Housing Scheme</u>			
Intensive Housing Management (IHM) (per week)	16.29	16.86	No
Housing Related Support (HRS) (per week)	6.05	6.26	No
<u>Allotments</u>			
Allotment per Rod (annually)	3.00	3.00	No
<u>Garden Welfare Services for Tenants</u>			
Regular Grass and Hedge Service (weekly charge)	4.20	4.50	Yes
Small one off Clearance	48.00	60.00	Yes
Large one off Clearance	90.00	96.00	Yes
<u>Guest Rooms - Sheltered Accommodation</u>			
Guest Room (per night)	18.00	18.00	Yes

Annex H5 continued...

Licensing	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	218.00	213.00	No
- Renewal	218.00	213.00	No
Drivers (licence valid for 2 years)			
- New Application	202.00	199.00	No
- Renewal	202.00	199.00	No
Drivers (licence valid for 1 years)			
- New Application	186.00	186.00	No
- Renewal	186.00	186.00	No
Operators (licence valid for 5 years)			
- New Application	493.00	508.00	No
- Renewal	493.00	508.00	No
Vehicles (licence valid for 1 year)			
- New Application	145.00	149.00	No
- Renewal	145.00	149.00	No
Vehicle Licence Transfer Fee	105.00	108.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	417.00	429.50	No
6-10 pitches	417.00	429.50	No
11-20 pitches	500.50	515.50	No
21-50 pitches	586.00	603.50	No
51-100 pitches	769.50	792.50	No
>100 pitches	834.50	859.50	No

Annex H5 continued...

Licensing	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Other Licences</u>			
Skin piercing premises & 1 person	188.50	194.00	No
Skin piercing additional person	10.50	11.00	No
Skin piercing additional Treatment (at same time)	36.50	37.50	No
Additional ear piercing operator added at a later date	41.50	42.50	No
Additional operator added at a later date (other)	63.00	65.00	No
Additional treatment added at a later date	73.00	75.00	No
Table and Chairs on the Highway	100.00	100.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	383.50	395.00	No
- each additional site after first site	201.00	207.00	No
Renewal of a site or collectors licence	336.50	346.50	No
- each additional site after first site	201.00	207.00	No
Variation of a site or collectors licence	136.00	140.00	No
- each additional site being added to the licence	336.50	346.50	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence			
https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence			
<u>Gambling Act 2005</u>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/media/2834/Gambling-Act-2005-Fees/pdf/Gambling_Act_2005_Fees.pdf			

Annex H5 continued...

Licensing	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Licences			
Animal boarding establishment (cattery, kennel, dog day care)*			
- Part A fee	279.00	287.50	No
- Part B fee	181.50	187.00	No
- Re-inspection	133.00	137.00	No
- Variation	20.50	21.00	No
Riding Establishments *			
- Part A fee	344.00	354.50	No
- Part B fee	193.50	199.50	No
- Re-inspection	186.50	192.00	No
- Variation	20.50	21.00	No
Home boarding *			
- Part A fee	190.50	196.00	No
- Part B fee	198.00	204.00	No
- Re-inspection	133.00	137.00	No
- Variation	20.50	21.00	No
Dog breeding establishment *			
- Part A fee	257.50	265.00	No
- Part B fee	181.50	187.00	No
- Re-inspection	133.00	137.00	No
- Variation	20.50	21.00	No
Pet shop *			
- Part A fee	279.00	287.50	No
- Part B fee	184.50	190.00	No
- Re-inspection	133.00	137.00	No
- Variation	20.50	21.00	No
Dangerous wild animals * (based on a 2 year licence)	POA	POA	No
Zoo licence (5 years) * (based on a 5 year licence)	POA	POA	No
Keeping or Training Animals for Exhibition * (based on a 5 year licence)	POA	POA	No
<p>* Part A fees need to be paid on application. Part B fees are paid on issuing report & confirmation of the licence and rating. The issuing of the license will occur following payment of Part B fees. For licenses where there is more than one activity, the fee will be based on the applicant's main business activity as judged by the inspecting officer. Additional charges will be applied for secondary activities as outlined below.</p>			

Annex H5 continued...

Licensing	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Additional Costs</u>			
Cattery, Kennel, Dog Day Care	62.00	64.00	No
Riding Establishments	125.00	129.00	No
Home Boarders	62.00	64.00	No
Breeders	62.00	64.00	No
Pet Shop	62.00	64.00	No
Keeping or Training Animals for Exhibition	POA	POA	No
Vets fees to be recharged to the operator + Administration costs of £7.50 for Horse Riding Establishments and new breeders only			

Annex H5 continued...

Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/4864/Planning-Application-Fees>

Planning Pre-application advice	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Planning Pre-application Advice</u>			
Householder - Written Advice only	100.00	100.00	Yes
- Meeting 1 hr and written advice	150.00	150.00	Yes
- Follow up advice	75.00	75.00	Yes
Householder/Heritage*/ Listed building Consent			
- Written advice only	300.00	300.00	Yes
- Meeting 1 hr and written advice	450.00	450.00	Yes
- Follow up advice	225.00	225.00	Yes
MINOR development			
- Written Advice only	225.00	225.00	Yes
- Meeting 1 hr and written advice	390.00	390.00	Yes
- Follow up advice	175.00	175.00	Yes
MINOR development and Heritage* advice			
- Written Advice only	450.00	450.00	Yes
- Meeting 1 hr and written advice	550.00	550.00	Yes
- Follow up advice	275.00	275.00	Yes
High Hedge Complaints	500.00	500.00	Yes
MAJOR or Complex Minor Pre-app where they do not want to enter into a PPA	-	Bespoke fee	Yes
*Heritage advice includes Locally Listed Buildings/ Ancient Monuments/Works or development in a Conservation Area.			

Annex H5 continued...

Other Planning fees and charges	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Planning conditions - variation / removal discussion	200.00	200.00	Yes
Change of use to house in multiple occupation	150.00	150.00	Yes
Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Householder?	100.00	100.00	Yes
Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Anything else?	175.00	175.00	Yes
Informal confirmation of permitted use class (formal confirmation can only be obtained by a certificate of lawfulness) - A Planning history will be carried out and a response provided within 10 working days	150.00	150.00	Yes
Confirmation that Permitted Development Rights have not been removed - Householder	55.00	55.00	Yes
Confirmation that Permitted Development Rights have not been removed - all other development	150.00	150.00	Yes
Confirmation of Designated Area in response to customer requests we can provide confirmation of designated areas (self service is available) however, we can provide a list of constraints on a property within 3 working days	75.00	75.00	Yes
Copy of history	25.00	25.00	Yes
Copy of history and more investigation	110.00 per 30 minutes	110.00 per 30 minutes	Yes
Confirmation of Conditions and s106 Compliance	110.00 per 30 minutes	110.00 per 30 minutes	No
Confirmation of conditions and s106 Compliance - site visit	276.00 plus the per 30 minutes	276.00 plus the per 30 minutes	No
Advice for variation or deletion of s106 Agreements (per 1hr meeting)	240.00	240.00	Yes
Other (not listed above)	110.00 per 30 minutes	110.00 per 30 minutes	Yes
What constitutes a material start? Material starts can only be confirmed by submitting a Cert of Law however we also offer an informal response from a case officer on what constitutes a material start.	75.00	75.00	Yes

Annex H5 continued...

Other Planning fees and charges	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985 Documents - TPO, BPN, LB Planning & Building Regulation Decision Notices	10p a sheet plus 25.00 per hour if job exceeds 1 hour	10p a sheet plus 25.00 per hour if job exceeds 1 hour	Yes
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Emerging Local Plan	n/a	Bespoke Fee	Yes
Confirmation regarding Agricultural Ties	42.00	42.00	Yes
To retain a % of fee paid if the application is withdrawn - planning applications	15%	15%	No
To retain a % of fee paid if the application is withdrawn; Pre-Applications	15%	15%	Yes
Parish and Town Councils - Neighbourhood Planning mapping	The time charged will be at the appropriate officer hourly rate	The time charged will be at the appropriate officer hourly rate	No
S106/Legal Agreement Monitoring Fee - including monetary value	2% - 5% depending on complexity	See new fee sheet	Yes
S106/Legal Agreement Monitoring Fee - including non-monetary value	Bespoke Fee	See new fee sheet	Yes
Listed Building Authorisation Check (Vendor/Purchaser)	1,000.00	1,000.00	No
Solicitor's queries regarding compliance with Enforcement Notices - per 30 minutes	110.00	110.00	No
Solicitor's queries regarding compliance with Enforcement Notices - additional charge if site visit required	276.00	276.00	No

Annex H5 continued...

Other Planning Fees and Charges - S106 Monitoring Fee	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Monitoring Charge Schedule*			
Scheme (residential Units)			
<10	n/a	416.00	No
10 to 40	n/a	1,664.00	No
41-80	n/a	5,164.00	No
81-120	n/a	7,746.00	No
121-160	n/a	15,184.00	No
161-200	n/a	18,980.00	No
201-240	n/a	22,776.00	No
241-280	n/a	26,572.00	No
281-320	n/a	30,368.00	No
321-360	n/a	34,164.00	No
361-400	n/a	37,960.00	No
440-480	n/a	41,756.00	No
481-520	n/a	45,552.00	No
560-600	n/a	49,348.00	No
600-640	n/a	53,144.00	No
640-680	n/a	56,940.00	No
680-720	n/a	60,736.00	No
721-760	n/a	64,532.00	No
761-800	n/a	68,328.00	No
Strategic site (>800) and Mixed Schemes	n/a	Bespoke	No
*Additional fee could be sought regarding any non-standard clauses requiring specific bespoke monitoring.			
The Council will seek a charge to fulfil its role to monitor all the required clauses for Section 106 Obligations, this charge does not include, any charges sought by partner organisations such as Essex County Council			

Annex H5 continued...

Planning Performance Agreement (PPA) band categories	Initiation Fee £	What is included?	Arrangement fee for setting up the PPA frames	What is included
Category A* Developments over 1000 residential units or large commercial areas over 20,000sqm net commercial floor space (including change of use)	5,000.00 + VAT	Initial meeting to share the proposal, discuss PPA.	50,000.00 + VAT	Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x up to 2 Presentation to Members x 1 Officers attending Design Panel x up to 2
Category B* 501 - 1000 residential units or 10,000 to 19,999sqm net commercial floor space (including change of use)	5,000.00 + VAT	Initial meeting to share the proposal, discuss PPA.	40,000.00 + VAT	Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category C* 251 to 500 residential units or between 5,000 to 9,999sqm net commercial floor space (including change of use)	5,000.00 + VAT	Initial meeting to share the proposal, discuss PPA.	30,000.00 + VAT	Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category D* 50 to 250 residential units or between 2,500 to 4,999sqm net commercial floor space (including change of use)	2,500.00 + VAT	Initial meeting to share the proposal, discuss PPA.	17,500.00 + VAT	Virtual meetings with UDC officers x 3 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
Category E* Up to 49 residential units or up to 2,499sqm net commercial floor space (including change of use)	2,500.00 + VAT	Initial meeting to share the proposal, discuss PPA.	12,500.00 + VAT	Virtual meetings with UDC officers x 3 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1
UDC's reasonable legal costs incurred in association with the preparation of the S106 Agreement that may commence at pre-application stage.			Individually tailored to your development	
*The council's reasonable costs which may be incurred with the appointment of external and statutory consultants and stakeholders to progress the planning application to be agreed by the interested parties on a case by case basis. The cost of commissioning additional consultants will be covered by the interested parties with the agreement of the council on project scoping and draft reports.				
Additional Services - Charges on a cost recovery only. If additional work/meetings is required there will be an additional payment based on the relevant hourly rate of the officer/s required to participate.				

Annex H5 continued...

Saffron Walden Offices	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	37.00	38.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	32.00	33.00	Yes
Room hire - Cutlers (Committee room) (per hour)	67.00	68.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	42.00	43.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	89.00	91.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	57.00	58.00	Yes
Refreshments - per 10 people	18.00	18.00	Yes
Tenants (Flitch Room) (per hour)	27.00	28.00	Yes
Tenants (Cutlers Room) (per hour)	32.00	33.00	Yes
Tenants (Gibson Room) (per hour)	52.00	53.00	Yes
<u>Room charges - wedding</u>			
Flitch (Chairman's Room) Mon-Thur	112.00	114.00	Yes
Flitch (Chairman's Room) Friday	162.00	165.00	Yes

Print Room	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies Hourly charge Materials charged on top * Addition of VAT varies depending on what is being printed.	41.50	41.50	No*

Annex H5 continued...

Refuse Collection & Recycling	2021/22 charge £	2022/23 charge £	Does the charge include VAT?
<u>Bulky Waste Collection Service</u>			
Minimum charge for 2 items	17.50	30.00	No
Each additional item	8.75	5.00	No
Waste Electrical Equipment Collection Services (1 item)	17.50	30.00	No
Each additional item	8.75	5.00	No
Garden Waste Bags	1.20	1.26	No
<u>Garden Waste Collection Service</u>			
240 litre wheeled bin	n/a	46.00	No
240 litre wheeled bin (payment by DD)	40.00	n/a	No
240 litre wheeled bin (Other Payment Options)	46.00	n/a	No
Bin delivery charge	22.50	23.63	No
<u>Waste container supply and delivery (new developments)</u>			
Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy	75.00	78.75	No
<u>Town and Parish Council Garden Waste weekend collection</u>			
Charge per hour	70.00	73.50	No
<u>Trade Waste Collection and Disposal Charges</u>			
Trade sacks (85 litres)	3.00	3.15	No
Bins 180 litres	6.14	6.45	No
Bins 240 litres	8.19	8.60	No
Bins 660 litres	13.54	14.22	No
Bins 1100 litres	20.88	21.92	No
Skip - 12 cubic yard (light materials)	157.74	165.63	No
Skip - 12 cubic yard (heavy materials)	247.19	259.55	No