

Public Document Pack



**WOKINGHAM
BOROUGH COUNCIL**

Civic Offices
Shute End
Wokingham
RG40 1BN

To:- All Committee Members

EXECUTIVE - THURSDAY, 22ND FEBRUARY, 2024

I am now able to enclose, for consideration at the next Thursday, 22nd February, 2024 meeting of the Executive, the following reports on the agenda sent out recently.

Agenda No	Item
------------------	-------------

- | | |
|------|---|
| 100. | <u>Medium Term Financial Plan 2024-2027 Including Revenue Budget Submission 2024/25 (Pages 3 - 86)</u> |
|------|---|

Yours sincerely

A handwritten signature in black ink, appearing to read 'Susan Parsonage'.

Susan Parsonage
Chief Executive

This page is intentionally left blank

TITLE	Medium Term Financial Plan 2024-2027 Including Revenue Budget Submission 2024/25
FOR CONSIDERATION BY	The Executive on Thursday, 22 February 2024
WARD	None Specific
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Executive Member for Finance - Imogen Shepherd-DuBey

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

To provide the Executive with the key revenue budget extract for 2024/25 of the Medium Term Financial Plan (MTFP) 2024-2027 for submission to Council.

RECOMMENDATION

That the Executive:

- 1) recommend to Council the Summary of Budget Movements (Appendix A);
- 2) note the report of the Community and Corporate Overview and Scrutiny Committee relating to Scrutiny of the Budget Setting Process 2024-25 and the Medium Term Financial Plan 2024-2027 (as set out in Appendix B to the report);
- 3) approve the schedule of fees and charges, as set out in Appendix C to the report, to be effective from the dates listed on the schedule, and the schedule of fees and charges as set out in Appendix E in relation to the decision at Licensing and Appeals Committee.

EXECUTIVE SUMMARY

Members are presented with the Medium Term Financial Plan for 2024-2027 including the proposed revenue budget submission for 2024/27 for recommendation to Council. (Due to the size of this document a copy has been circulated separately to all Members. A copy can also be obtained from the Council's website or on request from Democratic Services).

Executive are requested to recommend the following key revenue budget extract of the MTFP to Council;

- Summary of Budget Movements 2024/25 (Appendix A)

Fees and Charges

Members are required to agree the fees and charges contained in this report at Appendix C and Appendix E, effectively from the dates shown on the schedule, of which most are enacted from the beginning of April 2024.

The Council is currently projecting significant financial pressures both in the current and future financial years. Implementation of the new fees and charges during the financial year will help the Council to offset this challenge.

The report contains proposed charges for services as set out in Appendix C. Annual inflationary increases have in general been increased by an average 8% (and rounded where appropriate) this is below the Retail Price Index (RPI) of 8.9% as at September 2023 and seeks to balance financial pressures for the Council with residents financial ability to pay and access services. Some fees and charges, largely in Adults Social Services, vary according to the cost of providing the service.

BACKGROUND

The Medium Term Financial Plan (MTFP) 2024-2027 will be presented to Council for approval on 22 February 2024. Executive are asked to recommend the following key revenue budget extract of the MTFP to Council.

- Summary of Budget Movements 2024/25 (Appendix A)

In considering the Council's revenue budget submission, members should be aware of the chief finance officer (CFO) report. The Local Government Act 2003 requires the Chief Finance Officer (Deputy Chief Executive) to report to Members as part of the budget setting process. The report highlights the key financial and service risks contained in the 2024/25 budget proposals. A draft report was presented to January Executive and the final version forms the first section of the MTFP.

The net revenue budget for 2024/25 is approximately £172m excluding capital and internal recharges. The Council needs to set a balanced budget in the context of this.

The budget requirements for 2025/26 and 2026/27 will be shown in the MTFP as indicative figures only.

As part of the MTFP consideration, fees and charges are reviewed annually and included in Appendix C and E. An Equality Impact Assessment is also produced in Appendix D and a report from the chair of the overview and scrutiny committee in Appendix B.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See MTFP	Yes	Revenue
Next Financial Year (Year 2)	See MTFP (Indicative only)	No	Revenue
Following Financial Year (Year 3)	See MTFP (Indicative only)	No	Revenue

Other Financial Information

None

Stakeholder Considerations and Consultation

The online survey was available on the Council's engagement website from 2 October to 3 November 2023 and had 488 responses.

Public Sector Equality Duty

A cumulative equality impact assessment has been undertaken on the budget and is detailed in Appendix D. The document provides detail of the overall context of budget changes as well as detail on specific changes and where further work will be required as those changes are progressed.

Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030*

The MTFP includes budget allocation to deliver improvements in climate change.

Reasons for considering the report in Part 2

None

List of Background Papers

- Appendix A – Summary of Budget Movements 2024/25
- Appendix B – Report by the Community and Corporate Overview and Scrutiny Committee’s - Scrutiny of the Budget Setting Process 2024-25 and the Medium Term Financial Plan 2024-27
- Appendix C – Fees and Charges
- Appendix D – Cumulative Equality Impact Assessment
- Appendix E – Fees and Charges for Licensable Activity
- Medium Term Financial Plan 2024-2027

Contact Mark Thompson

Telephone Tel: 0118 974 6555

Service Business Services

Email

mark.thompson@wokingham.gov.uk

Summary of Budget Movements 2024/2025

Appendix A

The following table shows how the 2024/25 budget has been calculated starting from the 2023/24 budget. The table includes additional budget to maintain / improve services, special items (one off expenditure budget), service efficiencies and any adjustments / additions.

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
2023/2024 Service Budget (excluding Capital & Internal recharges)	62,736	9,482	34,455	33,552	16,667	156,892
Adjustments/Additions						
Exclusive one off revenue items in 2023/24 (Special Items)	(800)	(1,407)	(1,395)	(1,367)	(370)	(5,339)
Inflation for non-pay activities	4,259	200	1,305	1,400	263	7,426
Pay Inflation (Note 1)	0	0	0	0	4,228	4,228
Adjustments between services (e.g. budget reallocations inc.)	(290)	2,464	400	(471)	(1,511)	590
Additional minimum revenue provision	0	0	0	0	1,500	1,500
Total	3,168	1,256	310	(438)	4,110	8,405

Note 1 - Balance of Council wide budget held in Resources & Assets will be distributed across directorates during the year as pay inflation rates are confirmed

Funding to Maintain / Improve Services						
Care & support - manage increasing demand in numbers and complexity	3,160	0	0	0	0	3,160
Prevention - investment in preventative services	40	0	0	0	0	40
Budget required to deliver sustainable organisational change	0	490	0	0	0	490
Home to School Transport	0	0	4,018	0	0	4,018
Managing and Meeting demand in numbers and complexity	0	0	711	0	0	711
New Models of Support for Children with Disabilities	0	0	325	0	0	325
Placement Growth	0	0	2,086	0	0	2,086
Additional work to manage overhanging vegetation and maintain footpaths	0	0	0	95	0	95
Concessionary travel - reimbursement costs	0	0	0	70	0	70
Housing Benefit income for Bed & Breakfast	0	0	0	100	0	100
Income generation through commercialisation across the directorate	0	0	0	68	0	68
Making Climate Emergency Officer Posts Permanent	0	0	0	75	0	75
New Contract Manager role Environment and Safety	0	0	0	70	0	70
Routing Software - Home to School Transport	0	0	0	20	0	20
Street light electrical testing	0	0	0	50	0	50
To provide sufficient funding to support the Emergency Duty Officers	0	0	0	35	0	35
Demand pressures in Democratic & Electoral Services	0	0	0	0	50	50
Forecast external audit fees	0	0	0	0	100	100
Increased demand/support through Council Tax Relief Scheme	0	0	0	0	100	100
Laurel Park Pavilion running costs	0	0	0	0	25	25
Leisure Service reduced income/usage	0	0	0	0	500	500
Review of Commercial Property capitalisation	0	0	0	0	632	632
Wokingham Town Centre Regeneration Portfolio	0	0	0	0	100	100
Total	3,200	490	7,140	583	1,507	12,920

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
Special Items						
Demand Management - resource investment to deliver change	700	0	0	0	0	700
Minimum Income Guarantee (MIG) Changes to Charging	150	0	0	0	0	150
Budget required to develop and deliver effective Digital Services	0	150	0	0	0	150
Customer Experience role to deliver CX Learning Programme	0	52	0	0	0	52
Inclusion Officer	0	52	0	0	0	52
Delay in Placement Delivery 2023/24	0	0	400	0	0	400
Education Management System	0	0	195	0	0	195
Transformation Programme	0	0	1,630	0	0	1,630
Car Parking Income	0	0	0	150	0	150
Consultancy Support for Residents Parking Zones Project	0	0	0	96	0	96
Planning and Enforcement Staffing Costs	0	0	0	169	0	169
Residents Parking Zones - including Parking Permits	0	0	0	300	0	300
Specialist service advice for procurement	0	0	0	200	0	200
Waste Collection Service Changes	0	0	0	550	0	550
Commercial Portfolio	0	0	0	0	100	100
Investment & Estates property pressures from depressed market	0	0	0	0	100	100
One off growth to support leisure income recovery	0	0	0	0	30	30
Review of Boxing Hub Model	0	0	0	0	50	50
Total	850	254	2,225	1,465	280	5,074

∞

Funded by the following Service Efficiencies						
Demand management - review of existing packages and spend, utilisation of prevention services	(535)	0	0	0	0	(535)
Learning disability review - better utilisation of contracts, recommissioning services and better use of accommodation	(100)	0	0	0	0	(100)
Maximising appropriate benefits for all clients	(35)	0	0	0	0	(35)
Maximising integration funding to support delivery of hospital discharge services	(600)	0	0	0	0	(600)
Minimum Income Guarantee (MIG) Changes to Charging	(250)	0	0	0	0	(250)
Optalis Efficiencies	(100)	0	0	0	0	(100)
Securing health income for residents	(500)	0	0	0	0	(500)
Change in application support arrangements	0	(28)	0	0	0	(28)
Customer Service efficiencies - Process Redesign	0	(160)	0	0	0	(160)
Data and Insight service efficiencies	0	(25)	0	0	0	(25)
Human Resource efficiencies	0	(75)	0	0	0	(75)
Implementation of Software defined wide area network	0	(25)	0	0	0	(25)
Review of Council policies	0	(100)	0	0	0	(100)
Building a Permanent Social Worker Workforce	0	0	(150)	0	0	(150)
Home to School Transport	0	0	(500)	0	0	(500)
Local care leaver accommodation	0	0	(416)	0	0	(416)

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
Placements - Strategy & Sufficiency	0	0	(270)	0	0	(270)
Securing health income for residents	0	0	(100)	0	0	(100)
Transforming Children's Services	0	0	(400)	0	0	(400)
Annual draw from reserves	0	0	0	(475)	0	(475)
Changes to Highways Contract	0	0	0	(150)	0	(150)
Contract reviews and reductions/changes	0	0	0	(50)	0	(50)
Contract saving - Street Cleansing & Grounds Maintenance	0	0	0	(309)	0	(309)
Highways consultancy service contract saving	0	0	0	(70)	0	(70)
Housing - correct recharge to General Fund	0	0	0	(90)	0	(90)
Increase in Off Street Parking Charges	0	0	0	(65)	0	(65)
Innovative data use to improve gully emptying	0	0	0	(50)	0	(50)
Introduction of car parking charges at Aviation Museum	0	0	0	(40)	0	(40)
Introduction of Moving Traffic Offence Enforcement	0	0	0	(353)	0	(353)
Play Area Rationalisation	0	0	0	(15)	0	(15)
Reduce discount period for garden waste	0	0	0	(20)	0	(20)
Reduce Transport Planning Consultants	0	0	0	(35)	0	(35)
Residents Parking Zones - including Parking Permits	0	0	0	(342)	0	(342)
School Keep Clear Markings - roll out of parking enforcement scheme	0	0	0	(50)	0	(50)
Utility & works permits - fee increase and expansion	0	0	0	(80)	0	(80)
VAT exemption on Country Park parking charges	0	0	0	(130)	0	(130)
Waste Collection Service Changes	0	0	0	(1,050)	0	(1,050)
Assets directorate programme	0	0	0	0	(470)	(470)
Benefit realisation from Commercial activities	0	0	0	0	(80)	(80)
Casualty Insurance - Review excess levels	0	0	0	0	(30)	(30)
Contracts and Commissioning directorate programme	0	0	0	0	(500)	(500)
Council tax relief - move to digital notifications	0	0	0	0	(16)	(16)
Council wide vacancy factor increase	0	0	0	0	(1,400)	(1,400)
Governance efficiencies to meet growth pressures	0	0	0	0	(50)	(50)
Places Leisure efficiencies	0	0	0	0	(50)	(50)
Redelivery of Cantley café service model	0	0	0	0	(70)	(70)
Remodelling of Leisure	0	0	0	0	(120)	(120)
Remove budgets for additional DHP and LWP	0	0	0	0	(40)	(40)
Restructure of Sports development service delivery	0	0	0	0	(10)	(10)
Revenues and Benefits Automation	0	0	0	0	(50)	(50)
Review of Boxing hub delivery model	0	0	0	0	(150)	(150)
Review of Commercial Property resources	0	0	0	0	(632)	(632)
Review of councils income collection processes	0	0	0	0	(96)	(96)
Review of finance process and processes and automation opportunities	0	0	0	0	(125)	(125)
Total	(2,120)	(413)	(1,836)	(3,374)	(3,889)	(11,632)

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
Revenue Implications of Capital						
Purchase of new care home	(100)	0	0	0	0	(100)
Rationalise document management systems	0	(35)	0	0	0	(35)
WBC Residential Children's Home Project (multiple sites)	0	0	(238)	0	0	(238)
Ashenbury Park & Covid Memorial Wood	0	0	0	(26)	0	(26)
Dinton Activity Centre Project	0	0	0	(3)	0	(3)
Moving Traffic Enforcement	0	0	0	(58)	0	(58)
Invest to Save capital schemes	0	0	0	0	685	685
Renewable energy projects	0	0	0	0	(220)	(220)
Renewable energy projects - Electric vehicle	0	0	0	0	(5)	(5)
Total	(100)	(35)	(238)	(87)	460	0

Service Budget 2024/2025 (excluding Capital & Internal recharges)	67,734	11,034	42,055	31,701	19,135	171,659
<i>Internal Recharges & Depreciation Charges</i>	3,720	854	8,751	15,561	(10,216)	18,670
Service Budget 2024/2025 (including Capital & Internal recharges)	71,454	11,888	50,806	47,262	8,919	190,329

The following corporate transfers are included within the "appropriation to / (from) balances" line in the grand summary. Corporate transfers are made in respect of funding that is not expected to continue beyond

Corporate Transfers						
Contribution to DSG deficit recovery						2,586
Drawdown from Fairer Funding Reserve to fund 24/25 budget gap						(3,269)



WOKINGHAM BOROUGH COUNCIL

COMMUNITY AND CORPORATE OVERVIEW & SCRUTINY COMMITTEE

SCRUTINY OF THE BUDGET SETTING PROCESS FOR 2024- 25 AND THE MEDIUM TERM FINANCIAL PLAN 2024-27

REPORT

FEBRUARY 2024

Committee Members:

Councillor Chris Johnson (Chair)

Councillors Peter Dennis (Vice Chair), Laura Blumenthal, David Cornish (part year)
Catherine Glover, Norman Jorgensen, Pauline Jorgensen, Charles Margetts, Alistair
Neal and Marie-Louise Weighill

Foreword by Councillor Chris Johnson, Chair.

The agreement of a Medium Term Financial Plan (MTFP) is one of the most important decisions that every Local Authority is required to make. The MTFP sets out the funding proposals for all statutory and discretionary services provided by the Local Authority and has a direct impact on the lives of residents and service users.

Prior to the 2019/20 Municipal Year many of the emerging MTFP proposals at WBC had not been scrutinised publicly prior to the publication of the agenda for the annual Budget Council meeting in February. In 2019/20, for the first time, Community and Corporate Overview and Scrutiny Members were presented with all Revenue bids over £50,000 and the entire Capital programme. This year, Members were again pleased with the continuation of the public facing scrutiny of the MTFP and the breadth and depth of information provided.

The Committee were reminded from the outset of their review of the stark and unprecedented ongoing pressures facing Local Government. Four councils had declared Section 114 bankruptcy in the past year whilst others had declared financial emergencies and up to one in five had indicated that it was fairly or very likely that they would become insolvent within the next 18 months.

A combination of factors including inflation, cost of living pressures, ongoing recovery from the Covid-19 pandemic and the growth in increasingly complex demand for services had resulted in a Revenue budget gap of approximately £4.7m that needed to be addressed to set a balanced budget for the next financial year (2024/25). The opening budget gap for 2025/26 was already estimated at £8.8m. In addition to these challenges, Members noted that significant budget savings had been delivered in previous years, which meant that any “low hanging fruit” had already been collected.

The Committee focussed on seeking assurances that proposed savings were achievable and realistic, whilst any growth bids were necessary and represented value for money. Members sought detail of the breakdown of funding streams, including assumptions in relation to expected Council Tax increases and collection rates. Members emphasised that assumptions should be grounded and based on the most up to date information, and stood up to scrutiny when examined.

On behalf of the Committee, I would like to thank Councillor Imogen Shepherd-DuBey (Executive Member for Finance) and Graham Ebers (Deputy Chief Executive & Director of Resources & Assets) for their support in guiding Members through the complexities of the emerging Revenue and Capital budgets. Thanks also to the Executive Members, Directors and officers who attended our meetings in order to explain growth bids and savings options and to answer our many questions.

Chris Johnson,
February 2024

1 Background and Process

- 1.1 It is common practice across the United Kingdom for emerging council MTFPs to be scrutinised by the relevant Overview and Scrutiny Committee. This is the norm for a variety of reasons, including checking that budgetary proposals have clear links with operational plans, and ensuring services (both statutory and discretionary) are offering an acceptable outcomes for residents whilst providing value for money. In August 2023, all Members were invited to a hybrid training session on effective budget scrutiny, provided by the Centre for Governance and Scrutiny (CfGS), in addition to being provided with a CfGS/CIPFA guide to budget scrutiny.
- 1.2 Scrutiny of the MTFP has become more important over recent years as a result of a reduction in public sector funding by Central Government, whilst Local Authorities have seen significant growth in demand for services. Allowing Scrutiny to offer insight and analysis of the proposed budget and accompanying budget setting process, ensures that potential discrepancies and areas of risk are identified and addressed prior to implementation. Scrutiny of the budget setting process is an example of good governance. Scrutiny Members considered the MTFP at five meetings, commencing in October 2023 and examined the following issues:
- What were the areas of high risk – how did they impact on the Budget?
 - Are the Council's resources aligned to strategic objectives (e.g. the emerging Community Vision)?
 - Does the MTFP include outcome measures and scenario planning?
 - Have future demand patterns been modelled effectively and underpinned by sensitivity analysis?
 - How realistic/achievable are the income and savings targets?
 - Are reserve levels sustainable (General Fund and earmarked reserves)?
 - What evidence is there that key assumptions are accurate and robust – is there evidence of an optimism bias?
 - Are staff cost reductions achievable – what is the impact on service quality and recruitment/retention?
- 1.3 Scrutiny of the MTFP is part of Overview and Scrutiny's "critical friend" role. It aims to add value to the budget setting process. The MTFP belongs to the Executive and the individual service departments. Scrutiny's role is to challenge assumptions, risks and funding proposals. The scrutiny process is driven by a desire to improve the MTFP and to make it as functional as possible for local residents and key stakeholders.
- 1.4 Executive Members and Directors of relevant service areas were invited to attend the Committee to provide background to specific proposals and to answer Member questions. Where answers to specific technical questions could not be answered at the meeting, answers were circulated to the Committee in a timely manner. Throughout the process, all questions put to the Executive Members and Directors were answered in full and to the

satisfaction and appreciation of the Committee. Each session of the Committee resulted in some outstanding questions which were followed up at subsequent meetings.

- 1.5 The Committee's general lines of questioning can be summarised in three points: asking for more detail on specific proposals, identifying if the given figures were sufficient and/or suitable, and probing areas which have the most significant impact on residents (particularly vulnerable residents) to ensure that proposals are well thought out and meet their needs. Where proposals were identified to address more significant areas of risk, or posed significant growth in the face of difficult financial circumstances for Local Authorities, the Committee spent additional time probing proposals and asking for specific detail.
- 1.6 All revenue bids over £50,000 were presented to the Committee within a detailed and readable bid sheet. This enabled all Members, with a range of financial backgrounds, to digest specific bids and understand what each area of funding was intended to achieve. A positive consequence of this format also allows for residents and other Members the same opportunity to read and understand specific proposals and areas of interest. This in turn has created a more transparent and user-friendly budget setting process that is as detailed as it is readable.
- 1.7 When assessing Special Items (one-off spends), the Committee probed whether these spends were realistic one off spends, or whether they should be included within a recurring growth bid. Many of the special items contained within the 2024/27 MTFP were in place to cover transitional periods within departments and to finance one-off reviews of service areas. The Committee noted a number of special items were now being built into the revenue budget, including the budget required to deliver sustainable organisational change, which showed a commitment to embed positive change and efficiencies into the organisation for the long term.

2 Issues

- 2.1 The Committee noted the ongoing and increasing financial challenges and risks facing the Council. These included national economic uncertainty, a one-year Government financial settlement, further grant reductions, potential future legislative changes and additional unfunded burdens, forward funding of regeneration programmes, changes to the business rate system, the ongoing impact of the cost of living crisis and the Covid-19 pandemic. As a result of this uncertainty Members emphasised the importance of robust projections of demand and the achievability of savings and new sources of income. Members also noted that difficult decisions had already been taken during the year to address budget shortfalls and generate additional savings, for example the increase in car park charges and additional savings in grounds maintenance and street cleaning.
- 2.2 Members noted the enormous growth pressures within Children's Services with projected net growth of £2.4m in 2024/25, £4.7m in 2025/26 and £4.8m in 2026/27.

In comparison the total net growth for Adult Social Care over the three year period was estimated at £2m. Members were informed that the Children's Services budget strategy was based on not destabilising the existing low cost base in Children's social care, maintaining the protective factors of early help and management of risk in the community. These principles were supported by efforts to reduce unit costs by better commissioning and the development of in-house accommodation solutions. The aim was to break the cycle of annual overspends through more accurate analysis of future demand and pressures and a reset of Children's Services within the MTFP. Members noted the potential existential risks for the organisation relating to the year-on-year growth in spending on Children's Services. It was agreed that in-year monitoring of expenditure relating to Children's Services be carried out by the Committee in conjunction with the Children's Services Overview and Scrutiny Committee.

- 2.3 The Committee scrutinised the impact of the growth in Education, Health and Care Plans (EHCPs) in place in the Borough and the spending pressures which followed. The number of EHCPs had increased from 867 in 2018 to 1688 in 2023. This growth had resulted from changes in national policy, the development of improved diagnosis and the ongoing impact of Covid-19. The Council's Safety Valve Programme, in conjunction with the Education and Skills Funding Agency, aimed to achieve a reduction in the rate of EHCP growth and the setting of a balanced budget by 2028/29. The increase in local provision of SEND schools (plans for two new schools in Barkham) would also help to reduce the costs associated with long journeys. The proposed increase in local SEND units in schools would also help to keep children in mainstream school settings.
- 2.4 The Committee noted the proposal to provide £1m of Capital funding to support the closure and repurposing of the St Crispin's leisure centre to facilitate additional school places. This proposal had been the subject of detailed consideration at two of the Committee's meetings. The St Crispin's proposal was funded from the Secondary Basic Needs Programme budget which reflected the Council's statutory duty under the Education Act to ensure a sufficient number of school places in the Borough.
- 2.5 The Committee considered the ongoing risks relating to Adult Social Care. These included the ageing population, the impact of inflation, market sustainability, the (unfunded) increase in the National Living Wage, NHS pressures and the failure to transfer funds and the increasing level of need and complexity which impacted on service provision. It was also noted that the Government's proposed changes to adult social care charging had been delayed until October 2025. The proposals to increase direct provision through the purchase of a care home was welcomed as a way to manage costs and manage the external market.
- 2.6 Members sought assurance about the steps being taken to protect the Council from volatility in the care home market linked to issues such as staff retention, funding reductions and the impact of Brexit. Officers stated that there was, in effect, a national crisis in Adult Social Care, a crisis which had not been addressed by successive governments. The parlous state of the care home market featured prominently on the Council's corporate risk register. The Council's response had

been to develop Optalis and to seek to develop in house provision through the purchase of a care home.

- 2.7 In relation to Place and Growth, Members noted that the service contained the highest number of discretionary public-facing services and the highest level of discretionary income. A number of major contracts would be up for renewal in the near future which created a risk of cost containment allied to the impact of inflation. In addition, some services, such as leisure, were struggling to increase the level of demand to pre-Covid levels.
- 2.8 Members noted the level of workforce savings achieved in 2023/24 and the proposed savings for 2024/25. In 2023/24 workforce savings had been achieved through a managed vacancy factor which required teams to hold vacant posts longer or not to recruit at all in order to achieve a budget reduction of c2%. In addition to the vacancy factor, directorates were given further in-year staff savings targets. The combination of these factors led to an overall saving related to staffing of £3.36m. At the start of 2024/25, every team will have a c2.5% reduction of funding relating to the managed vacancy factor. Additional savings targets will result in a total staff saving over the two year period of £6.85m, equivalent to 9% of the workforce. Members asked if this level of savings was achievable and how it would impact on service delivery and recruitment and retention. Officers commented that the achievement of this level of savings across the organisation would require effective management. The aim was to maximise natural wastage and minimise the need for redundancies. Members queried whether natural wastage would occur in the right areas and how the potential increase in stress levels (which could increase staff sickness levels) would be managed. Members also confirmed earlier views about the potential savings accruing from reductions in the use of consultants, interims and agency staff.
- 2.9 In its 2023/24 Budget Scrutiny report, the Committee considered the use of reserves to fill a Budget gap. Last year £1.4m had been taken from the Waste Equalisation Fund in order to balance the budget. This issue had led to the Committee's request for an annual report on the Council's Revenue and Capital Reserves, including variations from year to year. Members noted that the £1.4m use of reserves in 2023/24 remained as an ongoing challenge in the new MTFP. In relation to 2024/25, Members were informed that the Revenue Budget gap of £4.7m would again be funded from reserves, £1.5m from the Council Tax Collection Fund and £3.2m from the Fairer Funding reserve. Members requested further information on the operation of the various earmarked reserves and noted that this would be provided through the annual update report.
- 2.10 In relation to the Capital Programme, Members noted that the previously reported Budget gap for 2024/25 had been closed due to the re-profiling of some Capital projects and the removal of other projects from the programme. The funding gap for future years had been reduced to £4.2m in 2025/26 and £4.3m in 2026/27. Further work would be carried out to find additional funding to fill these gaps or to address the gaps through further reprioritisation of the programme. Members welcomed the extension of Capital flexible receipts to March 2030. This gave the Council the ability to dispose of an asset and turn the receipt into Revenue on the grounds that the Revenue item was an Invest to Save/Contain activity which was included in the

Treasury Management Strategy. Members also noted that a strategic review of the Council's assets across the Borough was underway which may lead to savings through more effective use and/or the sale of surplus assets.

- 2.11 In its report to Council in February 2023, the Committee expressed the hope that public involvement within this process would increase through greater publicity of the Scrutiny process and submission of public questions at meetings of the Committee. Members noted that, for the first time in a number of years, a Budget Survey had been carried out in conjunction with the development of the MTFP. The survey asked questions about the maintenance of sound finances, giving priority to people in need, income generation, service reductions, modernising the Council and the importance of partnership working. Respondents were also able to provide suggestions and comments relating to each of these areas. 488 responses were received. Members welcomed the inclusion of the public survey and asked how the data had been used to inform the development of the MTFP. Officers commented that the feedback had been discussed and fed back to the relevant service areas. It was suggested that the survey be developed in future years as part of the aim to increase public engagement in the Budget setting process.

3 Conclusion and Future Years

- 3.1 The Committee welcomed the fact that the involvement of Overview and Scrutiny had now become embedded into the budget setting process, allowing thorough scrutiny of proposals which affected every resident of the Borough. Given the extremely challenging circumstances faced by the Council in relation to Budget pressures and financial planning, the Committee believe that this report underlines the importance of Scrutiny's role as a critical friend in reviewing the Council's Budget proposals and Budget performance throughout the year.
- 3.2 The final officer Budget Scrutiny report to the Committee highlighted the following points in conclusion:
- Difficult and challenging times lay ahead.
 - The 2023/24 Revenue Budget included the delivery of £11.8m savings.
 - The proposed 2024/25 Revenue Budget included a savings target of £12.6m, of which £3.5m related to staffing.
 - The projected Revenue Budget gap for 2025/26 already stood at £8.8m.
 - The Capital Programme gap over the three year MTFP stood at £8.5m.
- 3.3 Scrutiny Members agreed that challenging times did, indeed, lay ahead. Officers and the Executive were commended for the work undertaken to produce a balanced Budget for 2024/25. However, the scale of the challenges and risks outlined above indicated that much more work will be needed in the years ahead. Members noted that the new Community Vision would be published in 2024, followed by an updated Council Plan. As part of next year's Scrutiny of the Budget process the Committee would be reviewing how the Council's Budget aligned with the priorities set out in these new strategic documents. Moving forwards, it will be essential for the Council to increase and refine its lobbying efforts in support of

additional funding and a change to the current formula for identifying need in local areas.

- 3.4 Following the Committee's deliberations on the MTFP, Members noted the Government's announcement of an additional £600m funding for local government, £500m of which was earmarked for social care. The Council's share of this additional funding has been incorporated into the MTFP submission to the Executive and Council. Attached to the additional funding was a requirement for councils to set out how they will "improve service performance and reduce wasteful expenditure" in productivity plans to be submitted by the summer of 2024. Members will give further consideration to the newly required productivity plan as further details emerge.
- 3.5 The Committee may place additional focus on the Capital programme in future years. Many of the proposed Capital bids represent very significant spends, which aim to deliver critical infrastructure for our communities. The Committee wishes to better understand any consequences of re-profiling, delaying, or cutting schemes from the Capital programme.
- 3.6 The Committee looks forward to Overview and Scrutiny continuing to develop the positive relationship with the Executive and the Directorates in order to help deliver a sound and balanced Budget that meets the needs of the Borough's residents and fulfils the Council's statutory obligations. This process will only become more crucial should factors, including inflationary pressures and funding uncertainties, persist for an extended period of time.
- 3.7 The ongoing recovery from the pandemic, in addition to ongoing inflation and cost of living pressures (plus the additional factors outlined above) has placed considerable demands on all Council budgets. This situation has highlighted the need for safe levels of the General Fund and other earmarked reserves which can be used to fund service areas which experience unpredictable demand or unforeseen circumstances. The Committee hopes that prudent financial management can be maintained and the General Fund can remain at a safe level in future years, to provide a safety net at times of crisis.

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Accountancy and Procurement					
Charge for printed copies of the MTFP or Statement of Accounts		Full cost recovery	£18.00	£19.40	
Adult Social Services - Deputyship and Appointee					
Deputyship & Appointee WBC Fees/charges					
Management of client finances under Appointeeship where savings are over £3000	Annual		£119.70	£129.30	
Additional services after death - e.g. locating executors, arranging funerals					
Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off		£263.30	£284.40	
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off		£323.20	£349.10	
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off		£455.10	£491.50	
Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off		£58.00	£62.64	
Sports Activities					
Birthdays Party (3G 1 hour + ashridge room 1 hour) unsupervised - without food			£107.00	£115.60	
Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability) - charges from 1 March 2024					
1 class	Class		£5.60	£6.00	
10 classes (£4.30/class)	10 classes		£46.00	£49.70	
8 week course - upfront payment	8wk course		£36.80	£39.70	
Single Session Ad-Hoc			£8.00	£8.60	
Specialist Sessions (Archery-Pilates-Yoga) Block of 10			£76.00	£82.10	
Block of 10 Sessions for non Wokingham borough residents			£77.00	£83.20	
Social events			£5.80	£6.30	
Sports Social/Special events - One-off sessions			£5.80	£6.30	
Sports Social/Special events - Non WBC residence			£6.60	£7.10	
Adult Classes:					
Sports Social/Special events			£5.80	£6.30	
Non-Residents and Single Session Ad-Hoc			£6.60	£7.10	
Specialised Health Prevention Projects					
Steady Steps (based on 12 weeks)			£41.80	£45.10	
Steady Steps (based on 12 weeks) for non Wokingham borough residents			£83.60	£90.30	
Cardiac Rehab (10 Week block)			£41.80	£45.10	
LTHC Rehab Gym incl. phase 4 cancer rehab (based on 10 sessions)			£41.80	£45.10	
GP referral (based on 10 sessions)			£41.80	£45.10	
Steady Steps Drop In session Pay as you go			£4.20	£4.50	
Steady Steps Drop In session Pay as you go non Wokingham residents			£8.30	£9.00	
Mindful Health and Wellbeing - x10 coupon card			£41.80	£45.10	
Escape Pain (12 Week Block)			£44.50	£48.10	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Dementia Friendly Activities					
Dementia Class			£3.90	£4.20	
Dementia Class - x10 coupon card			£38.30	£41.40	
Ageing Actively			£3.90	£4.20	
Ageing Actively - x10 coupon card			£38.30	£41.40	
Dementia Class - Non-Residents			£5.00	£5.40	
Ageing Actively - Non-Residents			£5.00	£5.40	
Additional Services:					
Provision of Coach / Instructor Per Hour			£31.60	£34.10	
Provision of Specialised Coach / Instructor Per Hour			£44.00	£47.50	
Promotional social events for WBC Sports & Leisure			£5.80	£6.30	
WBC 3G Pitches					
VAT rates for some activities are currently under review, and charges may alter as a result of this					
Standard Clubs					
Full Pitch (peak) Peak 5pm to 10pm			£108.10	£116.70	
Half Pitch (peak) Peak 5pm to 10pm			£54.00	£58.30	
Quarter Pitch (peak) Peak 5pm to 10pm			£27.00	£29.20	
Full pitch (off peak)			£53.90	£58.20	
Half Pitch (off peak)			£27.00	£29.20	
Quarter Pitch (off-peak)			£13.70	£14.80	
Hire of changing rooms / shower facilities	per game		£34.80	£37.60	
Key Partner Club					
Full Pitch (peak)			£96.30	£99.19	Capped at 3% for the duration of this 5 Year Agreement.
Half Pitch (peak)			£48.20	£49.65	
Quarter Pitch (peak)			£24.10	£24.82	
Full Pitch (off peak)			£48.20	£49.65	
Half Pitch (off peak)			£24.10	£24.82	
Quarter Pitch (off peak)			£12.00	£12.36	
Hockey Astro Pitch, Cantley Park, Wokingham					
Full Pitch (peak)			£82.00	£88.58	
Half Pitch (Peak)			£53.92	£58.25	
Full Pitch (Off Peak)			£41.00	£44.25	
Half Pitch (Off Peak)			£26.92	£29.08	
Astro Training Per Hour			£70.83	£76.50	
Astro Match 90 minutes			£106.25	£114.75	
Hockey Astro Pitch, Cantley Park, Wokingham - Key Partner					
				Key partner status introduced	
Full Pitch (peak)				£63.20	
Half Pitch (Peak)				£31.60	
Full Pitch (Off Peak)				£31.60	
Half Pitch (Off Peak)				£15.80	
Astro Training Per Hour				£63.20	
Astro Match 90 minutes				£94.80	
Changing rooms (for Saturdays only)				£50.00	
Changing rooms (for Sundays only) per room	per room			£10.00	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Commercial Operations (inc Private Coaching Companies - Discretion of WBC S&L)					
Full Pitch (peak)			£143.80	£155.30	
Half Pitch (peak)			£78.10	£84.30	
Quarter Pitch (peak)			£44.90	£48.50	
Full Pitch (off peak)			£82.50	£89.10	
Half pitch (off peak)			£43.90	£47.40	
Quarter Pitch (off peak)			£28.90	£31.20	
Football Foundation Match Play 3G					
Key Partner Clubs					
11 vs 11 2 Hours (inc changing room)			£95.20	£98.06	Capped at 3% for the duration of this 5 Year Agreement.
11 vs 11 2 Hours (NO changing room)			£95.20	£98.06	
9v9 1 game full pitch 1.5 hours			£47.60	£49.03	
7v7 2 games full pitch 1 hour			£47.60	£49.03	
5v5 4 games full pitch 1 hour			£47.60	£49.03	
Non Football Foundation Match Play 3G					
Standard Clubs					
11 vs 11 2 Hours			£108.10	£116.70	
9v9 1 game half pitch 1.5 hours			£54.00	£58.30	
7v7 2 games half pitch 1 hour			£54.00	£58.30	
5v5 4 games half pitch 1 hour			£54.00	£58.30	
Artificial Five a Side Pitch Montague Park					
Full Pitch (peak) 92yds x 49 yds (training only)			£55.70	£60.20	
Half Pitch (peak) 52yds x 49yds (Training only)			£27.30	£29.50	
Full Pitch (Off Peak)			£39.60	£42.80	
Half Pitch (off peak)			£22.60	£24.40	
Commercial Hire Montague Park					
Full Pitch (peak)			£71.30	£77.00	
Half Pitch (peak)			£35.60	£38.40	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Grass Pitches					
All WBC sites:					
Senior Pitch (90 x 60 & above)			£57.10	£61.70	
Junior Pitch (80 x 50 & smaller) per game			£27.30	£29.50	
Hire of changing rooms / shower facilities	per game		£34.80	£37.60	
Cantley Park Grass Pitches - nets and flags provided by WBC					
Senior Pitch			£64.00	£69.10	
Junior Pitch			£31.00	£33.50	
SPORTS PAVILION HIRE:					
Ashridge room inc kitchen, & upstairs toilets only, Cantley:					
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)			£20.00	£22.00	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)			£25.00	£27.00	
EVENTS					
EVENTS	Deposit of 10% required				
Event hire based on new Event hire Matrix			POA	POA	
Hire of field for Cross Country race (sport) discretionary			POA	POA	
Hire of field for Cross Country race			£120.00	£130.00	
MISCELLANEOUS GROUNDS MAINTENANCE FEES:					
Charge for lost keys to Pavilions & Secure Sites (per set)		N/A	£37.50	£40.50	
County FA & Community Trust					
11v11 Flexi - Summer Saturdays x 8 weeks full pitch			£113.40	£122.50	
15 Berks Bucks FA Coach Ed Days to include 1) 1 st 4 sport Level 1 Award Coaching Football; 2) Level 2 Block 1,2 & 3; 3) Referee Courses - included in BBFA 15 days			£169.40	£183.00	
4 x FA Safeguarding & FA Emergency First Aid - FA Day Rate			£84.70	£91.50	
Berks and Bucks FA			£141.60	£152.90	
Education Classroom			£45.00	£48.60	New Charge
Education Classroom + 3G Pitch (Full Day)			£203.30	£219.60	New charge
Reading FC Community Trust	10am-3pm		£166.90	£180.30	
BOBi Disability League			£50.30	£54.30	
Café Items- Cantley Park					
Café food and drink prices will be set at full cost recovery and in line with market rates offering diverse catering offerings for all dietary requirements			Variable	Variable	
Cricket Pitch (Artificial)					
Cricket Pitch Hire (Artificial) - School T20 Daytime/Evenings	per game		£38.90	£42.00	
Cricket Pitch Hire (Artificial) Club - Weekends & Evenings T20 (Junior or Adult)	per game		£55.60	£60.00	
Cricket Pitch Hire (Artificial) Club - Weekends 40+ overs per innings (Junior or Adult)	per game		£83.40	£90.10	
Cricket Pitch Hire (Artificial) Club - Weekday Daytime	per game		£44.50	£48.10	
Cricket changing room (for 2)				£50.00	
SPONSORSHIP					
Banner Space Initial set-up + per annum			£459.40	£496.20	
Renewal			£321.60	£347.30	
Event sponsorship - negotiable at service managers discretion			Variable	Variable	
Event banner sponsorship			£229.70	£248.10	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2024-25

BXGFIT Boxing Fitness Hub	DESCRIPTION	LEVEL/TYPE	CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE Incl VAT (if applic) £	CHARGE from 01.04.24 Incl VAT (if applic) £	NOTES	
ADULT MEMBERSHIPS	Open Gym (Gym Only)	HEAVYWEIGHT - top level	Membership	Monthly		£31.50	£34.00	Unlimited Freebox Attendance - Paid Monthly	
			Membership	Monthly		£46.20	£49.90	Unlimited Classes Attendance - Paid Monthly	
		HEAVYWEIGHT	Membership	Annual		£462.00	£499.00	Unlimited Classes Attendance - Paid Upfront	
			Membership	Monthly		£34.70	£37.50	10 Classes Per Month	
		MIDDLEWEIGHT	Membership	Annual		£378.00	£408.20	10 Classes Per Month	
	CLASSES - organised exercise class sessions		Membership	Monthly		£23.10	£24.90	5 Classes Per Month	
		LIGHTWEIGHT	Membership	Annual		£262.50	£283.50	5 Classes Per Month	
	OPEN GYM ADD ON	WITH EXISTING MEMBERSHIP	Membership	Monthly		£15.00	£16.20		
OTHER MEMBERSHIPS	JUNIOR	Junior Lightweight		Monthly		£16.20	£17.50	5 Classes Per Month	
		Junior Middleweight		Monthly		£21.60	£23.30	10 Classes Per Month	
		Junior Heavy weight		Monthly		£29.70	£32.10	Unlimited Classes Attendance - Paid Monthly	
		Junior Open Gym add on		Monthly		£16.20	£17.50		
	CORPORATE	Corporate Premium Membership				20% off full price	20% off full price		
		Corporate Classes Membership				20% off full price	20% off full price		
		Corporate Freebox Membership			20% off full price	20% off full price			
MEMBERSHIP SAVINGS	MEMBERSHIP & AD-HOC SAVINGS	Family Discount				15% off full price	15% off full price	3+ memberships - discount applied to all members (same household)	
		Couples/Household Discount				10% off full price	10% off full price	2 memberships - discount applied to all members	
		Sport And Leisure Programme Discount				5%-20% off full price	5%-20% off full price	members of another programme or family member	
		Student Discount				10%-20%	10%-20%	University or College students - student ID required	
		Early Bird Discount				10% off full price	10% off full price	On memberships upfront and monthly	
AD-HOC/PAYG (PAY AS YOU GO) SESSIONS	FREEBOX	Adult		1		£11.90	£12.90		
		Junior		1		£7.60	£8.20		
	CLASSES	Adult			1		£14.30	£15.40	
		Junior			1		£10.30	£11.10	
		Miscellaneous Blocks Of Multiple 5,10,20,50,100		MISC			5-20% Off Full Price	5-20% Off Full Price	
		Block Of 10 Adult			10		£118.80	£128.30	
	Block Of 10 Junior			10		£89.10	£96.20		
OFF-PEAK CLASS	E.G. Youth Offenders Group			1		£1.60	£1.70		
PERSONAL TRAINING - 1 TO 1 SESSIONS		1 Session		1		£43.20	£46.70		
		Miscellaneous Blocks Of Multiple 5,10,20,50,100		MISC		5-20% Off Full Price	5-20% Off Full Price		
		Block of 3				£116.60	£125.90		
		Block of 6				£220.30	£237.90		
		Block of 12				£349.90	£377.90		
PROMOTIONS		Buy 1 Get 1 Half Price				1 Full One 50% Off	1 Full One 50% Off		
		5% To 30% Off Memberships				5% -30%	5% -30%		
OTHERS		Children In Care				Free	Free	<25 Years Old	
		Carer Leavers				Free	Free	Aged 12+	
		Foster Children + Siblings				Free	Free		
		Foster Parents				Free	Free		
		Nhs Discounts				20% Off	20% Off		
		Prevention Programmes				20% Off Full Price	20% Off Full Price	Upon Completion of a WBC Prevention Programme	
		Disabled				20% Off Full Price	20% Off Full Price	Proof of Registered Disability	
		Unemployed				10% Off Full Price	10% Off Full Price	Off Peak Access	
	Café Discount				10% Off Food And Drink	10% Off Food And Drink			

Children's Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
YOUTH & COMMUNITY SERVICE:					
Wokingham Youth & Community Centre					
Commercial rates agreed on negotiation					
Small Hall	per hour	Covers full costs	£16.30	£17.60	
Large Hall	per hour		£20.50	£22.10	
Kitchen	per hour		£15.00	£16.20	
Lounge	per hour		£18.50	£20.00	
Premises	per hour		£70.00	£75.60	
Purple room	per hour		£12.00	£13.00	
Teal room	per hour		£12.00	£13.00	
Woodley Airfield					
Commercial Hire:					
Hall	per hour	Covers full costs	£23.80	£25.70	
Lounge area and kitchen facilities	per session		£7.50	£8.10	
Community Hire:					
Hall	per hour	Covers full costs	£19.90	£21.50	
Lounge area and kitchen facilities	per session		£7.50	£8.10	
Private Hire:					
Hall	per hour	Covers full costs	£19.90	£21.50	
Storage facilities (for organisations storing equipment at Centre)	per month		£10.70	£11.60	
Use of car park for organisations who are not hiring the hall	per session		5.60	£6.00	
Home To School / College Transport					
All changes in charges to come into effect from the start of the school year 1 September 2024					
Fee Payer Annual Charge	per pass	Full cost recovery	£840.00	£950.00	Above inflation rise in transport costs
Lost Pass replacement fee	per pass	Full cost recovery	£21.00	£23.00	
Disabled Children's Saturday Clubs					
Cost to other local authorities	per visit	Full cost recovery	£116.00	£125.00	
Administration fee to process a licence for a chaperone	per licence		£10.00	£10.00	No change
Administration fee to process a licence for a professional chaperone	per licence		£50.00	£50.00	No change

Adult Social Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE Incl VAT (if applic) £	CHARGE from 01.04.24 Incl VAT (if applic) £	Notes
Home Care Service & Community Support Services					
Full cost recovery (means Tested) except where two carers required where only one will be charged (maximum charge to individual is the actual cost incurred by WBC)	Hour		Full cost recovery	Full cost recovery	
Second carer			Full cost recovery	Full cost recovery	
Older People					
Residential Care:					
WBC Homes for Older People					
Full Standard charge - residents - Suffolk Lodge	Week		Full cost recovery	Full cost recovery	
Full Cost to other local authorities - Suffolk Lodge	Week		Full cost recovery	Full cost recovery	
Nursing Care:					
WBC Homes for Older People					
Full Standard charge - residents - The Berkshire Nursing Home	Week		Full cost recovery	Full cost recovery	
Full Cost to other local authorities - The Berkshire Nursing Home	Week		Full cost recovery	Full cost recovery	
Independent Sector Homes for the Elderly					
Maximum charge to resident is the actual cost incurred by WBC			Full cost recovery	Full cost recovery	
Respite Care:					
Adults - charge to resident - WBC Homes					
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week		Full cost recovery	Full cost recovery	
WBC Home - The Berkshire Nursing Home - Maximum charge subject to a financial assessment	Week		Full cost recovery	Full cost recovery	
Adults - charge to resident - Independent Sector					
Maximum charge to resident is the actual cost incurred by WBC			Full cost recovery	Full cost recovery	
ADULTS AND MENTAL HEALTH:					
Day Care Service:					
Where a meal is received, flat rate charge	Day		Full cost recovery	Full cost recovery	
Two or more meals received, minimum charge	Day		Full cost recovery	Full cost recovery	
Day Care:					
Full cost to other local authorities	Day		Full cost recovery	Full cost recovery	
Self Funders:					
Care management for non-residential service – start of service			£192.40	£207.80	
Care management for non-residential service – following years			£110.40	£119.20	
Annual administration charge for non-residential services – start of service	Annual		£130.20	£140.60	
Annual administration charge for non-residential services –following years	Annual		£130.20	£140.60	
Deferred Payment Agreements (DPA):					
Setup charge excluding disbursements	Annual		£936.20	£1,011.10	
Setup charge including disbursements	Annual		£744.10	£803.60	
Annual Administration excluding disbursements	Annual		£323.80	£349.70	
Annual Administration including disbursements	Annual		£213.30	£230.40	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Off Street Parking - highways & transport					
Wokingham Town Centre - maximum stay can vary depending on car park. Season tickets are limited to some carparks					
Parking charge - up to 1 hour	per session		£1.30	£1.40	
Parking charge - up to 2 hour	per session		£2.50	£2.60	
Parking charge - up to 4 hour	per session		£4.50	£4.50	No change
Parking charge - up to 6 hour	per session		£6.50	£6.50	No change
Parking charge - over 6 hrs (6am to 10pm)	per session		£7.00	£7.00	No change
Market extended day parking (Market Permit holder)	per session		£6.50	£6.50	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Market Trader permit	per permit		£35.00	£35.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change
Woodley Town Centre - maximum stay can vary depending on car park					
Parking charge - up to 1 hour	per session		£1.00	£1.10	
Parking charge - up to 2 hour	per session		£2.00	£2.10	
Parking charge - up to 4 hour	per session		£4.00	£4.00	No change
Parking charge - up to 6 hour	per session		£6.00	£6.00	No change
Parking charge - over 6 hrs (6am to 10pm)	per session		£7.00	£7.00	No change
Market extended day parking (Market Permit holder)	per session		£6.50	£6.50	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Market Trader permit	per permit		£35.00	£35.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Other Town Car Parks - Station Road Early, Polehampton Close Twyford, School Lane Wargrave.					
Parking charge - up to 1 hour	per session		£1.00	£1.10	
Parking charge - up to 2 hour	per session		£2.00	£2.10	
Parking charge - up to 4 hour	per session		£4.00	£4.00	No change
Parking charge - up to 6 hour	per session		£6.00	£6.00	No change
Parking charge - over 6 hrs (6am to 10pm)	per session		£7.50	£7.50	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident parking 3 months School Lane car park only	per permit		£40.00	£40.00	No change
Resident parking 6 months School lane car park only	per permit		£70.00	£70.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change
Park and Ride - Coppied Beech Monday to Sunday including Bank Holidays					
Parking charge - up to 4 hour	per session		£1.50	£1.50	No change
Parking charge - over 4 hours	per session		£3.00	£3.00	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change
Park and Ride - Thames Valley Park Monday to Sunday including Bank Holidays					
Parking charge - up to 1 hour	per session		£1.00	£1.00	No change
Parking charge - up to 2 hours	per session		£2.00	£2.00	No change
Parking charge - up to 3 hours	per session		£3.00	£3.00	No change
Parking charge - over 3 hours and up to 24hrs	per session		£4.00	£4.00	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Parking charge - 2 days			£40.00	£40.00	No change
Parking charge - 3 days			£60.00	£60.00	No change
Parking charge - 4 days			£80.00	£80.00	No change
Parking charge - 5 days			£100.00	£100.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change
Parking Charge Corporate up to 40 vehicles per day	per business		£36,000.00	£36,000.00	As agreed with RBH and Heathrow
Parking Charge Corporate up to 50 vehicles per day	per business		£45,000.00	£45,000.00	As agreed with RBH and Heathrow
Parking Charge Corporate up to 60 vehicles per day	per business		£54,000.00	£54,000.00	As agreed with RBH and Heathrow

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Park and Ride - Winnersh Park and Ride Monday to Sunday including Bank Holidays					
Daytime (Monday - Sunday) up to 10 hours	per session		£4.00	£4.00	
Day time and Overnight (Monday to Sunday)	per session		£5.00	£5.00	
Park and Ride Bus User (Daytime (Monday - Sunday) up to 10 hou	per session		£1.00	£1.00	
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change Set in bus fare agreement until Nov 24
Resident permits overnight 6 months	per permit		£83.00	£83.00	
Resident permits overnight 12 months	per permit		£161.00	£161.00	
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	
Civil Parking Enforcement					
Daily parking dispensations			£7.00	£8.00	
Weekly Parking dispensations			£49.00	£53.00	
Carnival Pool					
Parking charge - up to 1 hour	per session		£1.30	£1.40	
Parking charge - up to 2 hour	per session		£2.50	£2.60	
Parking charge - up to 4 hour	per session		£4.50	£4.50	No change
Parking charge - up to 6 hour	per session		£6.50	£6.50	No change
Parking charge - over 6 hrs (6am to 10pm)	per session		£7.00	£7.00	No change
Market extended day parking (Market Permit holder)	per session		£6.50	£6.50	No change
Evening parking Charge (6pm to 10pm)	per session		£1.00	£1.00	No change
Resident permits overnight 3 months	per permit		£44.00	£44.00	No change
Resident permits overnight 6 months	per permit		£83.00	£83.00	No change
Resident permits overnight 12 months	per permit		£161.00	£161.00	No change
Season Ticket holder 1 month	per season ticket		£84.00	£84.00	No change
Season Ticket holder 3 months	per season ticket		£242.00	£242.00	No change
Season Ticket holder 6 months	per season ticket		£478.00	£478.00	No change
Season Ticket holder 12 months	per season ticket		£950.00	£950.00	No change
Resident permits On street parking zones	per permit		£30.00	£33.00	
Carer Permits	per permit		£5.00	£5.00	No change

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Concessionary Travel					
Replacement of lost National Bus Pass		Full Cost Plus	£12.50	£13.50	
Community Transport					
Community Transport Safeguarding Course		Cost recovery	£55.00	£65.00	
Building Control					
Building Control Solutions					
Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use					
To professionals for commercial purposes or owners/buyers	per document		£35.00	£38.00	
48 hour response	per document		£70.00	£76.00	
Research and response to enquiry per property where no documentation is supplied	per hour		£35.00	£38.00	
Re-Activation of Archived Applications (Applications are archived following a period of one year since the last inspection of work undertaken)					
Archived Application where Site Inspection is required to be undertaken before a completion certificate can be issued			£190.00	£206.00	
Archived Application where only additional information required (no site inspection) before a completion certificate can be issued			£95.00	£103.00	
Provide pre-application advice (first hour free of charge)	per hour		£95.00	£103.00	
Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.					
Information Update/Changes					
Registering a change of Client/Applicant/Lead Designer or Main Contractor in connection with a valid Building Regulations application with no revision to the approved scheme				£50.00	New
Dangerous Structures					
Call out to dangerous structures - Monday to Friday 08.30 to 17:00.	per hour			£103.00	New
Additional hours outside of standards hours from 17:00 to 08.30 Monday to Friday.	per hour			£154.50	New
Any costs from contractors engaged to assist the building control team will be recharged at cost					
Building Safety Regulator					
Support to the Building Safety Regulator in the performance of its relevant functions under the Building Safety Act 2022	per hour			£65.56	New
Research, retrieval and examination of Building Regulation record					
To professionals for commercial purposes	per hour		£35.00	£38.00	
Letter confirming exemption			£46.00	£50.00	
Letter confirming enforcement action will not be taken			£46.00	£50.00	
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance			£95.00	£103.00	
Submission of a Demolition Application			£270.00	£292.00	
Refunds					
Administrative charge for the cancellation of application within 24 hours of submission			£95.00	£95.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Building Regulations Application charges					
Application Type					
Applications: Plan charge					
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application		£316.00	£341.00	
Conversion of a domestic garage to habitable accommodation	per application		£316.00	£341.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application		£316.00	£341.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application		£316.00	£341.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application		£316.00	£341.00	
Applications: Inspection Charge					
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application		£162.00	£175.00	
Conversion of a domestic garage to habitable accommodation	per application		£176.00	£190.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application		£338.00	£365.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application		£491.00	£530.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application		£688.00	£743.00	
Applications: Building Notice					
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m2 in total and intended to be used in exempt building.	per application		£503.00	£543.00	
Conversion of a domestic garage to habitable accommodation	per application		£505.00	£545.00	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m2.	per application		£720.00	£777.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2	per application		£888.00	£959.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2	per application		£1,152.00	£1,244.00	
Window replacements (non competent persons scheme) on a single dwelling	per application		£220.00	£237.00	
Building Regulations Application charges					
Application Type:					
Applications: Plan charge					
< 5000m2	Per application		£225.00	£243.00	
> 5000m2 but < 10000m2	Per application		£225.00	£243.00	
> 10000m2 but < 20000m2	Per application		£225.00	£243.00	
> 20000m2 but < 30000m2	Per application		£305.00	£329.00	
> 30000m2 but < 40000m2	Per application		£361.00	£390.00	
> 40000m2 but < 50000m2	Per application		£428.00	£462.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Applications: Inspection charge					
< 5000m2	Per application		£120.00	£129.00	
> 5000m2 but < 10000m2	Per application		£230.00	£248.00	
> 10000m2 but < 20000m2	Per application		£343.00	£370.00	
> 20000m2 but < 30000m2	Per application		£454.00	£490.00	
> 30000m2 but < 40000m2	Per application		£529.00	£571.00	
> 40000m2 but < 50000m2	Per application		£679.00	£733.00	
Applications: Building notice					
< 5000m2	Per application		£380.00	£410.00	
> 5000m2 but < 10000m2	Per application		£502.00	£542.00	
> 10000m2 but < 20000m2	Per application		£695.00	£750.00	
> 20000m2 but < 30000m2	Per application		£834.00	£900.00	
> 30000m2 but < 40000m2	Per application		£980.00	£1,058.00	
> 40000m2 but < 50000m2	Per application		£1,206.00	£1,303.00	
Charges Relating to New Houses and Flats up to Three Storeys High and Not Exceeding 500m2					
Full Plans charge					
New-dwellings 1 unit	Per application		£474.00	£512.00	
New-dwellings 2 units	Per application		£587.00	£634.00	
>2 units contact BC solutions					
Full Plans Inspection charge					
New-dwellings 1 unit	Per application		£665.00	£718.00	
New-dwellings 2 units	Per application		£858.00	£927.00	
>2 units contact BC solutions					
Building notice charge					
New-dwellings 1 unit	Per application		£1,332.00	£1,439.00	
New-dwellings 2 units	Per application		£1,679.00	£1,814.00	
>2 units contact BC solutions					
Charges relating to work for electrical or heating work not carried out by an electrician/gas engineer registered under a Competent Persons Scheme					
Building Notice charge for electrical works only	Per application		£495.00	£534.00	
Additional cost to a Building Notice or Full Plans application	Per application		£457.00	£493.00	
Charges relating to renovation of thermal element Fixed price for works not exceeding £2000.00 in value					
Building Notice charge	Per application		£169.00	£182.00	
Domestic work involving the installation of solar panels/wind turbines (where controlled by Building Regulations)					
Building Notice charge for electrical works only	Per application		£198.00	£213.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Planning					
Application Fees					
Planning Application fee levels are set nationally and individual local planning authorities have no powers to vary them. The anticipated income is based on current fee levels.					
Pre-application Charges:					
Application Type:					
House Holder	Per application		£192.00	£220.00	
Non-householder ≤40 sq m floorspace	Per application		£238.74	£257.80	
Non-householder 41-100 sq m floorspace	Per application		£596.90	£644.70	
Non-householder 101-200 sq m floorspace	Per application		£1,193.70	£1,289.20	
Non-householder 201-500 sq m floorspace	Per application		£1,431.75	£1,546.30	
Non-householder 501-1000 sq m floorspace	Per application		£1,790.55	£1,933.80	
Non-householder 1001– 2000 sq m floorspace	Per application		£2,491.20	£2,690.50	
Non-householder 2001– 5000 sq m floorspace	Per application		£3,114.00	£3,363.10	
Non-householder 5001 to 10000 sq m floorspace	Per application		£12,456.00	£13,452.20	
Non-householder 10001 to 15000 sq m floorspace				£25,000.00	New
Non-householder >15001 sq m floorspace				£50,000.00	New
Non-householder where no new floorspace proposed based on site area ≤ 1 Ha	per 0.1 Ha		£373.65	£403.50	
1.01 - 3 Ha	Per application		£2,491.20	£2,690.50	
3.01 - 5 Ha	Per application		£6,228.00	£6,726.20	
5.01 - 10 Ha	Per application		£12,456.00	£13,452.50	
10.01 - 15 Ha				£25,000.00	New
15.01ha and above				£50,000.00	New
New-dwellings cost per dwelling	Per Dwelling		£400.00	£400.00	No change
Discharge of conditions	Per Condition			£500.00	New
Planning - Other Charges:					
Fee for an application to modify a S106 agreement - minimum charge	Per application		£1,868.40	£2,500.00	
Fee for an application to modify a S106 agreement - maximum charge	Per application		£3,114.00	£5,000.00	
Planning site research, examination and retrieval of data	Hourly Rate	Full cost recovery	£30.00	£32.40	
Planning Performance Agreements (PPA's)	Price On Application	Full cost recovery	POA	POA	
Planning Application Viability Assessment	Price On Application	Full cost recovery	POA	POA	
Infrastructure Delivery & Projects					
Responding to Solicitor S106/CIL enquiries	Per enquiry per application site		£100.00	£108.00	
S106 monitoring fees	Per planning obligation trigger		£474.00	£512.00	
Planning - Legal Fees					
S106 agreement/unilateral undertaking (for Minor Developments and for agreements with only SANG/SAMM)	Per Deed	Once minimum charge exceeded hourly rate (depending on lawyer instructed) to be applied thereafter	£1,350.00	Minimum Charge £1,500.00	The fees shown in the spreadsheet are fees charged by Lawyers in Legal Services/SDL Solicitor working on s106 agreements/ unilateral undertakings/ deed of variation to cover Legal costs incurred by the Council. The fees are payable by developers/ applicants and we request the same when instructed to undertake work by the Local Planning Authority.
S106 agreement/ unilateral undertaking (for Major Developments)	Per Deed		charge at hourly rate - POA	Minimum Charge £2,050.00	
S106 agreement - deed of variation	Per application		£750 minimum and thereafter at hourly rate	£825 minimum	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Transportation					
Park & Ride User		Full cost recovery	£1.00	£1.00	Linked to contract agreed prices with Reading buses, Royal Berkshire Hospital and Heathrow
Winnersh Station Parking					
Train User		Full cost recovery	£4.00	£4.00	Linked to contract agreed prices with Reading buses, Royal Berkshire Hospital and Heathrow
Day Parking		Full cost recovery	£4.00	£4.00	
Countryside Services					
Car Parking @ California Country Parks and Dinton Pastures					
Coach Parking per day		Full cost	£21.50	£25.00	
Charge per Visit -per hour	per hour		£2.00	£2.30	
Charge per Visit - over 4 hours			£8.00	£9.20	
Annual Season Ticket - 6 month			£110.00	£125.00	
Annual Season Ticket - 12 month			£200.00	£230.00	
Annual Season Ticket - 6 month concessionary			£74.00	£85.00	
Annual Season Ticket - 12 month concessionary			£145.00	£165.00	
Out of hours car park unlocking			£107.00	£115.00	
Mobility Scooter Joining Fee - admin charge			£21.50	£23.00	
Angling					
Fishing Syndicates					
White Swan Lake			£830.00	£896.40	
White Swan winter			£287.70	£300.00	
Black Swan Lake			£830.00	£896.40	
River Loddon			£150.00	£150.00	No change
Longmoor Lake			£275.00	£280.00	
Gold Ticket	per person	Full cost plus	£1,625.00	£1,700.00	
Twyford Reserve			£400.00	£432.00	
Guest ticket			£30.00	£30.00	No change
Day season tickets full			£93.50	£101.00	
Day season discount		Concession	£65.00	£70.20	
Waiting list deposit non refundable , taken off first year membership			£20.00	£20.00	No change
Day ticket per rod	per rod	Full cost plus	£6.50	£7.00	
Angling membership administration fee				£20.00	New
CALIFORNIA COUNTRY PARK					
Padding Pool		Full cost	£2.90	£3.10	
Padding Pool, Pool side ticket	Per Person		£1.20	£1.30	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS	CHARGE from	Notes
			CHARGE	01.04.24	
			Incl VAT (if applic)	Incl VAT (if applic)	
£	£				
Community, Heritage & Green and Blue Infrastructure					
High Hedges Legislation			£1,040.60	£1,123.80	
Public Rights of Way					
Processing statutory Declarations	per item	Cost	£636.80	£687.70	
Statutory Declarations - processing of subsequent declarations		Cost	£60.90	£65.80	
Extinguishment and Diversion Orders of Public Rights of Way under Section 118 and 119 Highways Act 1980	per item	Full cost plus	POA	POA	
Extinguishment and Diversion Orders of Public Rights of Way under Section 257 Town and Country Planning Act 1990		Full cost plus	POA	POA	
Temporary Traffic Regulation Order		Full cost plus	£2,830.00	£3,056.40	
Public rights of way information - Definitive Map extract	1st query	Demand Driven	£114.50	£123.70	
Enforcement action under Section 143 Highways Act 1980 and Schedule 12A Ri	Per item	Full cost plus officer time	POA	POA	
Drainage					
Ordinary Watercourse consent	per item		£50.00	£150.00	
Highways					
Licence to Plant in the Highway		Recovery of costs (Ref Highways Act S.142)	£373.00	£403.00	
Planters Licence		Recovery of costs (Ref Highways Act S.142)	£373.00	£403.00	
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)			£59.60	£64.40	
Licence to fit third party attachments to street lighting columns or similar Highways equipment/structures - Licence valid for one year - renewal required annually		Recovery of costs	£47.30	£51.10	
Rechargeable works on the highway including accident damage - charges depend on actual value of the works and costs associated with reinstatement		Full cost plus administrative, legal and insurance	Variable	Variable	
Technical Approval of Highways Structures					
Cat 0			£992.50	£1,072.00	
Cat 1		To recover service costs	£1,116.60	£1,206.00	
Cat 2			£1,922.40	£2,077.00	
Cat 3			POA	POA	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Streetworks - Permit Scheme		Permit fees cannot be amended without formal consultation			
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive Road		£84.00	£105.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets		£74.00	£75.00	
Major Activity over 10 days or Traffic Regulation Order required	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£219.00	£250.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets		£143.00	£150.00	
Permit Variation	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£45.00	£45.00	No change
35	Minor Roads. 3 & 4 / Non Traffic Sensitive streets		£35.00	£35.00	No change
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road	To recover service costs	£127.00	£130.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets			£75.00	
Major Activity (up to 3 days)	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£63.00	£65.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets			£45.00	
Standard Activity	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£127.00	£130.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets			£75.00	
Minor Activity	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£63.00	£65.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets			£45.00	
Immediate Activity	Main Roads. All 0, 1, 2 streets or Traffic Sensitive Road		£54.00	£60.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets			£40.00	
Minor Activity (carried out wholly outside traffic sensitive times)			£51.00	£55.00	
Immediate Activity (carried out wholly outside traffic sensitive times)			£44.00	£48.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from	Notes
			Incl VAT (if applic)	01.04.24	
			£	£	
Streetworks - Licences					
NRSA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Minimum	To recover service costs	£521.30	£563.00	
NRSA s171 - Tree Works		To recover service costs	£66.30	£71.60	
s50 License		To recover service costs	£521.30	£563.00	
Skip Licence (max 2 weeks)		Recovery of costs (Ref Highways Act S.139)	£65.00	£70.20	
Skip Licence (additional fee per week beyond original 2 weeks)	Additional fee per week	Recovery of costs (Ref Highways Act S.139)	£45.00	£48.60	
Crane Oversail License	per week		£150.00	£162.00	
Scaffold licence	Each	Cost recovery & contribution towards income generation	£215.00	£238.00	
Scaffold licence extension	Each	Cost recovery & contribution towards income generation	£135.00	£148.00	
Streetworks - Traffic Orders					
Temporary Order		Full cost plus	£2,830.00	£3,056.00	
Temporary Notice	1	Full cost plus	£500.00	£540.00	
Special Events	1	Subsidised	£1,411.50	£1,524.40	
Street Parties (on Non through roads)	1	Subsidised	n/a	£100.00	New consolidated charge to cover officer time following events of significance (coronation etc)
Street Parties - Provision of traffic signs (on Non through roads)	1	Full cost plus	£100.00	£100.00	Cost of signs plus £100 admin charge
Traffic Management					
Tourist Signing - formal application	1	Full cost recovery	£199.60	£215.60	
Tourist Signs - actual cost + admin	1	Full cost recovery	£292.70	£316.10	
Supervision of erection of signs	1	Full cost recovery	£133.90	£144.60	
Daily Traffic Signal Switch off / on requests - initial instruction: Relates to third party request to switch off existing traffic signal installations to facilitate local roadworks (either Stats Company or Developer)	1	Full cost plus	£577.50	£623.70	
Traffic Signal Switch off / on requests - follow up cost per site visit as part of original request above	1	Full cost plus	£257.30	£277.90	
Access Protection Markings - per 4.5m length (pro-rata thereafter)	1	Full cost plus	£162.80	£175.80	
Temporary Developer Signs - Application 1-5 Signs	1	Full cost recovery	£199.50	£215.50	
Temporary Developer Signs - Application 6+ Signs	1	Full cost recovery	£450.00	£486.00	
Accident data requests:					
	1 - 20	Full cost recovery	£194.30	£209.80	
	21 - 40	Full cost recovery	£246.80	£266.50	
	41 - 60	Full cost recovery	£294.00	£317.50	
	61 - 80	Full cost recovery	£346.50	£374.20	
Accident data requests (81 or more units)		Full cost recovery	POA	POA	
Permanent Traffic Regulation Orders		Full cost recovery	£5,659.92	£6,112.70	
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Full cost plus	£180.10	£194.50	Discount to be offered if WBC get copy of data generated
Licence to undertake traffic surveys on highway per site	1	Full cost recovery	£52.50	£56.70	
Learn to Ride (per person)	1	Full cost recovery	£6.00	£10.00	
Adult cycle training		Full cost recovery	£10.00	£11.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Highways Information & Traffic Scheme Information					
Highways information - ordnance survey extract	1st query	Demand Driven	£120.00	£130.00	
Each additional query	1	Demand Driven	£32.00	£35.00	
Traffic Scheme Information		Demand Driven	£113.40	£122.50	
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)			POA	POA	
Travel Planning / My Journey					
Developer contribution to My Journey (per dwelling)	1	Full cost	£567.00	£612.00	
Travel Plan monitoring fee (Residential and Workplace)	1	Full cost	POA	POA	
Highway Development					
Combined S38/S278 works agreement - 10% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Demand Driven	POA	POA	
S38 adoption of highways - 10% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1		POA	POA	
S278 works to existing highways - 10% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1		POA	POA	
S38 adoption of highways where S38 agreement is completed prior to commencement of works onsite - 8% of works value. A deposit of 2% or £20k			POA	POA	
If works associated with a S38 Agreement have not been completed within 2 years from the works start date, then an additional fee of 4.25% of the cost of			POA	POA	
Minor works agreement - works to existing highways.	1		£3,528.80	£3,811.10	
Fee for works starting on development site in advance of a S38 agreement being completed			£11,073.40	£11,959.30	
Fee per additional S38/S278 technical review of drawings following review of developer's initial two S38/S278 technical submissions			£221.40	£239.10	
Fee per site visit should WBC engineers visit the site to carry out inspections and are not able to do so through no fault of their own			£110.80	£119.70	
Fee for separate specialist approval of new traffic signals junction			POA	POA	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Commuted Sums (payable prior to issue final certificate):					
Highway Structures (per structure)	1	Demand Driven	POA	POA	
Structural & Non Structural Retaining Walls	1		POA	POA	
Structural or Non Structural Noise Reducing Fences	1		POA	POA	
Vehicle Road Restraint Systems	1		POA	POA	
Soakaways (per soakaway)	1		POA	POA	
Catchpit (per Catchpit) (30 years)	1		POA	POA	
Road Gully (per Gully)	1		POA	POA	
Petrol Interceptors (per interceptor) (30 years)	1		POA	POA	
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water Grills	1		POA	POA	
Balancing Pond (per item)	1		POA	POA	
Carriageway (per m2)	m2		POA	POA	
Anti Skid (per m2)	m2		POA	POA	
Footway (per m2)	m2		POA	POA	
Verge (per m2)	m2		POA	POA	
Landscaped area within or adjacent highways (per m2)	m2		POA	POA	
Trees within or adjacent highways (per tree)	1		POA	POA	
Traffic Signal Junction	1		POA	POA	
Pedestrian Crossing (Pelican/Toucan)	1		POA	POA	
Zebra Crossing	1		POA	POA	
Street Lighting	1		POA	POA	
Illuminated Road Signs/Traffic Bollards	1		POA	POA	
Non Illuminated Traffic Bollards	1		POA	POA	
Traffic Calming (per item)	1		POA	POA	
Bus Shelters with Real Time Information	1		POA	POA	
Highways - Legal Fees					
Legal Fees for S278/s38 Agreements	Agreement	Once minimum charge exceeded hourly rate (depending on lawyer instructed) to be applied thereafter	£3,000.00	minimum charge £3,300.00	
Domestic Vehicular Crossovers (formerly Footway Crossings):					
Application fee (includes highway site safety assessment)		Recovery of Administration costs	£194.30	£209.80	
Site supervision hourly fee where works undertaken by Term Contractor		(recovery of works cost is additional to this)	£68.30	£73.80	
Site supervision hourly fee where works undertaken by Other Contractor			£134.40	£145.20	
Domestic Vehicular Crossing - Standard Width		Full Cost Recovery	POA	POA	
Charge per crossing where carried out by residents to an approved specification under council supervision		Recovery of Administration costs	POA	POA	
Charge for licensing tables and chairs on public highway (Highways Act 1980) - does not include legal fees		Demand Driven	£614.00	£663.00	
Charge for licensing tables and chairs on public highway (Business and Planning Act 2020)		Demand Driven	£100.00	£108.00	
Civil Parking Enforcement					
Weekly Parking Suspensions & Dispensations	per 4.8m bay/vehicle or part thereof	Recovery of Administration costs	£49.00	£53.00	
Discretionary Parking permit	per permit per day	Recovery of Administration costs	£9.00	£10.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Professional Services					
Programme Manager	Per Hour	Full cost plus	£68.00	£73.00	
Project Manager Design	Per Hour	Full cost plus	£50.00	£54.00	
Site Project Manager Days	Per Hour	Full cost plus	£50.00	£54.00	
Project Manager Night	Per Hour	Full cost plus	£75.00	£81.00	
Senior Civil Engineer	Per Hour	Full cost plus	£45.00	£49.00	
Graduate Engineer	Per Hour	Full cost plus	£39.00	£42.00	
Civil Engineer Apprentice	Per Hour	Full cost plus	£25.00	£27.00	
Waste					
Green Waste 240L or 180L Wheelie Bin (12-month existing subscriber)	Per annum	Full cost	£80.00	£86.00	
Green Waste 75L Compostable Sacks	Each	Full cost	£1.20	£1.30	
Provision of extra residual waste bags in rolls of 10	Per roll	Full cost	£10.50	£11.30	Sales of bags to be ceased due to implementation of waste changes
Collection of up to 5 bulky household items including a fridges / freezers		Full cost	£61.00	£66.00	
Charge for the replacement of garden waste bins.	Each	Full cost		£40.00	New fee
EPA 1990 s45(1)(b) - Commercial Waste Collection		Contractor deals direct with Business			
EPA 1990 s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)		Contractor deals direct with Charity			

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Activity Centre					
Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play					
Lake Access Fees:					
Annual Lake Access Pass Adult	pp	Full cost plus	£110.00	£119.00	New
Annual Lake Access Pass Concession	pp		£58.00	£63.00	
Annual Lake Access Pass Family (two adults, two juniors)	4 people		£152.00	£164.00	
Day Lake Access Pass	per boat, per day		£12.00	£13.00	
Afternoon Lake Access Pass	per boat 1pm-5pm		£8.00	£9.00	
Evening Lake Access Pass				£4.00	
Event / Course					
Activities for Adults :					
Adult Sailing Course (2 days or equivalent)	pp	Full cost plus	£240.00	£259.00	
Adult Powerboat Course (2 days or equivalent)			£320.00	£346.00	
Adult Paddlesports 1/2 Day Course (or equivalent)			£52.50	£57.00	
Adult Paddlesports 1 Day Course (or equivalent)			£105.00	£113.00	
Instructor Training:					
RYA Assistant Instructor / Paddlesports Leader Course	pp	Full cost plus	£160.00	£173.00	
RYA Deputy Instructor Pre-Assessment			£110.00	£119.00	
RYA Deputy Instructor Course			£390.00	£421.00	
BCU FSRT			£110.00	£119.00	
BCAB Paddle Sports Instructor Award			£215.00	£232.00	
Archery Instructor Award			£265.00	£286.00	
8hr First Aid			£120.00	£110.00	
16hr First Aid			£220.00	£238.00	
Activities for Juniors (8yrs +):					
Junior / Teen Sailing Course (5 days or equivalent)	pp	Full cost plus	£300.00	£324.00	
Multi Activity Days Ages 8+ (1/2 day or equivalent)			£30.00	£32.00	
Multi Activity Days Ages 6+ (1/2 day or equivalent)			£38.00	£41.00	
10% Discount for booking a full week of Multi Activity Days					
10% Sibling Discount for multiple bookings in the same transaction					
10% Discount for October Half Term					
Only one discount applies					
Activity Clubs:					
Activity Clubs Per Session	pp	Full cost plus	£22.00	£24.00	
Activity Clubs Per Six Session Booking			£98.00	£106.00	
Days Out:					
Promotional Events	pp	Full cost plus	£4.00	£4.00	No change
Guided Paddles	per person		£26.50	£28.00	
Themed Guided Paddles	per person		£36.00	£38.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Cinema Ticket Adult - Dinton			£9.00	£10.00	
Cinema Ticket pre entry - Dinton			£4.00	£4.00	No change
* 10% block booking discount (4+ cinema tickets or two tickets for 2+ films)					
Dinton Show / Christmas Fair - Adult Standard	16+		£9.00	£10.00	
Dinton Show / Christmas Fair - Adult All Inclusive Ticket	16+		£12.00	£13.00	
Dinton Show / Christmas Fair - Child Standard	7+		£6.50	£7.00	
Dinton Show / Christmas Fair - Child All Inclusive Ticket	7+		£9.80	£10.00	
Dinton Show / Christmas Fair - Under 6			£1.00	£1.00	No change
*On the door tickets are +£2					
Personal Tuition:					
1:1 Tuition	pp 2hrs	Full cost plus	£84.00	£91.00	
2:1 Tuition	2ppl 2hrs		£63.00	£68.00	
Small Group Tuition (up to 6:1)	pp 2hrs		£58.00	£63.00	
Taster Sessions:					
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Full cost plus	£32.00	£35.00	
School and Youth Group Activities:					
Bronze Packages - 12:1 ratio min age 8					
Evening Activity (min group size 20)	pp 1hr30	Full cost plus	£20.00	£22.00	
Half Day Activity (min group size 20, max 2 activities)	pp 3hrs		£24.00	£26.00	
Full Day Activity (min group size 20, max 3 activities)	pp 5hrs (day)		£36.00	£39.00	
Regular Sessions (min group size 12)	pp 2hrs		£17.50	£19.00	
winter season min group size reduced to 9 (daytime only)					
Silver - 8 to 1 ratio min age 6					
Evening Activity (min group size 20, 1 activity)	pp 1hr30		£25.75	£28.00	
Half Day Activity (min group size 20, 2 activities)	pp 3hrs		£31.00	£34.00	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)		£46.50	£51.00	
Regular Sessions (min group size 6, Max 8)	pp 2hrs		£22.50	£24.00	
winter season min group size reduced to 9 (daytime only)					
Gold - 6:1 ratio min age 8					
Evening Activity (min group size 20, 1 activity)	pp 1hr30		£35.70	£39.00	
Half Day Activity (min group size 20, 2 activities)	pp 3hrs		£43.60	£48.00	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)		£65.40	£72.00	
Regular Group Sessions (min group size 4, max 6)	pp 2hrs		£31.70	£34.00	
winter season min group size reduced to 9 (daytime only)					
* 15% Discount Nov-March on the above					
Environmental Education One Activity - Self Led	pp for up to 3 hours		£4.80	£5.20	
Environmental Education Two Activities - Self	pp up to 5 hours		£9.00	£10.00	
Environmental Education Ranger to lead package	per Ranger /per hour		£34.00	£37.00	
Adult Group Activities:					
Half Day Activity (min group size 10, max 2 activities)	pp 3hrs		£31.00	£34.00	
Full Day Activity (min group size 10, max 3 activities)	pp 5hrs		£45.00	£51.00	
* 15% Discount Nov-March on the above					
Corporate Conservation Task	pp up to 3hrs	Full cost plus	£3.20	£3.50	
Corporate Conservation Task	pp over 3hrs		£6.00	£6.50	
Ranger to lead Conservation Task	per ranger per day		£35.00	£38.00	
Exclusive Conservation Activity (includes parking, refreshments and ranger to le	pp up to 5hrs		£19.50	£21.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Junior Group Activities / Children's Parties:					
Half Day Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 3hrs		£300.00	£324.00	
Junior Rangers Party. Includes ranger and garden	up to 20 for 2hrs		£230.00	£248.00	
Rock Climbing Wall Private Hire:					
wall + 2 ins + equip + delivery + PL	per day	Full cost plus	£600.00	£648.00	No change
wall + 2 ins + equip + delivery + PL	half day / evening		£820.00	£886.00	
Delivery Charge outside of 10 mile radius	day		£4.00	£4.00	
Archery Range + 1 ins + equip + delivery + PL	half day - 3hrs		£370.00	£400.00	
Archery Range + 1 ins + equip + delivery + PL	per day		£700.00	£756.00	
Fencing + 1 ins + equip + delivery + PL	half day - 3hrs	£330.00	£356.00		
Fencing + 1 ins + equip + delivery + PL	per day	£650.00	£702.00		
min of 2 instructors on any trip					
Room Hire: DAC and Loddon Emmbrook rooms					
Activity Hall					
Commercial Rate per hour	per hour	Full cost plus	£35.00	£38.00	
Youth/Education/WBC Rate per hour	per hour		£28.00	£30.00	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour		£28.00	£30.00	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour		£24.00	£26.00	
Classroom					
Commercial Rate per hour	per hour	Full cost plus	£16.70	£18.00	
Youth/Education/WBC Rate per hour	per hour		£13.40	£14.00	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour		£13.40	£14.00	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour		£11.40	£12.00	
Meeting Room					
Youth/Education/WBC Rate per hour	per hour		£5.00	£6.00	
Late lock up fee for Hall / Room Hire (after 6pm)	one off charge		£66.50	£72.00	
10% discount for hiring all three rooms					
External course access					
Lake access, small classroom, adult changing access	Per day			£225.00	New
Book & Play:					
Single Handed Dinghy	per craft per 1 hour	Full cost plus	£20.00	£22.00	No change New Can carry 8 children
Sporty Single Handed Dinghy	per craft per 1 hour		£26.00	£28.00	
Double Handed Dinghy	per craft per 1 hour		£30.00	£32.00	
SUP(one person)	per craft per half hour		£9.00	£10.00	
Kayak (one person)	per craft per half hour		£8.50	£9.00	
Canoe (two to three people)	per craft per half hour		£17.00	£18.00	
Double Kayak Hire (two to three people)	per craft per half hour		£16.00	£17.00	
Pedalo Hire (max 5 people - high season)	per craft per half hour		£26.00	£26.00	
Pedalo (2 person - low season price)	per craft per half hour			£13.00	
Mega SUP	per craft per half hour		£24.00	£28.00	
Disc Hire (driver and midrange disc set)	per set per day		£6.50	£7.00	
Lost Disc Fee	per disc		£12.00	£13.00	
Book and play activity session	pp per 1 hour		£10.00	£11.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Staff Resources:					
Countryside manager	per hour		£60.00	£65.00	
Senior Instructor	per hour	Full cost plus	£49.80	£54.00	
Lead Instructor	per hour		£33.30	£36.00	
Instructor	per hour		£27.70	£30.00	
Countryside and DAC administration/booking amendment			£15.80	£17.00	
Ranger	per hour		£33.30	£36.00	
Duty Ranger	per hour		£49.80	£54.00	
Activity Equipment Hire:					
PPE (harness, helmet, wetsuit, life jackets)	per day	Full cost plus	£4.00	£4.50	
Land Hire					
Commercial up to 5 acre	per day		£250.00	£270.00	
Commercial up to 5 acre - set up	per day			£195.00	New
Commercial up to 20 acre	per day		£600.00	£650.00	
Commercial up to 20 acre - set up	per day			£470.00	New
Commercial of lakeside trails (min 2 hours)	per hour			£185.00	New (7 hours in a day)
Commercial of lakeside trails	per day		£1,200.00	£1,295.00	
Commercial up to 40 acre -Set Up	per day		£870.00	£940.00	
Commercial up to 40 acre - Event	per day		£1,740.00	£1,880.00	
Non-commercial 25% discount					
WBC, Schools, charity, 50% discount					
Charity use of lake side trails (low impact such as trail map events)	per day			£50.00	New
Full cost plus					
Use of park land for filming	per day		£725.00	£783.00	
Use of park land for filming (student discount)	per day			£250.00	New
Charge for removing bin liner bag of event litter			£3.50	£4.00	
Charge for removing 1100L bin of event litter			£22.50	£24.00	
Charge for provision of water for event			£90.00	£97.00	
Charge for water use for event			£22.00	£24.00	
Additional grass cutting required for event			£115.00	£124.00	
Generator 2Kw exc fuel	per day		£50.00	£54.00	
Generator 5Kw exc fuel	per day		£65.00	£70.00	
Generator 6Kw exc fuel	per day		£70.00	£76.00	
Buggy exc fuel	per day		£70.00	£76.00	
All of the above 20% discount for low season Oct-end Mar					
Camping Pitch, Grass no electric per 2 man tent	per day		£11.00	£12.00	
All Land hire is at Budget Manager discretion to amend to meet commercial aspirations					
20ft Container rental	Per Month		£63.00	£68.00	
20ft Container Storage	Per Year		£630.00	£680.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Cemeteries / Burial & Cremation					
Interment fees:					
Under 5 years (including stillborn) †		All fees will be reclaimed from the Children's Funeral Fund	£122.00	£132.00	
Child 5 - 17 years †			£245.00	£265.00	
18 years an over*		To cover maintenance cost	£665.00	£718.00	
Cremated remains*			£222.00	£240.00	
Columbaria - ashes interment for 10 years only*			£996.00	£1,076.00	
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		To provide an additional service	£177.00	£191.00	
Renewal fee for the above (at end of 10 year period) per year			£53.00	£57.00	
Exclusive Rights of Burial:					
Child Burial space exclusive rights 100 years (under 18 years old) †		All fees will be reclaimed from the Children's Funeral Fund		£1,995.00	New charge to provide exclusive rights for 100 years for under 18s. Costs to be reclaimed by Children's funeral fund.
Burial: 100 years*			£1,995.00	£2,155.00	
Burial : or extension of exclusive rights 75 years*			£1,496.00	£1,616.00	
Burial or extension of exclusive rights: 50 years*		To cover maintenance cost	£1,050.00	£1,134.00	
Extension of exclusive rights: 25 years*			£578.00	£624.00	
Cremated Remains: 100 years*			£634.00	£685.00	
Cremated Remains or extension of exclusive rights: 75 years*			£475.00	£513.00	
Cremated Remains or extension of exclusive rights: 50 years*			£334.00	£361.00	
Cremated Remains or extension of exclusive rights: 25 years*			£193.00	£208.00	
Scattering of Cremated Remains on WBC land		To cover maintenance and administration cost	£81.00	£87.00	
Scattering of Cremated Remains within prescribed Cemetery scattering areas			£88.00	£95.00	
Memorial Benches					
Memorial Bench (provided by WBC) with plaque 10 year lease (outside Cemeteries)			POA	POA	
Renewal of lease for a further 5 years			£497.00	£537.00	
Installation of memorial bench on grass (without plaque/outside Cemeteries)			£290.00	£313.00	
Memorial Trees					
Memorial Tree for period of 10 years, includes supply, plant and plaque			POA	POA	
Renewal of lease for a further 10 years		To cover maintenance and administration cost	£497.00	£537.00	
Replacement/additional plaque			POA	POA	
Right to erect Memorials					
For the right to erect any headstone or monument on a burial grave space			£277.00	£299.00	
For the right to erect a temporary marker on a grave			£27.00	£29.00	
Memorial Mushroom					
Memorial Mushroom or similar. Initial set-up and 1st year lease		To cover maintenance and administration cost	£259.00	£280.00	
Renewal of lease for further 10 years			£273.00	£295.00	
Other					
Additional Inscription or works (on headstone)			£88.00	£95.00	
Cremation Tablet			£144.00	£156.00	
Transfer of exclusive Right of Burial (not done at time of interment)			£45.00	£90.00	
Family History Search of Burial Records		Full Cost	£15.00	£20.00	

† These fees must be shown in our fees & charges schedule but are not payable by the next of kin. Wokingham Borough Council will claim the fee from the Children's funeral fund.

*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Place Clienting					
Events					
Hire of public open space for event			POA	POA	
Sponsorship					
Sponsorship of roundabout or parks and open space asset			POA	POA	
Concessions					
Use of Place Clienting land for concessions/food/beverage stand				POA	New
Acorn Centre					
Hall (until 10pm)	1 hour	Fees & Charges need to be flexible to respond to the demand of market forces	£26.80	£28.90	
Hall (until 10pm) concessionary rate			£24.50	£26.50	
Hall (10pm-12am)			£48.60	£52.50	
Meeting Room1 or Meeting Room 2			£11.00	£11.90	
Meeting Room1 or Meeting Room 2 concessionary rate			£9.80	£10.60	
Meeting Rooms 1 & 2 combined			£19.50	£21.10	
Meeting Rooms 1 & 2 combined concessionary rate			£18.20	£19.70	
Meeting Room 3			£13.40	£14.50	
Meeting Room 3 concessionary rate			£12.20	£13.20	
Art Room			£13.40	£14.50	
Art Room concessionary rate			£12.20	£13.20	
Sensory Room			£19.60	£21.20	
Sensory Room concessionary rate			£18.20	£19.70	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Housing General Fund					
Carters Hill Park - Licence Fee	per week		£67.80	£73.20	
Twyford Orchards - Licence Fee	per week		£60.80	£65.70	
Grovelands Park - Plot Fee	per week		£48.80	£52.70	
Grovelands Park Garages - tenants - non-vatable			£9.60	£10.40	
Grovelands Park Garages - non-tenants - vatable			£13.80	£14.90	
Bed & Breakfast - family room (homeless residents in temporary accommodation)	room per week		£25.40	£27.40	
Bed & Breakfast - single room (homeless residents in temporary accommodation)	room per week		£15.10	£16.30	
Bed & Breakfast weekly charge for homeless residents in temporary accommodation	room per week		£150.00	£150.00	No change
Storage costs contribution (for homeless residents in temporary accommodation whose goods are being stored)	per week		£10.10	£10.90	
Service charges for 1-5 Foxwood and 1-9 Oxford Road					
Foxwood Room 1	per week	Rent Setting Policy	£85.54	£92.13	
Foxwood Room 2			£82.82	£89.20	
Foxwood Room 3			£83.72	£90.17	
Foxwood Room 4			£85.54	£92.13	
Foxwood Room 5			£97.32	£104.81	
Oxford Road Hostel room 1	per week	Rent Setting Policy	£82.82	£89.20	
Oxford Road Hostel room 2			£82.82	£89.20	
Oxford Road Hostel room 3			£84.63	£91.15	
Oxford Road Hostel room 4			£84.64	£91.16	
Oxford Road Hostel room 5			£97.32	£104.81	
Oxford Road Hostel room 6			£84.63	£91.15	
Oxford Road Hostel room 7			£97.32	£104.81	
Oxford Road Hostel room 8			£84.63	£91.15	
Oxford Road Hostel room 9			£97.32	£104.81	
6 Church Close		Rent Setting Policy	£165.24	£177.96	
9 Sevenoaks Road		Rent Setting Policy	£160.26	£172.60	
24 Orbit Close		Rent Setting Policy	£119.66	£128.87	
76A Finchampstead Road		Rent Setting Policy	£193.80	£208.72	
76B Finchampstead Road		Rent Setting Policy	£156.89	£168.97	
87 Finchampstead Road		Rent Setting Policy	£159.96	£172.28	
4 Woollahill Court		Rent Setting Policy	£110.35	£118.85	
Any future General Fund properties (such as new purchases) where The Rent Standard 2020 applies		Rent Setting Policy			

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Enforcement & Safety					
Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable		The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will			
Animal Boarding Establishment - combined (dogs and cats)	New Application		£648.00	£689.00	
Renewal	Renewal Fee		£584.00	£621.00	
Animal Boarding Establishment - single species (dogs or cats)	New Application		£519.00	£552.00	
Renewal	Renewal Fee		£454.00	£483.00	
Home boarder	New Application		£299.00	£318.00	
Renewal	Renewal Fee		£266.00	£283.00	
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application		£227.00	£241.00	
Renewal	Renewal Fee		£195.00	£207.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application		£130.00	£138.00	
Renewal	Renewal Fee		£130.00	£138.00	
Dog Day Care	New Application		£648.00	£689.00	
Renewal	Renewal Fee		£584.00	£621.00	
Dog Breeding Establishment (excluding vet fee)	New Application		£648.00	£689.00	
Renewal	Renewal Fee		£584.00	£621.00	
Dog Breeding Establishment (in domestic dwelling)	New Application		£519.00	£552.00	
Renewal	Renewal Fee		£454.00	£483.00	
Pet Vending / Sale of pets	New Application		£519.00	£552.00	
Renewal	Renewal Fee		£454.00	£483.00	
Animal for Exhibition	New Application		£648.00	£689.00	
Renewal	Renewal Fee		£584.00	£621.00	
Riding Establishment (excludes vet's fees)					
Main inspection fee, plus fee per horse	New Application		£519.00	£552.00	
Renewal	Renewal Fee		£454.00	£483.00	
Fee per horse, for the first 10 horses			£16.00	£17.00	
Fee per horse, for next 11-50 horses			£11.00	£12.00	
Fee per horse, for every horse 51 & over			£9.00	£10.00	
Other Fees					
Variation to the licence fee (inclusive of one visit)			£246.00	£262.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)			£62.00	£66.00	
Re-evaluation of star rating (inclusive of one visit)			£123.00	£131.00	
Transfer due to death of licensee			£62.00	£66.00	
Dangerous Wild Animal Consent	2 years		£506.00	£538.00	
Zoo Licences (new & renewals)	Up to 6 years		£2,271.00	£2,414.00	
Hackney Carriage and Private Hire Licences		Subject to statutory consultation			
Vehicle Licences					
Hackney Carriage Vehicle – New & renewal			£319.00	£339.00	
Private Hire Vehicle – New and renewal			£319.00	£339.00	
Private Hire Vehicle with Dispensation			£319.00	£339.00	
Temporary Vehicle Licence	Up to 3 months		£255.00	£271.00	
Driver licence - New & Renewal	3 years		£298.00	£317.00	
Conversion of driver licence to another type			£88.00	£94.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Private Hire Operators (PHO)					
NEW Private Hire Operator Per vehicle calculation of 4 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles				
1 vehicle	1		£519.00	£552.00	
2	2		£600.00	£638.00	
3	3		£681.00	£724.00	
4	4		£762.00	£810.00	
5	5		£843.00	£896.00	
6	6		£924.00	£982.00	
7	7		£1,005.00	£1,068.00	
8	8		£1,086.00	£1,154.00	
9	9		£1,167.00	£1,241.00	
10	10		£1,248.00	£1,327.00	
11	11		£1,329.00	£1,413.00	
12	12		£1,410.00	£1,499.00	
13	13		£1,491.00	£1,585.00	
14	14		£1,572.00	£1,671.00	
15	15		£1,653.00	£1,757.00	
16	16		£1,734.00	£1,843.00	
17	17		£1,816.00	£1,930.00	
18	18		£1,897.00	£2,017.00	
19	19		£1,978.00	£2,103.00	
20+	20+		£2,059.00	£2,189.00	
RENEWAL Private Hire Operator Per vehicle calculation of 2 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles	Change would require re-assessment of the cost recovery basis and consultation with licensees			
1	1		£389.00	£414.00	
2	2		£470.00	£500.00	
3	3		£551.00	£586.00	
4	4		£632.00	£672.00	
5	5		£713.00	£758.00	
6	6		£794.00	£844.00	
7	7		£875.00	£930.00	
8	8		£956.00	£1,016.00	
9	9		£1,037.00	£1,102.00	
10	10		£1,119.00	£1,189.00	
11	11		£1,200.00	£1,276.00	
12	12		£1,281.00	£1,362.00	
13	13		£1,362.00	£1,448.00	
14	14		£1,443.00	£1,534.00	
15	15		£1,524.00	£1,620.00	
16	16		£1,605.00	£1,706.00	
17	17		£1,686.00	£1,792.00	
18	18		£1,767.00	£1,878.00	
19	19		£1,848.00	£1,964.00	
20+	20+		£1,929.00	£2,051.00	

48

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
Other Private Hire & Hackney Carriage Charges					
Variation to PHO licence			£65.00	£69.00	
Transfer of vehicle to new owner			£130.00	£138.00	
Change of vehicle			£81.00	£86.00	
Replacement Licence			£45.00	£48.00	
Replacement Badge			£45.00	£48.00	
Replacement Vehicle Licence Plate			£65.00	£69.00	
Knowledge Test			£81.00	£86.00	
Missed Appointment			£41.00	£44.00	
Disclosure and Barring Service Check (DBS)			£98.00	£104.00	
Advertising on a Hackney carriage - New			£52.00	£55.00	
Advertising on a Hackney carriage - Renewal			£35.00	£37.00	
Change of address (PH & HC)			£15.00	£16.00	
Backing Plate			£29.00	£31.00	
Medical Exemption from carrying an assistance dog			£24.00	£26.00	
Refund Processing Fee			£65.00	£69.00	
Change of vehicle registration			£63.00	£67.00	
Age of vehicle Inspection – initial & renewal			£65.00	£69.00	
Scrap Metal Dealer Act 2013 (Discretionary)					
Description					
Scrap Metal site -New and renewal - 3 years	3 Years		£551.00	£586.00	
Scrap Metal mobile collector -new and renewal - 3 years	3 years		£293.00	£311.00	
Scrap Metal - Variation of Licence		Cost recovery for assessment and administration of the application	£404.00	£429.00	
Scrap Metal - change of site manager			£75.00	£78.00	
Scrap Metal - copy of licence			£12.00	£13.00	
Scrap Metal - Change of Name			£40.00	£43.00	
Skin Piercing & Dermal Treatments (one off registration) - (Class A – Fee Discretionary)					
Individual	Individual		£198.00	£210.00	
Premises	Premises		£310.00	£330.00	
Joint application	Joint application		£496.00	£527.00	
Pre-application work, hourly rate	Min. 1 hour		£65.00	£69.00	
Street Trading Consents (Class A – Fee Discretionary)					
Annual Fee	Annual Fee		£1,514.00	£1,609.00	
6 months	6 months		£885.00	£941.00	
Monthly Rate	Monthly Rate		£251.00	£267.00	
Variation fee			£100.00	£106.00	
Refund for Street Traders if application withdrawn	If application withdrawn		£127.00	£135.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
ENVIRONMENTAL PROTECTION					
Dog Warden Services					
Stray Dog recovered			£82.00	£87.00	
Stray Dog – kennel charge in addition to recovery charge	Fees based on charges and cost recovery. Vets fees separate.		£16.50 per day max £82	£17.40 per day max £87	
Dog fouling fixed penalty charge		Fixed penalty	£82.00	£87.00	
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping			£65.00	£69.00	
Environmental Fixed Penalties					
			£127.00	£135.00	
Private Sector Housing					
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)			£127.00	£135.00	
Enforcement Notices served under Housing Act 2004		On a cost recovery basis	£442.00	£470.00	
Concurrent notices served under Housing Act 2004 on same property			£65.00	£69.00	
HMO Licence NEW - assisted application		Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme	£1,323.00	£1,406.00	
HMO Licence RENEWAL			£885.00	£941.00	
Caravan Site Licences					
		Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960			
Site licence new			£484.00	£514.00	
New licence per pitch			£18.00	£19.00	
Transfer of licence			£204.00	£217.00	
Annual fee per pitch			£15.00	£16.00	
Enforcement Notices served under Mobile Homes Act 2013			£442.00	£470.00	
Deposit, vary or deleting site rules			£129.00	£137.00	
Variation of licence			£127.00	£135.00	
Mobile Homes Regulations 2020					
		The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 ("the Regulations") permit the Council to charge a fee			
Application Fee – Fit and Proper Test		Any application taking more than two hours to process will be charged at an additional hourly rate of £62/ph	£130.00	£138.00	
Annual Fee – Fit and Proper Test	Hourly		£65.00	£69.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Other fees	Hourly rate applies minimum of 2 hours				
Environmental Information Request - Individual, Non-Commercial			£130.00	£138.00	
Environmental Information Request - Commercial and Government Civil Actions (Class A – Fee Discretionary)			£130.00	£138.00	
Safety Certification and administration	Hourly rate applies minimum of 2 hours		£130.00	£138.00	
Pre-Application Advice, hourly charge			£65.00	£69.00	
				£0.00	
Food Hygiene Rating Scheme rescore	2 hours		£130.00	£138.00	
General Business Advice (NonPrimary Authority)	Hourly rate (first 30 minutes free)		£65.00	£69.00	
Resident Request for Advice	Hourly rate		£65.00	£69.00	
Hourly charge			£65.00	£69.00	
Private Water Supplies		Maximums set in Schedule 5 Private Water Supplies Regulations 2016and the Private Water Supplies (England) (Amendment) Regulations 2018			
51 Risk assessment - Every 5 years. Charged per hour, simple risk assessment and report typically 5 hours	Every 5 years.		£65.00	£69.00	The fee outlined is the hourly rate
Private water and pool samples - Includes cost of testing	Includes cost of testing		£65.00	£69.00	The fee outlined is the hourly rate
Investigation - Includes cost of testing Carried out in the event of a test failure - this does not include any required analysis costs.	Carried out in the event of a test failure, can be substituted by the		£65.00	£69.00	The fee outlined is the hourly rate
Granting an authorisation	risk assessment - this does not include any required analysis costs.		£65.00	£69.00	The fee outlined is the hourly rate
Analysis – Regulation 10 (1) a. to e. Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes	Where a supply provides <10m3/day or serves <50 people and is used for domestic purposes		£65.00	£69.00	The fee outlined is the hourly rate plus laboratory costs of analysis
Analysis,- Regulation 8 and 9 Taking a sample and delivery to the laboratory.	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours		£65.00	£69.00	The fee outlined is the hourly rate plus laboratory costs of analysis

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Local Land Charges					
Part 1 enquiry			£127.00	£137.00	
Individual CON29 questions on part 1 of the enquiry form	per question		£25.00	£27.00	
Certificate of search for Part 1 enquiry		Service costs are fully covered	£42.00	£45.00	
Each optional question on part two of the enquiry form			£28.00	£30.00	
Each additional question not covered by parts one and two			£43.00	£46.00	
Search for additional parcel of land/property		Service costs are fully covered	£7.00	£7.60	
Local Land Charges: Commercial / Land					
Part 1 enquiry			£160.00	£173.00	
Individual CON29 questions on part 1 of the enquiry form	per question		£40.00	£43.00	
Certificate of search for Part 1 enquiry		Service costs are fully covered	£63.00	£68.00	
Each optional question on part two of the enquiry form			£28.00	£30.00	
Each additional question not covered by parts one and two			£28.00	£30.00	
Expedited Search Fee			£28.00	£30.00	
Search for additional parcel of land/property		Service costs are fully covered	£21.00	£22.70	
Land Charges: Street Naming & Numbering					
Change of Property Name			£98.00	£113.00	
To alter the address if plans altered by developer			£34.00	£39.00	
Research into archives (where not part of statutory function) Per hour set as minimum		Cost Recovery	£34.00	£39.00	
To rename a street when requested by residents			£532.00	£612.00	
Confirmation of address to solicitors, agents etc			£34.00	£39.00	
Land Charges: New Developments					
First Address		Cost Recovery	£129.00	£148.00	
Additional addresses			£54.00	£62.00	
Land Charges: Highway Searches					
An ordinance survey extract plan from the Councils records	Per Request	Cost Recovery Plus	£120.00	£138.00	
Each additional highways question	Per Request	Cost Recovery Plus	£32.00	£37.00	
Infrastructure Delivery & Projects					
Responding to Solicitor S106/CIL enquiries	Per enquiry per application site		£100.00	£108.00	
S106 monitoring fees	Per planning obligation trigger		£474.00	£512.00	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes	
			Incl VAT (if applic)	Incl VAT (if applic)		
			£	£		
Registration of Births, Marriages and Deaths						
Licence Fees for Approved Premises:						
Initial and Renewal of licences for Approved Premises (valid for 3 years)			£2,200.00	£2,370.00		
Licence Fees for Civil Partnerships in Religious Buildings			£1,019.00	£1,100.00		
Licence Amendment Fee			£160.00	£170.00		
Marriage Fees / Civil Partnership Fees:	Fee to be paid will include a statutory element for the cost of a certificate					
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at approved premise						
Monday - Thursday	per ceremony	To cover costs benchmarked against other LA's	£496.00	£530.00		
Late Weddings 6-8pm			£586.00	£630.00		
Friday - Saturday			£571.00	£610.00		
Late Weddings 6-8pm			£663.00	£710.00		
Sunday and Bank Holidays			£650.00	£700.00		
Late Weddings 6-8pm			£836.00	£900.00		
Ceremony Room						
Monday to Thursday	per ceremony		£180.00	£195.00		
Late Weddings 4.30-8pm			£320.00	£350.00		
Friday			£314.00	£340.00		
Saturday			£359.00	£390.00		
Sunday or Bank Holidays			£506.00	£545.00		
Naming / Renewal of Vows:						
Naming / Renewal of Vows in Ceremony Room:						
Monday to Thursday	per ceremony	£169.00	£180.00			
Friday or Saturday		£348.00	£375.00			
Sunday and Bank Holidays		£456.00	£490.00			
Naming / Renewal of Vows in an Approved Premises:						
Monday to Thursday	per ceremony	£368.00	£395.00			
Friday or Saturday		£428.00	£460.00			
Sunday and Bank Holidays		£498.00	£540.00			
Naming / Renewal of Vows in other Premises						
Monday to Thursday	per ceremony	£394.00	£430.00			
Friday or Saturday		£477.00	£515.00			
Sunday or Bank Holidays		£546.00	£590.00			
Private Citizenship Ceremony						
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri		£148.00	£160.00		
Saturday	per ceremony		£247.00	£270.00		
Miscellaneous:						
Pre-Ceremony Appointment	per appointment		£32.00	£32.00	No change	
Pre-Marriage passport application signing	per form		n/a	£25.00	New	
All other charges will be made at either cost price or a reasonable charge.		Full cost and be competitive with other LA's				

Chief Executive

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic) £	Incl VAT (if applic) £	
Libraries					
OVERDUE CHARGES:					
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day min	Fees & Charges need to be flexible to respond to the demand of market forces	£0.35	£0.40	
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	maximum charge		£14.70	£16.00	
Children's Books	per item per day min		£0.07	£0.10	
Children's Books	maximum charge		£3.85	£4.20	
DVD	per item per day min		£1.90	£2.10	
DVD	maximum charge		£26.60	£10.00	
AUDIO VISUAL LOAN CHARGES :					
Cassettes [1-2 tape sets] :	per set per 3 weeks	Fees & Charges need to be flexible to respond to the demand of market forces	£1.60	£1.75	
Concessionary Groups			£0.70	£0.80	
Cassettes [3-6 tape sets] :			£1.90	£2.10	
Concessionary Groups			£0.70	£0.80	
Cassettes [7 or more tapes] :			£2.80	£3.00	
Concessionary Groups			£1.60	£1.70	
Compact discs [1 disc in the item]			£2.80	£3.00	
Concessionary Groups			£1.60	£1.70	
Compact discs [7 disc in the item]			£4.70	£5.10	
Children's compact discs			£1.40	£1.50	
Children's cassettes	£0.90	£1.00			
AUDIO-VISUAL LOAN CHARGES:					
DVD	per week min	Tiered pricing system based on title popularity	£2.60	£2.85	
DVD	per week max	Tiered pricing system based on title popularity	£4.60	£5.00	
RESERVATIONS:					
Any item within Borough stock (excluding children's)	per item	Fees & Charges need to be flexible to respond to the demand of market forces	£0.75	£0.80	
Any item not currently in Borough stock	per item		£8.00	£8.60	
Photocopies from British Library Charge as per British Library in line with Copyright, Designs & Patents Act 1988	per item		as per charge from British Library	as per charge from British Library	
Bookclub Reservations	per annum		£37.30	£40.30	
Forget-Me-Not Service	per annum		£35.50	£38.30	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2024 - 2025

CHARGE	UNIT	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.24	Notes
			Incl VAT (if applic)	Incl VAT (if applic)	
			£	£	
LOST AND DAMAGED ITEMS:					
BOOKS:					
Books on loan from British Library	per volume	Full cost recovery	charge from British library plus £9.10	charge from British Library plus £9.80	
British Library charge					
Lost items available for re-purchase from Library stock supplier	per item		Replacement charge + £2.50 admin fee	Replacement charge + £2.70 admin fee	
LOST TICKETS:					
Reader's Tickets (No charge for first replacement issued)	per ticket	Fees & Charges need to be flexible to respond to the demand of market forces	£2.60	£2.85	
PHOTOCOPYING:					
Black & White: A4	per sheet A4	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	£0.20	No change
A3	per sheet A3		£0.40	£0.40	No change
FAXES:					
5 Sending to UK	1st sheet	Fees & Charges need to be flexible to respond to the demand of market forces	£1.80	£1.90	
	Each additional sheet thereafter		£0.90	£1.00	
Outside UK	1st sheet		£5.90	£6.40	
	Each additional sheet thereafter		£3.70	£4.00	
WITHDRAWN STOCK:					
All withdrawn stock	per item	Fees & Charges need to be flexible to respond to the demand of market forces	£0.80 - £11.20	£0.86 - £12.10	
PRINTING FROM ELECTRONIC INFORMATION SOURCES:					
Black & White / Colour	per sheet	Fees & Charges need to be flexible to respond to the demand of market forces	£0.35	£0.40	
EVENTS (WHERE CHARGED):					
Adult Events	per event min	Fees & Charges need to be flexible to respond to the demand of market forces	£3.10	£3.30	
Adult Events	per event max		£16.70	£18.00	
Children's Events	per event		£1.50	£1.60	
Woodley Library Room Booking (non community & commercial)			£9.40	£10.20	
Wokingham Library Room Booking Large meeting room - up to 10% discount not for profit, 20% discount for charities - 10% discount on block bookings	maximum per hour		£20.70	£25.00	
Wokingham Library Room Booking Smaller meeting room - 10% discount not for profit, 20% discount for charities - up to 10% discount on block bookings	maximum per hour			£20.00	New
Wokingham Library Room Booking combined meeting room - 10% discount not for profit, 20% discount for charities - up to 10% discount on block bookings	maximum per hour			£36.00	New
Training Course Fees					
Fully day Course	Day		£78.00	£84.00	
Half Day Course	Half day		£39.00	£42.00	
Cancellation fee, (less that 7-14 days notice)	per course		£89.00	£96.00	
Non attendance of course	per course		£89.00	£96.00	

This page is intentionally left blank

Appendix D

Cumulative equality impact assessment: Wokingham Borough Council, Medium Term Financial Plan 2024-27 Revenue & Capital Budget

Introduction

Purpose

Wokingham Borough Council is committed to embedding equality, diversity, and inclusion in all aspects of its operations and decision-making. The purpose of this cumulative equality impact assessment is to evaluate the potential impact of the proposed budget for 2024/25 on different groups of people protected by the Equality Act 2010.

The council's approach to equality ensures that where needed, equality impact assessments (EqIAs) are undertaken to support the decision-making process. A cumulative equality impact assessment differs from this usual process as it seeks to assess the impact of all of the budget proposals in combination with each other, rather than looking at each in isolation. This helps our decision makers to consider the overall impact of the budget proposals, including any unintended consequences, and enables the council to take action to mitigate any compound negative impacts.

Public sector equality duty

The Public Sector Equality Duty (PSED) is a legal requirement for public sector bodies to actively consider how their policies and practices impact different groups of people protected by the Equality Act 2010. The duty requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups.

The protected characteristics defined in the Equality Act 2010 are Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion, Sex and Sexual Orientation. As part of its commitment to [Tackling Poverty](#), Wokingham Borough Council includes consideration of socio-economic inequality in equality impact assessments undertaken to support council decisions.

The Public Sector Equality Duty supports good decision-making by ensuring that the potential impact of policies and practices on different groups is considered before they are implemented, and that actions are taken to address any negative impacts and promote equality and inclusion.

A cumulative equality impact assessment is not a statutory requirement, but it is a useful tool to support robust decision making.

Equality Plan & Strategic Priorities

The council's [Equality Plan](#) sets out our commitment to promoting equality and inclusion in everything we do as an employer, provider and commissioner of services, and as a local leader. The Equality Plan sets out three priorities: to Listen to and learn from our communities and use this to deliver services that work well for everyone; act on our commitments to equality, diversity and inclusion in the way we

plan, deliver and shape our services; and to build a diverse and engaged workforce, where everyone is respected. Delivery of our equality plan is supported by the council's annual equality action plan. This sets out how the council will continually work to improve our own processes and practices to ensure we embed inclusion across the business of the council, as well as through our work with partners. The production of a cumulative impact assessment to support the council's budget setting process forms part of this improvement activity.

Approach

Assessing the impact of our budget savings proposals on equality is an ongoing process. Currently, the analysis is general and indicative. As specific proposals are refined and put into action, they will undergo additional examination to determine whether a full equality impact assessment is needed.

For the purposes of this analysis, all savings proposals set out within the MTFP 2024-27 have been subject to an initial equality screening. This screening identifies whether each proposal is considered likely to have a disproportionate impact on protected equality groups. If the screening has identified that there is a risk of a negative impact for a savings proposal for the 2024/25 financial year, equality impact assessments have been conducted where appropriate or recommended where proposals will be developed and subject to further decisions by our elected members. Proposals for subsequent years will be subject to further scrutiny within the budget setting process for that financial year.

For proposals with staffing implications, equality impact assessments will be carried out prior to a restructure as appropriate.

Proposals for growth and investment have also been subject to an equality screening. Where these seek to sustain provision of a service or approach, necessary consideration has been given to the consequences that could arise for protected groups if not funded.

Equality Profile

Wokingham borough is a vibrant and sought-after semi-rural region located in Berkshire, with a population of 177,502. It is a borough of growing diversity as illustrated by the 2021 Census which found that:

- 17% of the adult population is aged 64 and over
- 24% of households in Wokingham reported at least one person with a disability.
- 80% of the Wokingham Borough population identifies as White, including 'White Other', 2.4% as Black African/Caribbean/British, 12.9% as Asian/Asian British (7% Indian and 3% Pakistani)
- 44.7% of the borough identifies as Christian, 37% as No Religion, 4.8% as Muslim, 4.8% as Hindu, and 1.7% as Sikh.

The Annual Population Survey of 2020 highlights that the most ethnically diverse community within Wokingham is among those aged between 20-24 years, where 31% of residents belong to ethnic minority communities.

The [Wokingham Borough Joint Strategic Needs Assessment provides](#) further information about the borough's demographics.

Investing in our services 2024/25

Costs are increasing for the council as they are for everybody else. Various factors such as inflation on contracts, heightened demand resulting from demographic shifts in the need for services, and reductions or cessation of government funding have exerted further strain on the council's budget. To alleviate these pressures, certain areas of the budget will experience growth, resulting in a net positive impact on those utilising the services, particularly among children and young people, older individuals, and individuals with disabilities.

Furthermore, the following areas of proposed investment directly support activity to address inequality and meet the diverse needs of our residents.

Increased demand/support through Council Tax Relief Scheme

Growth is needed to meet forecasted costs of the Council Tax Reduction Scheme which have increased due to demand arising from cost-of-living pressures. This scheme helps residents experiencing financial difficulties in paying their council tax and supports both working-age and pension-age households, with additional consideration to households with children. Income eligibility for the scheme allows for those disproportionately impacted by the cost-of-living pressures by disregarding as income the following: Disability Living Allowance, Personal Independence Payments, Armed Forces Independence Payments, War Disablement Payments, Child Benefit, Child Maintenance payments, and any Carer's Allowance. Maintaining the existing scheme therefore avoids the negative consequences of any reduction of support.

Inclusion Officer

This post supports delivery of the council's Equality Programme and Tackling Poverty Programme. Both programmes support targeted work to address inequality and remove barriers to equality for residents. Maintaining this resource enables the council to continue to deliver this activity which has a positive impact across the protected characteristics and socio-economic factors.

Care & support - manage increasing demand in numbers and complexity.

A rise in the number of older people, those requiring support with their mental health, learning disability or physical disability has been modelled. Investment is required to meet statutory obligations under the Care Act 2014, ensuring local, vulnerable people are appropriately supported.

Prevention - investment in preventative services

Investment in preventative services is aimed at reducing, preventing and delaying the demand for Adult Social Care services.

Placement Growth

Investment is required to meet the rising cost of placements for Children in Care. Costs are rising, partially due to demand, and partially due to a small number of children and young people coming into our care with complex needs requiring high-cost support

Managing and Meeting demand in numbers and complexity

The recent OFSTED Inspection of Children's Social Care highlighted the need for extra resources in front line social work teams to ensure child safeguarding risk in the community is appropriately identified and acted upon.

Home to School Transport

Home to School Transport is provided to children and young people who are eligible due to the distance they live from their allocated school, or due to their particular special education and/or disability (SEND) need. There is significant increase in cost pressure due to a year-on-year increase in Children in receipt of Education Health & Care Plans (EHCP).

New Models of Support for Children with Disabilities

This proposal is to meet an Increase in costs and complexity of placements for Children with Disabilities.

Fees and Charges

A review of fees and charges for council services and facilities is undertaken annually. This covers a broad range of activity from licensing to Library fees. Any proposed increase in fees and charges for services used by residents is considered likely to disproportionately impact lower-income households. Though not considered individually prohibitive there is a risk that fee increases can add-up for some individuals or families, generating additional financial pressures or creating barriers to services. There is a further risk that due to heightened vulnerability to the causes of poverty, any such impact could disproportionately fall upon the protected characteristics of sex (a greater proportion of lone parents are women) and disability (greater likelihood of increased living costs and barriers to employment). In considering the cumulative financial burden, the frequency of use, breadth of services accessed by individuals and families, and the degree to which services might be considered essential, are important factors, alongside the proposed changes to fees and charges.

The schedule of fees and charges for 2024/25 shows an average 8% increase, and details where proposed fees differ due to specific service requirements or changes. Some services set out concessionary rates in relation to age, or other factors.

The services reflected in the schedule are optional and of these, the Libraries and Car Parks, are likely to be those most frequently accessed by individuals and families. Any adverse impact due to fee increased for these services is considered likely to be minimal. Overdue charges for libraries are avoidable and capped at a set figure, whilst increases in parking facilities at California Country Park and Dinton Pastures are unlikely to have a significant affect on those accessing the parks, relative to existing costs. It is worth noting that there is a 33.6% proposed increase in fee-payer home to school transport fees, equating to an additional £282.65 per annum. This would affect a smaller cohort of children and families who are currently able to afford the existing fee of £840 per annum. The increased figure is providing the seat 'at cost' and is a fee that payable only by those who are not eligible for free home to school transport. Whilst it is considered likely that this increase may have a moderate impact on those accessing this optional provision, the overall cumulative financial impact of the fees and charges is likely to be low.

There are also several services included within the fees and charges schedule that meet the needs of or are more likely to be utilised by particular cohorts including children and young people, and people with disabilities. Any increase in fees and charges to such services will result in a direct but individually minor adverse financial impact on those groups. However, where proposed increases are to meet cost of service provision, there is also a positive anticipated impact as the fee increase enables sustainable delivery of that service.

Tackling Poverty

The council is taking proactive action to support residents who may be struggling due to the cost-of-living crisis and is committed to long term action through its Tackling Poverty Strategy. This includes enabling opportunities for residents to access arts, cultural and leisure activities, with specific target cohorts of low-income families, carers, and young carers. As part of this, the council is mapping and raising awareness of existing no and low-cost cultural and leisure activities, whilst also providing grants to voluntary and community sector organisations to address barriers to accessing such opportunities.

Savings Proposals 2024/25

Equality screenings have been undertaken for all savings proposals for 2024/25. A number of the proposed savings have positive impacts on staff, residents and communities.

The following proposals have been identified as potentially having a minor or moderate adverse impact on protected equality groups. Of these, some have been subject to formal decision by members across this year enabling savings to be generated for 2024/25 and beyond. For those proposals, equality impact assessments have been conducted and have informed the final proposal, as reflected in the summary of provided below. A few of the proposals listed will require further equality impact assessment as they are developed to ensure that any negative equality implications are considered and mitigated where possible, and that opportunities to advance inclusion are maximised.

Adult Social Care

Learning disability review

This proposal refers to the deregistration of three properties. Initial equality analysis anticipates no adverse impact on residents at these properties, who will continue to receive the same level of support. Residents will also receive secured tenancies, which is considered to be a positive impact, however, will be responsible for paying costs such as rent, bills and food. To mitigate any risk of negative impact of this transition, 24-hour care and support will continue to be provided, with residents eligible for housing and other benefits to offset costs.

Minimum Income Guarantee (MIG) Changes to Charging

The minimum income guarantee (MIG) applies for people receiving local authority-arranged care and support other than in a care home. Under the Care Act 2014, charges for this care must not reduce people's income below a certain amount - this is known as the MIG. If someone is of pensionable age, this will impact their level of MIG. The MIG pension age at Wokingham Borough Council is currently 60 years old. This is out of step with the state pension age, which is at present 65 to 67 years old, dependent on date of birth. This proposal is to bring Wokingham Borough Council's MIG pension age in line with the state pension age, as with other local authorities in the surrounding area. This will adversely impact those in receipt of care who are currently aged or approaching 60 and under the ages of 65-67. 80 people have been identified as being directly affected. Mitigating actions include financial reassessments for all those affected, which will determine affordability and level of charge levied.

Childrens Services

Home to School Transport

On 24 August 2023, the Executive agreed changes to the Home to School Transport policies. This decision was informed by a formal consultation and an equality impact assessment, which identified potential adverse impacts in relation to age, disability, and socio-economic considerations. Mitigating actions included a prioritisation of seats for low-income families on any council arranged fare payer transport, a focus on independent travel options for Post-16 young people, and ongoing use of discretionary powers for individual cases. **Moderate adverse impacts are anticipated for those no longer eligible for Home to School Transport in the manner previously provided. However the mitigating actions set out support a revised strengths-based approach which helps to address these risks, whilst also enabling the council to address budgetary pressures caused by increasing demand on this service.**

Chief Executive's

Contact Centre Consolidation

This proposal is to explore the consolidation of contact centres to achieve efficiencies, including exploring channel shift for customers, and cross-skilling staff. Robust equality impact assessments will be required to inform any specific proposals for change resulting from the review as it is highly likely that there will be potential for both adverse and positive impacts across protected characteristics if re-shaping resident interaction with the council and associated staffing resource.

Place and Growth

Waste Collection Service Changes

This savings proposal relates to changing the frequency of waste collections and introducing wheeled bins for refuse. A full equality impact assessment was undertaken and two consultations held to inform this proposal, which was subsequently approved by Executive on 26th March 2023. Equality implications were identified for those with mobility issues and ongoing support options were reviewed and found to address these areas of equality-related risk.

Contract savings - Street Cleansing & Grounds Maintenance

This proposal is to reduce street cleansing and grounds maintenance services. This will see less street cleaning and a reduction in the number of grass cuts in the borough. An equality impact assessment has been undertaken and this informed the decision of the Executive taken on 26 October 2023 to approve this approach. The assessment identified potential areas of risk in relation to mobility, visual impairment, and asthma, and set out mitigating actions to address these including careful planning of the schedule of works and communication with residents.

Increase in Off Street Parking Charges

The council proposes to increase off-street parking charges in line with inflation. A report went to the Executive on 29/09/22 outlining the proposed increases in parking charges which were approved in 2023 and changes were implemented across the charging car parks which came into effect July 23. Parking charges will be increased in line with inflation and will be approved as part of the budget-setting process when considering fees and charges. The increase in parking charges could have a minor negative impact on lower income households, however, provision for disabled parking will not be affected.

Residents Parking Zones - including Parking Permits

This project relates to the introduction of controls for on-street spaces to deal with the specific high demand locations close to stations, retail centres and existing resident parking areas. This proposal will require consideration of accessibility of town centre facilities and is likely to have a low negative impact on lower income households. The Blue Badge scheme ensures that there is no adverse impact of this proposal on people with disabilities.

Countryside - implement peak car parking charges

This proposal is to increase charges for parking at peak hours at the borough's countryside parks, in line with similar provision elsewhere. This would result in a minor adverse impact for low-income residents using the car park to access these green spaces and leisure facilities at peak times.

Resources and Assets

Assets directorate programme

The proposal aims to review the councils property assets to understand opportunities to consolidate the estate, reduce running costs and to align services where appropriate. It is likely that any changes with regard to assets that are currently utilised by staff or accessed by members of the public could have both adverse and positive implications for equality groups across the protected characteristics. Consideration of the user profile of any assets will be needed as part of the review process and equality impact assessments will be undertaken to inform any proposals resulting from the review.

Remodel of Sports and Leisure service

This proposal includes a change in delivery model for a number of services previously directly delivered by the Sports and Leisure Service. These include services that are aimed at meeting the needs of particular cohorts, specifically the Shine Programme (over 55's) and Wokingham Active Kids children's holiday camps for which individual Equality Impact Assessments have been undertaken. The former indicated positive impacts including an expanded, more flexible, offer providing greater value for money. The latter details a like for like offer but with a partial change of location which could have an adverse impact on those unable to access the new location due to mobility or cost of transport. The equality impact assessment for this has committed to ongoing monitoring of uptake and feedback.

Summary & Cumulative impacts

There are 46 savings proposals for 2024/25. 33 proposals were deemed to have no adverse equality implications at this time, and 11 were considered likely to have a minor or moderate impact. Of these, it was considered that 5 proposals required an equality impact assessment at this stage. For a further 4 proposals, Officers will be expected to undertake new or update existing equality impact assessments as the proposals are developed and further formal decisions are required to determine implementation.

The table provided in Appendix 1 sets out a summary of the anticipated adverse impacts of the savings proposals for 2024/25. It is considered that these could result in the following cumulative impacts for our residents.

Age & Disability

There is a very small number of proposals that could result in an adverse cumulative impact for the older people and disabled people, in particular proposals relating to changes in services where accessibility and/or affordability are considerations. However, it is considered that there are sufficient mitigating actions in place to address these risks. There are further proposals that could, depending on how they are progressed result in additional negative impact for disabled people, including changes that could include channel shift for how residents access some services. However, equality impact assessments will be undertaken or updated to ensure these risks are addressed as proposals progress.

Socioeconomic inequality

There are a number of proposals that have a minor or moderate adverse impact with regard to affordability including parking charges, changes to home to school transport, and changes to pension thresholds for Minimum Income Guarantee. The cumulative impact is notable but considered minor with regard to the proposals that are included within the 2024/25 budget. Nonetheless, it is recognised that individuals and families within directly affected cohorts may experience additional financial pressures as a result of these proposals. The council is committed to tackling poverty and supporting our residents through the cost-of-living crisis and will continue to review the cumulative impact of any increases to charges to our residents.

Conclusion

In light of the above, the proposed budget saving proposals are considered reasonable and have shown due regard to the Public Sector Equality Duty.

Although initial equality screenings have been undertaken to ascertain potential impact, a number of the proposals are in their formative stages and are still to be developed and or subject to consultations. Consequently, as the proposals are developed further equality impact assessment will be undertaken to assess the relevance to the Public Sector Equality Duty.

Table 1: Adverse impact across protected characteristics

	Age	Disability	Gender Reassignment	Marriage & Civil Partnership	Pregnancy or Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic inequality	Mitigation
Assets directorate programme	Minor	Medium								Minor	To be identified as proposals developed
Remodel of Sports and Leisure service	Minor									Minor	Revision and expansion of offer through revised model
Consolidation of contact centres	Minor	Minor								Minor	To be identified as proposals developed
Waste Collection Service Changes	Minor	Minor									Alternative provision for those unable to use wheely bins.
Contract savings - Street Cleansing & Grounds Maintenance	Minor	Minor									Keeping footpaths clear and reactive service to reported issues.
Countryside - implement peak car parking charges										Minor	None
Residents Parking Zones - including Parking Permits										Minor	To be identified and reviewed in relation to specific locations
Increase in Off Street Parking Charges										Minor	To be identified and reviewed in relation to specific locations
Learning disability review		Minor								Minor	Ongoing 24-hour support and care.
Minimum Income Guarantee (MIG) Changes to Charging	Medium									Medium	Individual financial assessments to be undertaken.
Home to School Transport	Medium	Medium								Medium	Revised approach to focus on independent travel training and use of personal budgets.

This page is intentionally left blank

TITLE	Fees and Charges for Licensable Activity 2024/25
FOR CONSIDERATION BY	Licensing and Appeals Committee on 18 October 2023
WARD	(All Wards);
LEAD OFFICER	Director, Place and Growth - Giorgio Framaliccio

OUTCOME / BENEFITS TO THE COMMUNITY

Fees and charges relating to licenses, permits, and registrations contribute to covering the cost of administering the Council's function as a Licensing Authority.

RECOMMENDATION

- 1 That the Committee NOTES the fees set out at **Appendix A** and **Appendix B** as part of the Council's annual fee setting process.
- 2 That the Committee RECOMMENDS to Executive that, in relation to those fees which are within the Council's discretion to set, they are increased in line with the Consumer Prices Index (CPI).

SUMMARY OF REPORT

This report sets out the Fees and Charges which are proposed for licensable activities in this area of the Council for 2024/25.

No change is proposed in the current fee structure. The proposal is in line with the approach taken by the Licensing Committee last year by increasing fees in line with the Consumer Prices Index (CPI).

The Consumer Prices Index (CPI) is at 6.3% in the 12 months to August 2023. It is proposed that an increase in fees and charges be based on this figure.

Income from licensing fees offset the costs to the Council of administering the licensing service. Shortfalls or excesses should be balanced in following years over a balanced 5 year period of review.

In addition to the processing, enforcement, and management of the service, Licensing Officer's will now administer crime reduction schemes relevant to licensing that could support the Violence Against Women and Girls agenda or other best practice schemes such as Best Bar None accreditation and Purple Flag Status.

Background

Licensing Authorities are required to review their fees and charges on an annual basis. A significant number of fees within the licensing field are set by Government Statute or Regulation and, therefore, cannot be changed by the Council (“statutory fees”). These are set out in **Appendix A**.

Those fees which are within the Council’s discretion to set (“discretionary fees”) are usually required to be based on an assessment of the costs of administering the service. Including the general management of processing applications, IT infrastructure, office costs, legal support, democratic services, and the enforcement of the regulatory function. These discretionary fees are set out in **Appendix B**.

Analysis of Issues

Income from licensing fees should be no more than the costs of maintaining the licensing service. The service should be cost neutral, with fees balancing out over a five year period.

The Council has faced considerable cost increases. It is recommended that a 6.3% increase to discretionary fees is necessary to ensure that the costs of processing licence applications are covered. To ensure the administrative management and enforcement of licensing regimes, and any supported licensing related crime reduction initiatives are also adequately covered.

The Consumer Prices Index (CPI) rose by 6.3% in the 12 months to August 2023. It is proposed that the increase in discretionary fees and charges shown in **Appendix B** should be based on this figure, rounded to the nearest pound for clarity. The Council has no power to increase the fees set by statute or regulation in **Appendix A**.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	A 6.3% increase in discretionary fees in line with CPI to be assessed over a 5 year period.	Funding is through the income of application fees and annual maintenance fees.	Revenue
Next Financial Year (Year 2)	To be confirmed in fee setting for 2025/26		
Following Financial Year (Year 3)	To be confirmed in fee setting for 2026/27		

Other financial information relevant to the Recommendation/Decision

Proposed fees are set out in detail in the Appendices

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

There are no implications arising from the recommendation in this report.

Public Sector Equality Duty

An equalities impact assessment is not required at this stage, as no change is being proposed to the current fee structure.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

No impact is anticipated to the Council's carbon neutral objective.

Reasons for considering the report in Part 2

N/A

List of Background Papers

None

Contact Keiran Hinchliffe	Service Enforcement & Safety Service
Telephone No 07933 172 882	Email Keiran.Hinchliffe@wokingham.gov.uk

APPENDIX A

Statutory Fees

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Gambling Act 2005		Statutory maximum set by The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007		
Casinos (regional) New Application			£15,000	£15,000
Provisional Statement			£15,000	£15,000
Application with Provisional Statement			£8,000	£8,000
Variation			£7,500	£7,500
Transfer/Reinstatement			£6,500	£6,500
Annual Fee			£15,000	£15,000
Casinos (large) New Application			£10,000	£10,000
Provisional Statement			£10,000	£10,000
Application with Provisional Statement			£5,000	£5,000
Variation			£5,000	£5,000
Transfer/Reinstatement			£2,150	£2,150
Annual Fee			£10,000	£10,000
Casinos (small) New Application			£8,000	£8,000
Provisional Statement			£8,000	£8,000
Application with Provisional Statement			£3,000	£3,000
Variation			£4,000	£4,000
Transfer/Reinstatement			£1,800	£1,800
Annual Fee			£5,000	£5,000
Bingo Clubs New Application			£3,500	£3,500
Provisional Statement			£3,500	£3,500
Application with Provisional Statement			£1,200	£1,200
Variation			£1,750	£1,750
Transfer/Reinstatement			£1,200	£1,200
Annual Fee			£1,000	£1,000

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Betting Premises New Application			£3,000	£3,000
Provisional Statement			£3,000	£3,000
Application with Provisional Statement			£1,200	£1,200
Variation			£1,500	£1,500
Transfer/Reinstatement			£1,200	£1,200
Annual Fee			£600	£600
Tracks New Application			£2,500	£2,500
Provisional Statement			£2,500	£2,500
Application with Provisional Statement			£950	£950
Variation			£1,250	£1,250
Transfer/Reinstatement			£950	£950
Annual Fee			£1,000	£1,000
Family Entertainment Centres New Application			£2,000	£2,000
Provisional Statement			£2,000	£2,000
Application with Provisional Statement			£950	£950
Variation			£1,000	£1,000
Transfer/Reinstatement			£950	£950
Annual Fee			£750	£750
Adult Gaming Centres New Application			£2,000	£2,000
Provisional Statement			£2,000	£2,000
Application with Provisional Statement			£1,200	£1,200
Variation			£1,000	£1,000
Transfer/Reinstatement			£1,200	£1,200
Annual Fee			£1,000	£1,000
Lotteries & Amusements New Application			£40	£40
Annual Fee			£20	£20
All licences			£50	£50
Copy of licence			£25	£25

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Club gaming or machine permit New Application			£200	£200
Existing holder			£100	£100
Renewal			£200	£200
Annual Fee			£50	£50
Variation			£100	£100
Copy of licence			£15	£15
Club Gaming or Machine Permit (holds a club Premises Certificate under Licensing Act 2003)			£100	£100
Renewal			£100	£100
Notification of intention to make available up to 2 gaming machines on premises which hold on-premises alcohol licence			£50	£50
Application for Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence (existing holder)			£100	£100
New Application			£150	£150
Annual Fee			£50	£50
First Annual Fee (payable within 30 days of date permit takes effect)			£50	£50
Variation			£100	£100
Transfer			£25	£25
Change of name			£25	£25
Copy of permit			£15	£15

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Licensing Act 2003		Set by The Licensing Act 2003 (Fees) Regulations 2005		
Premises licence new Band A – RV up to 4,300			£100	£100
Premises licence new Band B – RV 4,300 to 33,000			£190	£190
Premises licence new Band C – RV 33,001 to 87,000			£315	£315
Premises licence new Band D – RV 87,001 to 125,000			£450	£450
Premises licence new Band E – RV 125,001 and above			£635	£635
Premises Licence – Annual Fee				
Band A			£70	£70
Band B			£180	£180
Band C			£295	£295
Band D			£320	£320
Band E			£350	£350
Personal Licence			£37	£37
Temporary Event Notices (TENs)			£21	£21
Application for copy licence			£11	£11
Application to vary DPS/transfer licence/interim notice			£23	£23
Application for making a provisional statement			£315	£315
Minor variation			£89	£89
Application to disapply mandatory DPS condition			£23	£23

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Environmental Permitting Regulations 2016		Set by The Environment Agency (Environmental Permitting) (England) Charging Scheme		
Scheduled Processes				
Standard Process			£1,650	£1,650
Service Stations (PVI & PVII)			£257	£257
Dry Cleaners			£155	£155
Vehicle Refinishers			£362	£362
Mobile Screening & Crushing Plant			£1,650	£1,650
Mobile Screening & Crushing Plant for the 3rd to 7th applications			£985	£985
Mobile Screening & Crushing Plant for the 8th and subsequent applications			£498	£498
Substantial changes				
Standard Process			£1,050	£1,050
Reduced Activities			£102	£102
Annual Subsistence Charge (Statutory)				
Standard Process - Low			£772	£772
Medium			£1,161	£1,161
High			£1,747	£1,747
Service stations PVR2 - Low			£113	£113
Medium			£226	£226
High			£341	£341
VR and other reduced fees - Low			£228	£228
Medium			£365	£365
High			£548	£548
Dry cleaners/PVR1 - Low			£79	£79
Medium			£158	£158
High			£237	£237

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Medium			£1,034	£1,034
High			£1,506	£1,506
Mobile Screening & Crushing Plant for 2nd permit - Low			£646	£646
Medium			£1,034	£1,034
High			£1,506	£1,506
Mobile Screening & Crushing Plant for 3rd to 7th permit - Low			£385	£385
Medium			£617	£617
High			£924	£924
Mobile Screening & Crushing Plant for the 8th and subsequent permits - Low			£198	£198
Medium			£316	£316
High			£473	£473
Late payment charge	If invoice issued & not paid within 8 weeks		£52	£52
Transfer and Surrender				
Transfer			£169	£169
Partial Transfer			£497	£497
Surrender			£0	£0
Transfer Reduced fees			£0	£0
Partial Transfer Reduced Fees			£47	£47

	Note	Regulatory Framework	Charge in 2022/23	Proposed charge from 1/4/2023
Private Water Supplies		Maximums set in Schedule 5 Private Water Supplies Regulations 2016		
Risk assessment - Every 5 years. Charged per hour, simple risk assessment and report typically 5 hours	Every 5 years.	Stat maximum £500	£65/hour	£65/hour
Private water and pool samples - Includes cost of testing	Includes cost of testing	Stat maximum £500	£60	£60
Investigation - Includes cost of testing Carried out in the event of a test failure - this does not include any required analysis costs.	Carried out in the event of a test failure, can be substituted by the	Stat maximum £100	£100	£100
Granting an authorisation	risk assessment - this does not include any required analysis costs.	Stat maximum £100	£100	£100
Analysis – Regulation 10 (1) a. to e. Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes	Stat maximum £25	£25	£25
Analysis,- Regulation 8 and 9 Taking a sample and delivery to the laboratory.	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	Stat maximum £100	£100	£100
Petroleum Licences (Trading standards)		Petroleum (Consolidation) Regulations 2014 / The Health and Safety and Nuclear (Fees) Regulations 2021		
Not exceeding 2,500 litres			£44	£44
Not exceeding 50,000 litres			£60	£60
Exceeding 50,000 litres			£125	£125

APPENDIX B

DISCRETIONARY FEES

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Animal Licenses		The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will be charged at an additional fee		
Animal Boarding Establishment new - (dogs and cats)			£648	£689
Animal Boarding Establishment renewal - (dogs and cats)			£584	£621
Animal Boarding Establishment new - single species (dogs or cats)			£519	£552
Animal Boarding Establishment Renewal - single species			£454	£483
Home Boarder New			£299	£318
Home Boarder Renewal			£266	£283
Home Boarder - Franchisee New			£227	£241
Home Boarder - Franchisee Renewal			£195	£207
Home Boarder - Assessment of host in franchisee licence New			£130	£138
Home Boarder - Assessment of host in franchisee licence Renewal			£130	£138
Dog Day Care New			£648	£689
Dog Day Care Renewal			£584	£621
Dog Breeding Establishment New			£648	£689
Dog Breeding Establishment Renewal			£584	£621
Dog Breeding Establishment (domestic dwelling) New			£519	£552

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Dog Breeding Establishment (domestic dwelling) Renewal			£454	£483
Sale of pets new			£519	£552
Sale of pets renewal			£454	£483
Animal for Exhibition New			£648	£689
Animal for Exhibition Renewal			£584	£621
Riding Establishment				
Riding establishment inspection (plus fee per horse) New			£519	£552
Riding establishment inspection renewal			£454	£483
Inspection fee per horse, for the first 10 horses			£16	£17
Inspection fee per horse, for next 11-50 horses			£11	£12
Inspection fee per horse, for every horse 51 & over			£9	£10
Other Fees				
Variation to animal licence			£246	£262
Replacement licence fee (lost or stolen paperwork, change of name, etc.)			£62	£66
Re-evaluation of star rating (inclusive of one visit)			£123	£131
Transfer due to death of licensee			£62	£66
Wild animals and zoos				
Dangerous Wild Animal Consent	2 years		£506	£538
Zoo Licences (new & renewals)	Up to 6 years		£2,271	£2,414

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Taxi Licences		Cost recovery. Change would require consultation with licensees		
Hackney Carriage Vehicle – New & renewal	Based on 2019/20 fee of £290 prior to Covid discount		£319	£339
Private Hire Vehicle – New and renewal			£319	£339
Private Hire Vehicle with Dispensation			£319	£339
Temporary Vehicle Licence	Up to 3 months		£255	£271
Driver licence - New & Renewal	3 years		£298	£317
Conversion of driver licence to another type			£88	£94
Private Hire Operators (PHO)				
NEW Private Hire Operator				
NEW Private Hire Operator Licence Number of Vehicles: 1			£519	£552
NEW Private Hire Operator Licence Number of Vehicles: 2			£600	£638
NEW Private Hire Operator Licence Number of Vehicles: 3			£681	£724
NEW Private Hire Operator Licence Number of Vehicles: 4			£762	£810
NEW Private Hire Operator Licence Number of Vehicles: 5			£843	£896
NEW Private Hire Operator Licence Number of Vehicles: 6			£924	£982
NEW Private Hire Operator Licence Number of Vehicles: 7			£1,005	£1,068
NEW Private Hire Operator Licence Number of Vehicles: 8			£1,086	£1,154
NEW Private Hire Operator Licence Number of Vehicles: 9			£1,167	£1,241

NEW Private Hire Operator Licence Number of Vehicles: 10			£1,248	£1,327
NEW Private Hire Operator Licence Number of Vehicles: 11			£1,329	£1,413
NEW Private Hire Operator Licence Number of Vehicles: 12			£1,410	£1,499
NEW Private Hire Operator Licence Number of Vehicles: 13			£1,491	£1,585
NEW Private Hire Operator Licence Number of Vehicles: 14			£1,572	£1,671
NEW Private Hire Operator Licence Number of Vehicles: 15			£1,653	£1,757
NEW Private Hire Operator Licence Number of Vehicles: 16			£1,734	£1,843
NEW Private Hire Operator Licence Number of Vehicles: 17			£1,816	£1,930
NEW Private Hire Operator Licence Number of Vehicles: 18			£1,897	£2,017
NEW Private Hire Operator Licence Number of Vehicles: 19			£1,978	£2,103
NEW Private Hire Operator Licence Number of Vehicles: 20+			£2,059	£2,189
RENEWAL Private Hire Operator				
RENEWAL Private Hire Operator Licence Number of Vehicles: 1			£389	£414
RENEWAL Private Hire Operator Licence Number of Vehicles: 2			£470	£500
RENEWAL Private Hire Operator Licence Number of Vehicles: 3			£551	£586
RENEWAL Private Hire Operator Licence Number of Vehicles: 4			£632	£672
RENEWAL Private Hire Operator Licence Number of Vehicles: 5			£713	£758

RENEWAL Private Hire Operator Licence Number of Vehicles: 6			£794	£844
RENEWAL Private Hire Operator Licence Number of Vehicles: 7			£875	£930
RENEWAL Private Hire Operator Licence Number of Vehicles: 8			£956	£1,016
RENEWAL Private Hire Operator Licence Number of Vehicles: 9			£1,037	£1,102
RENEWAL Private Hire Operator Licence Number of Vehicles: 10			£1,119	£1,189
RENEWAL Private Hire Operator Licence Number of Vehicles: 11			£1,200	£1,276
RENEWAL Private Hire Operator Licence Number of Vehicles: 12			£1,281	£1,362
RENEWAL Private Hire Operator Licence Number of Vehicles: 13			£1,362	£1,448
RENEWAL Private Hire Operator Licence Number of Vehicles: 14			£1,443	£1,534
RENEWAL Private Hire Operator Licence Number of Vehicles: 15			£1,524	£1,620
RENEWAL Private Hire Operator Licence Number of Vehicles: 16			£1,605	£1,706
RENEWAL Private Hire Operator Licence Number of Vehicles: 17			£1,686	£1,792
RENEWAL Private Hire Operator Licence Number of Vehicles: 18			£1,767	£1,878
RENEWAL Private Hire Operator Licence Number of Vehicles: 19			£1,848	£1,964
RENEWAL Private Hire Operator Licence Number of Vehicles: 20+			£1,929	£2,051

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Other Private Hire & Hackney Carriage Charges				
Variation to PHO licence			£65	£69
Transfer of vehicle to new owner			£130	£138
Change of vehicle			£81	£86
Replacement Licence			£45	£48
Replacement Badge			£45	£48
Replacement Vehicle Licence Plate			£65	£69
Knowledge Test			£81	£86
Missed Appointment			£41	£44
Disclosure and Barring Service Check (DBS)			£98	£104
Advertising on a Hackney carriage - New			£52	£55
Advertising on a Hackney Carriage - Renewal			£35	£37
Change of address (PH & HC)			£15	£16
Backing Plate			£29	£31
Medical Exemption from carrying an assistance dog			£24	£26
Refund Processing Fee			£65	£69
Change of vehicle registration			£63	£67
Age of vehicle Inspection – initial & renewal			£65	£69

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Scrap Metal Dealers		Cost recovery for assessment and administration of the application		
Scrap Metal Site Licence	3 Years		£551	£586
Scrap Metal mobile collector licence	3 years		£293	£311
Scrap Metal - Variation of Licence			£404	£429
Scrap Metal - change of site manager			£75	£78
Scrap Metal - copy of licence			£12	£13
Scrap Metal - Change of Name			£40	£43
Skin Piercing & Treatments				
Skin Piercing & Dermal Treatments Individual	Individual		£198	£210
Skin Piercing & Dermal Treatments Premises	Premises		£310	£330
Skin Piercing & Dermal Treatments Joint Application	Joint application		£496	£527
Pre-application work, hourly rate	Min. 1 hour		£65	£69
Street Trading Consents				
Street Trading Consent Annual Fee	Annual Fee		£1,514	£1,609
Street Trading Consent 6 months	6 months		£885	£941
Street Trading Consent Monthly Rate	Monthly Rate		£251	£267
Variation fee			£100	£106
Refund for Street Traders if application withdrawn	If application withdrawn		£127	£135

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Dog Warden Services				
Stray Dog recovered		Fees based on cost recovery. Vets fees separate.	£82	£87
Stray Dog – kennel charge in addition to recovery charge			£16.50 per day max £82	£17.40 per day max £87
Dog fouling fixed penalty charge		Fixed penalty	£82	£87
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping			£65	£69
Private Sector Housing				
Inspection of Housing Premises for Immigration purposes			£127	£135
Enforcement Notices served under Housing Act 2004		On a cost recovery basis	£442	£470
HMO Licence NEW		Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme	£1,323	£1,406
HMO Licence RENEWAL			£885	£941
Copy of HMO Register	Hourly charge	Housing Act 2004	£65	£69

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Caravan Site Licences		Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960		
Caravan Site licence new			£484	£514
New Caravan Site pitch licence			£18	£19
Caravan Site Licence Transfer			£204	£217
Alteration of Caravan Site conditions			£375	£399
Caravan Site Annual fee per pitch			£15	£16
Enforcement Notice under Mobile Homes Act 2013			£442	£470
Deposit, vary or deleting Caravan Site rules			£129	£137
Variation of Caravan Site licence			£127	£135
Mobile Homes Regulations 2020		The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (“the Regulations”) permit the Council to charge a fee		
Application Fee – Fit and Proper Test		Any application taking more than two hours to process will be charged at an additional hourly rate of £59/ph	£130	£138
Annual Fee – Fit and Proper Test			£65 per hour	£69 per hour

	Note	Regulatory Framework	Current Fee	Proposed Fee from 01 April 2024
Other fees	Hourly rate applies minimum of 2 hours			
Environmental Information Request - Individual, Non-Commercial			£130	£138
Environmental Information Request - Commercial and Government			£130	£138
Civil Actions (Class A – Fee Discretionary)			£130	£138
Safety Certification and administration	Hourly rate applies minimum of 2 hours		£130	£138
Pre-Application Advice, hourly charge			£65	£69
Food Hygiene Rating Scheme rescore	2 hours		£130	£138
General Business Advice (Non Primary Authority)	Hourly rate		£65	£69
Resident Request for Advice	Hourly rate		£65	£69
Hourly charge			£65	£69