



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN on **THURSDAY 30 NOVEMBER 2017 AT 7.30 PM**

Manjeet Gill
Interim Chief Executive
Published on 22 November 2017

This meeting will be filmed for inclusion on the Council's website.

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WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE EXECUTIVE

Charlotte Haitham Taylor	Leader of the Council
David Lee	Deputy Leader and Strategic Highways and Planning
Mark Ashwell	Children's Services
Chris Bowring	Highways and Transport
Norman Jorgensen	Environment, Sports, Environmental Health, Leisure and Libraries
Julian McGhee-Sumner	Adults' Services, Health, Wellbeing and Housing
Stuart Munro	Business and Economic Development and Regeneration
Simon Weeks	Planning and Enforcement
Oliver Whittle	Finance, 21st Century Council, Internal Services and Human Resources

ITEM NO.	WARD	SUBJECT	PAGE NO.
60.		APOLOGIES To receive any apologies for absence	
61.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 26 October 2017.	7 - 18
62.		DECLARATION OF INTEREST To receive any declarations of interest	
63.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Executive Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
63.1	Wescott	Alexandra Fraser has asked the Executive Member for Environment the following question: Question The plans for carnival leisure have been approved with no provision for a children's splash pool and instead a moveable floor. How are the Council and its new contract operator proposing to manage the swimming	

needs during high times such as weekends when there are families with toddlers and older children?

63.2 Wescott

Indy Sindhu has asked the Executive Member for Environment the following question:

Question

Over 700 residents have signed a petition to have our children's beach pool yet the plans have been approved and haven't included an amendment taking into consideration what the community has requested. Why have the Council chosen to ignore the concerns of a growing section of our community?

64.

MEMBER QUESTION TIME

To answer any member questions

A period of 20 minutes will be allowed for Members to ask questions submitted under Notice

Any questions not dealt with within the allotted time will be dealt with in a written reply

64.1 None Specific

Rachelle Shepherd-DuBey has asked the Executive Member for Finance the following question:

Question

What are you doing to stop your conservative colleagues in government imposing a negative support grant on WBC especially since the chair of the Tory constituency is a WBC councillor?

64.2 None Specific

Imogen Shepherd-DuBey has asked the Leader of the Council the following question:

Question

It has become apparent that during many of the projects that Wokingham Borough Council is involved in that the needs of disabled residents are being overlooked or side-lined. It is normal for Councils to consult with Disability groups and to complete Equality Impact Assessments during the design phases. This should be done in all service areas, including highways, planning, property services etc.

What procedures and processes are in place within Wokingham Borough Council to ensure that these consultations occur and that it meets its obligations under the equality act in all of the projects and services that the Council is involved in?

MATTERS FOR CONSIDERATION

65.	None Specific	SHAREHOLDERS' REPORT	19 - 26
66.	None Specific	FEES AND CHARGES	27 - 62
67.	Emmbrook	EMMBROOK SCHOOL 3G PITCH	63 - 66
68.	None Specific	INSURANCE PROCUREMENT: RETENDER	67 - 72
69.	None Specific	BERKSHIRE BUSINESS RATES PILOT	73 - 82
70.	None Specific	LEISURE MANAGEMENT CONTRACT	83 - 100
71.	Bulmershe and Whitegates	BULMERSHE NEW BUILD	101 - 110
72.	None Specific	THE ACQUISITION OF LAND OR PROPERTY TO SUPPORT INFRASTRUCTURE DELIVERY	111 - 120

EXCLUSION OF THE PRESS AND PUBLIC

The Executive may exclude the press and public in order to discuss the Part 2 sheets of Agenda Items 70, 71 and 72 above and to do so it must pass a resolution in the following terms:

That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 26 OCTOBER 2017 FROM 7.30 PM TO 8.10 PM**

Committee Members Present

Councillors: Charlotte Haitham Taylor (Chairman), David Lee, Mark Ashwell, Chris Bowring, Norman Jorgensen, Stuart Munro, Simon Weeks and Oliver Whittle

Other Councillors Present

Gary Cowan
Richard Dolinski
Lindsay Ferris
Michael Firmager
Pauline Jorgensen
Dianne King
Philip Mirfin
Malcolm Richards
Imogen Shepherd-DuBey
Rachelle Shepherd-DuBey
Alison Swaddle

54. APOLOGIES

An apology for absence was submitted from Councillor Julian McGhee-Sumner.

55. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive meeting held on 29 September 2017 were confirmed as a correct record and signed by the Chairman.

56. DECLARATION OF INTEREST

Councillor Norman Jorgensen declared a personal interest in Agenda Item 55 Shareholders' Report by virtue of the fact that his wife was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

Councillors David Lee and Stuart Munro declared personal interests in Agenda Item 55 Shareholders' Report by virtue of the fact that they were paid Non-Executive Directors of WBC Holdings Ltd. Councillors Lee and Munro remained in the meeting during discussions and voted on the matter.

57. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to the appropriate Members.

57.1 Rachel Bishop-Firth asked the Executive Member for Finance the following question:

Question

The ongoing Wokingham town regeneration and other developments means that Council borrowing is set to balloon from £28 or £29 million we owe at present to around £271 million by 2019 / 2020.

The Council's plans include knocking down a relatively new sports centre and moving out of a relatively new, purpose built library into another new-built building.

The plans also appear to rely on us being able to find tenants for the new shops which are being built – despite the fact that many of Wokingham's high street shop spaces are filled with charity shops and cafes.

A debt of £271 million for the Council means a debt of around £4,200 for every household in Wokingham.

What are the Council's plans for paying this debt back, including how long will it take?

Answer

The decision to replace the existing leisure centre and library I think are financially sound and they provide best value for local residents. They create a far improved facility co-located and the facilities will be more flexible and can be used by the wider community. They will also benefit from lower operating costs due to the co-location and the greater sustainability, such as the inclusion of solar panels and improved insulation and sound protection.

You asked about the regeneration. Residents will not have to pick up the cost of the regeneration. Wokingham town centre regeneration is being run as a commercial project and it does not rely on tax payer funding at all. Income from the scheme will be used to offset the costs of delivery and borrowings. So in fact it is a win win and is a very good scheme all round.

The town centre development is set to secure an annual commercial rental income in excess of £4m a year once the development is completed. This will enable the outstanding debt to be repaid and serviced and will also allow an additional income of £3m per year; which will come back to the Council and will be used to fund services and projects across the Borough.

Whilst there will always be a risk when it comes to securing tenants, which is one of your points, the Council has a proven track record of finding tenants for their buildings and we have already secured 65% of the total income for Elms Field and are in active discussions with businesses interested in coming to the town centre. As Peach Place does not open until December 2018 it is in its early stages and you cannot expect to have tenants lining up at this stage. But we have had conversations with both national and local business and independent retailers who are interested in coming here which gives us confidence in the scheme.

Your last point was about the debt. Our treasury management strategy for 2017/18 forecasts external borrowing to increase from £150.1m at the end of 2016/17 to £271.2m by 2019/2; which I think is the figure you mentioned. This is to fund our capital programme which invests in schools, the town centre regeneration, Council owned properties, and invest to save schemes. Some of this borrowing is to invest in our local infrastructure such as highways, bridges and crash barriers. This is charged to the council tax payer.

Other elements are run more commercially, with capital investment funded by borrowing until the borrowing can be repaid and the asset provide a financial contribution to the Council, thus reducing charges to residents and tax payers.

This borrowing is funded by future receipts into the capital programme from developers and the Council is only borrowing short term to invest in infrastructure prior to funding from developers being received.

So the Council will also receive its investment in local authority companies as their loans are repaid and this will be in addition to the interest payments and dividends the Council will receive. And as I mentioned before the borrowing is also funded by receipts from the sale of the town centre assets as the regeneration goes forward.

So you can see that the vast majority of this is not down to the rate payers to pay it back but from specific sources of repayment. Our capital investment seeks to provide revenue savings, and in these cases some of the revenue savings are set aside to pay back the borrowing on initial investments, and it is planned that with the current approved levels of planned borrowing and repayment it will be possible to repay all of this additional borrowing between 2017/18 and 2019/20 in nine years' time.

Supplementary Question

With those projections of income what account have you taken of the recent opening of the Lexicon in Bracknell and the rapid increase in on-line shopping both of which will severely impact future footfall and revenue in Wokingham?

Supplementary Answer

We have taken that into account. I do not think we are trying to compete with Bracknell anymore than Bracknell is trying to compete with us. We will be having a separate kind of town centre to the Bracknell one and we are confident that we will find appropriate tenants and our plans have not changed.

57.2 Keith Malvern asked the Executive Member for Highways and Transport the following question:

Question

In response to the Wokingham Paper's successful campaign for free parking the Executive Member reported that the number of parking tickets this August was 18% higher than the same month last year.

If that is the figure for Wokingham Town can you tell me the equivalent figure for Woodley?

Answer

The equivalent figure for Woodley from August 2016 to August 2017 was a 6% increase in car parking usage.

Supplementary Question

Is this in usage or in financial returns; you might like to address that in that case?

We understand that Woodley is a trial, I think we would all agree that Woodley is a trial, and what the idea was was to assess which of the two schemes would produce the most revenue for the Council; therefore the most successful. We have a big need for regeneration and the income in the short term at least. So are you able to say now which of the two alternative schemes is producing the higher return and hence whether naturally, as I always like to put my money on, the one that is producing the most money. So who is going to change?

Supplementary Answer

I did use the word usage in my answer so we are talking about the number of tickets. As you probably know the trial is being run over 12 months and the decision on whether it is satisfactory in Woodley to allow them to carry on with their tariff scheme, which is different from the rest of the Borough, will be assessed at the end of January so that we are able to look at 12 months data not just one month's.

57.3 Peter Must asked the Executive Member for Highways and Transport the following question:

Question

In respect of the welcome proposal to allow a period of free parking in Wokingham town centre car parks in the months of November, December and January, could the Executive go one small step further and permit free parking for the whole of Sunday in the car parks identified, on the grounds that this would further encourage visitors to use the town centre, and at relatively little extra cost, since there would be free parking from 3 pm on that day in any case?

Answer

The £3.8million joint Borough and Town Council Town Centre Improvement Project is part of a long-term vision to safeguard the future of the town through investment and regeneration and to bring in income for the Borough as a whole. While shops can see the benefits that are coming and are excited about the future, their concerns are about the short term impacts of the current works.

The Council has taken a number of steps to help shops and other businesses during the difficult construction period including the introduction of 'Free after Three' parking; which I will be talking about later. The Council considers that this is a fair and reasonable investment to support shops and other businesses during this difficult construction period. It must be noted that any concession on parking charges in one part of the Borough must be paid for by the Borough as a whole. A stakeholder workshop was held last night in Wokingham Town Hall to generate further initiatives and these will be considered by the Council. At present, there are no plans to further extend the free parking times.

Supplement Question

Since it is approaching Christmas might you alternatively, or as well, be considering, as has sometimes been the case in the past, giving people free parking on Saturdays; really to encourage people to come at very busy shopping periods?

Supplementary Answer provided by the Leader of Council

Since we had the meeting last night we have been discussing that and there has been a precedent before providing free parking on Saturdays in this particular town and we will be looking at that again because it is something that has been done in this town certainly over Saturday periods leading up to Christmas and we will have a look at that again.

58. MEMBER QUESTION TIME

In accordance with the agreed procedure the Chairman invited Members to submit questions to the appropriate Members.

58.1 Gary Cowan asked the Executive Member for Business and Economic Development and Regeneration the following question:

Question

Bracknell has opened its superb new shopping area at a cost of £240 million which the Leader of Bracknell Forest Council stated “not one penny of council tax money has been spent on the project”.

Can you give me a rough idea on how much the total spend will be on the town centre regeneration and can you assure me that like Bracknell none of the funding to deliver the project will come from the Council tax payer?

Answer

When we embarked on the regeneration project, you may recall Gary, that there were some corner stones that we set out and just to remind you what they are.

To ‘Deliver the Local Plan Infrastructure’ required for over 4,000 new homes delivered in and around Wokingham town centre, and to help ‘Create an Aspirational town centre’ that would deliver the quality of offer that residents desire and that will help us differentiate ourselves from our larger neighbours. A third objective was also agreed that the Regeneration must ‘Support the wider Borough and all residents’.

So the objective was broken down into several key requirements:

- That this must be commercially viable and delivered without cost to the residents (be they residents of the town or the wider Borough); as Councillor Whittle has just explained in more detail
- That it must secure income for the Council to reinvest in local services and projects both in the town and across the Borough
- That it generate jobs to help strengthen the local economy
- That it reinforces Wokingham’s vision as ‘a great place to live and an even better place to do business’

Obviously we could extend all of these things forever but I can assure you that all of this is without any cost to the local tax payer.

We will refer to the Regeneration as ‘investment in the community, for the community’ as it sums up what we have been able to achieve with the regeneration, and hope, it is a model we could apply elsewhere in the future.

But what does this mean?

It means that the value assessment that makes the project financially viable is what we are using to ensure that the project can be delivered without, and I repeat again without, cost to the local tax payer. Remember, this isn’t money being thrown into a black hole, but the money is being invested in physical assets, in bricks and mortar that have a financial value either by selling them to generate capital or retaining them to raise an annual rental income.

There are lots of numbers banding around about this project but I would just like to summarise that the total cost of delivering the regeneration proposals for Wokingham Borough Council sits at £115m. That includes the cost of delivering everything from the new shops, the cinema, to the play area, park improvements, roads and a brand new

leisure centre. But this total cost also includes the 'cost' of borrowing the money to fund the development as this money comes from commercial borrowing rather than tax payer reserves.

As this programme is being run as a commercial development the residential elements are then sold with the income being used to offset the costs of delivering. This leaves the Council with a completed scheme debt of £47m.

That's a debt of £47m for physical assets retained which are actually worth £88m. Not a bad investment, especially when you are considering the community benefits the scheme has delivered.

The Council could also retain the commercial assets and continue to benefit from the rental income generated each year. After using some of the rental income to service the debt the Council would receive a further annual income of just under £3m annually, rising over the years.

That's millions of pounds a year coming into the Council coffers, totally non-dependent on local tax payers' money and central government grants, that can be used to fund services and projects across Wokingham Borough.

A great investment for all and in my opinion better than the Bracknell deal.

Supplementary Question

What I think the concern at the moment is, and thank you for your answer it is very, very helpful, is that some of those questions from members of the public and I think from another Member later and it all goes back to how the trade is functioning during the present situation with the building going on. Last month it seemed to be 'over my dead body' reduction in car parking charges and the only thing I would suggest is that the Lib Dems proposed a 2 hour during the day scheme as against a restriction with nothing happening until 3 o'clock.

What I would ask is would you look at this as the months go on towards Christmas because Christmas is the period when the traders it is make or break for them and I would hate to see the 3 o'clock start cause problems for them and I would ask you to make sure that you look at that in advance?

Supplementary Answer

It is yes and I think we mentioned it earlier that we are looking at all the ideas that came from last night's meeting and that is one of them.

58.2 Rachelle Shepherd-DuBey asked the Executive Member for Environment the following question:

Question

What made you think that asking to move the Winnersh Allotments to a new site in June was a good idea when it's right in the middle of the growing season and when the new allotments are not even built yet?

Answer

Maybe I can answer firstly by asking you a question; what made you think that these allotments will close in June?

The current timescale for the delivery of the replacement allotments envisages that the new allotments should be available for use by early Summer 2018. However the existing allotment holders at the Winnersh Allotments will not be required to leave their existing allotments until at least Autumn 2018. The Council has planned for this overlap in order to minimise the disruption to the current allotment holders.

Supplementary Question

Since you do not have permission from Network Rail to build the bridge yet when will you actually need the allotments then for the works?

Supplementary Answer provided by the Executive Member for Strategic Highways and Planning

All that I can tell you is the completion date for all of the projects; the five new bypasses, the three bridges to the east and that bridge is 2021. That is the latest completion for all of those. I cannot give you an answer on that specific one but I am sure that I can get it for you.

58.3 Imogen Shepherd-Dubey asked the Executive Member for Business and Economic Development and Regeneration the following question:

Question

With the regeneration turning Wokingham town centre into a building site, the impact on traffic through the town, the opening of the Lexicon and now the introduction of traffic wardens, local retailers are suffering badly from a reduction in footfall and therefore revenue. This has caused shops to close and some of our larger key retailers have left the town or are in the process of leaving. What is Wokingham Borough Council doing to support our remaining retailers, particularly the smaller independent ones who add character, and keep people coming into Wokingham?

Answer

We did discuss this last night actually as you know at the extensive workshop. I was going to give you a very detailed answer but I think my colleagues would be upset if I was to go through every single thing. But just a couple of points that I would like to bring out and that is that some of these businesses that have closed are for reasons outside of Wokingham. Cara is one of them as the business went into administration. Things like Wetherspoons; there is a lot of interest, they have given a year's notice to do something else, and a lot of people would like to take their place.

I would like to pick up on a couple of points the traffic warden references are a bit worrying I think because more rigorous enforcement of parking will not only make the Borough safer, and this is particularly around schools, but will also provide a greater turnover of shoppers in short stay spaces, where people were parking illegally all day.

As you know we had a meeting last night and we reviewed all the pieces that we put in place. We have more ideas to consider so I will not go through all the list of things we had already discussed with them.

So, we do feel the pain of shops and the businesses and we have taken action to help them. We will continue to do so in ways we have discussed in detail last night and others we also heard last night. The one thing I would like to urge everybody is that all local Members and others do start talking the town up; the town has great shops, cafes, pubs and restaurants and is very much open for business.

Supplementary Question

Whilst I appreciate what has happened in recent events and the 'Free after Three' is a good start I am also aware what Councillor Cowan said in terms of the two hours floating window but my concern is the scheme that I know you are going to discuss i.e. Agenda Item 58 it only goes up to the end of January. What is the plan after that?

Supplementary Answer

We chose the end of January as we got the January sales so it is just a window in time. By then a lot of the town centre traffic works would have certainly moved on a pace we hope. Again we will look at it and also some ideas that came out of last night. We are listening and we are going through all the options.

59. SHAREHOLDER'S REPORT

(Councillors David Lee, Norman Jorgensen and Stuart Munro declared personal interests in this item)

The Executive considered a report which provided an operational update and the budget monitoring position of the Council Owned Companies for the period ending 31 August 2017.

The Executive Member for Finance went through the report and highlighted the following areas:

- The variance against budget shown for Wokingham Housing Ltd in August which was due to unforeseen legal costs. It was noted that the year to date net loss of £173.5k reflected a £10.4k unfavourable variance compared to the budgeted loss;
- Wokingham Housing Ltd had seven projects under development and nine sites in their pipeline and these developments would provide future income which was very encouraging;
- Berry Brook Homes recorded a profit for the month from rental income from Phoenix Avenue and this was pleasing to note as this development was not fully occupied yet;
- Loddon Homes was arranging for the transfer of residents into the new Fosters Care Home and this would take place in November with full occupancy expected in January;
- Optalis Group continued to show profit better than budgeted and the new CEO was currently working on a new three-year plan.

The Leader of Council tabled a display board which outlined some of the schemes which were currently in the pipeline and what they would achieve when delivered. These included six units of two-bedroomed houses at affordable rents at Grovelands which would provide a gross annual income of over £58k; a facility for care leavers at Reading Road providing a gross annual income of over £58k; 34 self-contained living apartments with on-site care provided by Optalis with an annual income of over £212k per annum; two two-bedroomed maisonettes for shared ownership with a sales value of over £200k and rental income of over £5k per annum as well as the official opening of Phoenix Avenue in November and the Elizabeth Road scheme.

RESOLVED that:

- 1) the budget monitoring position for the month ending 31 August 2017 be noted;
- 2) the operational update for the period to 31 August 2017 be noted.

60. REVENUE MONITORING 2017/18 - SEPTEMBER 2017 (Q2)

The Executive considered a report setting out the forecast outturn position of the revenue budget and the level of balances in respect of the General Fund, Housing Revenue Account, Schools' Block and the Council's investment portfolio. Information on proposed General Fund carry forward requests and a supplementary estimate of £300k to fund various key People Services programmes were also included in the report.

The Executive Member for Finance advised the meeting that the General Fund was forecasting an overspend of £159k against a planned spend of £130m and pressures were being seen in adult social care packages, agency staffing across social care, home to school transport and virtual school services in learning and achievement which provided personal education plans for children in care. An additional £300k was being requested to fund social care Deprivation of Liberty and multi-agency safeguarding.

It was noted that the £159k overspend, the additional £300k requested and the £878k carry forward from the previous financial year could be accommodated as the General Fund had started the year with a balance of £10.063m and was forecasted to stand at £8.699m at the end of the year.

Councillor Whittle also advised that the Housing Revenue Account was forecasting a net underspend of £2k for the year and a year end balance of £4.052m with the Schools Block showing an overspend of £385k which related to the high needs block overspending due to new commitments for Oak and Northern house out of Borough recoupment.

RESOLVED that:

- 1) the forecast outturn position of the revenue budget and the level of balances in respect of the General Fund, Housing Revenue Account, Schools' Block and the Authority's investment portfolio be noted;
- 2) the potential General Fund carry forward requests of £95k, as set out in Appendix B to the report, be noted;
- 3) the supplementary estimate of £300k from General Fund for various key People Services programmes be agreed.

61. CAPITAL MONITORING 2017/18 - END OF SEPTEMBER 2017

The Executive considered a report setting out the Capital Monitoring report to the end of September 2017 which included a proposed supplementary estimate in the sum of £150k to fund part of the Gorse Ride Phase 1 project.

The Executive Member for Finance went through the report and advised that the Capital Budget was forecasting an £890k underspend variance against budget for the year which was mainly due to highway infrastructure flood alleviation schemes. The Capital budget for the year was £124.744m with an expectation that £99.236m would be spent and £24.6m carried forward to next year.

Councillor Whittle informed the meeting that a new budget of £150k was being requested to move residents of Gorse Ride South to allow for the regeneration of that area which would provide new high quality mixed tenure homes. He also advised that the Council had

received a ring fenced grant of £245k from the Football Foundation for the Ryeish Green Sports Hub.

RESOLVED that:

- 1) the Capital Monitoring report for the 2nd quarter of 2017/18, as set out in Appendix A to the report, be noted;
- 2) the following Supplementary Estimate (to add new budget to the 2017/18 Capital Programme) be approved:
 - For £150k as part of Gorse Ride Phase 1 project to decant tenants from existing homes to be demolished (budget to be funded by Housing Revenue Account (HRA) reserves);
- 3) it be approved and noted that the overall value of the 2017/18 Capital Programme budget has increased due to the receipt of ring fenced capital grants and contribution, for:
 - Grant for Ryeish Green Sports Hub from Football Foundation of £245k.

62. TEMPORARY FREE PARKING FROM 3PM IN WOKINGHAM TOWN CENTRE CAR PARKS

The Executive considered a report relating to a proposal to provide free parking between 3pm and 8am at all Council owned car parks located within Wokingham Town Centre until the end of January 2018.

Members were informed by the Executive Member for Highways and Transport that the unavoidable disruption caused by the Wokingham town centre improvements works had led to a decline in footfall and consequently difficult trading conditions for the businesses in the town. The usage of Council car parks had been monitored to ensure that the town continued to attract visitors. The figures for August this year compared to last year showed an increase of 18% in the number of tickets sold. However the September figures had shown a fall of around 10%.

Councillor Bowring advised that in order to address this issue it was proposed to have a period each day from 3pm to 8am the following morning when parking in Council owned car parks in Wokingham Town would be free and this would cover November to January 2018; the most important trading period of the year. There would be a consequent loss of revenue from car parking charges which was estimated to be £48k and it would cost £1k to change the signage in the car parks; which required a supplementary estimate to be approved.

The Leader of Council stated it was hoped that this proposal would mitigate some of the issues raised as a result of the Market Place refurbishments and other regeneration works in and around the town. This solution was proposed in order to help businesses and stop commuters blocking up spaces which, if free parking was provided all day, would surely happen. Councillor Haitham Taylor advised that the meeting with stakeholders held last night had been really positive and a number of solutions had come forward which the Council would be considering.

RESOLVED that:

- 1) the temporary provision of free parking between 15:00 hrs and 08:00 hrs until the end of January 2018 at all Council owned car parks located within Wokingham Town Centre be approved;
- 2) a supplementary estimate for £49,000 to cover the cost of lost income during this period and signage be approved.

63. WOKINGHAM TOWN CENTRE REGENERATION (WTCR) LETTINGS

The Executive considered a report relating to a specific tenant letting for the Peach Place scheme which was in line with the Council's lettings strategy.

The Executive Member for Business and Economic Development and Regeneration confirmed that in order to streamline the process for approving tenant lettings, and enable the Council to act more speedily, it was proposed that in future the matter would be delegated to the Director of Corporate Services in consultation with the Leader and himself.

RESOLVED that:

- 1) the specific tenant letting, as set out in Part 2 of the report, be confirmed;
- 2) decisions around further individual tenant lettings, aligned with the agreed Letting Strategy and its specific criteria as set out in the attached report, be delegated to the Director of Corporate Services in consultation with the Leader and the Executive Member for Business, Economic Development and Regeneration.

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TITLE	Shareholder's Report
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Oliver Whittle, Executive Member for Finance,

OUTCOME / BENEFITS TO THE COMMUNITY

Transparency in respect of Council Owned Companies.

RECOMMENDATION

The Executive is asked to note:

- 1) the budget monitoring position for the month ending 30 September 2017;
- 2) the operational update for the period to 30 September 2017.

SUMMARY OF REPORT

The Council have established a group of housing subsidiaries to provide much needed affordable housing across the Borough and generate a financial return for the Council. This return will help towards its aspiration of becoming increasingly self-sufficient. At a high level the housing group has now become well established and will see Wokingham Housing (WHL) handing over 125 new homes in the financial year to its sister housing companies Loddon and Berry Brook Homes and will generate a profit of £1.1m. In 2018/19 WHL will hand over a further 60 new homes at a profit of just short of £1m. Year on year WHL will deliver 50-70 homes per year generating an ongoing profit of at least £1m per annum.

Optalis was established to be the provider of choice for Adult Care Services. Its key objectives were to reduce the cost of services commissioned by the Council and provide a financial return to the Council, whilst providing safe and good quality Adult Social Care Services. To date over £1m per annum costs have been reduced in the cost to the Council and the business has expanded from approximately £11m p.a. to £40m p.a. following a recent merger with RBWM. This will enable Optalis to create further financial returns through its economies of scale and place the company in a stronger position to generate additional streams of income.

Strategy and Objectives of the Council's Subsidiary Companies

There has been no change to the Strategy and Objectives of the Council's Subsidiary Companies since the last report to Executive in September 2017.

Financial Report

A budget monitoring report is provided in section 1 for each of the companies for September 2017.

Operational Update

An operational update is provided in section 2 for each of the companies as at 30 September 2017. Any changes to the Directorships of the companies is provided at the end of the relevant company's operational update.

BACKGROUND

1. Financial Report

WBC (Holdings) Group Consolidated (comprising WBC (Holdings) Ltd (Holdco), Wokingham Housing Ltd, Loddon Homes Ltd and Berry Brook Homes Ltd).

WBC (Holdings) Group Consolidated - Profit & Loss

	P5: Aug-17			Cumulative		
	Actual £000	Budget £000	Variance £000	Actual £000	Budget £000	Variance £000
Income	112	109	3	534	534	0
Expenditure	-155	-162	7	-916	-920	4
Operating Loss	-43	-53	10	-382	-386	4

There were no major variances to budget for WBC (Holdings) Ltd. Variances to budget for the individual companies are explained under the relevant sections below.

Wokingham Housing Limited (WHL)

Wokingham Housing Limited - Profit & Loss

	P6: Sep-17			Cumulative		
	Actual £000	Budget £000	Variance £000	Actual £000	Budget £000	Variance £000
Income	0	0	0	0	0	0
Expenditure	-18.4	-35.5	17.1	-194.4	-198.6	4.2
Operating Loss	-18.4	-35.5	17.1	-194.4	-198.6	4.2

Income & Expense: WHL recorded no income in the month of September, in line with expectations. Overhead costs in the month were £17.1k lower than budgeted due to lower marketing costs and professional fees than expected. The year to date operating loss of £194.4k reflects a £4.2k favourable variance compared to the budgeted loss.

Loddon Homes Limited (LHL)

Loddon Homes Limited - Profit & Loss

	P6: Sep-17			Cumulative		
	Actual £000	Budget £000	Variance £000	Actual £000	Budget £000	Variance £000
Income	6.7	7.1	-0.4	42.8	42.7	0.1
Expenditure	-14.2	-15.2	1.0	-96.2	-89.7	-6.5
Operating Loss	-7.5	-8.1	0.6	-53.4	-47.0	-6.4

Income & Expense: Income of £6.7k in the month of September for LHL included rental income from the Hillside and Vauxhall Drive properties, which reflects a £0.4k negative variance. On a year-to-date basis, income of £42.8k is roughly in line with budgeted income.

Direct costs are £1.0k lower than budget, due to lower than expected utility charges in the month. Overheads are overspent year-to-date by £10.1k, reflecting higher than anticipated marketing costs earlier in the year in addition to higher than budgeted recruitment expenses.

The operating loss of £7.5k in the month reflects a £0.6k favourable variance compared to the budget while the year to date net loss of £53.4k is £6.4k higher than the budgeted loss.

Berry Brook Homes Limited (BBHL)

Berry Brook Homes Limited - Profit & Loss

	P6: Sep-17			Cumulative		
	Actual £000	Budget £000	Variance £000	Actual £000	Budget £000	Variance £000
Income	17.7	22.1	-4.4	60.2	70.6	-10.4
Expenditure	-8.5	-13.8	5.3	-54.7	-74.7	20.0
Operating Profit/(Loss)	9.2	8.3	0.9	5.5	-1.1	9.6

Income & Expense: Income of £17.7k in the month of September for BBHL included rental income from the Phoenix development only and was £4.4k under budget due to delays in handover of the properties. On a year-to-date basis, income of £60.2k is £10.4k under budget for 2017/18.

Direct costs of £1.0k were £2.6k better than budget due to lower than budgeted maintenance costs and handover delays. Year-to-date direct costs of £4.3k represent a £6.0k favourable variance compared to budget. Overheads of £7.6k showed a £2.7k favourable variance versus budget, and the year-to-date overhead expenditures of £50.3k represent a £14k favourable variance compared to budget.

Overall, BBHL recorded a £9.2k operating profit for the month, which was £0.9k higher than budgeted, while the year to date operating profit of £5.5k is £9.6k higher than budgeted.

Optalis Group (comprising Optalis Ltd, Optalis Wokingham Ltd and Optalis Holdings Ltd.)

Optalis Group Consolidated - Profit & Loss

	P6: Sep-17			Cumulative		
	Actual	Budget	Variance	Actual	Budget	Variance
	£000	£000	£000	£000	£000	£000
Income	3,697	3,731	-34	22,182	22,398	-216
Expenditure	-3,685	-3,730	45	-22,159	-22,387	228
Operating Profit	12	1	11	23	11	12

September 2017 results:

Operating profit for the month was ahead of budget and contributed to a positive year to date position as at the end of September 2017 of £23k. This is driven by the Royal Borough Services underspending to budget, they are running with various vacant positions.

Our budget planning takes into account provision against the potential financial risks to the Company.

2. Operational Report

WHL Schemes In Progress/Under Development:

Summary:

At present WHL has 84 homes under construction over 9 sites. To date WHL has passed over for management to Loddon Homes and Berry Brook Homes 68 units. There are approximately 130 potential units in the development pipeline.

WHL is predicting it will be profitable from this financial year (2107/18) and have cleared all working capital debt by November 2018, when the company will be completely self-funding.

SITE:	PROGRESS:
Phoenix Avenue (68 units)	<ul style="list-style-type: none"> 52 of the 68 units have now been handed over. The 11 phase 4 units were handed over on time against the revised timetable. Liquidated and ascertained damages (LAD) of £96k were applied to the last payment to Hill. The remaining 16 units are due to be handed over in mid-November and mid-December. To date the net valuation is c. £10.6m against the contract sum of £11.4m – c. 93%. An official opening event is proposed for the New Year with a Christmas event for residents planned for December.
Fosters (34 units)	<ul style="list-style-type: none"> Leighfields are expecting to formally handover Fosters in the first week of January, to coincide with lift completion works and the Commissioners timetable for moving in the first residents.

	<ul style="list-style-type: none"> • There are no additional costs for WHL attached to the slightly extended completion date. • To date the net valuation is c. £5m against the contract sum of £5.9m – c. 84%.
Grovelands (6 units)	<ul style="list-style-type: none"> • Handover of the first four plots that are now completed are expected in mid-December due to the water supply utility company being delayed in making the connection to the mains supply. • The two plots not started as a result of the high voltage cable that needs to be moved are finally booked in to take place in January 2018 to allow the construction of the units outstanding. • To date the net valuation is £938k against the contract sum of £1.1m – c. 86%.
Reading Road (9 units)	<ul style="list-style-type: none"> • The scheme is progressing well and is on time for completion by end March 2018 and to budget. • To date the net valuation is £536k against the contract sum of £1.1m – c. 50%.
Anson Walk (4 units)	<ul style="list-style-type: none"> • The original completion date has slipped very slightly to late December 2017. The delay is caused by a later date being given from SSE to divert a high voltage cable which needs to be re-routed. • To date the net valuation is £432k against the contract sum of £613k – c. 70%.
Barrett Crescent (2 units)	<ul style="list-style-type: none"> • Barrett Crescent is progressing well and is on time and to budget. • To date the net valuation is £178k against the contract sum of £398k – c. 45%.
Elizabeth Road (2 units)	<ul style="list-style-type: none"> • Elizabeth Road is progressing well and is on time and to budget. • To date the net valuation is £252k against the contract sum of £536k – c. 47%.
Norton Road (9 units)	<ul style="list-style-type: none"> • LIFEbuild are progressing site preparation for their start on site in November.
Finch Road (2 units)	<ul style="list-style-type: none"> • Francis Construction are starting on site in early December.

Pipeline Sites:

Tape Lane (11 units for WBCs Housing Services): Work progresses to deliver this WBC scheme. The planning application in October for minor amendments was successful. WBC Housing Services are working towards completing decanting by January 2018.

Middlesfields (2 units): We continue to work towards trying to re-tender this scheme with companies we have not yet used and who are not on our framework.

Work to try and progress future pipeline projects is continuing through appraisal work and work on planning applications. These include Gorrick Square (1 supported housing units), Cockayne Court/ Gorse Ride (c.35-45 units), Woodley Age Concern site (c.12-20 units), Area DD (c.26-30 units) and Wellington Road/ Station Road (c. 16-20 units for private rent).

Changes to Directors:

There have been no changes to WHL company directors since the last report, although approval to appoint a further independent Non-Executive Director has been given by Holdco to create a Board of four.

Loddon Homes Limited (LHL)

General update:

Loddon Homes is forecasting that it will be profitable from 2018/19 onwards.

Completed Schemes:

There are no operational changes at Hillside and Vauxhall Drive since our last report.

Schemes under construction:

Loddon Homes' work is focussed on ensuring the management and care arrangements at Fosters are in place in time for its opening in January 2018. There is still significant work to be undertaken to agree and put in place the Operational Agreement which is being led on by Adult Social Care (ASC).

Expert advice has now been received on the service charge budget for eligible and non-eligible Housing Benefit items and further meetings with ASC and Loddon Homes are programmed.

Agreement has been reached around how to manage the lift delays and the Commissioner has decided to start the letting of Fosters from early January 2018.

Changes to Directors:

There have been no changes to Loddon Homes' company directors since the last report.

Berry Brook Homes Limited (BBHL)

General update:

The operational arrangements of Berry Brook Homes continue to evolve. The Articles of Association will soon be in place with Holdco's sign-off. A timetable of policy production has been discussed and is shortly to be agreed along with the Key Performance Indicators (KPI) reporting arrangements and KPI targets.

Current business plan forecasting is estimating that the Company will become profitable from 2019/20 onwards, having effectively broken even in 2018/19.

Completed Schemes:

There are no major operational changes at Phoenix Avenue since our last report, although there has been some improvements in the management in the defects issues common with new developments.

Schemes under construction:

Phoenix Avenue has seen the handover of phase 4 units – 11 apartments – which are in the process of being let. Not allowing viewings until actual handover has meant Berry Brook has been able to protect its reputation better with new tenants, albeit at the expense of some minor rent loss.

The Company is also gearing up for the letting of the next schemes about to complete at Grovelands, Winnersh and Anson Walk, Shinfield.

Changes to Directors:

There have been no changes to Berry Brook Homes' company directors since the last report, apart from the existing non-Executive Board member Robin Roberts being appointed vice-chair.

Optalis Limited

General:

The new CEO has visited all services across the organisation, and is now working toward establishing a 2020 strategy, based on integrating, building and growing the organisation. Part of that process will involve meeting with teams and customers so the plan can be formed together.

Staff

Vacancy rates are improving driven by pro-active recruitment campaigns across the region when compared across the year.

Quality

CQC inspections have taken place at two of our services in Maidenhead. Whilst the services were rated good in terms of care and responsiveness, improvements are required, and are currently being addressed.

Business development

We are working closely with Wokingham Borough Council in relation to the provision of support in the new Extracare housing schemes in Fosters and Birches.

2.3 Changes to Directors

There have been no changes since the last report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See other financial implications below	Yes	Revenue
Next Financial Year (Year 2)	See other financial implications below	Yes	Revenue
Following Financial Year (Year 3)	See other financial implications below	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

The Council will benefit from reduced costs in commissioning services, the interest and management charges to WBC (Holdings) Ltd and future profits paid out as dividend. These will be factored into the Medium Term Financial Plan under the appropriate service.

Cross-Council Implications

No Cross-Council Implications

List of Background Papers

None

Contact James Sandford	Service Resources
Telephone No	Email James.Sandford@wokingham.gov.uk
Date 20 November 2017	Version No. 3

TITLE	Fees and Charges
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Oliver Whittle, Executive Member for Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Sound Finances and Value for Money.
Maintaining services to the community through ensuring appropriate fees and charges for services.

RECOMMENDATION

That the Executive approve the schedule of fees and charges, as set out in Appendix A to the report, to be effective from the dates listed on the schedule.

SUMMARY OF REPORT

Members are presented with the schedule of proposed fees and charges.

Members are requested to agree the fees and charges contained in this report at Appendix A, effective from the dates shown on the schedule, of which most are enacted from 1 December 2017. People's Services – Sports and Housing charges will alter from 1 January 2018 and 1 April 2018 respectively.

Background

The Council is currently projecting significant financial pressure 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 and is considered to be responsible. Executive are asked to approve the schedule of fees and charges (Appendix A). The estimated income from the approved level of fees and charges will form part of the overall 2018/19 budget figures to be submitted to Executive in February 2018.

Those fees and charges which are subject to annual inflationary increases.

Analysis of Issues

The report contains proposed charges for services as set out in Appendix A.

Annual inflationary increases have in general been increased by an average 3.6% (and rounded where appropriate) in line with the Retail Price Index (RPI) as at July 2017. Some fees and charges, largely in People's services, vary according to the cost of providing the service.

Most changes are enacted from 1 December 2017. However, People's services – Sports and Housing charges will alter from 1 January 2018 and 1 April 2018 respectively. This is in line with business requirements.

The only other variance from these principles is the charges for deputyship and appointeeship where charges have been restructured to ensure fairness and consistency, and also to achieve an income to the local authority for carrying out relevant services. Benchmarking and further detail is given in Appendix B.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£10k)	Y	Revenue
Next Financial Year (Year 2)	(£60k)	Y	Revenue
Following Financial Year (Year 3)	(£60k)	Y	Revenue

Other financial information relevant to the Recommendation/Decision

The approved fees and charges income will be included in the MTFP to be submitted to Executive in February 2018.

Cross-Council Implications

The fees and charges schedule affects all service areas which provide chargeable services.
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List of Background Papers

None

Contact Jonathan Ross	Service Business services
Telephone No 0118 974 6560	Email Jonathan.ross@wokingham.gov.uk
Date 20 November 2017	Version No. 2

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Corporate services

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18	BENCHMARKING	% Increase
Concessionary Travel:									
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£6.00	£6.50	£6.50		Reading £5, RBWM £15, West Berks £15, Bracknell £5	8.3%
Accountancy and Procurement:									
Charge for printed copies of the MTFP or Statement of Accounts		Standard	Full cost recovery	£18.00	£18.50	£15.42			2.8%
Revenues and Benefits - Cash Office:									
Credit Card Handling Fees		Zero Rated	Full Cost recovery	£2.00	£0.00	From 13.1.2018 we are unable to charge credit card fees. We will continue to charge £2.00 until that date			n/a
LOCAL LAND CHARGES:									
Part 1 enquiry and certificate of search		Standard	Service costs are fully covered.	£129.08	£133.70	£116.75			3.6%
Each optional question on part two of the enquiry form		Standard		£21.48	£22.30	£18.58			3.8%
Each additional question not covered by parts one and two		Standard		£34.68	£35.90	£29.92			3.5%

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase	
							Bencharking against all services across South East unless indicated			
Registration of Births, Marriages and Deaths										
Licence Fees for Approved Premises:										
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business	To cover costs benchmarked against other LA's	£1,990.00	£2,062.00	£2,062.00			3.6%	
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£824.00	£854.00	£854.00			3.6%	
Licence Amendment Fee		Non Business		£369.00	£382.00	£382.00			3.5%	
Marriage Fees / Civil Partnership Fees:										
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at approved premise										
Monday - Thursday	per ceremony	Non Business			£407.00	£422.00	£422.00			3.7%
Late Weddings 6-8pm	per ceremony	Non Business			£483.00	£500.00	£500.00			3.5%
Friday - Saturday	per ceremony	Non Business			£469.00	£486.00	£486.00			3.6%
Late Weddings 6-8pm	per ceremony	Non Business			£544.00	£564.00	£564.00			3.7%
Sunday and Bank Holidays	per ceremony	Non Business			£534.00	£553.00	£553.00			3.6%
Late Weddings 6-8pm	per ceremony	Non Business			£686.00	£711.00	£711.00			3.6%
Ceremony Room										
Monday to Thursday	per ceremony	Non Business			£148.00	£153.00	£153.00			3.4%
Late Weddings 4.30-8pm	per ceremony	Non Business			£263.00	£272.00	£272.00			3.4%
Friday	per ceremony	Non Business			£262.00	£271.00	£271.00			3.4%
Saturday or Sunday	per ceremony	Non Business			£302.00	£313.00	£313.00			3.6%
Bank Holidays	per ceremony	Non Business			£416.00	£431.00	£431.00			3.6%
Naming / Renewal of Vows:										
Naming / Renewal of Vows in Ceremony Room:										
Monday to Thursday	per ceremony	Standard			£139.00	£144.00	£120.00			3.6%
Friday or Saturday	per ceremony	Standard			£292.00	£303.00	£252.50			3.8%
Sunday and Bank Holidays	per ceremony	Standard			£383.00	£397.00	£330.83			3.7%
Naming / Renewal of Vows in an Approved Premises:										
Monday to Thursday	per ceremony	Standard			£302.00	£313.00	£260.83			3.6%
Friday or Saturday	per ceremony	Standard		£351.00	£364.00	£303.33			3.7%	
Sunday and Bank Holidays	per ceremony	Standard		£409.00	£424.00	£353.33			3.7%	
Naming / Renewal of Vows in Private Premises										
Monday to Thursday	per ceremony	Standard		£322.00	£334.00	£278.33			3.7%	
Friday or Saturday	per ceremony	Standard		£391.00	£405.00	£337.50			3.6%	
Sunday or Bank Holidays	per ceremony	Standard		£449.00	£465.00	£387.50			3.6%	
Nationality Checking Service										
	per Adult	Standard		£75.00	£78.00	£65.00		Bracknell = 80, Reading = 78, RBWM = 85, Slough = 80, W Berks = 70	4.0%	
	per child	Standard		£55.00	£57.00	£47.50		Average in SERB area is 63.	3.6%	
Passport checking fee in addition to National Checking Service checking	per person	Standard		£15.00	£16.00	£13.33		All of other unitaries in Berks (except Bracknell) currently charge £15	6.7%	
European Passport Return Service (a new service introduced)										
Adult or child	per person	Standard			£15.00	£12.50			new	
Postage	individual	Standard			£9.50	£7.92			new	
Postage	group/family	Standard			£12.00	£10.00			new	
Private Citizenship Ceremony										
Citizenship Ceremony Fees in Ceremony Room Mon-Fri		Non Business		£122.00	£126.00	£126.00			3.3%	
Saturday	per ceremony	Non Business		£293.00	£304.00	£304.00			3.8%	
Miscellaneous:										
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's							

People's services - Children's

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	BENCHMARKING	% Increase		
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £					
YOUTH & COMMUNITY SERVICE:											
Wokingham Youth & Community Centre: Commercial rates agreed on negotiation											
Activity	per hour	Exempt	Covers full costs	£13.10	£13.60	£13.60	£99,100 across all sites		3.8%		
Hall	per hour	Exempt		£16.50	£17.10	£17.10			3.6%		
Hard Court	per hour	Exempt		£16.00	£16.60	£16.60			3.8%		
Kitchen	per hour	Exempt		£10.10	£10.50	£10.50			4.0%		
Meeting	per hour	Exempt		£13.10	£13.60	£13.60			3.8%		
Premises	per hour	Exempt		£61.10	£63.30	£63.30			3.6%		
Woodley Airfield: Commercial Hire:											
Hall	per hour	Exempt		£19.20	£19.90	£19.90				3.6%	
Coffee Bar	per hour	Exempt		£15.50	£16.10	£16.10				3.9%	
Community Hire:											
Hall	per hour	Exempt		£16.00	£16.60	£16.60				3.8%	
Coffee Bar	per hour	Exempt		£13.90	£14.40	£14.40				3.6%	
Private Hire:											
Hall	per hour	Exempt		£16.00	£16.60	£16.60			3.8%		
Coffee Bar	per hour	Exempt		£13.10	£13.60	£13.60			3.8%		
Home To School / College Transport											
All changes in charges to come into effect from the start of the school year 09/2017											
Concessionary Fare (average)	per pass	Zero Rated	Full cost recovery	£675.00	£700.00	£700.00	44,000	Windsor £765, Bracknell £660, West Berkshire £684	3.7%		
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£17.50	£18.00	£18.00		Windsor £15, Bracknell £20, West Berkshire £15	2.9%		
Respite Care - accommodation provided under Children Act 1989											
Other parents (contribution to cost of meals)	per night	Non Business	Bespoke	£3.50	£3.50	£3.50	1,900		0.0%		
Disabled Children's Saturday Clubs											
Cost to other local authorities	per visit	Non Business	Full cost recovery	£93.70	£97.10	£97.10	0		3.6%		

People's services - Health & Wellbeing

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	% Increase
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £	£	
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	Non Business		Full cost recovery	Full cost recovery	Full cost recovery	904,600	
Second carer		Non Business		Full cost recovery	Full cost recovery	Full cost recovery		
OLDER PEOPLE: Residential Care: WBC Homes for Older People								
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	Full cost recovery	£2,100,000	
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	Full cost recovery		
Independent Sector Homes for the Elderly								
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	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	Non Business		Full cost recovery	Full cost recovery	Full cost recovery	£20,000	
Adults - charge to resident - Independent Sector								
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery	Full cost recovery		
ADULTS AND MENTAL HEALTH: Day Care Service:								
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	Full cost recovery	Full cost recovery	£131,000	
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	Full cost recovery	Full cost recovery		
Day Care:								
Full cost to other local authorities	Day	Non Business		Full cost recovery	Full cost recovery	Full cost recovery		
Full cost recovery for day services subject to a maximum additional charge of £50 per week up to March 2017	Week	Non Business		Full cost recovery	Full cost recovery	Full cost recovery		

People's services - Health & Wellbeing

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	% Increase
				Incl VAT (if applic)	Incl VAT (if applic)	Excl VAT		
				£	£	£	£	
Self Funders:								
Setup charge for non-residential services	Annual	Non Business		£264.90	£274.40	£274.40	£0	3.6%
Annual Administration charge for non-residential services	Annual	Non Business		£197.70	£204.80	£204.80		3.6%
Deferred Payment Agreements (DPA)								
Setup charge excluding disbursements	Annual	Non Business		£769.30	£797.00	£797.00	£0	3.6%
Setup charge including disbursements	Annual	Non Business		£611.40	£633.40	£633.40		3.6%
Annual Administration excluding disbursements	Annual	Non Business		£266.00	£275.60	£275.60		3.6%
Annual Administration including disbursements	Annual	Non Business		£175.30	£181.60	£181.60		3.6%
Training Course Fees:								
Charge to other unitary authorities within Berkshire & statutory agencies	Day	Non Business		£66.20	£68.60	£68.60		3.6%
Cancellation fee, not payable if attendance cancelled more than 7 days before course date	Per Course	Non Business		£66.20	£68.60	£68.60		3.6%
Charge to voluntary bodies	Day	Non Business		£29.10	£30.10	£30.10		3.4%

People's services - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2018

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.17	CHARGE from 1.1.18	CHARGE from 1.1.18	BUDGET 2017/18	BENCHMARKING	% Increase	
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £	£			
SPORTS ACTIVITIES:										
Children's Holidays Sports Activities:										
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£17.00	£18.00	£18.00	244,700	£28	5.9%	
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£73.00	£76.00	£76.00		£135.50	4.1%	
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£26.00	£27.00	£27.00		£36.50	3.8%	
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£115.00	£120.00	£120.00		£175	4.3%	
15 % Off Discount if you book before specified date Week (9:30 - 3:30)		Exempt		£62.05	£64.50	£64.50			3.9%	
15 % Off Discount if you book before specified date Day (9:30 - 3:30)		Exempt		£14.45	£15.50	£15.50			7.3%	
15 % Off Discount if you book before specified date Week (8 - 6)		Exempt		£97.75	£102.00	£102.00			4.3%	
15 % Off Discount if you book before specified date Day (8-6)		Exempt		£22.10	£23.00	£23.00			4.1%	
Specialised Sports Camps (Courses) Per Day		Exempt		£26.00	£27.00	£27.00				3.8%
All sports 1/2 day 9 - 12pm		Exempt		£10.00	£11.00	£11.00			Benchmarking against other suppliers, resulted in increase to match market	10.0%
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£44.00	£46.00	£46.00				4.5%
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£39.00	£41.00	£41.00				5.1%
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£67.00	£70.00	£70.00				4.5%
Early drop off		Exempt		£3.00	£3.50	£3.50			Benchmarking against other suppliers, resulted in increase to match market	16.7%
Late pick up		Exempt		n/a	£8.00	£8.00				new
Children's Term Time Sports Activities:										
Term Time Activities (Sports) - Per session		Exempt	Subsidised	£4.00	£4.00	£4.00			0.0%	
Term Time Activity 10 week block		Exempt		£36.60	£40.00	£40.00			9.3%	
Term Time Activities (Specialised Sports) - per session		Exempt		£4.00	£5.00	£5.00		Benchmarking against other suppliers, resulted in increase to match market	25.0%	
Term Time (Specialised Activity) - Per 10 week block		Exempt		no charge	£45.00	£45.00			new	
Children's Parties (Facility and Coach) Up to 20 Children		Exempt		£111.00	£145.00	£145.00		Benchmarking against other suppliers, resulted in increase to match market	30.6%	
Children's Parties (Facility and Coach) Additional Cost per Child (Over 20)		Exempt		£6.00	£6.50	£6.50			8.3%	
10% Sibling Discount		Exempt	10% discount of the above fees (Children's Term Time Sports Activities)							
20% CAN Card Holder Discount		Exempt	20% discount of the above fees (Children's Term Time Sports Activities)							

People's services - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2018

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.17	CHARGE from 1.1.18	CHARGE from 1.1.18	BUDGET 2017/18	BENCHMARKING	% Increase
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £	£		
Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability)									
Membership Direct Debit (Monthly)		Exempt		£204.00	£240/£20 per month	£240/£20 per month		Nothing comparable in the area	17.6%
Membership Annual		Exempt		£165.00	£175.00	£175.00			6.1%
Block of 10 Sessions (£3.00)		Exempt		£30.00	£31.50	£31.50			5.0%
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt		£60.00	£60.00	£60.00			0.0%
Personal training for one		Exempt		£40.00	£41.50	£41.50			
Personal training for two		Exempt		£40.00	£41.50	£41.50			
Personal training for three		Exempt		£45.00	£47.00	£47.00			
Adult Classes:									
General Class (Book 10 Weeks in advance)		Exempt		£42.00	£50.00	£50.00		Range between £5-7 per class. Benchmarking against other suppliers, resulted in increase to match market	19.0%
Specialised Courses (Book 10 Weeks in advance)		Exempt		£52.50	£65.00	£65.00		Benchmarking against other suppliers, resulted in increase to match market	23.8%
Wokingham Active Adults Membership (Per Adult)		Exempt		£11.00	£11.40	£11.40			new
Bronze Package 1 session/week 10 week block		Exempt		n/a	£50.00	£50.00			new
Silver Packaged 2 sessions/week 10 week block		Exempt		n/a	£80.00	£80.00			new
Gold Package 3 sessions/week 10 week block		Exempt		n/a	£120.00	£120.00			new
Platinum Package 4 session/week 10 week block		Exempt		n/a	£160.00	£160.00			new
0-5 classes									
General class 10 week block		Exempt		n/a	£50.00	£50.00			new
Specialist classes 10 week block		Exempt		n/a	£65.00	£65.00			new
Additional sibling		Exempt		n/a	£1.00	£1.00			new
Specialised Health Prevention Projects									
Steady Steps (£3.60 X weeks per term(based on 10weeks))		Exempt		£36.00	£38.00	£38.00			5.6%
Cardiac Rehab (10 Week block)		Exempt		£36.00	£38.00	£38.00			5.6%
Cardiac Rehab Health Checks		Exempt		£11.00	£12.00	£12.00			9.1%
LTHC Rehab Gym		Exempt		£33.00	£35.00	£35.00			6.1%
GP Referral 6 month membership		Exempt		£21.00	£22.00	£22.00			4.8%
GP loyalty card		Exempt		£19.00	£20.00	£20.00			5.3%
GP Referral Activities Continuation		Exempt		£23.00	£24.00	£24.00			4.3%
Rehab Gym Hire (Gym hire only) Loddon & Bulmershe (Instructor needs to be qualified)		Exempt		£21.00	£22.00	£22.00			4.8%
Phase 4 Cancer Rehab 10 week block		Exempt		£36.00	£40.00	£40.00		Benchmarking against other suppliers, resulted in increase to match market	11.1%
Rehab Gym Hire (Gym hire & Instructor)		Exempt		£42.00	£44.00	£44.00			4.8%
Room Hire for Personal Trainers		Exempt		£15.00	£16.00	£16.00			6.7%

People's services - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2018

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.17	CHARGE from 1.1.18	CHARGE from 1.1.18	BUDGET 2017/18	BENCHMARKING	% Increase
				Incl VAT (if applic)	Incl VAT (if applic)	Excl VAT			
				£	£	£	£		
Adults with Health Conditions & Additional Needs (Disability)									
General class per session		Exempt		n/a	£2.50	£2.50			new
General Class (10 sessions)		Exempt		£38.00	£40.00	£40.00			5.3%
Specialised Courses (10 sessions)		Exempt		£52.50	£54.40	£54.40			3.6%
Children with Health Conditions & Additional Needs (Disability)									
General Class (10 weeks)		Exempt		£38.00	£42.00	£42.00		Benchmarking against other suppliers, resulted in increase to match market	10.5%
General Class (CAN Card Holders 10 weeks)		Exempt		£28.00	£34.00	£34.00		Benchmarking against other suppliers, resulted in increase to match market	21.4%
Specialised Courses		Exempt		£52.50	£55.00	£55.00			4.8%
Gym Session per session		Exempt		n/a	£4.00	£4.00			new
Additional Services:									
Provision of Coach / Instructor Per Hour		Exempt		£25.00	£26.00	£26.00			4.0%
Provision of Specialised Coach / Instructor Per Hour		Exempt		£34.00	£36.00	£36.00			5.9%
Multi Use Courts (Chalfont - Sports Unit):									
Adult per court per hr		Standard	To recover Service costs and overheads	£16.00	£17.00	£14.17			6.3%
Junior per court per hr		Standard		£11.00	£12.00	£10.00			9.1%
Events Tournaments									
Team Event (Commercial)		Standard		£26.00	£27.00	£22.50			3.8%
Team Event (Non- Commercial)		Standard		£16.00	£17.00	£14.17			6.3%
Individual Event (Amateur)		Standard		£11.00	£12.00	£10.00			9.1%
Commercial Hire Astro-Turf 3G Pitches									
Full Pitch (off peak)		Standard		n/a	£60.00	£50.00			new
Half Pitch (off peak)		Standard		n/a	£36.00	£30.00			new
Quarter Pitch (off peak)		Standard		n/a	£24.00	£20.00		new	
Full Pitch (peak)		Standard		n/a	£120.00	£100.00		new	
Half Pitch (peak)		Standard		n/a	£65.00	£54.17		new	
Quarter Pitch (peak)		Standard		n/a	£37.50	£31.25		new	

People's services - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2018

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.17 Incl VAT (if applic) £	CHARGE from 1.1.18 Incl VAT (if applic) £	CHARGE from 1.1.18 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Charter Standard Clubs (junior & Adults)									
Full Pitch (peak)		Standard		n/a	£90.00	£75.00			new
Half Pitch (peak)		Standard		n/a	£45.00	£37.50			new
Quarter Pitch (peak)		Standard		n/a	£22.50	£18.75			new
Half pitch (off peak)		Standard		n/a	£20.00	£16.67			new
Full Pitch (off peak)		Standard		n/a	£40.00	£33.33			new
Key Partner Club									
Full Pitch (peak)		Standard		n/a	£80.00	£66.67			new
Half Pitch (peak)		Standard		n/a	£40.00	£33.33			new
Quarter Pitch (peak)		Standard		n/a	£20.00	£16.67			new
Full Pitch (off peak)		Standard		n/a	£40.00	£33.33			new
Half Pitch (off peak)		Standard		n/a	£20.00	£16.67			new
Quarter Pitch (off peak)		Standard		n/a	£10.00	£8.33			new
Other Partner Hire Full Pitch Per Hour									
Berks and Bucks FA		Standard		n/a	£120.00	£100.00			new
Reading FC Community Trust		Standard		n/a	£80.00	£66.67			new
BOBi Disability League		Standard		n/a	£40.00	£33.33			new
Arborfield									
Per hour per court off peak (Mon-Fri 7.30am-5.30pm)		Standard		n/a	£5.50	£4.58			new
Per hour per court peak (Mon-Fri 5.30pm-10.30pm + all day weekend)		Standard		n/a	£8.00	£6.67			new
Half hall (4 courts) off peak for 1 hour		Standard		n/a	£20.00	£16.67			new
half hall (4 courts) peak for 1 hour		Standard		n/a	£30.00	£25.00			new
Full hall (8 courts) off peak for 1 hour		Standard		n/a	£40.00	£33.33			new
Full hall (8 courts) peak for 1 hour		Standard		n/a	£80.00	£66.67			new
Studio per hour off peak		Standard		n/a	£5.00	£4.17			new
Studio per hour peak		Standard		n/a	£12.00	£10.00			new
Additional Half of climbing wall off peak per hour		Standard		n/a	£180.00	£150.00			new
Half climbing peak per hour		Standard		n/a	£200.00	£166.67			new
Whole climbing wall peak per hour		Standard		n/a	£450.00	£375.00			new
20% off block booking for 10 weeks or more consecutive									
Netball adult per court per hour peak		Standard		n/a	£17.00	£14.17			new
Tennis per court peak per hour		Standard		n/a	£8.00	£6.67			new
Floodlights for tennis courts additional		Standard		n/a	£5.00	£4.17			new

People's services - Deputyship and
Appointee

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Deputyship & Appointee WBC Fees/charges									
Management of client finances under Appointeeship where savings below £3000	Annual	Exempt		n/a	£100.00	£100.00	£50,000		new
Management of client finances under Appointeeship where savings above £3000. Client must have signed a Charging Agreement at present.	Annual	Exempt		In accordance with Court of Protection Rule 167, Practice Direction		In accordance with Court of Protection Rule 167, Practice Direction			new
Additional services after death - e.g. locating executors, arranging funerals									
Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off	Exempt		n/a	£220.00	£220.00		Windsor and Maidenhead charge the same	new
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off	Exempt		n/a	£270.00	£270.00		Windsor and Maidenhead charge the same	new
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off	Exempt		n/a	£380.00	£380.00		Windsor and Maidenhead charge the same	new
Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off	Exempt		n/a	£50.00	£50.00		Windsor and Maidenhead charge the same	new

Housing general fund

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st April 2018

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.17 Incl VAT (if applic) £	CHARGE from 1.4.18 Incl VAT (if applic) £	CHARGE from 1.4.18 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Gypsy Caravan Sites:									
Carters Hill Park - Licence Fee	per week	Non Business		£54.60	£56.60	£56.60	37,700		3.7%
Twyford Orchards - Licence Fee	per week	Non Business		£50.70	£50.70	£50.70	50,680		0.0%
Foxwood Room 1 (new property)	per week	Non Business		n/a	£122.61	£122.61	£0		New
Foxwood Room 2 (new property)	per week	Non Business		n/a	£112.61	£112.61			New
Foxwood Room 3 (new property)	per week	Non Business		n/a	£112.61	£112.61			New
Foxwood Room 4 (new property)	per week	Non Business		n/a	£122.91	£122.91			New
Foxwood Room 5 (new property)	per week	Non Business		n/a	£138.32	£138.32			New
Oxford Road Hostel room 1	per week	Non Business		£91.90	£95.20	£95.20	£43,000		3.6%
Oxford Road Hostel room 2	per week	Non Business		£91.90	£95.20	£95.20			3.6%
Oxford Road Hostel room 3	per week	Non Business		£112.60	£116.70	£116.70			3.6%
Oxford Road Hostel room 4	per week	Non Business		£117.70	£121.90	£121.90			3.6%
Oxford Road Hostel room 5	per week	Non Business		£122.90	£127.30	£127.30			3.6%
Oxford Road Hostel room 6	per week	Non Business		£112.60	£116.70	£116.70			3.6%
Oxford Road Hostel room 7	per week	Non Business		£122.90	£127.30	£127.30			3.6%
Oxford Road Hostel room 8	per week	Non Business		£112.60	£116.70	£116.70			3.6%
Oxford Road Hostel room 9	per week	Non Business		£138.30	£143.30	£143.30			3.6%
Grovelands a	per week	Non Business		£90.10	£93.30	£93.30	£29,000		3.6%
Grovelands b	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands c	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands d	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands e	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park f	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park g	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park h	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park i	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park k	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands Park l	per week	Non Business		£90.10	£93.30	£93.30			3.6%
Grovelands plot fees	per week	Non Business		£39.30	£40.70	£40.70	135,000		3.6%
Groveland Garages - tenants - non-vatable x 2	per week	Non Business		£7.80	£8.10	£8.10	0		3.8%
Groveland Garages - non-tenants - vatable x 16	per week	Standard		£11.10	£11.50	£9.58	0		3.6%
Bed & Breakfast - family room	room per week	Non Business		£20.40	£21.10	£21.10			3.4%
Bed & Breakfast - single room	room per week	Non Business		£12.20	£12.60	£12.60			3.3%
Bed & Breakfast (non HB charge)	room per week	Non Business		£150.00	£155.40	£155.40			3.6%
Storage costs	per week	Non Business		£8.20	£8.50	£8.50			3.7%

DISCRETIONARY FEES AND CHARGES

[illegible]

Customer and locality services - Planning DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18	BENCHMARKING	% Increase
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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 - Standard	Per application	Standard		£92.00	£95.30	£79.42			3.6%
House Holder - Enhanced (includes site visit)	Per application	Standard		£153.00	£158.50	£132.08			3.6%
Non-householder < 200m2	Per application	Standard		£587.00	£608.10	£506.75			3.6%
Non-householder > 200m2 but < 500m2	Per application	Standard		£660.00	£683.80	£569.83			3.6%
Non-householder > 500m2 but < 1000m2	Per application	Standard		£831.00	£860.90	£717.42			3.6%
Non-householder > 1000m2 but < 2000m2	Per application	Standard		£1,027.00	£1,064.00	£886.67			3.6%
Non-householder > 2000m2 but < 3000m2	Per application	Standard		£1,198.00	£1,241.10	£1,034.25			3.6%
Non-householder > 3000m2 but < 5000m2	Per application	Standard		£1,443.00	£1,494.90	£1,245.75			3.6%
Non-householder > 5000m2	Per application	Standard		£7,334.00	£7,598.00	£6,331.67			3.6%
Non-householder 1 to 9 units	Per Dwelling	Standard		£200.00	£207.20	£172.67			3.6%
Non-householder 10 to 30 units	Per application	Standard		£1,990.00	£2,061.60	£1,718.00			3.6%
Non-householder 31 to 50 units	Per application	Standard		£3,317.00	£3,436.40	£2,863.67			3.6%
Non-householder > 51+ units	Per application	Standard		£6,635.00	£6,873.90	£5,728.25			3.6%

Copying Charges:

Copying Decision Notice	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	£0.08			0.0%
Copying T.P.O.	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	£0.08			0.0%

General Photocopying:

A4 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	£0.08			0.0%
A3 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	£0.08			0.0%

Customer and locality services - Planning DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18	BENCHMARKING	% Increase
Plan Printing:									
Reprographics service charge - single charge levied per batch of plan printing		Standard	Statutory constraints / Guidance	£3.10	£3.20	£2.67			3.2%
A2		Standard	Statutory constraints / Guidance	£1.00	£1.00	£0.83			0.0%
A1		Standard	Statutory constraints / Guidance	£2.00	£2.10	£1.75			5.0%
A0		Standard	Statutory constraints / Guidance	£3.10	£3.20	£2.67			3.2%
Ordnance Survey extracts	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£33.00	£34.20	£28.50			3.6%
Ordnance Survey (1:1250 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£27.00	£28.00	£23.33			3.7%
Ordnance Survey (1:500 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£7.20	£7.50	£6.25			4.2%
High Hedges Legislation		Non Business		£855.00	£885.80	£885.80			3.6%
Copy of a Tree Preservation Order		Non Business		£0.10	£0.10	£0.10			0.0%
Highways Design Guide - paper copy of document		Standard	Demand Driven	£106.00	£109.80	£91.50			3.6%
Self build register	Annual Fee	Standard	Statutory constraints / Guidance	NEW for 17/18					

Customer and locality
services -
Transportation

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Peak Incl VAT (if applic) £	CHARGE from 1.12.16 Off-Peak Incl VAT (if applic) £	CHARGE from 1.12.17 Peak Incl VAT (if applic) £	CHARGE from 1.12.17 Off-Peak Incl VAT (if applic) £	CHARGE from 1.12.17 Peak Excl VAT £	CHARGE from 1.12.17 Off-Peak Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Park & Ride User		standard	Full cost recovery	£1.00	£1.00	£1.00	£1.00	£0.83	£0.83			0.00%
Winnersh Station Parking												
Train User		standard	Full cost recovery	£4.00	£4.00	£4.10	£4.00	£3.42	£3.42			2.50%
Day Parking		standard	Full cost recovery	£4.00	£4.00	£4.10	£4.00	£3.42	£3.42			2.50%

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
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Interment fees:				FREE	FREE	FREE	n/a
Under 1 month		Non Business	Not applicable	£102.00	£105.70	£105.70	3.6%
Under 1 month out of Borough		Non Business		FREE	FREE	FREE	n/a
1 month - 12 years		Non Business		£204.00	£211.30	£211.30	3.6%
1 month - 12 years out of Borough		Non Business	To cover maintenance cost	£805.00	£834.00	£834.00	3.6%
Over 12 years*		Non Business		£336.00	£348.10	£348.10	3.6%
Cremated remains*		Non Business		£866.00	£897.20	£897.20	3.6%
Columbaria - ashes interment for 10 years only*		Non Business	To provide an additional service	£153.00	£158.50	£158.50	3.6%
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business		£43.00	£44.50	£44.50	3.5%
Renewal fee for the above (at end of 10 year period) per year		Non Business					
Exclusive Rights of Burial:							
Burial*		Non Business	To cover maintenance cost	£877.00	£908.60	£908.60	3.6%
Cremated Remains*		Non Business		£394.00	£408.20	£408.20	3.6%
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£66.00	£68.40	£68.40	3.6%
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		£77.00	£79.80	£79.80	3.6%
Memorial Benches							
Memorial Bench (provided by WBC) with plaque 5-10 year lease (outside Cemeteries)		Standard	To cover maintenance and administration cost	POA	POA	POA	n/a
Renewal of lease for a further 5 years		Standard		£408.00	£352.25	£352.25	3.6%
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£250.00	£215.83	£215.83	3.6%
Memorial Trees							
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£960.00	£828.83	£828.83	3.6%
Renewal of lease for a further 10 years		Standard		£408.00	£352.25	£352.25	3.6%
Replacement/additional plaque		Standard		n/a			n/a
Right to erect Memorials							
For the right to erect any headstone or monument on a burial grave space		Standard	To cover maintenance and administration cost	£247.00	£213.25	£213.25	3.6%
For the right to erect a temporary marker on a grave		Standard		£26.00	£22.42	£22.42	3.5%
Memorial Mushroom							
Memorial Mushroom or similar for period of 10 years (with 3 disks for inscription)		Standard	To cover maintenance and administration cost	£415.00	£358.25	£358.25	3.6%
Renewal of lease for further 10 years		Standard		£224.00	£193.42	£193.42	3.6%
Other							
Additional Inscription or works (on headstone)		Standard	To cover maintenance and administration cost	£79.00	£68.17	£68.17	3.5%
Cremation Tablet		Standard		£122.00	£105.33	£105.33	3.6%
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£36.00	£31.08	£31.08	3.6%
Family History Search of Burial Records		Standard	Full Cost	£12.00	£10.33	£10.33	3.3%
*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering							

**Customer and locality services -
Countryside Services**

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Car Parking @ California Country Parks and Dinton Pastures									
Coach Parking per day		Standard	Full cost plus	£16.50	£17.10	£14.25			3.6%
Charge per Visit -per hour off peak Mon-Friday 1st Oct - 1st March		Standard		£1.20	£1.20	£1.00			0.0%
Charge per hr peak Sat & Sun all year, weekdays 2nd March- 30th Sept	per hr	Standard		£1.50	£1.50	£1.25			0.0%
Charge per Visit - over 4 hours		Standard		£6.00	£6.00	£5.00			0.0%
Annual Season Ticket - 6 month		Standard		£75.00	£80.00	£67.00			6.7%
Annual Season Ticket - 12 month		Standard		£150.00	£150.00	£125.00			0.0%
Annual Season Ticket - 6 month concessionary		Standard		£56.00	£60.00	£50.00			7.1%
Annual Season Ticket - 12 month concessionary		Standard		£112.50	£112.50	£94.00			0.0%
Out of hours car park unlocking		Standard			£85.00	£71.00			
Mobility Scooter Joining Fee				£0.00	£20.00	£20.00			new
Angling Fishing Syndicates									
White Swan Lake	per person	Standard	Full cost plus	£550.00	£570.00	£475.00			3.6%
White Swan winter	per person	Standard		£220.00	£228.00	£190.00			3.6%
Black Swan Lake	per person	Standard		£550.00	£570.00	£475.00			3.6%
River Loddon	per person	Standard		£140.00	£145.00	£121.00			3.6%
Longmoor Lake	per person	Standard		£200.00	£210.00	£175.00			5.0%
Gold Ticket	per person	Standard		£968.00	£1,000.00	£833.00			3.3%
Twyford Reserve	per person	Standard		£204.00	£210.00	£175.00			2.9%
Guest ticket	per person	Standard		£20.00	£20.00	£17.00			0.0%
Day season tickets full	per person	Standard	Concession	£66.00	£70.00	£58.00		6.1%	
Day season discount	per person	Standard		£48.00	£50.00	£42.00		4.2%	
waiting list deposit non refundable , taken off first y	per person	Standard	Full cost plus	£20.00	£20.00	£17.00		0.0%	
Day ticket per rod	per rod	Standard		£5.00	£5.00	£4.00		0.0%	
CALIFORNIA COUNTRY PARK									
Paddling Pool		Exempt	Full cost	£2.50	£2.50	£2.50			0.0%
Public Rights of Way									
Processing statutory Declarations	per item	non business	Cost	£540.00	£559.40	£560.00			3.6%

Customer and locality services - Activity Centre **DISCRETIONARY FEES AND CHARGES**

benchmarking provided on request

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Member Incl VAT (if applic) £	CHARGE from 1.12.16 Non Member Incl VAT (if applic) £	CHARGE from 1.12.17 Member Incl VAT £	CHARGE from 1.12.17 Non Member Incl VAT £	CHARGE from 1.12.17 Member Excl VAT £	CHARGE from 1.12.17 Non Member Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Additional discounts and offers may be offered from time to time Individual pricing will apply to individual events Proposed charges have been benchmarked against local competitors Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play												
Annual Membership Fees:												
Adult	pp	Standard	full cost plus	N/A	£58.00	N/A	£58.00	N/A	£48.33			0.0%
Concession	pp	Standard		N/A	£29.00	N/A	£29.00	N/A	£24.17			0.0%
Family	4 people	Standard		N/A	£86.00	N/A	£86.00	N/A	£71.67			0.0%
Boat Storage Fees - members only												
Double Handed Dinghy	per boat	Standard	full cost plus	£120.00		£120.00	N/A	£100.00	N/A			0.0%
Single Handed Dinghy	per boat	Standard		£70.00		£70.00	N/A	£58.33	N/A			0.0%
Canoe/Kayak/Windsurf/Anglers Boat	per boat	Standard		£30.00		£30.00	N/A	£25.00	N/A			0.0%
Event / Course												
Activities for Adults :												
Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	N/A	£181.00	N/A	£181.00	N/A	£181.00			0.0%
Adult Sailing Refresher Course (1 days or equivalent)	pp	Exempt		N/A	£95.00	N/A	£95.00	N/A	£95.00			0.0%
Adult Powerboat Course (2 days or equivalent)	pp	Exempt		N/A	£240.00	N/A	£240.00	N/A	£240.00			0.0%
Adult Paddlesport Course (2 days or equivalent)	pp	Exempt		N/A	£110.00	N/A	£110.00	N/A	£110.00			0.0%
Adult Evening Sailing Course (6 evenings or equivalent)	pp	Exempt		N/A	£150.00	N/A	£181.00	N/A	£181.00		Price same as Adult sailing course (2 days). £181.00	20.7%
Instructor Training:												
RYA Assistant Instructor / Cadet Leader Course	pp	Exempt	Full cost plus	N/A	£130.00	N/A	£130.00	N/A	£130.00		benchmarking suggests increase to £70. Appears standard fee	0.0%
RYA Dinghy Instructor Pre-Assessment	pp	Exempt		N/A	£95.00	N/A	£95.00	N/A	£95.00			0.0%
RYA Dinghy Instructor Course	pp	Exempt		N/A	£345.00	N/A	£345.00	N/A	£345.00			0.0%
BCU FSRST	pp	Exempt		N/A	£60.00	N/A	£70.00	N/A	£70.00			16.7%
BCU Level 1 Coach Course	pp	Exempt		N/A	£240.00	N/A	£240.00	N/A	£240.00			0.0%
Emergency First Aid	pp	Exempt		N/A	£86.00	N/A	£100.00	N/A	£100.00		benchmarking shows £90-£130	16.3%
Activities for Juniors (8yrs +):												
Junior Sailing Course (5 days or equivalent)	pp	Exempt	Full cost plus	N/A	£220.00	N/A	£240.00	N/A	£240.00		Benchmarking suggest between £220-£270	9.1%
Junior Evening Paddling Course (6 evenings or equivalent)	pp	Exempt		N/A	£92.00	N/A	£95.00	N/A	£95.00			3.3%
Junior Evening Sailing Course (6 evenings or equivalent)	pp	Exempt		N/A	£150.00	N/A	£155.00	N/A	£155.00			3.3%
Multi Activity Days (1 day or equivalent)	pp	Exempt		N/A	£36.00	N/A	£37.00	N/A	£37.00			2.8%
Adventure Days (1 day or equivalent)	pp	Exempt		N/A	£47.00	N/A	£47.00	N/A	£47.00			0.0%
Activity Clubs:												
Junior Clubs	pp	Exempt	Full cost plus	N/A	£14.00	N/A	£14.00	N/A	£14.00			0.0%
Family Clubs	pp	Exempt		N/A	£12.00	N/A	£12.00	N/A	£12.00			0.0%
Open Water Swimming	pp	Exempt		N/A	£3.50	N/A	£3.50	N/A	£3.50			0.0%
Open Water Swimming Pass (2 months swim pass+ 2hr parking valid for Wed 6-8pm)	pp	Exempt		N/A	£42.00	N/A	£42.00	N/A	£42.00			0.0%
Days Out:												
Promotional Events	pp	Exempt	Full cost plus	N/A	£3.00	N/A	£2.00	N/A	£3.00			3.3%
Themed Watersports Events	per Adult/Junior	Exempt		N/A	£8/£6	N/A	£8.10/£6.10	N/A	£8/£6			1.9%
Themed Land Events	pp	Exempt		N/A	£3.00	N/A	£3.00	N/A	£3.00			0.0%
Nature Events	pp	Exempt		N/A	£10.00	N/A	£8.10	N/A	£10.00			0.0%
Guided Paddles	per Adult/Junior	Exempt		N/A	£15/£10	N/A	£15.20/£10.10	N/A	£15/£10			1.9%
Personal Tuition:												
1:1 Tuition	pp 2hrs	Exempt	Full cost plus	N/A	£61.00	N/A	£65.00	N/A	£65.00			6.6%
2:1 Tuition	2ppl 2hrs	Exempt		N/A	£101.00	N/A	£105.00	N/A	£105.00			4.0%
Taster Sessions:												
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	N/A	£20.00	N/A	£20.00	N/A	£20.00			0.0%

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	BENCHMARKING	% Increase
				Member Incl VAT (if applic) £	Non Member Incl VAT (if applic) £	Member Incl VAT £	Non Member Incl VAT £	Member Excl VAT £	Non Member Excl VAT £	£		
School and Youth Group Activities:												
One Activity (min group size 20) EVENINGS ONLY	pp 1hr30	Exempt	Full cost plus	N/A	£15.00	N/A	£15.00	N/A	£15.00		+£3 from one activity to two activity price. The same jump as Junior parties. most popular option. Only increased by £1. Benchmark £17-30	0.0%
Two Activities (min group size 20)	pp 3hrs	Exempt		N/A	£17.00	N/A	£18.00	N/A	£18.00			5.9%
Three Activities (min group size 20)	pp 6hrs (day)	Exempt		N/A	£20.00	N/A	£20.00	N/A	£22.00			0.0%
Regular Sessions (min group size 12)	pp 2hrs	Exempt		N/A	£13.00	N/A	£13.00	N/A	£13.00			0.0%
Season Ticket (max group size 20)	per WBC Term	Standard		N/A	£250.00	N/A	£250.00	N/A	£208.33			0.0%
Envior Education One Activity - Self Led	pp for upto 3 hours	Exempt		N/A	£4.00	N/A	£4.00	N/A	£4.00			0.0%
Envior Education Two Activities - Self	pp upto 6 hours	Exempt		N/A	£6.00	N/A	£6.00	N/A	£6.00			0.0%
Envior Education Ranger to lead package	per Ranger /per hour	Exempt	N/A	£25.00	N/A	£25.00	N/A	£25.00	0.0%			
Adult Group Activities:												
Two Activities (min group size 10)	half day	Exempt	Full cost plus	N/A	£30.00	N/A	£30.00	N/A	£30.00			0.0%
Three Activities (min group size 10)	full day	Exempt		N/A	£45.00	N/A	£45.00	N/A	£45.00			0.0%
Junior Group Activities / Childrens Parties:												
One Activity (min group size 10)	pp 1hr30	Exempt	Full cost plus	N/A	£19.00	N/A	£20.00	N/A	£20.00			5.3%
Two Activities (min group size 10)	pp 3hrs	Exempt		N/A	£22.00	N/A	£23.00	N/A	£23.00			4.5%
Three Activities (min group size 10)	pp 4hrs30	Exempt		N/A	£26.00	N/A	£27.00	N/A	£27.00			3.8%
Premium Package (min group size 10) - includes room hire, lunch, cake and party bag	pp	Exempt		N/A	£12.00	N/A	£13.00	N/A	£13.00			8.3%
Rock Climbing Wall Private Hire:												
Wall Only	per day	Standard	Full cost plus	N/A	£450.00	N/A	£450.00	N/A	£375.00			0.0%
Wall + 3 ins + equip + delivery + PL	half day / evening	Exempt		N/A	£500.00	N/A	£500.00	N/A	£500.00			0.0%
Wall + 3 ins + equip + delivery + PL	day	Exempt		N/A	£700.00	N/A	£700.00	N/A	£700.00			0.0%
Delivery Charge outside of borough per mile	per mile	Standard		N/A	£3.00	N/A	£3.00	N/A	£2.50			0.0%
Room Hire: DAC and Loddon Emmbrook rooms												
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus				£69.00		£69.00			new
Commercial Rate Full Day	per 7 hours	Exempt					£161.00		£161.00			new
Commercial Rate per hour	per hour	Exempt		N/A	£24.00	N/A	£24.90	N/A	£25.00			3.7%
Youth/Education/WBC Rate per hour	per hour	Exempt		N/A	£20.00	N/A	£20.70	N/A	£21.00			3.5%
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£20.00	N/A	£20.70	N/A	£21.00			3.5%
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£17.00	N/A	£17.60	N/A	£18.00			3.5%
Late lock up fee (after 5pm)	one off charge	Standard		N/A	£50.00	N/A	£51.80	N/A	£43.17			3.6%
BBQ Hire	per day	Standard		N/A	£60.00	N/A	£65.00	N/A	£54.17			8.3%
Pay & Play:												
Single Handed Dinghy	1 hour	Standard	Full cost plus	N/A	£15.00	N/A	£16.00	N/A	£13.33			6.7%
Double Handed Dinghy	1 hour	Standard		N/A	£22.00	N/A	£23.00	N/A	£19.17			4.5%
Day Ticket (launch your own boat)	per boat, per day	Standard		N/A	£15.00	N/A	£16.00	N/A	£13.33			6.7%
Boat Hire (canoe, kayak, kata-kanu etc)	pp per half hour	Standard		N/A	£6.00	N/A	£6.00	N/A	£5.00			0.0%
Staff Resources:												
Senior Instructor	per hour	Exempt	Full cost plus	N/A	£37.00	N/A	£39.00	N/A	£39.00			5.4%
Lead Instructor	per hour	Exempt		N/A	£25.00	N/A	£26.00	N/A	£26.00			4.0%
Instructor	per hour	Exempt		N/A	£20.00	N/A	£21.00	N/A	£21.00			5.0%
Activity Equipment Hire:												
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	N/A	£4.00	N/A	£4.00	N/A	£3.33			0.0%
Land Hire												
Commercial up to 5 acre	per day	Standard	Full cost plus	N/A	£150.00	N/A	£200.00	N/A	£166.67		Proposed additional increases in the fees and charges in order to reflect the local commercial environment (benchmarking has been undertaken).	33.3%
Commercial up to 10 acre	per day	Standard		N/A	£250.00	N/A	£300.00	N/A	£250.00			20.0%
Commercial up to 40 acre	per day	Standard		N/A	£800.00	N/A	£1,000.00	N/A	£833.33			

Customer and locality services - Cleaner & Greener
DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
SPORTS PITCH HIRE: Artificial Pitch, Cantley Park, Wokingham - these charges will alter from 1st April 2017 due to VAT Regulations									
Full Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Demand Driven. Also to recover service cost	£79.00	£81.80	£68.17		Compares well with like local facilities	3.5%
Half Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard		£52.00	£53.90	£44.92		Compares well with like local facilities	3.7%
Full Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£48.00	£49.70	£41.42		Compares well with like local facilities	3.5%
Half Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£22.00	£22.80	£19.00		Compares well with like local facilities	3.6%
Artificial Five a Side Pitch various locations									
Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Cost plus	£45.00	£46.60	£38.83		Compares well with other sililar providers	3.6%
Off peak per hr (Off peak - Weekdays before 7pm & all day Sunday)	Per hour	Standard	Cost plus	£22.00	£22.80	£19.00		Compares well with other sililar providers	3.6%
Multi Use Games Area (MUGA) Off peak per hr (Off peak - Weekdays before 7pm & all day Sunday)	Per hour	Standard	Cost plus	N/A	£20.00	£16.67		New charge	new
Multi Use Games Area (MUGA) Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Cost plus	NA	£40.00	£33.34		New charge	new
Grass Pitch All sites:									
Senior Pitch (90 x 60 & above) per game	Per game	Standard	Demand Driven. Also to recover service cost	£46.00	£47.70	£39.75		Compares well with like local facilities	3.7%
Junior Pitch (80 x 50 & smaller) per game	Per game	Standard		£22.00	£22.80	£19.00		Compares well with like local facilities	3.6%
SPORTS PAVILION HIRE: Ashridge room inc kitchen, & upstairs toilets only, Cantley:									
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)	Per hire	Standard	To cover service cost plus overheads	£13.00	£13.50	£11.25		Compares well with like local facilities	3.8%
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)	Per hire	Standard		£16.00	£16.60	£13.83			3.8%
Standard overrun charge per booking based on 50% of hourly rate	Per hire	Standard		£7.00-£8.00	£7.25-£7.87	£6.04- £6.56			n/a

Customer and locality services - Cleaner & Greener
DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
HIRE OF CHANGING ROOMS / SHOWER FACILITIES:									
Cantley - per game		Standard		£28.00	£29.00	£24.17			3.6%
Netball									
Community use for clubs and Adult per court per hr		Standard	To cover service cost plus overheads	£10.50	£10.90	£9.08			3.8%
Tennis Courts Season Tickets includes casual use of netball courts & pre-booked games - CANTLEY & CHESTNUT)									
Household (family) - This was previously only for a four person family now unlimited		Standard	To cover service cost plus overheads	£184.00	£0.00	Delete - Tennis courts will be managed under the LTA arrangement from April 2017.			n/a
Adult		Standard		£102.00	£0.00				n/a
Junior & Concessions		Standard		£51.00	£0.00				n/a
EVENTS *rates negotiable with WBC Service Managers consent. Deposit of 10% required Labour rates & extras upon request and negotiable.									
Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)		Standard	Bespoke needs will determine charge	£51-£156	£52.83-£161.62	£42.50-£129.92			n/a
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)		Standard		£204-£408	£211.34-£422.69	£169.83-£339.67			n/a
Hire of field/open space for event - Large (Corporate event with 70-120 with restricted access to facility for other users)		Standard		£510-£764	£528.36-£791.50	£424.58-£636.92			n/a
Hire of field/open space for event - Extra Large (Any event above 120 restricting use of facility for others)		Standard		£765.00	£792.50	£636.92+			n/a
MISCELLANEOUS GROUNDS MAINTENANCE FEES:									
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£30.00	£31.10	£31.10			3.7%

Customer and locality servies - Acorn
Centre

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Hall (until 10pm)	1 hour	Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£22.00	£22.80	£22.80			3.6%
Hall (until 10pm) concessionary rate	1 hour	Exempt		£20.00	£20.70	£20.70			3.5%
Hall (10pm-12am)	1 hour	Exempt		£40.00	£41.40	£41.40			3.5%
Meeting Room1 or Meeting Room 2	1 hour	Exempt		£9.00	£9.30	£9.30			3.3%
Meeting Room1 or Meeting Room 2 concessionary rate	1 hour	Exempt		£8.00	£8.30	£8.30			3.8%
Meeting Rooms 1 & 2 combined	1 hour	Exempt		£16.00	£16.60	£16.60			3.8%
Meeting Rooms 1 & 2 combined concessionary rate	1 hour	Exempt		£15.00	£15.50	£15.50			3.3%
Meeting Room 3	1 hour	Exempt		£11.00	£11.40	£11.40			3.6%
Meeting Room 3 concessionary rate	1 hour	Exempt		£10.00	£10.40	£10.40			4.0%
Art Room	1 hour	Exempt		£11.00	£11.40	£11.40			3.6%
Art Room concessionary rate	1 hour	Exempt		£10.00	£10.40	£10.40			4.0%
Sensory Room	1 hour	Exempt		£16.00	£16.60	£16.60			3.8%
Sensory Room concessionary rate	1 hour	Exempt		£15.00	£15.50	£15.50			3.3%

Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	BENCHMARKING	% Increase
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £	£		
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£306.00	£317.00	£317.00			3.6%
Technical Approval of Highways Structures									
Cat 0		Non Business	To recover service costs	£815.50	£844.90	£844.90			3.6%
Cat 1				£917.50	£950.50	£950.50			3.6%
Cat 2				£1,579.50	£1,636.40	£1,636.40			3.6%
Cat 3				Based on quote	Based on quote	Based on quote			
Street Naming & Numbering:									
Change of Property Name		Standard	Recovery of administration costs	£77.00	£79.80	£66.50			3.6%
To alter the address if plans altered by developer		Standard		£26.50	£27.50	£22.92			3.8%
Research into archives (where not part of statutory function) Per hour set as minimum.		Standard		£26.50	£27.50	£22.92			3.8%
To rename a street when requested by residents		Standard		£423.00	£432.00	£360.00			2.1%
Confirmation of address to solicitors, agents etc		Standard		£26.50	£27.50	£22.92			3.8%
New Developments:									
First Address		Non Business	Recovery of administration costs	£101.50	£105.20	£105.00			3.6%
Additional addresses		Non Business		£42.50	£44.00	£44.00			3.5%
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£48.90	£50.70	£50.70			3.7%
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max 3)		Non Business		£428 (£2,134)	£443.41 (£2,210.84)	£443.50 (£2211.00)			1.9%
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£84.00	£84.00	£84.00			0.0%
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£74.00	£74.00	£74.00			0.0%
Major Activity over 10 days and all major works requiring a traffic regulation order	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business	To recover service costs	£219.00	£219.00	£219.00			0.0%
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£143.00	£143.00	£143.00			0.0%
Permit Variation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£45.00	£45.00	£45.00			0.0%
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£35.00	£35.00	£35.00			0.0%
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business	To recover service costs	£127.00	£127.00	£127.00			0.0%
Major Activity (up to 3 days)		Non Business		£63.00	£63.00	£63.00			0.0%
Standard Activity		Non Business		£127.00	£127.00	£127.00			0.0%
Minor Activity		Non Business		£63.00	£63.00	£63.00			0.0%
Minor Activity (carried out wholly outside traffic sensitive times)		Non Business		£51.00	£51.00	£51.00			0.0%
Immediate Activity		Non Business		£54.00	£54.00	£54.00			0.0%
Immediate Activity (carried out wholly outside traffic sensitive times)		Non Business		£44.00	£44.00	£44.00			0.0%
Skip Licence (max 2 weeks, additional fee per week)		Non Business	Recovery of costs (Ref Highways Act S.139)	£42.80 (£32.60)	£43.30 (£33.77)	£43.30 (£33.77)			2.0%
Rechargeable works on the highway including accident damage - charges depend on actual value of the works		Non Business	Full cost plus	Variable	Variable	Variable			

Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
TRAFFIC MANAGEMENT:									
Temporary Order		Non Business	Full cost plus	£2,325.00	£2,408.70	£2,409.00			3.6%
Temporary Notice	1	Non Business	Full cost plus	£360.00	£373.00	£373.00			3.6%
Special Events	1	Non Business	Subsidised	£1,158.00	£1,199.70	£1,200.00			3.6%
Street Parties (on Non through roads)	1	Non Business	Subsidised	£90.00	£93.20	£93.50			3.6%
Street Parties - Provision of traffic signs (on Non through roads)	1	Non Business	Full cost recovery			£120.00			0.0%
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£514.00	£532.50	£532.50			3.6%
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£406.00	£420.60	£420.50			3.6%
Tourist Signing - formal application	1	Non Business	Full cost recovery	£105.00	£108.80	£109.00			3.6%
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£240.50	£249.20	£249.00			3.6%
Supervision of erection of signs	1	Non Business	Full cost recovery	£110.00	£114.00	£114.00			3.6%
Traffic light operations - per hour	Hour	Non Business	Full cost recovery	£185.50	£192.20	£192.00			3.6%
Traffic light operations - off peak/bank holidays	Hour	Non Business	Full cost recovery	£309.00	£320.10	£320.00			3.6%
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	Non Business	Full cost plus	£453.50	£469.80	£470.00			3.6%
Traffic Signal Switch off / on requests - follow up site visit as part of original request	1	Non Business	Full cost plus	£193.00	£199.90	£200.00			3.6%
Access Protection Markings	1	Non Business	Full cost plus	£130.50	£135.20	£135.00			3.6%
Developer signing application	1	Non Business	Full cost recovery	£164.00	£169.90	£170.00			3.6%
Accident data requests:	1 - 20	Standard	Full cost recovery	£161.00	£166.80	£139.00			3.6%
	21 - 40	Standard	Full cost recovery	£202.00	£209.30	£174.42			3.6%
	41 - 60	Standard	Full cost recovery	£242.50	£251.20	£209.33			3.6%
	61 - 80	Standard	Full cost recovery	£283.00	£293.20	£244.33			3.6%
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£148.00	£153.30	£153.50			3.6%
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£514.00	£532.50	£532.50			3.6%
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£406.00	£420.60	£420.50			3.6%
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£9.00	£9.30	£7.75			3.3%
Cycle Helmets (Rural Schools)	1	Standard	Full cost recovery	£5.00	£5.20	£4.33			4.0%
Cycling Level 1/2 Training (3 day session)	1	Standard	Full cost recovery	£20.00	£20.70	£17.25			3.5%
Cycling Level 3 Training (2 day session)		Standard	Full cost recovery	£10.00	£10.40	£8.67			4.0%
HIGHWAYS INFORMATION & TRAFFIC SCHEME INFORMATION:									
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£94.00	£97.40	£81.17			3.6%
Each additional query	1	Standard	Demand Driven	£25.00	£25.90	£21.58			3.6%
Traffic Scheme Information		Standard	Demand Driven	£93.00	£96.30	£80.25			3.5%
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)				Price on Application	Price on Application	Price on Application			

Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
HIGHWAY DEVELOPMENT									
Combined S38/S278 works agreement - 9% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
						Fee is calculated at 9% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services			n/a
									n/a
S38 adoption of highways - 9% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
						Fee is calculated at 9% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services			n/a
S278 works on existing highways - 9% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			
						Fee is calculated at 9% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services			n/a
Minor works agreement - works to existing highways.	1	Non Business	Demand Driven	£2,802.00	£3,000.00	£3,000.00			7.1%
COMMUTED SUMS (payable prior to issue final certificate):									
Highway Structures (per structure)	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Structural & Non Structural Retaining Walls	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Structural or Non Structural Noise Reducing Fences	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Vehicle Road Restraint Systems	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Soakaways (per soakaway)	1	Non Business	Demand Driven	£4,100.00	£4,247.60	£4,247.50			3.6%
Catchpit (per Catchpit) (30 years)		Non Business	Demand Driven	£4,100.00	£4,247.60	£4,247.50			3.6%
Road Gully (per Gully)	1	Non Business	Demand Driven	£500.00	£518.00	£518.00			3.6%
Petrol Interceptors (per interceptor) (30 years)	1	Non Business	Demand Driven	£5,381.00	£5,574.70	£5,574.50			3.6%
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Balancing Pond (per item)	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Carriageway (per m2)	m2	Non Business	Demand Driven	£150.00	£155.40	£155.50			3.6%
Anti Skid (per m2)	m2	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Footway (per m2)	m2	Non Business	Demand Driven	£50.00	£51.80	£52.00			3.6%
Verge (per m2)	m2	Non Business	Demand Driven	£50.00	£51.80	£52.00			3.6%
Landscaped area within or adjacent highways (per m2)	m2	Non Business	Demand Driven	£26.00	£26.90	£27.00			3.5%
Trees within or adjacent highways (per tree)	1	Non Business	Demand Driven	£200.00	£207.20	£207.00			3.6%
Traffic Signal Junction	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Pedestrian Crossing (Pelican/Toucan)	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Zebra Crossing	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Street Lighting	1	Non Business	Demand Driven	£750.00	£777.00	£777.00			3.6%
Illuminated Road Signs/Traffic Bollards	1	Non Business	Demand Driven	£500.00	£518.00	£518.00			3.6%
Non Illuminated Traffic Bollards	1	Non Business	Demand Driven	£250.00	£259.00	£259.00			3.6%
Traffic Calming (per item)	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a
Bus Shelters with Real Time Information	1	Non Business	Demand Driven	Price on Application	Price on Application	Price on Application			n/a

Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16	CHARGE from 1.12.17	CHARGE from 1.12.17	BUDGET 2017/18	BENCHMARKING	% Increase
				Incl VAT (if applic) £	Incl VAT (if applic) £	Excl VAT £	£		
FOOTWAY CROSSINGS:									
Application fee (includes site assessment)		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£153.00	£158.50	£158.50			3.6%
Site supervision fee where works undertaken by Term Contractor		Non Business		£39.00	£40.40	£40.40			3.6%
Site supervision fee where works undertaken by Other Contractor		Non Business		£100.00	£103.60	£103.60			3.6%
Charge per crossing where carried out by residents to an approved specification under council supervision		Non Business	Recovery of Administration costs	Price on Application	Price on Application	Price on Application			n/a
Charge for licensing tables and chairs on public highway		Non Business	Demand Driven	£505.00	£523.20	£523.20			3.6%
Application for approval of Sustainable Drainage Systems (SUDS)									
Standard charge for each application		Non Business	Recovery of administration	£361.00	£0.00	This responsibility never came into effect following the government's decision to make better use of the planning system to approve new drainage systems. Therefore, these chargers don't apply.			n/a
an additional amount up to £7,500 calculated by reference to the size of the construction area as follows:									
for each 0.1 hectare or fraction of a 0.1 of a hectare for the first 0.5 hectare		Non Business	To recover service costs	£73.00	£0.00				n/a
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 0.5 hectare up to and including 1.0 hectare		Non Business	To recover service costs	£52.00	£0.00				n/a
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 1.0 hectare up to and including 5.0 hectares; and		Non Business	To recover service costs	£21.50	£0.00				n/a
for each additional 0.1 hectare or fraction of a 0.1 of a hectare		Non Business	To recover service costs	£11.50	£0.00				n/a

Customer and locality services - Libraries DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING mostly ex- berks unitaries	% Increase
OVERDUE CHARGES:									
Adult books	per item per day	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.25 max £11.00	£0.26 max £11.40	£0.26 max £11.44	73,680	15p - 25p	2.0%
Children's Books	per item per day	Non Business		£0.05 max £3	£0.05 max £3.11	£0.05 max £3.10		5p	3.4%
CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day	Non Business		£0.25 max £10.20	£0.26 max £10.57	£0.26 max £10.40		15p-25p	2.0%
DVD	per item per day	Non Business		£1.50 max £20	£1.55 max £20.72	£1.55 max £20.15		60p - 80p	2.1%
AUDIO VISUAL LOAN CHARGES :									
Cassettes [1-2 tape sets] :	per set per 3 weeks	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£1.25	£1.30	£1.30		N/A	4.0%
People with Visual Impairment		Non Business		FREE	FREE	FREE			n/a
Concessionary Groups		Non Business		£0.60	£0.60	£0.60			0.0%
Cassettes [3-6 tape sets] :		Non Business		£1.50	£1.60	£1.60			6.7%
People with Visual Impairment		Non Business		FREE	FREE	FREE			n/a
Concessionary Groups		Non Business		£0.60	£0.60	£0.60			0.0%
Cassettes [7 or more tapes] :		Non Business		£2.25	£2.30	£2.30			2.2%
People with Visual Impairment		Non Business		FREE	FREE	FREE			n/a
Concessionary Groups		Non Business		£1.25	£1.30	£1.30			4.0%
Compact discs [1 disc in the item]		Non Business		£2.25	£2.30	£2.30			2.2%
People with Visual Impairment		Non Business		FREE	FREE	FREE			n/a
Concessionary Groups		Non Business		£1.25	£1.30	£1.30			4.0%
Compact discs [7 disc in the item]		Non Business		£3.75	£3.90	£3.90			4.0%
Children's cassettes		Non Business		£0.65	£0.70	£0.70			7.7%
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.25	£2.30	£2.30			2.2%
People with Visual Impairment		Non Business		FREE	FREE	FREE			n/a
AUDIO-VISUAL LOAN CHARGES:									
DVD	per week	Non Business	Tiered pricing system based on title popularity	between £2.10 and £3.70	between £2.17 and £3.83	between £2.20 and £4.00		mostly 50p - £3.00	2.8%
RESERVATIONS:									
Any item within Borough stock	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.50	£0.50	£0.60		50p	0.0%
Any item not currently in Borough stock	per item	Non Business		£3.30	£3.40	£3.40		£3 - £4.70 (mostly £3)	3.0%
Photocopies from British Library				£3.20 + 20p per sheet	£3.32 + 24p per sheet	£3.30 + plus charge from British Library		£10.50 - £15.00	
British Library Urgent Action Service	per item	Non Business		£7.50 + British Library Charge	£7.77 + British Library Charge	£7.80 + British Library Charge		£10.50 - £15.00	1.4%
Bookclub Reservations	per annum	Non Business		£30.00	£31.10	£31.10		£5 for 8 weeks	3.7%
Forget-Me-Not Service	per annum	Non Business		£28.50	£29.50	£29.50		na	3.5%
LOST AND DAMAGED ITEMS:									
BOOKS:									
Books on loan from British Library	per volume	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£7.50 + British Library Charge	£7.77 + British Library Charge	£8.00 + British Library Charge			1.4%
Items in print	per volume	Non Business		The greater of £7.50 or full cost of replacement	The greater of £7.77 or full cost of replacement	The greater of £8.00 or full cost of replacement			1.4%
Out of print books lost or so damaged as to necessitate withdrawal	per volume	Non Business		£4.60	£4.80	minor books, £10 for ad			4.3%
Books in Indic languages	per volume	Non Business		The greater of £7.50 or full cost of replacement	The greater of £7.77 or full cost of replacement	The greater of £8.00 or full cost of replacement			1.4%
AUDIO-VISUAL ITEMS:									
1-2 Tape Set	per set	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£11.60	£12.00	£12.00		na	3.4%
3-6 Tape Set	per set	Non Business		£23.00	£23.80	£23.80		na	3.5%
7 + Tape Sets	per set	Non Business		£34.50	£35.70	£35.70		na	3.5%
Compact Discs	per set	Non Business		£18.50	£19.20	£19.20		na	3.8%

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING mostly ex- berks unitaries	% Increase
DVDs & Music CDs									
Loss or damage necessitating withdrawal of item	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	The greater of £21.10 or full cost of replacement	The greater of £21.86 or full cost of replacement	The greater of £21.86 or full cost of replacement			1.9%
Inlays	per item	Non Business		£2.00	£2.10	£2.10			5.0%
Cassette cases	per item	Non Business		£1.30	£1.30	£1.30			0.0%
CD & CD-ROM cases	per item	Non Business		£1.30	£1.30	£1.30			0.0%
LOST TICKETS:									
Reader's Tickets (No charge for first replacement issued)	per ticket	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.00	£2.10	£2.10			5.0%
PHOTOCOPYING:									
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	£0.20	£0.17		20p	0.0%
A3	per sheet A3	Standard		£0.40	£0.40	£0.33		40p	0.0%
Copies supplied by post	per sheet	Standard		Copy cost + £3.10	Copy cost + £3.21	Copy cost + £3.20			3.3%
FAXES:									
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	£1.50	£1.25		£1.50	7.1%
	Each additional sheet thereafter	Standard		£0.60	£0.60	£0.50		£0.50	0.0%
Outside UK	1st sheet	Standard		£4.70	£4.90	£4.08		£3.50	4.3%
	Each additional sheet thereafter	Standard		£3.00	£3.10	£2.58		£2.50	3.3%
WITHDRAWN STOCK:									
Adult Fiction / Non-fiction	per volume	Zero Rated	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	£1.50	£1.50			7.1%
Children's & Paperbacks	per volume	Zero Rated		£0.60	£0.60	£0.60			0.0%
Reference Books	per volume	Standard		Min 15% of Cover price	Min 15% of Cover price				
Cassettes	per item	Standard		£1.40	£1.50	£1.25			7.1%
CD	per item	Standard		£4.70	£4.90	£4.08			4.3%
CD-ROM	per item	Standard		£7.70	£8.00	£6.67			3.9%
REFERENCE LIBRARY SERVICES:									
PRINTING FROM ELECTRONIC INFORMATION SOURCES:									
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	£0.30	£0.25		25p	0.0%
EVENTS (WHERE CHARGED):									
Adult Events	per event	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.40 - £13.20	£2.49 - £13.68	£2.50 - £15.00	7,720		1.5%
Children's Events	per event	Standard		£1.20	£1.20	£1.00			0.0%
Library Room Booking (non community & commercial)	maximum per hour	Standard			£16.60	£17.20	£14.33		£16.30
Concessions									
It is proposed that 'pensioners' are no longer maintained as a concessionary group. Concessions for other groups, which include those with a disability or those on means tested benefits would remain. Concessionary groups receive a 50% reduction on overdue charges.									

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.16 Incl VAT (if applic) £	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.17 Excl VAT £	BUDGET 2017/18 £	BENCHMARKING	% Increase
Green Waste 240L Wheelie Bin	Per annum	Non Business	Full cost	£60.00	£60.00	£60.00			0.0%
Green Waste 75L Compostable Sacks	Each	Non Business	Full cost	£1.00	£1.00	£1.00			0.0%
Provision of extra residual waste bags in rolls of 10	Per roll	Non Business	Full cost	£4.00	£4.00	£4.00			0.0%
Bulky / White Goods Collection (up to 5 items) without appointment	Per collection	Non Business	Full cost	£31.00	£32.10	£32.10			3.5%
Bulky / White Goods Collection (up to 5 items) with appointment	Per collection	Non Business	Full cost	£37.00	£38.30	£38.30			3.5%
Collection of fridge / freezers (without appointment)	Per collection	Non Business	Full cost	£25.00	£25.90	£25.90			3.6%
Collection of fridge / freezers (with appointment)	Per collection	Non Business	Full cost	£30.00	£31.10	£31.10			3.7%
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								

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WBC Charges for Deputy and Appointeeship

Description	Fee
Charges for all deputyship clients – in line with Court of Protection (CoP) statutory charges	Refer to CoP Practice Direction 19B (attached)
Management of client finances under Appointeeship where savings below £3000	£100 annual fee
Management of client finances under Appointeeship where savings above £3000	In accordance with CoP Practice Direction 19B
Deputy and Appointeeship:	
<p>Estates Winding Up Fee – Level 1</p> <p>Completing the basic Estate requirements, and assuming that there is a valid will and next of kin/solicitor</p> <ul style="list-style-type: none"> • Notify DWP • Notify Court of Protection • Notify Office of the Public Guardian • Notify other financial institutions • Complete BD8 where necessary • Settle funeral and other bills • Distribute estate to executors (where applicable) 	£220.00
<p>Estates Winding Up Fee – Level 2</p> <p>Work undertaken would include some or all of the basic requirements above, plus any of the additional work required:</p> <ul style="list-style-type: none"> • Completion of final account report for Court of Protection • Advising or assisting on the completion of Probate applications • Referring the estate to Treasury Solicitors • Liaising with Treasury Solicitors 	£270.00
<p>Estates Winding Up Fee – Level 3</p> <p>Work undertaken would include some or all of levels 1 and 2, plus the additional work of:</p> <ul style="list-style-type: none"> • Collecting Death Certificate • Registering the death • Arranging the funeral 	£380.00
Additional services for clients with capacity e.g. arranging a will / funeral plan	£50.00 one off fee for each request made

We propose that clients should be charged for all services that the team provides, whether it is dictated by statutory fixed costs set by the Court of Protection for clients for who WBC act as Deputy, or for clients for who we act as Corporate Appointee.

The current ASC Services Protection and Management of Customers' Financial Affairs manual has always stated our position in relation to fees. However, the charges (outside of those fixed by the CoP) have not been reviewed for a number of years.

It is felt that it is no longer feasible to continue to provide a free service to clients for whom we act as Appointee. However, it is accepted that some clients will have limited funds hence the proposal of a nominal sum that acknowledges that there is work carried out by the team on behalf of these clients.

We also propose that all fees are mandatory for clients' for whom Appointeeship is held, rather than the current system that requires the client to agree to meet relevant costs. Under Court of Protection rules, any work carried out upon the death of a client does not fall within the remit of the Practice Direction. We propose to restructure the current fee arrangement to better reflect the amount of work involved in winding up deceased estates and the charges have been set depending upon the level of work involved. In deciding this, we have looked at the example set by the Royal Borough of Windsor and Maidenhead.

The final charge noted for additional work carried out at the request of a client for whom WBC act as Appointee, has been revised to better reflect the work involved and make it more cost effective to charge.

TITLE	Emmbrook School 3G Pitch
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	Emmbrook
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Norman Jorgensen, Executive Member for Environment, Sports, Environmental Health, Leisure and Libraries

OUTCOME / BENEFITS TO THE COMMUNITY

The Council's current leisure provision provides residents alike with access to affordable leisure activities which support the health and wellbeing agenda across the borough. They also provide the location of physical activity curriculum activities for some of the Borough's schools and academies.

There will be an added benefit for the current pupils at the school where they can access the 3G pitch during daytime, which will also include lunchtime and after school activity, they will no longer have to travel to use other 3G pitches and will be able to play matches at home. In the evenings the pitch will be open to members of the public, and our local football clubs in the local area.

RECOMMENDATION

That the Executive:

- 1) release £375k from S106 funds, as the amount for the 50% match funding required by the Football Foundation;
- 2) note that the release of the money will be subject to receipt of the contribution of £375K from the Football Foundation and subject to planning permission.

SUMMARY OF REPORT

After an initial meeting with the Football Foundation and the Berks and Bucks Football Association, it was suggested that another 3G pitch was required in the Wokingham Town Centre area of the borough. The data came from the current Playing Pitch Strategy but the data given shows that Wokingham has over 490 football teams and in need of an additional 3G pitch. This data is currently being used and confirmed by the Berks and Bucks Football Association.

Emmbrook School is a vital partner within the bid, and is very keen for the 3G to be developed on the school site. Having had several meetings with the Head and Governors of the school they are all very positive for the new pitch to go ahead. This will help towards increasing the school PE sessions, provide a high quality pitch that can be used for matches, training, lunchtime and after school sessions.

If planning is granted the school will have a new 11 aside 3G pitch (also available for 5 v 5, 7 v 7 and 9 v 9) so adaptable for other age groups. There will be a service level

agreement in place from the Football Foundation and the Leisure Operator giving the school sole use during day time and afterschool usage. The community groups could also use this facility in the evenings and weekend use.

The 3G pitch will be managed and operated by the new leisure operator. Within the terms and conditions of the Football Foundation bid, WBC has to set aside a sinking fund of £25k per year, this will be included as part of the leisure contract. The leisure operator will have to pay WBC £25k each year as part of this funding requirement, therefore in ten years when the pitch will require resurfacing the council will not have to find any capital to resurface the pitch. Overall a sustainable project.

As part of the football foundation bid, WBC will have to write a football development plan which will include two main football clubs in the area: Wokingham and Emmbrook FC and Ashridge Park, alongside Reading FC for the Kicks project. The council will have to show an element of social inclusion within the project, this will hopefully help reduce anti-social behaviour.

Timescales

If agreed by executive to release the S106, timescales are below

- Apply to Football Foundation for 50% match funding – Deadline April 2018
- Planning Permission – January 2018
- If successful – Start on Site May 2018
- Pitch ready for use September 2018

Background

Wokingham Borough Council has commissioned a Playing Pitch Strategy, which will highlight the supply and demand for all our pitches across the borough. During a meeting with the Berks and Bucks Football Association, it was suggested that Wokingham has a number of Football teams (in the region of around 480) and that we did not have sufficient 3G pitches.

It was suggested that the Football Foundation would be very interested in funding another 3G pitch in Wokingham to elevate the demand for winter training and matches at weekends. After an initial meeting with the Football Foundation, it was highlighted to them that Emmbrook School was looking for a 3G pitch for daytime curriculum usage, and then open to community use in the evenings.

After an initial meeting with the Football Foundations consultants, they visited the area in question. Although this area is in falls within the flood plain, they were happy to proceed with the project, as in their experiences they have developed other sites with the same issues.

At present Emmbrook School is struggling with their PE curriculum as they do not have any 3G pitches, and their current provision is below average as the pitches are constantly flooding or waterlogged. As part of this the school have to have most of their home matches away; this involves travel and cost to the school.

Analysis of Issues

The main issue that may arise will be the potential for fluvial flooding in the area on the grass pitches/3G area, although this has not happened in the past six years. Officers are currently working with the WBC Flood Risk Manager to ensure that the pitches will not increase flood risk. This is likely to involve creating flood compensation close to the 3G pitches as well as a suitable drainage system for the pitches, in order to ensure that the flood plain remains the same and that the pitches are able to adequately drain to the Emm Brook. Officers believe that the proposal for 3G pitches presents an opportunity for flood betterment in the area.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£750k (£350k S106)	£375k from Football Foundation (match funding)	Capital
Next Financial Year (Year 2)	0	0	

Following Financial Year (Year 3)	0	0	
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Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

Priorities for leisure have been set out in the 21st Century Leisure Strategy and this paper follows the principles contained therein in addition to following the philosophy of maximising income contained in the 21st Century council programmes. There are implications for property services as the freeholds of the centres but no maintenance responsibilities, which will be clear in the final contract with providers

Creating a more attractive sports offer at Emmbrook School may make it a more attractive school and increase the numbers indicating the school as their first choice. Furthermore, by creating links with not only the existing Emmbrook Primary School, but the new Matthewsgreen Primary School as well, the development has the potential to integrate communities in the existing development areas and the new North Wokingham SDL area.

List of Background Papers

WBC 21st Century Leisure Strategy 2017

Contact Beverley Thompson	Service Sport & Leisure/Public Health
Telephone No 01189 746254	Email Beverley.thompson@wokingham.gov.uk
Date 20 November 2017	Version No. 6

TITLE	Insurance Procurement: Retender
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Oliver Whittle, Executive Member for Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Purchasing insurance cover for the Council provides an indirect benefit to the community by protecting the Council's resources from having to be used to fund claims, which could run to many £millions. Therefore, those resources can be targeted at and used for the council's key priorities (e.g. social care, highways).

The specific outcome is the procurement of high quality insurance cover for the lowest premium available in the Public Sector insurance market.

RECOMMENDATION

The Executive is recommended to approve:

- 1) the procurement (by way of Open Procedure tender) of the Council's insurance cover(s);
- 2) delegation of the design of the contract specification to the Director Corporate Services, in consultation with the Executive Member for Finance;
- 3) delegation to the Director of Corporate Services, in consultation with the Executive Member for Finance, authority to award the contract(s) to the successful bidder(s) following completion of the evaluation process.

SUMMARY OF REPORT

The Council's existing insurance programme consists of the following insurance covers: Public Liability, Employer's Liability, Officials' Indemnity/Professional Negligence, Property Damage and Business Interruption, Motor Fleet, Theft by Employees, Personal Accident, Marine, and the Engineering Inspection Service.

A retender process must be completed in order to ensure that the Council continues to be insured from 30th June 2018.

It is proposed to retender these covers on either:

1. a 3 year + 2 year + 2 year basis (i.e. an initial term of 3 years with 2 possible extensions of up to 2 years each); or

2. a 5 year + 2 year basis (i.e. an initial term of 5 years with 1 possible extension of up to 2 years).

Ongoing advice is being taken from the Council's appointed insurance brokers as to which contract term is most advantageous given the likely state of the public sector insurance market as we move in to 2018.

The retender will be conducted by the Council's appointed insurance brokers with full oversight by the Council's insurance and procurement specialists, as a fully compliant OJEU-level Open Procedure.

Background

The authority's insurance programme provides financial protection – it is essentially a 'loss financing mechanism' – across almost every aspect of the Council's operations: whether loss of, or damage to, property owned by the Council, or claims for compensation made against the Council.

It is therefore a key financial risk control mechanism that protects the Council's limited resources and provides peace of mind and reassurance to the authority.

The Council's insurance programme was last tendered in 2011 for a 3 year term with 2 separate 2 year optional extensions available. Both options were exercised. **The insurance programme must therefore be retendered and the contracts in place by 30th June 2018 if the Council is to continue to be insured.**

The alternative is to not purchase insurance cover. However, this would leave the Council exposed to the consequences of having to fund large losses from its own, limited, resources.

In 2016 the Corporate Leadership Team agreed a recommendation to increase the excess on the Public and Employer's Liability cover from £1,000 per claim to £50,000 per claim, effective for all claims occurring after 30th June 2016. Accordingly, the Council is 'self-insuring' up to £50,000 per claim. Any such claims payments are funded from the Council's earmarked Insurance Reserve.

The recommendation was based upon a full actuarial review carried out by the Council's retained brokers. The review considered the Council's past claims costs and the resilience of the Insurance Reserve. An increase in the excess to £50,000 was considered the ideal and most cost-effective balance of (1) premium paid to external insurers and (2) the level of 'self-insurance'.

The increase in the excess resulted in a significant reduction in premium of more than £350,000 for the 2016-'17 period of insurance. It is not proposed that the excess be further increased as part of this tender exercise: any potential premium reduction would be lower than the risk to the Reserve. However, the excess level will be kept under review.

It should be noted that insurance rates are being impacted by a number of events, such as: (1) the recent hurricanes in America; (2) the Grenfell Tower tragedy; (3) changes to the compensation payment calculation formula that is set by the government which has resulted in compensation payments increasing by up to 100%. As such, the whole insurance market is experiencing upwards pressure on premium rates. Competitively retendering the Council's insurance programme will minimise the impact of these factors as far as possible.

The Invitation to Tender document is expected to go to the market in December 2017, with tenders returned and evaluations completed in April 2018. The new contract(s) of insurance must commence on 30th June 2018 to avoid any gaps in cover.

Analysis of Issues

The Council owns, or is responsible for, buildings, contents and other assets with a total 'insurance value', i.e. Sum Insured (S.I.), of c. £1,100,000,000. Within this figure, the S.I. on many individual premises runs to several £millions.

A claim against the Council – e.g. a child suffering catastrophic life-changing injuries in a school P.E. lesson – could result in a compensation payment and costs easily exceeding £20,000,000.

It is important for the Council to protect itself from the financial consequences of a large property loss – such as major fire or flood damage to a building – or a large compensation claim. Therefore, adequate and sufficient insurance cover is a key element in the Council's approach to risk management. Additionally, some insurance covers – such as Motor, Employer's Liability, Theft by Employees – are statutorily required.

The insurance programme is continuously monitored, reviewed and revised in order to ensure that it provides comprehensive and suitable cover for protecting the Council's resources.

Regardless of the overall duration of the contract, the cover is renewed on an annual basis and changes may be incorporated at each renewal (e.g. an increased excess, cancellation of particular covers). Therefore, there is always the ongoing opportunity to ensure that the contract remains cost effective and provides the necessary insurance cover that the Council requires.

Proposed Timetable

Begin collating required information	August 2017 ✓
Agree timetable, set out project, including Objectives and Evaluation Criteria	September 2017 ✓
Request confirmed claims experience from all insurers	By end November 2017
Provide in-house handling claims experience	By end November 2017
Compile draft tender document	1 st November – 1 st December 2017
Draft tender document approved by council project team	4 th December 2017 - 11 th December 2017
Publish Contract Notice (OJEU)	15 th December 2017
Publish Contract Finder Notice	17 th December 2017
Tender to Market	15 th December 2017
Tenders Returned (10am)	5 th February 2018
Meeting to review quotes received	6 th February 2018
Evaluate Tenders	6 th February 2018
Meeting to agree final evaluation markings	16 th April 2018
Final evaluation report prepared	23 rd April 2018

Final sign off by council project team and Director	7 th May 2018
Stand-still/Alcatel letters to tenderers (10 days)	8 th May 2018
Award the contract(s)	21 st May 2018
Publish Contract Award Notice (OJEU)	Within 30 days
Protocol meeting with new insurers (if required)	W/C 28 th May 2018
Inception of Cover	30 th June 2018

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	Revenue
Next Financial Year (Year 2)	Not known at this stage	Yes	Revenue
Following Financial Year (Year 3)	Not known at this stage	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

It should be noted that the price is subject to influences such as changes in the Council's risk profile, external factors affecting the insurance market, and any further changes to the rate of Insurance Premium Tax (currently 12%).

Cross-Council Implications

The Council's insurance cover provides peace of mind to all Council service areas: insured claims will be dealt with by way of insurance and will not have to be paid from scarce resources.

List of Background Papers

None

Contact Dan Skinner	Service Business Services – Finance
Telephone No 0118 974 6571	Email dan.skinner@wokingham.gov.uk
Date 20 November 2017	Version No. 2.1

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TITLE	Berkshire Business Rates Pilot
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Oliver Whittle, Executive Member for Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Inclusion in the pilot could potentially unlock approximately £25m of investment for the Thames Valley Berkshire Local Enterprise Partnership into local transport corridors, with knock on multiplier impacts to the wider economic area such as increasing transport capacity.

The pilot would Also provide additional funding for the Berkshire unitary authorities, forecast at around £10m for the year 2018/19.

RECOMMENDATION

That the Executive note and support the application for 100% business rates pilot in 2018/19, as set out in Appendix A to the report.

SUMMARY OF REPORT

Members are presented with the schedule of the pilot.

The proposed membership of the pilot is the six Berkshire unitary authorities. The economic case for investment is based on 70% of the financial gain being invested through the Thames Valley Berkshire Local Enterprise Partnership (LEP) into local transport corridors, this is estimated at £25m. The Local Enterprise Partnership have identified schemes for investment which are most impactful in creating a healthy economy and are at a progressed stage for implementation.

The remaining 30% will be allocated across the local authorities, with a minimum funding level of £1m being planned for each authority.

Financial arrangements outlines the low level of risk which will be opened up through this pooling, with a local no-detriment cause. Governance arrangements outline the role of leaders, chief executives and chief finance officers through the pilot period.

Background

The Council is currently projecting significant financial pressure both in the current and future financial years, as well as investing in strategic development locations across the borough.

Central government requested applications to become a business rates pilot area for the financial year 2018/19. If accepted, this would provide additional funding for the pilot area, with applications assessed based on selection criteria including proposals: being formed across functional economic areas, promoting financial sustainability, and evidencing how pooled income from growth will be spent.

Analysis of Issues

The report outlines the detail of the proposals in Appendix A.

The proposal includes a local no detriment cause, to ensure that no Berkshire authority can gain while another loses. It would take a 64% overnight reduction in the business rates income in Bracknell for the Berkshire authorities to be worse off under this pilot scheme, and so downside risk is very unlikely. The local no detriment cause ensures that with sufficient funding no authority is worse off as a result of the pilot, and in addition that each authority receives a minimum gain of £1m in 2018/19.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See below	Y	Revenue / capital
Next Financial Year (Year 2)	See below	Y	Revenue / capital
Following Financial Year (Year 3)	See below	Y	Revenue / capital

Other financial information relevant to the Recommendation/Decision

The proposal would see around £35m of investment in the Berkshire region. 70% of this, around £25m, would be invested in strategic infrastructure together with the local enterprise partnership (LEP), delivering plans which will unlock wider economic development and contributing towards the LEP's goal of uplifting gross value add by £700m by 2021.

The remaining 30% would be retained locally by the Berkshire authorities, delivering benefit of around £1m for Wokingham which would provide additional revenue funding during the life of the pilot.

Cross-Council Implications

If approved the additional funding will be used for strategic investment by the LEP, and also provide a contribution to local services.

List of Background Papers

None

Contact Graham Ebers	Service Corporate services
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Date 20 November 2017	Version No. 2

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Berkshire Unitary Authorities

Application for 100% Business Rate Pilots 2018-19

Introduction

The six Berkshire unitary authorities are submitting this proposal in response to the invitation to all local authorities in England to apply to be a 100% business rates pilot in 2018-19, having previously written to the Secretary of State on this matter earlier in the year, and been encouraged by his response to submit a proposal. The lead authority will be Bracknell Forest Council.

Collectively, the Berkshire authorities represent a coherent economic area with a strong track-record of working together. With the Thames Valley Berkshire LEP, the Berkshire unitary authorities have already invested in a wide range of strategic programmes and developed ambitious plans for further investment. Planned investment will support the LEP's goal of a net Gross Value Added (GVA) uplift of well over £700m by 2021 and will help to sustain the area's status as one of the most productive sub-regions in the UK. Delivering growth at this scale will translate into an average growth rate for the sub-region – in real terms – of around 3% per annum.

In this submission, the Berkshire authorities are collectively building on this success, and are bringing forward clear and focussed investment proposals that would significantly benefit the sub-regional economy. Berkshire's 100% pilot will invest around £25m in strategic infrastructure, delivering plans that are already well developed, and thereby unlocking wider economic development and further housing growth.

They already have buy-in from the key partners across the county, including the Thames Valley Berkshire LEP, which has played a key role in developing the proposal.

Proposed membership

The proposal for a 100% pilot includes all six of the unitary authorities in Berkshire:

- Bracknell Forest Council
- Reading Borough Council
- Slough Borough Council
- West Berkshire Council
- Royal Borough of Windsor & Maidenhead
- Wokingham Borough Council

The county's LEP covers the area of the six unitary authorities and will be responsible for delivering the infrastructure investment.

Nature of the Pilot Area

Berkshire has a strong tradition of working together, and it has retained many of the close links and integrated working that were inherited following the creation of unitary authorities in the county nearly 20 years ago. A variety of shared service arrangements are in place between different groups of authorities, including for Public Health, Waste Disposal and Childcare Lawyers. A collaborative approach to developing and implementing integrated transport solutions across the County has been instrumental in securing the successful economic and housing growth that has been seen in recent years.

Within Berkshire there is the diversity and variety in the tax base that DCLG is looking for in the next phase of pilots. The county covers both rural and urban areas, each with distinctive characteristics. It has very high-growth areas and provides access to and resources for Greater London and Heathrow airport, both of which are on the eastern boundary of the County. At the other end of the County, much of West Berkshire sits within the North Wessex Downs Area of Natural Beauty. This mix of characteristics is different from the current 100% pilots, which are almost entirely authorities within a large urban conurbation.

The range of businesses within the area is equally diverse. Berkshire has the highest proportion of foreign-owned companies among the 38 LEP areas. Slough has many businesses that support the operation of the adjacent Heathrow Airport as well as Europe's largest trading estate under single ownership, the home of Mars and the iconic Horlicks factory. The County is also home to many national headquarters, such as Microsoft UK and Oracle UK in Wokingham Borough, Waitrose HQ in Bracknell and Vodafone in Newbury. However, it is also recognised that in parts of the County, especially further to the west, there are many rural businesses which face economic challenges of a very different nature.

Economic case for the Berkshire Pilot

A 100% business rates pilot will give the Berkshire unitaries the financial incentives to pool their business rates gains in a more strategic and integrated way than in the current 50% regime.

Thames Valley Berkshire is one of the most productive sub-regions in the UK, and strong economic growth across the County has translated into growth in the business rate taxbase. We are proposing to invest 70% of the additional gain from being a pilot area through a strategic fund, managed by the LEP. Based on latest income assumptions, this will provide £25m for infrastructure investment.

Our plans for investment from the 100% pilot have therefore been developed using evidence about the strategic needs of the County. The plans will make a strategic impact on the sub-regional economy rather than simply re-distributing money to the six unitary authorities. The investment identified in our programme will deliver some of the infrastructure that is required to maintain and enhance current growth in a sub-region that, given the nature of its business ownership, is arguably more exposed than any other to the possible medium-term impact of Brexit. It is growth that is important locally and also to the health and confidence of the wider UK economy.

The Thames Valley Berkshire LEP has supported the development of this bid and identified that the greatest leverage in both housing (regeneration) and infrastructure can be achieved by investing in local transport corridors. Transport corridors can offer priority to public transport and recent research by Professor David Begg indicates that not only do bus priority measures tackle congestion, they can generate up to £7 of net economic benefit for every £1 invested (KPMG, 2015). Where investment has been made in such corridors, this has resulted in a significant impact on wider Housing Market Areas, e.g. 10,000 new homes across four Strategic Development Locations in Wokingham and 2,200 new houses at Warfield, Bracknell.

Specifically, we will invest around £25m in the Slough Transit Network and Reading Mass Rapid Transit Network. These are essential investments to improve the wider transport corridors in the Central Berkshire Functional Economic Market Area (FEMA) and Eastern Berkshire FEMA. Initial estimates are that these two schemes will realise a significant increase in the County's GVA, of up to £100m over a 60-year appraisal period.

Importantly, these are schemes for which plans are already in place. They can realistically be delivered within a short timescale. Investment will be phased, with the first instalments released during the 2018-19 financial year, as the benefit of actual business rates growth is secured. Funding from the pilot will be delegated to the Thames Valley Berkshire LEP, who will have full authority to determine how it is allocated, within the objectives of this submission. Local authority representatives on the LEP will help ensure that the funding is released quickly in order to accelerate the economic gains to the sub region.

Other strategic interventions have also been considered and will be brought-forward either in 2018-19 (if funds allow) or in later years (if the pilot were to be extended). These are part of the Strategic Economic Plan for Berkshire, against which the LEP has already secured £142m of Local Growth Funds. A significant proportion of this - £58.5m – has been invested directly into infrastructure that will unlock housing growth and £5m has been invested directly into regeneration schemes, alongside a further £4.6m in Growing Places Fund loans.

Financial arrangements

Each Berkshire unitary would increase its rate-retention share from 49% in the current system to 99% in the 100% pilot. Royal Berkshire Fire & Rescue Service would continue with its current 1% share.

Baseline Funding Levels (BFL) for each unitary would be increased by the transfer of Revenue Support Grant (RSG). None of the Berkshire authorities are in receipt of Rural Services Delivery Grant (RSDG).

Collectively the Berkshire authorities have reviewed the financial arrangements and risk associated with the 100% pilot. Arrangements have been designed to accommodate both the most-likely and worst-case scenarios. Common assumptions have been made for appeals and risk, and assumptions for potential growth have been shared.

Based on our modelling, we have agreed that the proposed safety net (at 97% of BFL) is sufficient to cover risk within the pilot. Therefore, the Berkshire authorities are able and willing to proceed without the support of a “no detriment” provision.

Recognising that such an approach is only possible with a clear approach to sharing risk and reward, the Berkshire unitaries have agreed the following rules for the use of the additional resources generated by the pilot, subject to sufficient resources being available overall:

- *No authority can gain from being a pilot until all authorities have at least the level of resources that would have been received under the 50% scheme;*
- *Of the additional gains from the business rate pilot, 70% would be allocated to a strategic investment fund (estimated at £25m), with contributions pro rata to each authority's gains; and*
- *Any remaining gains would be distributed pro rata to individual authority gains, subject to a minimum gain for any individual authority being £1m (to be funded if necessary pro rata to each other authority's gains, subject to there being sufficient gain overall, with all authorities taking the same cash gain if not).*

Our proposal offers effectively a local “no detriment” arrangement, minimising the financial risk for individual authorities by sharing risk across the pilot area. After this, we have prioritised strategic economic investment, which will be the first call on gains after any individual losses have been managed. The vast majority of any gains will be invested strategically. Finally, the pilot members are keen to ensure that there is still an incentive for individual authorities to grow their own business rate tax base.

Governance

This proposal has the support of the Leaders of all the Berkshire unitary Authorities and has been developed by their Chief Executives and Chief Financial Officers.

Given the tight timescale to develop and submit proposals, each of the Berkshire authorities will make their own arrangements for approving the decision to apply for 100% pilot status in 2018-19 as soon as practicable.

Decisions about the strategic investment fund will be made by the LEP, subject to the conditions agreed as part of this submission.

Thereafter, the governance structure will consist of three levels:

- Leaders – Strategic direction and oversight, ensuring focus on collectively agreed outcomes.
- Chief Executives – Strategic management and resource allocation in accordance with governance arrangements which will include agreeing key decisions with Leaders.
- Chief Finance Officers – Advise Chief Executives in line with strategic duties, as well as managing the day-to-day running of the pilot.

Leaders and Chief Executives will meet at least every quarter, more frequently if necessary. The pilot will operate on the basis of one-member, one-vote.

Pooled funds will only include monies distributed through the Business Rate Retention System, and will not include RSG, other grants or council tax.

Governance arrangements will remain in place until the pilot is fully dissolved.

The pilot will be formed for a single financial year (2018-19) and the arrangements will be renewed if the pilot is allowed to continue to operate into 2019-20. Each authority will be able to leave the pilot at that point.

On completion of the pilot, any residual receipts directed into the LEP-driven Strategic Investment Fund will remain available for allocation by the LEP. Any further residual benefits or liabilities will be allocated pro rata to individual authority gains during the pilot.

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TITLE	Leisure Management Contract
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Norman Jorgensen, Executive Member for Environment

OUTCOME / BENEFITS TO THE COMMUNITY

The Council's leisure centres provide access to affordable leisure activities which support the health and wellbeing agenda across the borough. The current leisure contract also delivers significant financial benefits for the Council.

Future delivery of the service aims to increase and improve the leisure offer for all our residents whilst strengthening the Council's financial position.

There is already a strong commitment to community and stakeholder consultation on all leisure centre schemes following those undertaken for planning and feasibility. As well as dealing with the issues around the new builds and the impacts on facilities mix, this gives us an opportunity to work with stakeholders to resolve the time tabling of demolition and building works, and to work with schools, sports clubs, and current and future centre users on access to facilities during the rebuild periods at affected sites.

RECOMMENDATION

The Executive is asked to:

- 1) note the recommended new leisure operator in Part 2 as well as the financial impact of this. The Leisure Operator will be officially informed after the 1st December 2017.
- 2) note the establishment of an equalisation fund to smooth the management fee income over the life of the contract.

SUMMARY OF REPORT

The main summary will be in Part 2 of the Executive paper, due to sensitive and confidential information.

The new leisure contract will bring in a significant financial return to the local authority and the following positive outcomes below:-

- A new Leisure Operator – one of the leading operators in the leisure industry
- New facilities – Arborfield and Ryeish Green, two new builds (Bulmershe and Carnival Pool)
- Additional capital investment by the Leisure Operator in all six leisure centres

- Enhanced facilities with all new state of the art gym equipment
- More opportunities for members of public to access high quality facilities
- Increased Public Health outcomes including;
 - More members of public physically active.
 - Reduction in cancers and cardiovascular disease.
 - Reductions in falls.
 - Reduction in obesity child and adults.
 - Reduction in isolation.
 - Increase health and wellbeing in the workforce (including WBC).

Background

The current contract for the management of the Council's leisure centres expires on the 30th of April 2018. There are real opportunities for our leisure centres to continue to generate a substantial income to the Council whilst providing an affordable universal offer to the Borough's residents.

The Council's leisure centres are currently managed by C-Salt (Community Sport and Leisure Trust) an independent charitable trust supported by the leisure operator, 1Life. The contract, which expires on 30th of April 2018, currently covers the management of the following facilities:

- Loddon Valley Leisure Centre in Earley (Including Chalfont Courts)
- Carnival Pool in Wokingham
- St. Crispins Leisure Centre in Wokingham
- Bulmershe Leisure Centre in Woodley

Two additional facilities will be added to the contract from the 1st May 2018

- Arborfield Leisure Centre – Including 3G pitch
- Ryeish Green Leisure Centre – Including 3G pitch

Key Performance Indicators:

A number of KPI's have been included in the contract; these are agreed annually between the Operator and the Council and set in line with the demographics of the local community at the time. The Operator shall support the Council in achievement of the following targets:

Below are a selection of KPI included in the contract:-

- Increase levels of participation in adults and children
- General throughput: residents, male, and female, age groups, ethnic groups, concessions, low income, disabled, looked after children.
- 60+ usage (as above)
- Young People – Preschool, 5 – 11 years, 11 – 18 yrs., low income, disabled
- BME groups – Activities for men, Activities for women
- Increase in number of participants completing the exercise referral programme
- Increase in numbers of participants competing in weight management courses
- Improving Quest scores
- Increased User satisfaction levels in National Benchmarking Scheme
- Increase workforce development opportunities – coach education, apprenticeship schemes
- Increase in use of local suppliers for catering provision and maintenance sub-contractors
- Reduction in annual CO2 emissions
- Reduction in annual energy use
- Increase recycling rates

The Leisure tender has been out to the market and full details are in Part 2 due to the confidentiality of the report.

A previous Executive paper 27th October 2017 delegated authority was given to the Director of Health and Wellbeing to approve the key contract terms, this has now fallen to the Director of Corporate Services following the restructure of council departments. The Executive Member Norman Jorgensen, (Executive Member for Environment) has worked with the Director of Corporate Services fully throughout the tendering process.

Finance information

The current leisure contract provides the council with income of c£680k pa, which is used to help fund other council services. Under the new leisure contract, an additional £200k income will be achieved per year to further help fund other council services.

In addition, the annual contract income will be able to fund all of the capital costs (including interest payments) of the new investments at all the leisure facilities.

Additional financial information regarding the new leisure contract can be found in Part 2 of the report.

Capital Investment

The table below shows the current and the proposed additional facilities available at each leisure centre:

Leisure Centres details:-

Carnival Pool & Fitness Centre	Loddon Valley Leisure Centre	St Crispin's Leisure Centre (Dual use)
<p>Current</p> <ul style="list-style-type: none"> • 25m x 6 lane pool • Teaching pool • Beach pool • 64 station gym • Dance studio • Sauna/ Jacuzzi <p>Expected Additions and changes from January 2022</p> <ul style="list-style-type: none"> • 4 court Sports hall • New changing rooms • New entrance • No beach pool • Café • 100 Station Gym 	<p>Current</p> <ul style="list-style-type: none"> • 25m x 6 lane pool • Teaching pool • 104 station Gym • Dance studio • 10 court Sports hall • 2 external Tennis Courts • 3 Squash courts • 2 Function rooms • Spa • Sauna • Café <p>Chalfont Courts 3 Multi sport macadam courts with floodlights</p>	<p>Current</p> <ul style="list-style-type: none"> • 50 station Gym • 4 court Sports hall • 2 Squash courts • 2 Function rooms • 1 x tiger turf Astro turf pitch

Arborfield Sports Centre (Dual use)	Bulmershe Leisure Centre (Dual use)	Ryeish Green Sports Centre (Dual use)
Current <ul style="list-style-type: none"> 8 court Sports hall 2 Dance studios Climbing wall 50 station Gym Full size Artificial 3G pitch expected from September 2018 3 Outdoor Tennis Courts 2 Outdoor Netball Courts Expected Additions from 2026* <ul style="list-style-type: none"> 4 lane swimming pool New changing rooms <p>*The expected additions above may be subject to change</p>	Current <ul style="list-style-type: none"> 25m x 5 lane pool 68 station Gym Dance studio 2 Consultation rooms 4 court Sports hall Facility expected to close 31st July 2018 Expected New Facility from April 2020* <ul style="list-style-type: none"> 75 station Gym 6 lane x 25m pool Learner pool 2 Studio 4 court Sports hall Café <p>*The expected new facility above may be subject to change</p>	Current <ul style="list-style-type: none"> 45 station Gym 4 court Sports hall Full size Artificial 3G pitch Changing rooms Community room Scheduled to open 31st July 2018

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1) 18/19	(£876k)	n/a	Revenue
Next Financial Year (Year 2) 19/20	(£876k)	n/a	Revenue
Following Financial Year (Year 3) 20/21	(£876k)	n/a	Revenue

Other financial information relevant to the Recommendation/Decision

Please note that the income will be an additional £200k above the current £676k income base budget.

An equalisation fund will be established in the early years of the new leisure contract to ensure that revenue income is spread equally across the contract life. Further information regarding the equalisation fund is contained in part 2.

Please see Part 2 for further financial information.

Cross-Council Implications

None

Reasons for considering the report in Part 2

The Leisure Contract is due for renewal from 1st May 2018. The Leisure Operator will be informed of the award from 1st December 2017; therefore WBC cannot share this confidential information in the main Executive document.

List of Background Papers

Sport England Procurement Toolkit, May 2013.
FMG –Final Tender Evaluation Report, Oct 2017
Additional Finance Information, Oct 2017

Contact Darrell Gale/Beverley Thompson	Service Public Health/Sport and Leisure
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Date 20 November 2017	Version No. 7

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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TITLE	Bulmershe New Build
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Norman Jorgensen, Executive Member for Environment, Sports, Environmental Health, Leisure and Libraries

OUTCOME / BENEFITS TO THE COMMUNITY

If agreed, the benefit and outcomes for a new leisure centre would benefit the school and our local community, including young people, families and our elderly population. A new leisure centre with a swimming pool would help increase physical activity in the Woodley and surrounding areas. This is also an area of deprivation which would help the health and wellbeing of its local residents to help maintain a good physical activity level, which could help reduce various long term health conditions. This links with the councils 21st Century Leisure Strategy, stating that Bulmershe will have major improvements to ensure its sustainability. Council leisure facilities offer many preventative services, which contribute to savings within the Council's social care budgets. By ensuring best value to its residents in the provision of leisure services, the outcomes are likely to bring positive benefits to our community's health and wellbeing.

There is already a strong commitment to community and stakeholder consultation on the proposals building on that undertaken in Summer 2016. As well as dealing with the issues around the new build and facilities mix, this gives us an opportunity to work with stakeholders on the Bulmershe Campus to resolve site access issues and the time tabling of demolition and building works. This consultation will also allow us to work with the schools, sports clubs, and current and future centre users on access to facilities during the rebuild period.

RECOMMENDATION

That the Executive:

- 1) considers the range of options for the future provision of Leisure facilities at Bulmershe, and approves the following recommendation:

Option E to consist of: A newly built leisure centre with a 4 badminton court sports hall; 25m x 6 lane swimming pool; a 75 Station gym; and 2 Studios, teaching pool with movable floor and Café.
- 2) delegates authority to the Director of Corporate Services and Executive Member for Environment, Sports, Environmental Health, Leisure and Libraries to approve the detailed options for the scheme.

- 3) approves additional Capital budget of £4.54 million.
- 4) notes the revenue cost of all borrowing (Inc. additional £4.54m) will be funded by the income generated by the facility.

SUMMARY OF REPORT

The provision of leisure facilities is not a statutory duty, although brings in a significant income to the current economic climate therefore, it is essential that the operation of these facilities delivers value for money and supports the wider social objectives set out in the Council's Vision; the Health and Wellbeing Strategy 2017-2020; and the Council's 21st Century Leisure Strategy.

Council had approved £10 Million for the rebuilding of Bulmershe leisure centre with a pool capacity of six lanes and a training pool through the MTFP in February 2017. However, this budget is now recognised to be insufficient due to revised costing estimates, which have corrected an initial error.

New options have been prepared for the future provision of leisure facilities at Bulmershe Leisure Centre in Woodley following the disclosure to the council that architect's costs estimations were based upon erroneous floor space calculations.

These new options, including one which significantly expands the facilities offered to the public, have been assessed by FMG our leisure management consultants to identify the returns on investment through membership and usage fees, in order to test the affordability of the options and the impact each will have on the income estimations from the leisure centres management contract.

ANALYSIS OF ISSUES

Background to Facilities at Bulmershe Leisure Centre, Woodley

Bulmershe leisure centre was built in 1974, as a two storey school and community leisure centre, with 4 badminton-court sports hall; small sports hall; 25m swimming pool with 5 lanes and the various storage, circulation, catering and changing facilities required of such a building at the time it was built. This means that certain disabled access issues were not included, and that the specification in terms of construction and plant would not meet contemporary environmental and energy use requirements. The first floor was originally designed for youth and community use; and was subsequently used for day-care facilities for people with disabilities; however all these services are no longer provided from the site.

The centre was managed by Woodley Town Council for over 20 years, and was handed back to Wokingham Borough Council in December 2014, a year before their lease was due to end. The centre was run by day for a school facility with a public session for only evening and weekends. There is a lack of robust usage therefore the profitability data from this time which has affected both our projections of future usage and those of the potential operators. From 1st December 2014, the management of the centre has been undertaken by 1Life as part of the contract extension of three years together with the management of all the other WBC leisure centres, which will end on 30th April 2018. The Leisure centre had a deficit for a number of years in the region of £80k PA, as advised by WTC, and which excluded any capital finance charges.

Capital investment was made by both 1Life and Wokingham Borough Council to bring the centre up to improved mandated health and safety standards and to provide an improved quality for members of the public who use the centre. A 50 station gym was created in the small sports hall and enhancements to the swimming pool changing facilities were made. On the first floor, the area was re-configured and re-furbished to include a studio, two consultation rooms and a long term conditions gym. Currently the membership has over 850 members with gym membership, and 680 members of the swim school. A total investment of around £500k was invested at December 2014 (£340k by WBC and £160k by 1Life) to maintain and sustain the leisure centre for the remaining years of the contract, pending the options being explored and assessed on the longer-term future of the building.

Within the past 18 months the building fabric has deteriorated quite dramatically. The building has developed some major air handling issues; with hot moist air in the swimming pool hall infiltrating the remainder of the building fabric; particularly the first floor and roof void spaces. As a consequence of the lack of insulation in these areas, the moist air condenses and water forms, damaging ceilings; walls and window frames. In spite of remedial dehumidification using portable units; trapped moisture has stagnated leading to mould spreading across the entire first floor. This may potentially pose respiratory health risks to staff, members of public and to those using the long term health gym, and clients who have pre-existing respiratory health conditions have as a precaution, been moved to the facility at Loddon Valley Leisure Centre. Presently 1Life have a maintenance revenue pot of £20k per annum; with any additional requirements being met by WBC. The pool plant is now reaching the end of its life, with much of it dating from the original 1974 build. Any major mechanical issue which were to arise now

could lead to the pool being closed for a period of time. 1Life's maintenance budget has now reached £20k within the first 5 months of this financial year, and the maintenance responsibilities now solely rest with Wokingham Borough Council for the remaining 7 months of the contract.

Bulmershe School, a secondary school of over 1,000 pupils, has always had significant use of the leisure centre on a dual use basis. The school have access to the sports hall & swimming pool during term-times from Monday to Friday from 9am – 5pm. 1Life and WBC have negotiated some public community time of 2 – 3 hours per week during this period. Improved changing facilities which allow for the general public to be separated from school pupils, to ensure safeguarding criteria are met, would allow the community greater use of the centre's facilities during term-time, as the current facilities do not permit this. Whichever option is finally approved for the site, there is not a viable "do nothing" option, as Bulmershe School would need to be provided with a sports hall for their use, the estimated cost of this being £4.5 Million plus finance costs (interest).

The site of the leisure centre is a very constrained one, and there are a number of health and safety issues regarding access to the various public operations using the same vehicular and pedestrian access. These include: Bulmershe School; Addington School; Goals Football Centre; and Woodley Gymnastics Club. Detailed design work to resolve these access solutions has been agreed to be taken forward by WBC Highways team, with costs met from the Highways budget so as not to form part of the costings specific to the leisure centre project. These will be developed during the pre-application process prior to the submission of a planning application and after the approval in principle to proceed with the rebuilding. A further site constraint concerns a site-specific blanket Tree Preservation Order (TPO). However, the affected trees would be readily replaced under the landscaping plan for the new scheme.

History

Following an exploration of options for the continued provision of the facility at Bulmershe, as well as a "do nothing" option, approval was sought and agreed through the MTFP process in February 2017 for a rebuild option with 6 lanes of swimming capacity, then at an estimated cost of £10 Million. This was the figure used to determine the affordability of all schemes within the leisure centres programme.

More detailed discussions have now taken place with architects and contractors; with WBC planning officers and with WBC property officers, in order to agree final specifications, budgets and design options for the site. During the course of this work, the architects advised WBC that they had made an error in their calculation of the building area, through calculating this solely on the footprint of the building (the area of land covered by the building), rather than the floor space: the overall square meterage of the building (which takes into account the sum of the footprint and any additional floor levels). As the current building has some significant first floor accommodation, which was not counted in the total area, this makes the previous estimates invalid and a new estimate has been supplied by Atkins.

The new estimate is for £14.540 Million, a figure £4.54 Million greater than the estimate included in the MTFP. With this in mind, a set of revised options has been prepared for the site, and affordability has been tested, using FMG the council's specialist technical

leisure contractor, who have worked with WBC on the previous options and on the specification of the new leisure operating contract.

Options

The following 5 investment options have been considered for Bulmershe Leisure Centre. The net (surplus) / deficit for each option is shown below. Please note, the financial information is based on estimated figures regarding the income from the leisure contract renewal.

Option A (New Build)	Option B (New Build)	Option C (New Build)	Option D (Refurb)	Option E (New Build)
- 4 Court Sports Hall - 25m 4 Lane Pool - No Teaching Pool - 50 Station Gym - 1 Studio	- 4 Court Sports Hall - 25m 4 Lane Pool - Teaching Pool - 75 Station Gym - 2 Studios	- 4 Court Sports Hall - 25m 6 Lane Pool - No Teaching Pool - 75 Station Gym - 2 Studios	- 4 Court Sports Hall - 25m 5 Lane Pool - No Teaching Pool - 50 Station Gym - 1 Studio	- 4 Court Sports Hall - 25m 6 Lane Pool - 75 Station Gym - 2 Studios - Teaching pool with movable floor - Cafe
<u>Capital Cost</u>	<u>Capital Cost</u>	<u>Capital Cost</u>	<u>Capital Cost</u>	<u>Capital Cost</u>
£11,690,000	£12,240,000	£12,540,000	£10,760,000	£14,540,000
<u>Net (Surplus) / Deficit*</u>	<u>Net (Surplus) / Deficit*</u>	<u>Net (Surplus) / Deficit*</u>	<u>Net (Surplus) / Deficit*</u>	<u>Net (Surplus) / Deficit*</u>
£10,436,879	£716,293	£(386,912)	£8,014,442	£(1,538,119)

* Based on 44 year period. 44 years have been used to reflect the total period of capital investment as part of the overall leisure strategy.

Please see Part 2 for more financial information regarding Option E.

The Revised Scheme Business Case

A number of options have been appraised for the future of the site to test whether a viable scheme can be delivered close to the £10 Million approved. There is no “do nothing” option proposed, as in reality, if the facility were to close completely, the Council would still be required to provide sports facilities for the use of Bulmershe School, most likely through the provision of a 4 court sports hall with associated changing facilities, which is estimated to cost £4.5 Million with no or very little income likely for the council through the leisure contract.

The Leisure centre has been running at a loss for the past few years, as participation has decreased, and maintenance costs increased. Members of the public are currently using other pools and leisure centres in the borough and beyond, as Bulmershe

deteriorated and because it is not able to offer the modern facility mix as other up to date models.

The recommendation to executive is for **Option E**, which comprises of: a 4 court sports hall; a 25m x 6 lane community swimming pool; a 75 station gym; and 2 exercise studios, Training pool with movable floor and Café. This is costed at **£14,540 Million**. This option meets all necessary public health and social value criteria of the Wokingham Borough 21st Century Leisure Strategy, and would be specified to meet the Sport England standards to ensure it meets necessary sport's governing body specifications.

This option also provided the most cost-effective solution, which within the suite of leisure facilities, this scheme contributes to the management fee WBC will receive from the leisure operations contract

The leisure operating contract has not been based on single appraisals of income and expenditure of single sites. The contract considers the centres as linked as a single unit as this is how centre memberships work.

As part of the overall Agreement relating to the new leisure management contract, the Council will enter into a surplus share arrangement which will mean that any additional operating surpluses over and above that projected in the operators bidding projections will be shared between the parties. This will ensure that where the operator has been too prudent or the facilities operate above that forecast, the Council will alongside the operator, receive the additional financial benefits.

Current Facilities vs Option E Facilities

Current Facilities	Option E Facilities
25m x 5 Lane Swimming Pool	25m x 6 Lane Swimming Pool
4 Court Sports Hall	4 Court Sports Hall
68 Station Gym	75 Station Gym
Dance Studio	2 Studios
2 Consultation Rooms	Learner Swimming Pool with moveable floor
	Café

Issues for Consideration

The original option for rebuilding Bulmershe estimated a rebuild time of 18 months – which would begin immediately at the termination of the current management contract on 1st May 2018. The costings for the leisure schemes have been based on the loss of income to the leisure contract from the Bulmershe site for 18 months. There are likely to be delays due to the reappraisal undertaken of options, and the delay in submitting a scheme for planning applications.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that

Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

All options will require additional approvals for the extra amounts required through the capital budget of the Medium Term Financial Plan. The appendix gives full details of the impact on incomes and the likely revision of revenue budgets.

	How much will it Cost/save	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Financial Year 17/18 (Year 1)	£0	n/a	n/a
Financial Year 18/19 (Year 2)	£7.759m	£0	Capital - Borrowing
Financial Year 19/20 (Year 3)	£6.781m	£4.540m	Capital - Borrowing

Other financial information relevant to the Recommendation/Decision

See part 2 for further finance information.

All capital costs including interest will be repaid from the income generated from the facility.

Cross-Council Implications

Priorities for leisure have been set out in the 21st Century Leisure Strategy, and this paper follows the principles contained therein in addition to following the philosophy of maximising income contained within the 21st Century Council programme. There are implications for property services as the freeholds of the centres and the associated maintenance responsibilities, which will be clear in the final contract with providers, will remain with Wokingham Borough Council.

As the council refreshes the local plan, the impacts of further post 2026 population growth will need to be addressed in plans for leisure provision.

Reasons for considering the report in Part 2

Financial data on operations provided by leisure centre providers is commercially sensitive. In order to prove that the rebuilding of the centre is viable within the notion of being a standalone asset with its own income stream, we have sought to use all available projections on this likely income.

List of Background Papers

WBC 21st Century Leisure Strategy, 2017.

Wokingham Borough Health and Wellbeing Strategy 2017-2020.

Wokingham Borough Council MTFP, February 2017.

Business planning for Bulmershe leisure centre facility options: An updated paper on design options from a financial perspective. FMG Consulting Ltd, June 2017.

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Date 20 November 2017	Version No. 8

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of the Local Government Act 1972.

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TITLE	The Acquisition of Land or Property to Support Infrastructure Delivery
FOR CONSIDERATION BY	The Executive on 30 November 2017
WARD	Emmbrook
DIRECTOR	Graham Ebers, Director of Corporate Services Josie Wragg, Interim Director of Environment
LEAD MEMBER	David Lee, Executive Member for Strategic Highways and Planning

OUTCOME / BENEFITS TO THE COMMUNITY

To consider the acquisition of land or property in order to facilitate delivery of Strategic Development Locations and Major Scheme Infrastructure.

RECOMMENDATION

The Executive is recommended to agree, as set out in Part 2 of this report, the voluntary acquisition of land parcels, References 1 and 2.

SUMMARY OF REPORT

The Executive has requested sight of all land and property acquisitions relating to SDL and major scheme infrastructure prior to final purchase completion. This report sets out those acquisitions that have been negotiated, and where an agreement in principle to purchase has been reached to date. Without these land parcels it will not be possible to implement their associated infrastructure schemes.

Background

For the purposes of this report any reference to land purchase includes either land or land and property purchase combined. Each parcel listed in the Part 2 sheet details of whether the purchase is just for land or both land and property.

The Executive considered a report in June 2016 seeking ‘Approval in Principle’ to use Compulsory Purchase Powers to acquire land or property within approved Strategic Development Locations. The report advised that all acquisitions would be sought through voluntary negotiation in the first instance, and the Executive agreed that all proposed land purchases are reported back to them with details of the location and cost for approval.

Additionally the Executive in March 2017 considered and approved a policy for Discretionary Land Acquisition for Highway Works which sets out the parameters for off line properties.

Analysis of Issues

Details of the proposed land purchases are scheduled in the Part 2 paper including the location of the parcels to be acquired including plans, the scheme to which it relates and the agreed negotiated purchase cost.

Once approval has been given to a voluntary acquisition the aim is to acquire these assets at the earliest opportunity even if the land may not be needed until later in the overall delivery programme to reduce and eliminate risk of delays.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	As set out in the Part 2 sheet	No	Capital
Next Financial Year (Year 2)	0	-	
Following Financial Year (Year 3)	0	-	

Other financial information relevant to the Recommendation/Decision

The Council's medium term financial plan provides budget in 2017/18 for the acquisition of land set out in this report.

Cross-Council Implications

Delivery of Strategic Development Locations highway infrastructure facilitates housing and addresses congestion.

Reasons for considering the report in Part 2

The Part 2 sheet contains information relating to the financial and business affairs of the land owners.
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List of Background Papers

None

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Date 20 November 2017	Version No. 3

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