



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held in David Hicks 1 -  
Civic Offices, Shute End, Wokingham RG40 1BN on  
**THURSDAY 29 NOVEMBER 2018 AT 7.30 PM**

*Heather Thwaites*

Heather Thwaites  
Acting Chief Executive  
Published on 21 November 2018

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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
Richard Dolinski	Adults Social Care, Health and Wellbeing
Pauline Helliar-Symons	Children's Services
Norman Jorgensen	Environment, Leisure and Libraries
Pauline Jorgensen	Housing
Philip Mirfin	Regeneration
Stuart Munro	Business and Economic Development and Strategic Planning
Anthony Pollock	Highways and Transport
Simon Weeks	Planning and Enforcement

ITEM NO.	WARD	SUBJECT	PAGE NO.
68.		<b>APOLOGIES</b> To receive any apologies for absence	
69.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Executive Meeting held on 25 October 2018	7 - 22
70.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest	
71.		<b>PUBLIC QUESTION TIME</b> 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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
71.1	None Specific	Tamzin Morphy has asked the Executive Member for Planning and Enforcement the following question:  <b>Question</b> Would the Member for Planning and Enforcement confirm that the Council will continue to protect the Reading East riverside for the foreseeable future in accordance with national and local policies including, CP1, CP3 and CP11 of the Core Strategy?	

71.2 Wescott

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

**Question**

I would like to ask whoever is Leader of the Council a question about the income derived from car parking in the Borough. The Carnival car park received a loan of £1.5 million from the Government (via the LEP), so can you tell me, a tax and Council tax payer, how much income has been received this year from this car park?

72.

**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

72.1 None Specific

Gary Cowan has asked the Executive Member for Planning and Enforcement the following question:

**Question**

In planning terms what is the normal determination period in Wokingham Borough Council for minor and major planning applications?

72.2 Winnersh

Rachelle Shepherd DuBey has asked the Executive Member for Highways and Transport the following question:

**Question**

Have we not learned from the chaos of all the town works at the same time. Could we please finish the Winnersh Relief Road including its roundabout before starting the roadworks for the NWDR Winnersh Roundabout?

**Matters for Consideration**

73.	None Specific	<b>SHAREHOLDERS' REPORT</b>	<b>23 - 32</b>
74.	None Specific	<b>WORKingham INTERNSHIP PROGRAMME</b>	<b>33 - 38</b>
75.	None Specific	<b>FEES AND CHARGES</b>	<b>39 - 82</b>

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.

## **CONTACT OFFICER**

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**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD ON 25 OCTOBER 2018 FROM 7.30 PM TO 8.25 PM**

**Committee Members Present**

Councillors: Charlotte Haitham Taylor (Chairman), Richard Dolinski, Pauline Helliars-Symons, Norman Jorgensen, Pauline Jorgensen, Philip Mirfin, Stuart Munro, Anthony Pollock and Simon Weeks

**Other Councillors Present**

Prue Bray  
Rachel Burgess  
Lindsay Ferris  
David Hare  
Clive Jones  
Ian Pittock  
Imogen Shepherd-DuBey  
Rachelle Shepherd-DuBey

**61. APOLOGIES**

There were no apologies for absence received.

**62. MINUTES OF PREVIOUS MEETING**

The Minutes of the Extraordinary Executive Meetings held on 17 September and 20 September 2018 and the Executive Meeting held on 27 September 2018 were confirmed as correct records and signed by the Leader of Council.

**63. DECLARATION OF INTEREST**

Councillor Norman Jorgensen declared a personal interest in Agenda Item 64 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 Pauline Jorgensen and Stuart Munro declared personal interests in Agenda Item 64 Shareholders' Report by virtue of the fact that they were paid Non-Executive Directors of WBC Holdings Ltd. Councillors Jorgensen and Munro remained in the meeting during discussions and voted on the matter.

Councillors Philip Mirfin and Anthony Pollock declared personal interests in Agenda Item 64 Shareholders' Report by virtue of the fact that they were paid Non-Executive Directors of Optalis Holdings Ltd. Councillors Mirfin and Pollock remained in the meeting during discussions and voted on the matter.

**64. PUBLIC QUESTION TIME**

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

**64.1 Paul Fishwick asked the Executive Member for Highways and Transport the following question:**

**Question**

I first reported Street Light number 5 Robin Hood Lane opposite Winnersh railway station as being out on 15<sup>th</sup> November 2017, as can be seen from the screenshot provided to the Council.

As this report is now coming up for its 1st anniversary I would like to know what action (if any) has been carried out since I reported this fault.

As a regular user of Winnersh railway station, I have not witnessed this street light functioning since I first reported it, and it is still out at the time of submitting this question.

**Answer**

The problem with this particular street light is with the cabling which is provided by Scottish and Southern Electricity Power Distribution and it has been reported to them on numerous occasions but unfortunately, as you are obviously aware, it has not yet been resolved and I will take it up again and get the Officers to talk to the relevant company to get them to fix it; but it is not quite in my gift to go down with a screwdriver and sort it out. I will do what I can and obviously with the winter nights coming in getting it resolved is obviously important.

**Supplementary Question**

It appears that this important street light opposite Winnersh station which caters for approximately 450,000 passengers per annum has been neglected by Wokingham Borough Council. I reported four street lights out 23, 24, 25 and 26 King Street Lane on 4 September this year and these were repaired by Scottish and Southern because they had a cable fault. How can Wokingham Borough Council improve its service to the residents and travelling public in the future and not have a repeat of a neglected lamp column no 5 in Robin Hood Lane?

**Supplementary Answer**

As I said earlier the issue fundamentally is with the company providing the power and the cabling and they have to resolve it but I will take it up and I will get you a written answer as to when I expect something to be dealt with.

**64.2 Rachel Bishop-Firth asked the Executive Member for Highways and Transport the following question:**

**Question**

I asked a question in February about the Memorandum of Understanding which the Council and Network Rail signed in 2016 to develop a solution to the Tanhill Lane crossing. This crossing currently has two separate bridges including a steep and unsightly temporary bridge which is very inconvenient for residents.

Keith Baker told me that the Memorandum of Understanding states that 'Network Rail and Wokingham Borough Council will collaborate on a permanent ramped footbridge solution upon the progression of development proposals for the multi storey car park and the life expiration of the existing stepped footbridge over the Gatwick to Reading line'.

The multi-story car park has been open for some time now, but the unsightly and inconvenient temporary bridge is still in place.

Could the Executive Member for Highways and Transport please provide an update on what action the Council is taking to progress this project, and when residents can expect to see a permanent ramped footbridge in place?

### **Answer**

As previously stated, you are correct in that the Council and Network Rail have entered into a Memorandum of Understanding. The purpose of this is to record the parties' intention to work in a spirit of mutual trust and co-operation, which isn't often forthcoming with the railway companies, associated with the aim of delivering a ramped footbridge over the railway at Tan House railway crossing.

In line with Network Rail's current policies the responsibility for the delivery of a new bridge over the London line is indicated to be acceptable to replace what was effectively, they call it at grade but what it basically means is you walk over the line which is probably more dangerous than the bridge that is there now, the pedestrian crossing as the existing bridge over the Guildford line is not yet due for replacement or upgrade. I suspect the need is for a bridge that spans both lines apart from just one. The Council is of the view that improved facilities of both the London and Guildford lines accommodating pedestrians and cyclists is more beneficial for users.

In respect of costs for the delivery of a new bridge, temporary or permanent, are also covered within the Memorandum of Understanding as follows:

- Network Rail will wholly fund the temporary stepped bridge; and
- both Network Rail and WBC will approach funding collaboratively in respect of a permanent ramped footbridge solution.

This is a Network Rail pedestrian bridge and unfortunately they have made no movement to progress from the current position. As there is no budget available from us at least, it will struggle to be prioritised from our end but I will try and get some information out of Network Rail and see if I can let you have it in due course but I will keep you informed.

### **Supplementary Question**

I think we are all agreed that money is going to be an issue and the need to co-ordinate with Network Rail is going to be an issue. When I raised this question back in February Keith Baker acknowledged that CIL money could possibly be used to finance the funding of a permanent bridge. I am concerned that we do not seem to have any real action taken since 2016 when the Memorandum of Understanding was signed to find solutions and progress the building of a permanent ramped foot bridge and this is leaving local residents with an eyesore temporary bridge which many people cannot use.

Will the Council commit to approaching Network Rail within the next six months to establish a publicly available plan of action and timescales for the building of a permanent bridge which meets the requirements of the Disability Discrimination Act for accessibility?

### **Supplementary Answer**

I am happy to approach Network Rail and I will do it almost immediately. However as they have to be party to any decisions I doubt whether I can give you the timescales etc that you request but I will try.

### **64.3 Keith Malvern asked the Leader of the Council the following question:**

#### **Question**

I would like to ask a question on Item 65, the Revenue Monitoring Report. I am surprised to see under Corporate Services a cost pressure from increased business rates at Shute End and other corporate properties. What steps has the Council taken or intends to take to reduce this cost pressure?

#### **Answer**

I am sure that you will have been aware that nationally business rates were re-assessed in 2017 and this resulted in many properties being revalued and this included the Council's operational estate and as we have quite a large building here it mainly included Shute End. As such the Council was required to pay more business rates on its corporate properties. In 2017/18, Business Services was able to absorb this cost into its budget but following a review of budgets during Phase 1 of 21<sup>st</sup> Century Council the service no longer holds the capacity in the budgets to pay for the increased business rates. Therefore this is creating a pressure in the 2018/19 financial year and in future years' budgets it will be increased to cover the statutory pressure; so that is the pressure that you are seeing through at the moment.

#### **Supplementary Question**

You have referred, I think, to the large building that we are sitting in now and recognising that the potential shape of local government may well change in the coming years I was hoping that you would have perhaps considered looking again at the option of moving out from this site and allowing this site to be used for another priority of this Council which is truly affordable housing. Will you consider that?

#### **Supplementary Answer**

We continue to look at all of our assets right across the Council. The Council holds many assets, including things like car parks etc and we have to provide value for money across everything we do for our whole entire community. We will work with all of our partners through things like "One Public Estate"; that means working the police, health partners, the voluntary sector, the town and parish councils to see how we can work to make sure we are all using our assets appropriately so that we all get best value for money. If that means looking at this building then that is what we will also be doing.

### **65. MEMBER QUESTION TIME**

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

#### **65.1 Rachelle Shepherd-DuBey asked the Executive Member for Business, Economic Development and Strategic Planning the following question:**

#### **Question**

When is the Borough Design guide scheduled to be updated, to reflect changes in the Borough including increasing car ownership and renewable energy requirements for new builds?

#### **Answer**

The Borough Design Guide, you are quite right, was adopted as a Supplementary Planning Document to the Core Strategy in 2012.

Through the establishment of design principles, the Guide assists our decisions, enhances the quality of development and ensures that proposals are of the highest quality of design, as I think you probably know.

That means inclusive, safe, harmonious, welcoming and all the good stuff that is in the guide.

As a supplementary document the design principles and sustainability ambitions within it need to be underpinned by our Local Plan policies and an evidence base is required to support these policies.

Since these are currently being reviewed, as you will see later in the agenda, as part of our Local Plan Update, the logical time to review the Guide would be alongside this process. This will mean that any amendments reflect our updated planning strategy and management policies when these are established. The appropriateness of the parking standards could similarly be reviewed on this basis.

### **Supplementary Question**

As Simon can probably remember and as every Executive Member for Highways can remember that I am always trying to get at least two spaces per dwelling because the realistic idea is that Wokingham has the highest first car ownership, the second highest second car ownership and the fifth highest third car ownership in the country. What are we going to do before we have 'carmageddon' in these new developments which is actually going on right now? If you go to any new development you will see cars parked all over the place because of inadequate parking. The standards are not adequate for purpose. So when is it going to change?

### **Supplementary Answer**

I totally agree with you.

## **65.2 Imogen Shepherd-DuBey asked the Executive Member for Planning and Enforcement the following question:**

### **Question**

This week, at our Planning Meeting, I saw housing applications being approved for developments that only provides for just over one car parking space per home. These are often in locations where there is scant provision for public transport and very few services nearby. I have seen housing plans for even less than one space per home in Wokingham, with the excuse of 'it's near the train station'.

Experience shows that we end up with too many cars for the spaces provided. There are several housing developments where residents are desperate for better parking solutions than what has been provided. Most homes have at least two working adults who need to use cars and in other situations there is not enough space for anyone visiting and often these visitor spots are permanently used by residents to alleviate the parking problems. We end up with cars parking on pavements, grassland and neighbouring streets. Essentially, under-providing car parking in Wokingham, is really, really not working.

I'd like to know what Wokingham Borough Council now and in future plans to stop the chaos of parking problems continuing?

### **Answer**

WBC has an adopted parking strategy as you are aware and this was consulted on and approved by Members as formal Council policy. All recommendations to the Planning Committee are based on a full assessment of all the material considerations, including the relevant current parking standards and the Planning Committee need to take those into account when determining planning applications. Schemes presented at the Committee would normally be determined in accordance with the Council's current prevailing parking standards unless there is a very clear reason to vary those. That would need to be set out in the Committee report and entirely proven and justified. We are currently in the process of updating our local plan and through this process we will carefully consider the appropriateness of the current standards as we go forward and whether they need to be reviewed.

### **Supplementary question**

While I see that is very well intended and things and I understand what it is but in practice I feel that it is not happening. I particularly don't see it happening with the properties that we have control of, things like WHL build, particularly around Carnival Pool and the Peach Place Development and things like this. The parking we have put in those places going forward is inadequate and if we do not make sure that we stick to the standards ourselves how on earth do we expect third party developers to do the same?

### **Supplementary answer**

In response to that I would say that where we have varied the standards there is a justification for that. For instance, as you have mentioned, properties built very close to the station will generally not be required to have the same formal parking standards as properties that are not easily within public transport links. But as you probably know Councillor Ferris is your representative on the Local Plan Update Group and as he knows me well I will be happy to work collaboratively with him and with Councillor Munro to ensure that parking standards are something that is looked at as we go to the Local Plan Update.

### **65.3 Carl Doran had asked the Executive Member for Planning and Enforcement the following question. Due to his inability to attend the meeting a written reply was provided:**

#### **Question**

The Government is currently consulting on changing the planning rules around exploratory drilling for shale gas, with a view to making it a "permitted development" right. Has Wokingham Borough Council made a submission to this consultation?

#### **Answer**

As a unitary authority Wokingham Borough is also a Minerals and Waste Planning Authority. This means the Council would be responsible for determining any oil and gas proposals within its administrative area.

The current Ministry of Housing, Communities and Local Government's (MHCLG) consultation relates to proposed changes to permitted development rights for non-hydraulic shale gas. The consultation seeks views on the principle of granting planning permission for non-hydraulic shale gas exploration development through a permitted development right. It is important to note that the proposed changes only relate to shale gas, and proposals which do not include hydraulic fracturing, also known as fracking.

Nationally, unconventional oil and gas sources, such as shale, are emerging as a potential form of energy supply. However information on existing sites as well as places with the greatest potential for oil and gas does not indicate extraction is likely in Wokingham Borough. This is because there is no history of extraction in the Borough and geologically it doesn't overlay any known viable shale reserves. Although the Government has offered licences for oil and gas exploration in the Borough, none have been taken up. As a result there is no demand for oil and gas exploration in the Borough and Officers are not aware of any plans for oil or gas either through conventional or unconventional methods of extraction.

Accordingly a response has not been submitted to this consultation as there is no evidence of demand for oil and gas exploration anywhere in the Borough. The Council will of course continue to monitor future government proposals and consultations regarding any proposed changes to planning for oil and gas.

**65.4 Ian Pittock asked the Executive Member for Highways and Transport the following question:**

**Question**

Shouldn't all new roads include both a cycleway and a footway alongside at the time the route is built rather than trying to retrofit these at a later date?

**Answer**

I think that putting cycleways on some of our current roads, which weren't built recently, is a sensible thing to do. I understand the sense of your question going forward and looking at new roads however it will need to be considered at the planning stage as there is no point trying to do it after the stage when you are planning the new roads and obviously we have to ensure that we have the relevant CIL monies or developer contributions available. Also, I think this has been linked in, that the decision has to be linked to the planning policies that we have available. So I think it is maybe another thing for the local plan update to consider. That I think is how I see us going forward.

**Supplementary Question**

The new Shinfield Relief Road, from what many call the Blackboys' Roundabout, is accompanied by both a footway and a cycleway down to the small roundabout at the Science Park. Why are the footway and cycleway not continued down to the junction with the Arborfield Road at the Magpie and Parrot despite the fact that there is bags of room both sides of the road especially given the expected several thousand housing site just along the road at Hall Farm?

**Supplementary Answer**

Firstly Hall Farm was not on anyone's radar when the Eastern Relief Road was designed. Secondly, the reason for the cycle and footway down to the first mini-roundabout is because of the Science Park which was part and parcel of the application of the first phase of that relief road and it had to go in the bridge over the motorway at the relief road down to that first roundabout. That was actually necessary to give access to the Science Park. Given that the Science Park is a University of Reading facility, and obviously people are going to and from the main University campus, and therefore perhaps a lot of people would like to use their bicycles or walk that distance perhaps. So that is why it was incorporated into that.

As far as the rest of the Eastern Relief Road is concerned when it was conceived it was very much a relief road and not an ordinary estate road and as I said earlier the fact that Hall Farm at that stage, three or four years ago, was not on anyone's radar as coming through as a major development. I am afraid if Hall Farm happens and we consider it necessary to put in a footway and a cycleway then I am afraid we are going to have to retrofit it.

**65.5 Clive Jones asked the Executive Member for Environment the following question:**

**Question**

re3 have been charging for DIY household waste since September 2016. This is against the advice of two Conservative cabinet ministers and some junior ministers.

Can you advise me when re3 will be taking the advice of your very senior colleagues and ceasing making these charges which as you know may well be unlawful.

**Answer**

Firstly just to state that re3 does not charge for household waste so your question is incorrect. re3, as you are aware, is the waste management partnership between Bracknell, Reading and Wokingham Councils and manages the recycling centres in Bracknell and in Reading. Like all local authorities re3 has a statutory duty to provide waste management services for household waste, but in common with other councils, the re3 partner councils have introduced charges for the disposal of 'non-household' wastes such as soil, rubble, and so on.

If on the other hand you are proposing to stop charging for this waste then please tell me how much you would increase the council tax by to compensate the loss of this income?

**Supplementary Question**

There are several councils that disagree with re3 policy and do not charge for what is described as DIY household waste; and that is a description that comes from your own Government. So I am very disappointed that you are not changing your policy. Let us see what the current Secretary of State says because I have not had a reply from him yet. If he says that you should not be charging for DIY waste will you urge re3 to change their policy?

**Supplementary Answer**

If the Government changes legislation so that we cannot charge then clearly we will follow that legislation.

Just to be clear re3 charges for the following sorts of things just to read from their policy. Things like: bricks, breezeblocks, concrete, cement, drainage pipes, gravel, hardcore, paving slabs, rubble, sand, sanitary ware, slates, stone, tarmac and tiles. So it is all those sorts of things that re3 charges for.

In the Controlled Waste Regulations 2012 it states that waste from construction or demolition works, including preparatory work, is defined as industrial waste.

While in opposition Liberals will say just about anything to gain a few votes but once in power they change their tune. You asked about other councils Cornwall Council, which is controlled by a Liberal and independent alliance also charges for waste. As does the

Liberal controlled Portsmouth City Council. Taking plasterboard as an example Cornwall charges £4 a bag, Portsmouth £6 a bag and re3 £3 a bag.

In Portsmouth a decision was made on 22 September 2016 to commence charging. The Liberals complained about this and said it should be reversed. The Liberals then took control of Portsmouth City Council earlier this year. Surprise, surprise on 13 July 2018 the Liberal Democrat Cabinet Member for Environment and Community Safety considered a paper on the future of charging for the waste and took the decision to continue with the charges. So just look at your own colleagues before you start whingeing about other people.

**65.6 Prue Bray asked the Executive Member for Children's Services the following question:**

**Question**

The Revenue Monitoring Report (Agenda Item 65) shows a predicted overspend for this year for Children's Services that is £790k higher than the overspend that was predicted in July, all of it in Social Work and Early Intervention Services, which in July was predicted to have no overspend. The notes suggest that this is due to increased staffing costs. What has happened to cause these sudden and clearly unanticipated additional costs?

**Answer**

I must emphasise that this is not the fault of any of our Officers or anyone in particular. The predictions in July assumed that any increase in staffing costs would be met by savings elsewhere in the Children's Social Care budget. This has proved not to be the case because increases in activity and number of children requiring assessment, looked after children, and those subject to child protection plans has grown considerably. In addition the recruitment of staff to meet these demands and have manageable caseloads has had to rely on the use of agency workers who are considerably more expensive than permanent employees.

In the medium term we are planning to deliver more effective alternatives to care strategies and develop a further recruitment and retention initiative that will make Wokingham an even more attractive place for social workers and others to work in and we have set up a working party to look at this. There will be an interim report on its work at the November Children's Services Scrutiny Committee.

**Supplementary Question**

Somewhat similarly to the question Keith Malvern asked this sounds like a little bit of slightly overoptimistic budgeting in the first place. I think perhaps realistically how much of the total overspend, which is £996k, do you think you will be able to claw back by the end of the financial year?

**Supplementary Answer**

I cannot be absolutely certain about that but I can assure you that we are exploring a number of measures both short term and longer term. The longer term strategies obviously will not deliver any successful results this year but over the next 2-3 years they will do. One example of that is building more homes within the Borough for future special needs children. Not those who are currently outside because they are in stable places and cannot really be moved. There will be more information on our various strategies in due course. This is something that we are concerned about and are genuinely working on.

**65.7 Lindsay Ferris asked the Executive Member for Finance the following question:**

**Question**

At the 20th September Full Council Meeting I asked the following supplementary question under Agenda Item 50.4

My question related to a number of contracts including the joint WBC/WTC contract covering the recent Market Place Refurbishment.

“Can you confirm how much of the contingency above the £3.8m originally allocated has already been used by each Council?”

As of Friday 19<sup>th</sup> October, I have yet to receive the courtesy of a reply.

However on Page 55 under Agenda item 66 Capital Monitoring. I was perplexed and somewhat annoyed to find the answer to my question has been included within the Recommendation Section - which states - £200k increased contingency match-funding contribution from Wokingham Town Council for the Wokingham Town Centre improvements is now included in the capital budget. This then clearly indicates that both WTC and WBC are to pay an extra £200k each to cover the additional requirement over and above the original £3.8M taking the cost of the Market Place refurbishment to £4.2m.

Are there likely to be any additional costs over and above this £4.2m figure and if so when and how are we to be advised of this figure?

**Answer**

The original construction budget for the scheme was £3.8m with a contingency amount to be agreed of £400,000. The construction costs are split between Wokingham Borough Council and Wokingham Town Council on an equal basis. The additional £200,000 in the capital budget is Wokingham Town Council's share of the contingency that has now been drawn down to match the Wokingham Borough Council contingency.

To date there has been a £4.1m spent already.

There is an amount of £360,000 in dispute and it is hoped that the final settlement amount will be contained within the budget, including the contingency, but this is very much depending on the final resolution and there may be some cost pressures on the budget going forward.

So at this time I do not have the final figure but I expect to have that early December.

**Supplementary Question**

Would any additional costs over and above the £4.2m be provided on a matched funding basis?

**Supplementary Answer**

I cannot give you that answer at this time because we are still in negotiations with Balfour Beatty and WSP and as I said we are in discussions about £360,000 so I will know that early December time and then be able to give you an answer about that.

## **65.8 David Hare asked the Executive Member for Adult Social Care, Health and Wellbeing the following question:**

### **Question**

The Government has announced extra funding of £240m for Adult Social Care budgets to be used over the winter. WBC's share of this is £401,589. Will this extra money be used to ease the pressure on the health system by paying for home care packages to help patients get out of hospital quicker, reablement packages to help patients carry out everyday tasks and regain mobility and confidence, and home adaptations? Or, will it be used to reduce the projected deficit for adult social services from about £800,000 (page 40 of the Executive agenda) to £400,000?

### **Answer**

We welcome the additional allocation of funding from Central Government for Adult Social Care. We will review how this can support our front line staff, equipment and commissioning of packages of care.

In addition, we will continue to monitor the current strong performance of our Better Care Fund Service which supports the responsive discharges including the envisaged demands over the coming winter period.

### **Supplementary Question**

The extra funding is probably too late to recruit many short term staff to help with the winter pressures because it has only just come. John Redwood, from what he wrote about this, implied that you will be improving the services that the Council are giving but would not most of this money mainly be going to be used to reduce the deficit rather than provide extra services?

### **Supplementary Answer**

Yes you are right the letter was dated 17 October and we were waiting to see what strings were attached to it. Basically the letter from the Secretary of State for Health and Social Care has told us that the money has got to be spent on DToC (Delayed Transfer of Care) and we are actually working up a scheme to be able to deliver on that but as you know DToC requires us working with our health partners and the voluntary sector therefore it would be prudent for us to actually spend that £401,000 wisely. So we are actually working up a plan and it is actually a plan that I welcome the Liberals actually being involved in as well.

## **66. SHAREHOLDERS' REPORT**

*(Councillors Norman Jorgensen, Pauline Jorgensen, Philip Mirfin, Stuart Munro and Anthony Pollock declared personal interests in this item)*

The Executive considered a report setting out the budget monitoring position and providing an operational update on the work of the Council Owned Companies for the period to 31 August 2018.

When introducing the report Councillor Munro reminded the meeting that the report covered both the housing companies and the adult care services company Optalis.

In relation to the work of WHL Councillor Pauline Jorgensen updated the meeting on matters which had arisen since the report was written which included the fact that work

had now started on the Tape Lane site and that in January 2019 Broadway House would be providing an extra 10 units of temporary accommodation.

With regard to Optalis Councillor Pollock informed Members that the company continued to receive “good” ratings when their services were inspected by the Care Quality Commission (CQC); which was an improvement on previous inspection ratings. In addition staff turnover continued to be low, particularly compared to the national average, and had reduced by over half since the new Chief Executive had taken over. The Chief Executive had also been responsible for promoting the company to other councils and improving its public perception which had been achieved in part by the publication of a number of articles in the national press.

The Leader of Council commended Optalis on their good CQC results and informed Members that she had been very impressed, during a recent visit to one of their care homes, with the care and activities they were providing and the pride that the staff had in working for Optalis; which had led to lower rates of sickness and higher rates of retention.

**RESOLVED** that:

- 1) the budget monitoring position for the month ending 31 August 2018 be noted;
- 2) the operational update for the period to 31 August 2018 be noted.

#### **67. REVENUE MONITORING REPORT 2018/19 – END OF SEPTEMBER 2018**

The Executive considered a report setting out the current 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.

In relation to the Adult Services’ budget the Executive Member for Adult Social Care advised that although the adverse variance was showing as £800k significant progress was being made to reduce that further. Exactly how much the variance would be reduced was as yet unknown as it was difficult to predict what future pressures/demands might come forward. Officers were however working very hard to reduce the figure without making any cuts in services. Councillor Dolinski confirmed that one area that was being looked at was the provision of services that would enable people to remain in their own home rather than going into a care home.

The Executive Member for Children’s Services reported that the service was facing a massive challenge relating to increased demand as there were more children requiring support. Councillor Helliard-Symons highlighted some of the pressures facing the service which included: an increase of a third since this time last year in the number of looked after children in the Borough which resulted in the need for more foster carers; there were more children whose needs were being catered for outside of the Borough which resulted in more home to school transport costs; more children with complex needs who were living longer; Government legislation meant that young people in the Council’s care now had to be looked after until they were 25; and in addition there were increased costs of residential care.

With regard to the ongoing pressure in the High Needs Block Councillor Helliard-Symons informed Members that the number of pupils with special educational needs had risen by almost 15% in the last 2-3 years. The proportion of those with social, emotional and mental health or autistic spectrum disorder was increasing in the Borough beyond the

numbers seen nationally and indeed across the whole of the South East. In addition there were insufficient suitable placements within the Borough which resulted in an increased reliance on expensive, independent, out of Borough provision.

In order to address some of these pressures the Council was looking to build more placements within the Borough but this would not benefit those whose needs were currently catered for outside the Borough as they were settled and could not be moved. It would therefore be 2-3 years before any return on investment would be seen.

The Leader of Council stated that matters had moved on quite substantially since the report was published and the current position was actually more favourable than was set out in the report.

**RESOLVED** that:

- 1) the quarter two 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) it be noted that there are no Carry Forward estimates to the General Fund identified at this stage;
- 3) the updates on the Adult Social Care Action Plan and the Children's Services' Action Plan (previously High Needs Block Action Plan) be noted.

**68. CAPITAL MONITORING 2018/19 - END OF SEPTEMBER 2018**

The Executive considered a report setting out the current position of the Capital Budget.

The Leader of Council advised the meeting that there was a small variance in the Capital Budget however when taking into account the fact that this financial year the Capital Budget was £134m the variance as a proportion was not very large.

The Executive Member for Highways and Transport drew Members' attention to the estimated under and overspends, as set out in the report, which showed that when taking the entire Capital Programme into account, which amounted to £222m, no overspend was actually anticipated and variances in the current year spend were likely to relate to re-profiling of schemes whose spend was planned for next financial year.

**RESOLVED** that:

- 1) the quarter two position for the capital budget, as set out in Appendix A to the report, be noted;
- 2) the overall value of the 2018/19 capital programme budget include the final part of the previously agreed ring-fenced capital contribution, for £200k increased contingency match-funding contribution from Wokingham Town Council for the Wokingham Town Centre Improvements capital budget;
- 3) the overall value of the 2018/19 capital programme budget include £164k S106 contributions for sports facilities to increase the capital budget for the Bulmershe Sports Centre.

## **69. LOCAL PLAN UPDATE (LPU) TOWARDS OUR STRATEGY CONSULTATION**

The Executive considered a report relating to the Local Plan Update (LPU) which was intended to provide a robust strategy for managing development to ensure that it occurred in suitable and sustainable locations and that it was deliverable and well-designed and would help to regenerate towns and villages within the Borough, whilst supporting social and economic prosperity and encouraging economic growth.

When introducing the report the Executive Member for Business, Economic Development and Strategic Planning stated that the purpose of the report was to seek approval to undertake consultation to assist the development of the Local Plan Update. The consultation would last from November 2018-February 2019 and every household in the Borough would be provided with a pack explaining the process that was being followed and this would be supplemented by public meetings which would be held at around 10 different venues within the Borough.

As part of the process Councillor Munro advised that the Council would be considering over 300 sites and this figure was expected to grow during the consultation period. The purpose of the consultation was to gain residents' views on the sites that had been put forward and how development should be managed in different places across the Borough.

Following a query by Councillor Pollock it was confirmed that a number of council owned sites had been included on the list. In addition, given that residents were unhappy with the amount of development and associated traffic congestion, Members queried why the Council was carrying out this process now, particularly as there was already in existence a Local Plan which ran until 2026. Councillor Munro explained that the Council was required to constantly review its Local Plan to ensure that it was still valid and in addition if the process wasn't followed then there was the danger that unsuitable planning applications could be won on appeal. In addition this was an opportunity to get residents' views on development within the Borough.

Councillor Weeks informed the meeting that he, and others, had recently met with the Chief Planner from the Ministry of Housing and Local Government and whilst the Chief Planner was very positive that the Council had a structured Local Plan, which was enabling the delivery of houses in the right places, he had made it clear that it was absolutely essential to have an up to date, and frequently updated, Local Plan in order to continue to be able to direct where the housing numbers needed to go that were being imposed on the Council by central Government.

The Leader of Council urged everyone to take part in the consultation, and particularly attend the public events, as it would be an opportunity for residents to have their say about where they would like new homes of the future and new facilities to be built.

**RESOLVED** that:

- 1) the 'Local Plan Update: Towards our Strategy' be approved for consultation, including supporting engagement activities;
- 2) the Director of Corporate Services and Director Locality and Customer Services be authorised, in consultation with the Executive Member for Business, Economic Development and Strategic Planning, to agree minor amendments, if necessary, prior to consultation;

3) the Local Development Scheme 2018 be adopted.

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<b>TITLE</b>	<b>Shareholder's Report</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 29 November 2018
<b>WARD</b>	None specific
<b>DIRECTOR</b>	Graham Ebers, Director of Corporate Services
<b>LEAD MEMBER</b>	Executive Member for Finance and Corporate Resources - Vacancy

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

Transparency in respect of Council Owned Companies

## **RECOMMENDATION**

The Executive is asked to note:

- 1) the budget monitoring position for the month ending 30<sup>th</sup> September 2018;
- 2) the operational update for the period to 30<sup>th</sup> September 2018

## **EXECUTIVE SUMMARY**

This report is to update the Executive on the performance and progress on those subsidiary companies that the Council has a controlling shareholder interest in.

Housing. The Council has established a group of wholly-owned housing subsidiaries in order to provide much needed affordable housing across the Borough whilst generating a financial return for the Council; this return contributes to the Council's aspiration of becoming increasingly independent of central government support.

The housing group has now become well established and last year Wokingham Housing Limited (WHL) built 123 new homes; these were then sold within the group to Loddon Homes Limited (LHL) and Berry Brook Homes Limited (BBHL) generating a profit of just over £600k. Also in 2017/18, WHL were able to pay off £1 million of its operational loan back to the Council.

WHL is working hard on its future development pipeline, planning to deliver a further 360 new homes over the coming years. Projections are for WHL to construct and deliver between 50 and 75 homes every year, with an annual profit target of at least £1 million.

Adult Care Services. Optalis Group (Optalis) was established to be the Council's provider of choice for Adult Care Services. Its key objectives were to provide safe and good quality Adult Social Care Services commissioned by the Council at a reduced cost and to provide a financial return to the Council. To date a reduction of costs amounting to over £1m per annum costs have been realised and following a recent merger with RBWM, the business has expanded from an annual turnover of £11 million to £40 million. This will enable Optalis to grow and create further financial returns through economies of scale and allow the company 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 any of the Council's subsidiary companies since the last report to Executive in September 2018.

**Operational Update**

An operational update is provided in section 1 for each of the companies as at 30<sup>th</sup> September August 2018. Any changes to the Directorships of the companies is provided at the end of the relevant company's operational update.

**Financial Report**

A budget monitoring report is provided in section 2 for each of the companies for September 2018.

## BACKGROUND

### Housing Group

#### Operational Report

##### **WHL Schemes In Progress/Under Development:**

Summary: WHL delivered 123 new homes in 2017/18, and have now delivered 141 homes in total since 2011. Another 60 homes have planning permission and are either on site or moving towards being on site, with the recent achievement of the Gorse Ride Cockayne Court planning permission for 46 units being granted.

WHL has around 360 units in the identified development pipeline, including the Gorse Ride Cockayne Court units, which would provide a net gain of units of around 150 additional homes, as 240 of these are on the Gorse Ride South regeneration project.

We continue to look to try and create additional units beyond the above pipeline by working with WBC colleagues. As previously reported although the next 2 years look like being slow in terms of completions, a number of schemes will move in to development and we expect the work looking at WBC assets and land will produce additional pipeline units in the medium to longer term (c. 5 to 15 years).

WHL are looking at other opportunities outside of WBC owned assets and land to look to create more opportunities for the companies to develop and own.

##### **Progress on schemes under construction:**

<b>Norton Road (9 units)</b>	<ul style="list-style-type: none"><li>• While the units now have their roofs built and are waiting for doors and windows to be fitted in order to be watertight, there is some slippage in the programme as a result of the extreme hot weather over the summer. Once watertight, we will be reassessing the programme to see where we can recapture some of the time lost, but completion will now be February 2019 rather than January.</li><li>• To date the net valuation is £981k against the contract sum of £1.631m – c. 60%.</li></ul>
<b>Middlefields (2 units)</b>	<ul style="list-style-type: none"><li>• Resource Building Services started on site in early October.</li><li>• WHL have a licence to start the development while the lease and nomination agreement is being agreed with WBC and Loddon Homes. Once this is completed then Loddon Homes will submit the claim for Homes England grant which was previously secured for this site.</li><li>• To date the net valuation is £72k against the contract sum of £457k – c.16%</li></ul>
<b>Tape Lane (11 units for the HRA)</b>	<ul style="list-style-type: none"><li>• The contractor has a presence on site, but demolition has been delayed by the last utility disconnections completing and the construction method statement being signed off by highways and planning.</li><li>• WHL and Simon Price are scheduled to attend the December Parish Council meeting to give an update on the project.</li></ul>

### Pipeline site with planning permission:

<b>Finch Road (2 units)</b>	<ul style="list-style-type: none"><li>• SSE have programmed in the last week of October for moving the electrical cable so start on site for WHL will be November. The demolition of the existing properties has taken place so there will be no delay in commencing the build once the cable is moved.</li><li>• The land transfer between Burrwood Homes and WBC is still ongoing. Once this is completed then the land transfer between WBC and Loddon Home will take place. Loddon Homes cannot claim the Homes England grant until the land transfer to Loddon takes place.</li></ul>
<b>Gorrick Square (1 unit)</b>	<ul style="list-style-type: none"><li>• The tender document has been distributed to the framework contractors and returns have now been received and are being analysed so a tender award can be made.</li></ul>
<b>Gorse Ride/ Cockayne Ct (c. 46 units)</b>	<ul style="list-style-type: none"><li>• The planning application was approved at the October Planning Committee meeting.</li><li>• Following formal approval of the relevant legal agreements, the planning notice has now been issued, so that WHL are now just waiting on the CIL forms being approved to allow demolition to take place.</li><li>• The e-procurement process to meet the legal tendering requirements (through OJEU) is being progressed to enable us to be able to let the build contract.</li></ul>

There have been no changes to WHL company directors since the last report.

### Loddon Homes Limited (LHL)

Loddon Homes saw the completion of one of the two Barrett Crescent units recently, so just the final units of the first four Loddon shared ownership properties remains unsold. We expect this unit to complete in the very near future.

Most of the voids at Fosters are now filled with just two of the original 34 units now remaining empty. This has been helped by Adult Social Care agreeing to relax the allocations criteria to get the last few units let.

### Changes to Directors:

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

### Berry Brook Homes Limited (BBHL)

Berry Brook is monitoring closely WBC Housing Services and how they are managing Berry Brook's stock, especially at Phoenix Avenue where a second residents meeting is due to take place in October. Housing Services have been taking a proactive approach to defects management at Phoenix where the contractor Hill continue to need to be tightly managed. To help put more pressure on Hill, the Employers Agent role has been

changed by WHL and is now being much more thorough in working with Housing Services on defects identification and management.

Berry Brook Homes is working towards purchasing the 22 key worker apartments in Wokingham town centre at Peach Place from WBC Town Regen and ensuring that allocations are prompt and arrangements for management are effective. Units are expected to come in to the company in early January.

Deciding how Berry Brook can best achieve its objectives of providing dividends back to WBC and also deliver housing that is needed in the Borough, is under keen discussion with our sister companies. With the dual issues of a slower than expected development pipeline combined with changes to Government housing policy, Berry Brook's business plans need a complete overhaul and rethink. The company hopes to have a clearer idea of its future strategy and best way of delivering its objectives later in the Autumn.

#### Changes to Directors:

John Kaiser has been appointed as Chair of the Board to replace Gary Cowan who has now stepped down from the Loddon Homes Board and is now resigning from the Board. Another Councillor Board member will be appointed to the Board by WBC (Holdings) Limited to maintain a Board of seven members.

We thank Gary for his excellent work with the Companies over many years; first as a member of the Wokingham Housing Board and since July 2015 as the Chairman for Loddon Homes. This included guiding the company through registration with the Regulator of Social Housing (RSH) and achieving the accolade of being the first wholly-owned For-Profit Registered Provider ever registered by the RSH.

#### **Berry Brook Homes Limited (BBHL)**

A Phoenix Avenue residents meeting took place in early November and the feedback from residents around the management of the defects through Housing Services was generally positive and welcomed as a significant improvement. A new Housing Officer dedicated to managing Berry Brook's and Loddon's stock is due to start in Housing Services at the end of November and this should further improve the experience of tenants at Phoenix Avenue.

Berry Brook continues to work on making sure arrangements for taking on the Peach Place units are in place for January when we expect handovers to start happening.

#### Changes to Directors:

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

## 2. Financial Report

### WBC (Holdings) Group (comprising WBC (H)L, WHL, LHL and BBHL)

P5: Sep-18	WBC Holdings - Profit & Loss								
	Month			YTD			Full Year		
	Sep-18	Sep-18		Sep-18	Sep-18		Sep-18	Sep-18	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance
	£K	£K	£K	£K	£K	£K	£K	£K	£K
Income	68	63	5	534	375	159	1,068	909	159
Expenditure	(75)	(78)	3	(636)	(463)	(173)	(1,272)	(1,100)	(172)
Operating Profit/(Loss)	(7)	(15)	8	(102)	(88)	(14)	(204)	(191)	(13)

There is a contra-variance on income and expenditure reflecting a slower drawdown of loan capital by the subsidiary companies, resulting in a corresponding slower drawdown by WBC (Holdings) Ltd. Assuming schemes complete within budget and planned timescales, the full year forecasted outturns will show a smaller projected loss than originally budgeted for WBC Holdings and its subsidiary companies.

### Wokingham Housing Limited (WHL)

P5: Sep-18	Wokingham Housing Limited - Profit & Loss								
	Month			YTD			Full Year		
	Sep-18	Sep-18		Sep-18	Sep-18		Sep-18	Sep-18	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance
	£K	£K	£K	£K	£K	£K	£K	£K	£K
Income	257	53	204	1,240	1,376	(136)	5,644	2,522	3,122
Expenditure	(295)	(95)	(200)	(1,412)	(1,511)	99	(5,729)	(2,508)	(3,221)
Operating Profit/(Loss)	(38)	(42)	4	(172)	(135)	(37)	(85)	14	(99)

#### Income & Expenditure:

Income for September 2018 at WHL was £53k, which reflected a £204k negative variance due to timing differences for payments to contractors. Year-to-date revenues reached £1,376k, which reflected a £136k positive variance due to higher construction revenue from the LHCs than budgeted. Full year income is expected to reach £2,522k, reflecting a £3,122k negative variance due to delays to some schemes now expected to start in FY19/20.

The lower monthly income was countered by lower monthly costs of £95k, which were £200k better than budgeted. Year-to-date costs were £1,511k which reflected a £99k negative variance. Full year costs are expected to reach £2,508k which reflects a £3,221k positive variance, mirroring the position of forecasted income. These variances were due in part by an equivalent amount of higher expenditure as mentioned above countered by lower than budgeted losses incurred from the Grovelands development after completion in July.

The operating loss in August was £41k, which reflected a £4k negative variance and the year-to-date loss was £135k, reflecting a £37k positive variance. On a full year basis, a

forecasted operating profit of £14k is anticipated based on current delivery of developments.

### Loddon Homes Limited (LHL)

Loddon Homes Limited- Profit & Loss									
P6: Sep-18	Month			YTD			Full Year		
	Sep-18	Sep-18		Sep-18	Sep-18		Sep-18	Sep-18	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance
	£K	£K	£K	£K	£K	£K	£K	£K	£K
Income	49	339	(290)	710	489	221	1,310	1,369	(59)
Expenditure	(35)	(272)	237	(611)	(431)	(180)	(1,083)	(1,169)	86
Operating Profit/(Loss)	14	67	(53)	99	58	41	227	200	27

#### Income & Expenditure:

Income for September 2018 at LHL reached £339k, which reflected a £290k positive variance due to completion of shared ownership sales at Elizabeth Road in the month. Year-to-date income of £489k reflects a £221k negative variance, due to sales from shared ownership at Barrett Crescent not occurring in the period. However, one unit at Barrett Crescent completed in October with the remaining one expected to complete in November. On a full year basis, income is expected to reach £1,369k, reflecting a £59k positive variance due to higher first tranche shared ownership sales than budgeted.

Expenditure reached £272k in the month, which was £237k higher than budget due to the cost of shared ownership sales flowing through the accounts in the month. Year-to-date costs of £431k were £180k better than budgeted, which was a result of the costs of sales for the Barrett Crescent shared ownership properties not flowing through the profit and loss statement until sales are completed. On a full year basis, expenditures are forecasted to reach £1,169k, which are £86k higher than budgeted due to higher cost of sales associated with the first tranche sales of shared ownership properties.

The operating profit of £67k in September 2018 was £53k higher than budget due to the variances explained above. The year-to-date operating profit of £58k is £41k below budget, primarily due to shared ownership sales at Barrett Crescent not completing in the period as explained above. The full year operating profit is forecasted to be £200k, which is £27k below budget and is predicated on effectively managing voids at Fosters and completing shared ownership sales at 3 out of 6 units at Norton Road in the financial year.

## **Berry Brook Homes Limited (BBHL)**

P6: Sep-18	Month			YTD			Full Year		
	Sep-18	Sep-18		Sep-18	Sep-18		Sep-18	Sep-18	
	Budget	Actual	Variance	Budget	Actual	Variance	Forecast	Budget	Variance
	£K	£K	£K	£K	£K	£K	£K	£K	£K
Income	61	61	0	320	310	10	626	638	(12)
Expenditure	(22)	(16)	(7)	(132)	(108)	(24)	(268)	(285)	17
Operating Profit/(Loss)	39	46	(7)	188	202	(14)	358	353	5

### Income & Expenditure:

Income in September 2018 at BBHL reached £61k, which was in line with the budget. Year-to-date income of £310k reflected a £10k negative variance. On a full year basis, income is expected to reach £626k, reflecting a £10k negative variance.

Expenditure reached £16k in the month, which reflected a £7k positive variance against budget. Year-to-date expenditure reached £108k, which was £24k better than budget. Expenditure is expected to reach £268k for the year, reflecting a £17k positive variance against budget. These variances were due to lower direct property costs and tight control of overheads in the month. However, as the properties time out of the 1 year defects period, costs may revert to budget in coming months.

Operating profit in the month of £46k was £7k higher than budget, and the year-to-date operating profit of £201k reflects a £14k positive variance against budget. An operating profit of £358k has been forecasted for the full year, which is £5k better than budget.

## **Adult Care Services Group**

### **1. Operational Report**

#### **Optalis Limited**

##### General:

Our registered, CQC rated, services continue to show great progress through a combination of introducing technology and a constant attention to detail from our staff. Today 70% of our estate is rated “good”; the opposite position to that of 9 months ago. The remaining areas are awaiting inspections.

CQC have asked our Suffolk Lodge service to advise a local provider on how to improve their CQC rating. This follows our recent CQC inspection which resulted in a straight “good” rating (previously requires improvement)

Our profile continues to be raised locally and nationally, with more than 30 positive references in the press (local and national) last month. Overall, Optalis’ press releases in the month hit a circulation of more than 120,000

Optalis has been asked to take part in a national round table event to discuss the Local Authority Trading Companies.

Our latest customer survey results show that 37% more of our customers are “extremely likely” to recommend us than in 2017. This shows that the quality of our services is helping in positively promoting our organisation.

## 2. Financial Report

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

P:6 Sep-18	Month			YTD			Full Year		
	Sep-18	Sep-18		Sep-18	Sep-18		Sep-18	Sep-18	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
	£K	£K	£K	£K	£K	£K	£K	£K	£K
Income	3,843	3,789	54	22,771	22,479	292	66,766	66,766	0
Expenditure	(3,841)	(3,784)	(57)	(22,751)	(22,440)	(311)	(66,718)	(66,718)	0
Operating Profit/(Loss)	2	5	(3)	20	39	(19)	48	48	0

### September 2018 results:

Half year results for Optalis are above expectations and the current forecast is that we will meet our year-end objective as long as there are no contract changes on our two main contracts. Councils’ budget pressures may have an effect on the results.

### **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**

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.

<b>List of Background Papers</b>
None

<b>Contact</b> Kajal Patel	<b>Service Resources</b>
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<b>TITLE</b>	<b>WORKingham Internship Programme</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Thursday, 29 November 2018
<b>WARD</b>	None Specific;
<b>DIRECTOR</b>	Director of Children's Services - Carol Cammiss
<b>LEAD MEMBER</b>	Executive Member for Children's Services - Pauline Helliar-Symons

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

- Contributes to the Wokingham Borough Council 0 to 25 SEND Strategy 2017-19 (*WBC SEND Strategy 2017 - 2019*) to support successful transition to adulthood (*high level aim p27*)
- Creates a vehicle to measure accountability for the £44,287 awarded to WBC for Work Preparation for SEND in 2018 (\*)
- More opportunities for post-16 SEND students to access supported internship, apprenticeships and employment (*WBC SEND Strategy 2017 – 2019 - Ref 11.15 p20*)
- Supporting parents and carers by adding to the Local Offer, local resources become available to secure and sustain a range of training / internship opportunities for SEND 19-25 e.g. leisure centres, parks, schools
- Internship jobs lead to job carving of routine tasks; these tasks are ideal jobs for SEND young adults. Results in WBC paid staff being able to focus on more strategic work – impacts community service users.
- Mentoring and developing interns develops WBC employee skill level and increases staff morale and retention. Widespread in borough through inclusion of wider council services as internship programme facilitators.
- Enable WBC to develop best transition practise (*WBC SEND Strategy 2017 – 2019 - Ref 11.18 P20*). See for a model of good practice [Shropshire County Council](#).
- Contributes to the consolidation of services to secure operational efficiencies through working directly with Addington 'Routes to Work' team; specialised input without incurring cost. (*WBC SEND Strategy 2017 – 2019 Ref 12.2 P21*)
- Turning disability into capability; enabling people with SEND to become independent contributors to the workforce
- Positive PR – local council supporting local people in their local area contributing to personal growth and development

*The Department's expectation is that local authorities will use the funding provided to: set up local supported internship forums - we anticipate that a local forum will bring together education providers, local authorities, employers and other key figures to identify local opportunities and overcome the local barriers to create a supported internship programme*

[SEND Preparation for Employment grant](#)

**RECOMMENDATION**

That Wokingham Borough Council approve the WORKingham Internship Programme working in Partnership with Addington 'Routes to Work' team.

**EXECUTIVE SUMMARY**

This report outlines an innovative work support programme to be managed and run by Addington School a maintained school that provides specialist learning for students with additional needs (SEND). This work programme takes the form of an internship using the Council's Directorates to provide placements for young people.

## **BACKGROUND**

### **Background:**

Addington school is responsible for the education of up to 215 children and young people with Special Educational Needs and Disabilities. Children attending the school are aged between 5 -16years and have a wide range of additional needs. Most of the children are local to Wokingham although there are some placed by other neighbouring Authorities.

The school is judged by Ofsted as outstanding.

One of the major challenges for both the school and students is vocational training along with support into the world of work. There has in recent years been considerable effort made to source training and development opportunities for young people to help prepare them for potential employment. Young people have been placed with a range of local employers in the service and related sectors along with retail and other like organisations. The local authority café/restaurant, Shutters, which operates on a Thursday is run entirely by students from Addington School. It is a high quality, successful business that provides much needed opportunities for young people to improve their skills and work readiness. A number of students have successfully used the opportunities provided to go on to permanent employment.

Despite, success in these areas there is a growing need to expand opportunities for young people with additional needs. This report proposes the development of an internship arrangement for students attending Addington School. This will be an arrangement organised, run and managed by the school using placements provided by the Council.

It is a proposed stand alone project run by Addington School who are looking for support from the Council in terms of potential future placements. The proposal has been the subject of intensive long term discussions with the 3 previous Directors, but has not as yet received formal Council support. This has mainly been due to the previous postholders moving on before formal decisions could be confirmed. There is little doubt as to the considerable merits of the proposed programme and it is unfortunate that delays have prevented the school moving forward with this.

It is intended that initially up to 4 young people would take part in the programme. Depending on its success this would be expanded to 8 in the second year and 12 the following year. Students would receive extensive support from job coaches funded and employed by the school. Funding of the job coaches will be from student place funding and DfE Access to Work Funding. Depending upon the levels of support provided by Directorates these numbers could be expanded over time.

At this stage discussions have not taken place with Directorates within the Council although it is envisaged that a number of Departments would be interested and willing to take interns. The school is particularly interested in exploring the possibility of placements to include: Parks, Leisure Centres, Graveyards etc.

## Issues

Before adulthood, it costs on average £24,000 per annum to educate a SEND student from age 5-19; £336,000 per student throughout their education. There are currently 4000 + SEND students in the Wokingham borough; there is currently a low investment return on this spending.

Despite being awarded the SEND support for employment grant (£44287) which was designed to directly counter learning disability unemployment figures, there is not yet an SEND supported internship programme being developed at Wokingham Borough Council as part of the Local Offer. This grant was awarded as part of a nationwide strategy to create SEND supported internship programmes to address the 94% of people with learning disabilities who remain unemployed. Minister for Disabled People, Justin Tomlinson, states that it is "unacceptable" that so many people with learning difficulties continue to be overlooked for work. Link to BBC article: [SEND Unemployment](#).

Addington's Routes to Work supported internship programme will establish a framework to enable SEND young people to secure paid employment. 65% of students who accessed Addington's 'Routes to Work' supported internship at the National Grid progressed into paid employment.

The proposed supported internship programme at WBC will get more young people from the borough with learning disabilities into paid employment, thus reducing their reliance on further funding as they move into adulthood.

Implement a Supported Internship programme via Wokingham Borough Council (WORKingham) to increase the opportunities for young adults with SEND.

The programme will be led by the Council's outstanding rated SEN school, Addington, in partnership with WBC and Activate Learning. Addington school will work in partnership with WBC to implement, develop and expand the Supported Internship at WBC. Addington school will lead the project due to its SEN expertise and prior experience of setting up similar projects, e.g. the supported internship at National Grid.

The aim is for the project to become self-funding and self-supporting; initially based out of WBC and making use of WBC wider services. Expansion relies on the support and influence of WBC.

Addington will continue to provide overall implementation, development and co-ordination of the programme. Wokingham would provide work experience opportunities and Activate Learning (Reading and Bracknell and Wokingham Colleges) will provide both suitable young people and appropriate work related training for those young people with SENDs over the age of 16 on their roll.

The programme will draw down on allocated grant funding to cover set up and year one costs, with a clear direction and associated plans to ensure this programme becomes self-funding, negating the reliance on government grants to run.

To begin the project the Council need to:

- Agree to work with Addington Routes to Work team to find placements for interns across the council.

- Senior Leadership commitment to promote the project across the council.
- Agree a venue within Shute End for a base room (for 6 people to be based for parts of the day).

#### **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)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

#### **Other Financial Information**

Funding for the proposed project would be met from within existing school resources along with dedicated DWP grant.

There are no financial implications for the Council.

#### **List of Background Papers**

None

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<b>Telephone</b> 0118 974 6205	<b>Email</b> jim.leivers@wokingham.gov.uk

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<b>TITLE</b>	<b>Fees and Charges</b>
<b>FOR CONSIDERATION BY</b>	The Executive on Thursday, 29 November 2018
<b>WARD</b>	None Specific;
<b>DIRECTOR</b>	Director of Corporate Services - Graham Ebers
<b>LEAD MEMBER</b>	Executive Member for Finance and Corporate Resources - Vacancy

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

Maintaining services to the community through ensuring appropriate fees and charges for services.

## **RECOMMENDATION**

That the Executive approve:

- 1) 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.
- 2) Wokingham's discretionary fees and charges for the Public Protection Partnership, and note the statutory charges, as set out in Appendix B, effective from 1 April 2019.

## **EXECUTIVE SUMMARY**

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 2018. Sports, cemeteries, housing and youth and community charges will alter from 1 January 2019 (sports) and 1 April 2019 respectively.

Members are also requested to agree the fees and charges for the Wokingham element of the Public Protection Partnership Service, altering from 1 April 2019, and note the statutory charges for this area.

## 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 2019/20 budget figures to be submitted to Executive in February 2019.

Members are also requested to agree the fees and charges for the Wokingham element of the public protection partnership service, altering from 1 April 2019, and note the statutory charges for this area.

## BUSINESS CASE (Including Options and Evidence of Need)

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

Annual inflationary increases have in general been increased by an average 3.2% (and rounded where appropriate) in line with the Retail Price Index (RPI) as at July 2018. Some fees and charges, largely in Adults Social Services, vary according to the cost of providing the service.

Most changes are enacted from 1 December 2018. However, sports, cemeteries, housing and youth and community charges will alter from 1 January 2019 (sports) and 1 April 2019 respectively. This is in line with business requirements.

The Public Protection Partnership is currently unifying the charges across the three authorities engaged in the partnership. The Wokingham charges will increase by an average of 2.5% from 1 April 2019.

## 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)	Yes	Revenue
Next Financial Year (Year 2)	(£60k)	Yes	Revenue
Following Financial Year (Year 3)	(£60k)	Yes	Revenue

### Other Financial Information

The approved fees and charges income will be included in the MTFP to be submitted to Executive in February 2019.

<b>Stakeholder Considerations and Consultation</b>
All relevant services were contacted to review their fees and charges

<b>Resourcing and Timeline for Next Steps</b>
Fees and charges changes will come into effect on the dates outlined in the report

<b>Timeline for Review and Evaluation</b>
A review of fees and charges takes place annually

<b>List of Background Papers</b>
None

<b>Contact</b> Debra Evans	<b>Service</b> Business Services
<b>Telephone</b> Tel: 0118 974 6537	<b>Email</b> <a href="mailto:debra.evans@wokingham.gov.uk">debra.evans@wokingham.gov.uk</a>

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## Corporate services

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>Concessionary Travel:</b>					
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£6.50	<b>£6.50</b>
<b>Accountancy and Procurement:</b>					
Charge for printed copies of the MTFP or Statement of Accounts		Standard	Full cost recovery	£18.50	<b>£20.00</b>
<b>Revenues and Benefits - Cash Office:</b>					
<b>LOCAL LAND CHARGES:</b>					
Part 1 enquiry		Standard	Service costs are fully covered	£100.55	<b>£103.80</b>
Certificate of search for Part 1 enquiry		Exempt		£33.15	<b>£34.20</b>
Each optional question on part two of the enquiry form		Standard		£22.30	<b>£23.00</b>
Each additional question not covered by parts one and two		Standard		£35.90	<b>£37.00</b>
<b>Training Course Fees:</b>					
Fully day Course	Day	Non Business		£60.00	<b>£60.00</b>
Half Day Course	Half day	Non Business		£31.00	<b>£31.00</b>
Cancellation fee, (less that 7-14 days notice)	per course	Non Business		£75.00	<b>£75.00</b>
Non attendance of course	per course	Non Business		£75.00	<b>£75.00</b>

## Corporate services - Registrars

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>Registration of Births, Marriages and Deaths</b>					
<b>Licence Fees for Approved Premises:</b>					
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£2,062.00	<b>£2,062.00</b>
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£854.00	<b>£881.00</b>
Licence Amendment Fee		Non Business		£382.00	<b>£250.00</b>
<b>Marriage Fees / Civil Partnership Fees:</b>					
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at <b>approved premise</b>					
	Monday - Thursday	per ceremony	Non Business	£422.00	<b>£436.00</b>
	Late Weddings 6-8pm	per ceremony	Non Business	£500.00	<b>£516.00</b>
	Friday - Saturday	per ceremony	Non Business	£486.00	<b>£502.00</b>
	Late Weddings 6-8pm	per ceremony	Non Business	£564.00	<b>£582.00</b>
	Sunday and Bank Holidays	per ceremony	Non Business	£553.00	<b>£571.00</b>
	Late Weddings 6-8pm	per ceremony	Non Business	£711.00	<b>£734.00</b>
<b>Ceremony Room</b>					
	Monday to Thursday	per ceremony	Non Business	£153.00	<b>£158.00</b>
	Late Weddings 4.30-8pm	per ceremony	Non Business	£272.00	<b>£281.00</b>
	Friday	per ceremony	Non Business	£271.00	<b>£275.00</b>
	Saturday or Sunday	per ceremony	Non Business	£313.00	<b>£315.00</b>
	Bank Holidays	per ceremony	Non Business	£431.00	<b>£445.00</b>
<b>Naming / Renewal of Vows:</b>					
Naming / Renewal of Vows in Ceremony Room:					
	Monday to Thursday	per ceremony	Standard	£144.00	<b>£149.00</b>
	Friday or Saturday	per ceremony	Standard	£303.00	<b>£305.00</b>
	Sunday and Bank Holidays	per ceremony	Standard	£397.00	<b>£400.00</b>
Naming / Renewal of Vows in an Approved Premises:					
	Monday to Thursday	per ceremony	Standard	£313.00	<b>£323.00</b>
	Friday or Saturday	per ceremony	Standard	£364.00	<b>£376.00</b>

To cover costs  
benchmarked against  
other LA's

## Corporate services - Registrars

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
	Sunday and Bank Holidays	per ceremony	Standard	£424.00	£438.00
Naming / Renewal of Vows in Private Premises					
	Monday to Thursday	per ceremony	Standard	£334.00	£345.00
	Friday or Saturday	per ceremony	Standard	£405.00	£418.00
	Sunday or Bank Holidays	per ceremony	Standard	£465.00	£480.00
<b>Nationality Checking Service</b>		per Adult	Standard	£78.00	£80.00
		per child	Standard	£57.00	£59.00
Passport checking fee in addition to National Checking Service checking		per person	Standard	£16.00	£17.00
<b>European Passport Return Service (a new service introduced)</b>					
Adult or child		per person	Standard	£15.00	£15.00
Postage		individual	Standard	£9.50	£10.00
Postage		group/family	Standard	£12.00	£12.00
<b>Private Citizenship Ceremony</b>					
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri		Non Business	£126.00	£130.00
	Saturday	per ceremony	Non Business	£304.00	£305.00
<b>Miscellaneous:</b>					
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's		

## Children's services

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £	
<b>YOUTH &amp; COMMUNITY SERVICE:</b>						
<b>Wokingham Youth &amp; Community Centre - prices alter from 1st April 2019</b>						
<b>Commercial rates agreed on negotiation</b>						
Activity	per hour	Exempt	Covers full costs	£13.60	£14.00	
Hall	per hour	Exempt		£17.10	£17.60	
Hard Court	per hour	Exempt		£16.60	£17.10	
Kitchen	per hour	Exempt		£10.50	£10.80	
Meeting	per hour	Exempt		£13.60	£14.00	
Premises	per hour	Exempt		£63.30	£65.30	
<b>Woodley Airfield - prices alter from 1st April 2019</b>						
<b>Commercial Hire:</b>						
Hall	per hour	Exempt		£19.90	£20.50	
Coffee Bar	per hour	Exempt		£16.10	£16.60	
<b>Community Hire:</b>						
Hall	per hour	Exempt	£16.60	£17.10		
Coffee Bar	per hour	Exempt	£14.40	£14.90		
<b>Private Hire:</b>						
Hall	per hour	Exempt	£16.60	£17.10		
Coffee Bar	per hour	Exempt	£13.60	£14.00		
<b>Home To School / College Transport</b>						
<b>All changes in charges to come into effect from the start of the school year 09/2017</b>						
Concessionary Fare (average)	per pass	Zero Rated	Full cost recovery	£700.00	£725.00	
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£18.00	£18.00	
<b>Respite Care - accommodation provided under Children Act 1989</b>						
Other parents (contribution to cost of meals)	per night	Non Business	Bespoke	£3.50	£3.50	
<b>Disabled Children's Saturday Clubs</b>						
Cost to other local authorities	per visit	Non Business	Full cost recovery	£97.10	£100.20	

## Adult social services

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>Home Care Service &amp; Community Support Services:</b>					
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
Second carer		Non Business		Full cost recovery	Full cost recovery
<b>OLDER PEOPLE: Residential Care: WBC Homes for Older People</b>					
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery
<b>Independent Sector Homes for the Elderly</b>					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery
<b>Respite Care: Adults - charge to resident - WBC Homes</b>					
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week	Non Business		Full cost recovery	Full cost recovery
<b>Adults - charge to resident - Independent Sector</b>					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery
<b>ADULTS AND MENTAL HEALTH: Day Care Service:</b>					
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	Full cost recovery
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	Full cost recovery
<b>Day Care:</b>					
Full cost to other local authorities	Day	Non Business		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

## Adult social services

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17	CHARGE from 1.12.18
				Incl VAT (if applic) £	Incl VAT (if applic) £
<b>Self Funders:</b>					
Setup charge for non-residential services	Annual	Non Business		£274.40	<b>£283.20</b>
Annual Administration charge for non-residential services	Annual	Non Business		£204.80	<b>£211.40</b>
<b>Deferred Payment Agreements (DPA)</b>					
Setup charge excluding disbursements	Annual	Non Business		£797.00	<b>£822.50</b>
Setup charge including disbursements	Annual	Non Business		£633.40	<b>£653.70</b>
Annual Administration excluding disbursements	Annual	Non Business		£275.60	<b>£284.40</b>
Annual Administration including disbursements	Annual	Non Business		£181.60	<b>£187.40</b>

## Corporate Services - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st  
January 2019

CHARGE	UNIT	VAT Type	CHARGE from 1.1.18 Incl VAT (if applic) £	CHARGE from 1.1.19 Incl VAT (if applic) £
<b>SPORTS ACTIVITIES:</b>				
<b>Children's Holidays Sports Activities:</b>				
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt	£18.00	<b>£19.00</b>
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt	£76.00	<b>£79.00</b>
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt	£27.00	<b>£28.00</b>
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt	£120.00	<b>£124.00</b>
15 % Off Discount if you book before specified date Week (9:30 - 3:30)		Exempt	£64.50	<b>£67.00</b>
15 % Off Discount if you book before specified date Day (9:30 - 3:30)		Exempt	£15.50	<b>£16.00</b>
15 % Off Discount if you book before specified date Week (8 - 6)		Exempt	£102.00	<b>£106.00</b>
15 % Off Discount if you book before specified date Day (8-6)		Exempt	£23.00	<b>£24.00</b>
Specialised Sports Camps (Courses) Per Day		Exempt	£27.00	<b>£28.00</b>
All sports 1/2 day 9 - 12pm		Exempt	£11.00	<b>£11.50</b>
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt	£46.00	<b>£47.50</b>
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt	£41.00	<b>£42.50</b>
Full Day Special Offer Price (5 for the Price of 4)		Exempt	£70.00	<b>£72.50</b>
Early drop off		Exempt	£3.50	<b>£4.00</b>
Late pick up after 3:30pm & before 6:00pm (£12.50 per 15 minutes)		Exempt	£8.00	<b>£12.50</b>
Late pickups after 6:00pm (£25.00 per 15 minutes)		Exempt		<b>£25.00</b>
Special Events/ Offers up to 50% off full price		Exempt		
Incentive Paired Bookings for Holiday Camps 20% off full prices		Exempt		
<b>Children's Term Time Sports Activities:</b>				
Term Time Activities (Sports) - Per session i.e. Mini Soccer		Exempt	£4.00	<b>£4.40</b>
Term Time Activity 10-week block		Exempt	£40.00	<b>N/A</b>
Term Time Activities (Specialised Sports) - per session		Exempt	£5.00	<b>N/A</b>
Term Time (Specialised Activity) - Per 10-week block		Exempt	£45.00	<b>N/A</b>
Children's Parties (Facility and Coach) Up to 20 Children		Exempt	£145.00	<b>N/A</b>
Children's Parties (Facility and Coach) Additional Cost per Child (Over 20)		Exempt	£6.50	<b>N/A</b>
10% Sibling Discount		Exempt		
20% CAN Card Holder Discount		Exempt		

## Corporate Services - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st  
January 2019

CHARGE	UNIT	VAT Type	CHARGE from 1.1.18 Incl VAT (if applic) £	CHARGE from 1.1.19 Incl VAT (if applic) £
<b>Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability)</b>				
Membership Direct Debit (Monthly)		Exempt	£240.00	£255.00
Membership Annual - one off payment		Exempt	£175.00	£185.00
Membership Month (new)		Exempt		£35.00
Block of 10 Sessions		Exempt	£31.50	£32.50
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt	£60.00	£65.00
Personal training for one		Exempt	£41.50	N/A
Personal training for two		Exempt	£41.50	N/A
Personal training for three (inc trainer)		Exempt	£47.00	£46.00
New offer: 50% off promotional at various times of the year				£46.00
Social events				£5.00
<b>Adult Classes:</b>				
General Class (Book 10 Weeks in advance).		Exempt	£50.00	£52.00
Specialised Courses (Book 10 Weeks in advance)		Exempt	£65.00	£68.00
Wokingham Active Adults Membership (Per Adult)		Exempt	£11.40	N/A
Bronze Package 1 session/week 10 week block		Exempt	£50.00	£52.00
Silver Packaged 2 sessions/week 10 week block		Exempt	£80.00	£90.00
Gold Package 3 sessions/week 10 week block		Exempt	£120.00	£125.00
Platinum Package 4 session/week 10 week block		Exempt	£160.00	£166.00
<b>0-5 classes</b>				
General Class Pay as you go		Exempt		£5.50
General class 10 week block		Exempt	£50.00	£52.00
Specialist classes Pay as you go		Exempt		£7.00
Specialist classes 10 week block		Exempt	£65.00	£67.50
Additional sibling		Exempt	£1.00	£1.00
Pre and post natal physical activity pay as you go		Exempt		£5.50
Pre and post natal physical activity 10 week block		Exempt		£52.00
<b>Specialised Health Prevention Projects</b>				
Steady Steps (£4.00 X weeks per term(based on 10weeks))		Exempt	£38.00	£40.00
Cardiac Rehab (10 Week block)		Exempt	£38.00	£39.50
Cardiac Rehab Health Checks-		Exempt	£12.00	N/A
LTHC Rehab Gym		Exempt	£35.00	£36.50
GP Referral 6 month membership		Exempt	£22.00	£22.00
GP loyalty card		Exempt	£20.00	£21.00
GP Referral Activities Continuation		Exempt	£24.00	£25.00
Rehab Gym Hire (Gym hire only) Loddon & Bulmershe (Instructor needs to be qualified)		Exempt	£22.00	N/A
Phase 4 Cancer Rehab 10 week block		Exempt	£40.00	£41.50
Rehab Gym Hire (Gym hire & Instructor) with WBC instructor. Up to 3 people		Exempt	£44.00	£46.00
Steady Steps Drop In session (£3.00) Pay as you go		Exempt	N/A	£3.00
Steady Steps Drop In session 10 week coupon		Exempt	N/A	£30.00
Room Hire for Personal Trainers		Exempt	£16.00	N/A
<b>Dementia Friendly Activities</b>				
Activity Class		Exempt		£3.00
Social Events		Exempt		£5.00

## Corporate Services - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st  
January 2019

CHARGE	UNIT	VAT Type	CHARGE from 1.1.18 Incl VAT (if applic) £	CHARGE from 1.1.19 Incl VAT (if applic) £
<b>Adults with Health Conditions &amp; Additional Needs (Disability)</b>				
General class per session off peak		Exempt	£2.50	<b>£3.00</b>
General Class (10 sessions)		Exempt	£40.00	<b>N/A</b>
Specialised Courses (10 sessions)		Exempt	£54.40	<b>N/A</b>
<b>Children with Health Conditions &amp; Additional Needs (Disability)</b>				
General Class (£4.40 per session 10 weeks)		Exempt	£42.00	<b>£44.00</b>
General Class (£3.60 per session CAN Card Holders 10 weeks)		Exempt	£34.00	<b>£36.00</b>
Specialised Courses		Exempt	£55.00	<b>£57.00</b>
Gym Session per session		Exempt	£4.00	<b>N/A</b>
<b>Additional Services:</b>				
Provision of Coach / Instructor Per Hour		Exempt	£26.00	<b>£26.80</b>
Provision of Specialised Coach / Instructor Per Hour		Exempt	£36.00	<b>£37.20</b>
Promotional social events for WBC Sports & Leisure		Exempt		<b>£5.00</b>
<b>Multi Use Courts (Chalfont – Sports Unit):</b>				
Adult per court per hr		Standard	£17.00	<b>N/A</b>
Junior per court per hr		Standard	£12.00	<b>N/A</b>
<b>Events Tournaments</b>				
Team Event (Commercial)		Standard	£27.00	<b>N/A</b>
Team Event (Non- Commercial)		Standard	£17.00	<b>N/A</b>
Individual Event (Amateur)		Standard	£12.00	<b>N/A</b>
<b>Commercial Hire Astro-Turf 3G Pitches</b>				
Full Pitch (off peak)		Standard	£60.00	<b>£61.90</b>
Half Pitch (off peak)		Standard	£36.00	<b>£37.20</b>
Quarter Pitch (off peak)		Standard	£24.00	<b>£24.80</b>
Full Pitch (peak)		Standard	£120.00	<b>£123.80</b>
Half Pitch (peak)		Standard	£65.00	<b>£67.10</b>
Quarter Pitch (peak)		Standard	£37.50	<b>£38.70</b>

## Corporate Services - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st  
January 2019

CHARGE	UNIT	VAT Type	CHARGE from 1.1.18 Incl VAT (if applic) £	CHARGE from 1.1.19 Incl VAT (if applic) £
<b>Charter Standard Clubs (junior &amp; Adults)</b>				
Full Pitch (peak) Peak 5pm to 10pm		Standard	£90.00	<b>£92.90</b>
Half Pitch (peak) Peak 5pm to 10pm		Standard	£45.00	<b>£46.45</b>
Quarter Pitch (peak) Peak 5pm to 10pm		Standard	£22.50	<b>£23.20</b>
Half pitch (off peak)		Standard	£20.00	<b>£20.60</b>
Full Pitch (off peak)		Standard	£40.00	<b>£41.25</b>
<b>Key Partner Club</b>				
Full Pitch (peak)		Standard	£80.00	<b>£82.50</b>
Half Pitch (peak)		Standard	£40.00	<b>£41.25</b>
Quarter Pitch (peak)		Standard	£20.00	<b>£20.60</b>
Full Pitch (off peak)		Standard	£40.00	<b>£41.25</b>
Half Pitch (off peak)		Standard	£20.00	<b>£20.60</b>
Quarter Pitch (off peak)		Standard	£10.00	<b>£10.30</b>
<b>Other Partner Hire Full Pitch Per Hour</b>				
Berks and Bucks FA		Standard	£120.00	<b>£123.80</b>
Reading Community Trust		Standard	£80.00	<b>£82.50</b>
BOBi Disability League		Standard	£40.00	<b>£41.25</b>
<b>Arborfield</b>				
Per hour per court off peak (Mon-Fri 7.30am-5.30pm)		Standard	£5.50	<b>£5.70</b>
Per hour per court peak (Mon-Fri 5.30pm-10.30pm + all day weekend)		Standard	£8.00	<b>£8.30</b>
Half hall (4 courts) off peak for 1 hour		Standard	£20.00	<b>£20.60</b>
half hall (4 courts ) peak for 1 hour		Standard	£30.00	<b>£31.00</b>
Full hall (8 courts) off peak for 1 hour		Standard	£40.00	<b>£41.30</b>
Full hall (8 courts) peak for 1 hour		Standard	£80.00	<b>£82.60</b>
Studio per hour off peak		Standard	£5.00	<b>£5.20</b>
Studio per hour peak		Standard	£12.00	<b>£12.40</b>
Additional Half of climbing wall off peak per hour		Standard	£180.00	<b>£185.80</b>
Half climbing peak per hour		Standard	£200.00	<b>£206.40</b>
Whole climbing wall peak per hour		Standard	£450.00	<b>£464.40</b>
<i>20% off block booking for 10 weeks or more consecutive</i>				
Netball adult per court per hour peak		Standard	£17.00	<b>£17.50</b>
Tennis per court peak per hour		Standard	£8.00	<b>£8.30</b>
Floodlights for tennis courts additional		Standard	£5.00	<b>£5.20</b>

## Adult Social Services - Deputyship and Appointee

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
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### Deputyship & Appointee WBC Fees/charges

Management of client finances under Appointeeship where savings below £3000	Annual	Exempt	£100.00	<b>£103.20</b>
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### Additional services after death - e.g. locating executors, arranging funerals

Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off	Exempt	£220.00	<b>£227.00</b>
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off	Exempt	£270.00	<b>£278.60</b>
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off	Exempt	£380.00	<b>£392.20</b>

Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off	Exempt	£50.00	<b>£50.00</b>
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## Customer &amp; Locality Services - Housing general fund

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st April 2019

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.18  Incl VAT (if applic)  £	CHARGE from 1.4.19  Incl VAT (if applic)  £
<b>Gypsy Caravan Sites:</b>					
Carters Hill Park - Licence Fee	per week	Non Business		£56.60	<b>£58.40</b>
Twyford Orchards - Licence Fee	per week	Non Business		£50.70	<b>£52.30</b>
Foxwood Room 1 (new property)	per week	Non Business		£122.61	<b>£126.50</b>
Foxwood Room 2 (new property)	per week	Non Business		£112.61	<b>£116.20</b>
Foxwood Room 3 (new property)	per week	Non Business		£112.61	<b>£116.20</b>
Foxwood Room 4 (new property)	per week	Non Business		£122.91	<b>£126.80</b>
Foxwood Room 5 (new property)	per week	Non Business		£138.32	<b>£142.70</b>
Oxford Road Hostel room 1	per week	Non Business		£95.20	<b>£98.20</b>
Oxford Road Hostel room 2	per week	Non Business		£95.20	<b>£98.20</b>
Oxford Road Hostel room 3	per week	Non Business		£116.70	<b>£120.40</b>
Oxford Road Hostel room 4	per week	Non Business		£121.90	<b>£125.80</b>
Oxford Road Hostel room 5	per week	Non Business		£127.30	<b>£131.40</b>
Oxford Road Hostel room 6	per week	Non Business		£116.70	<b>£120.40</b>
Oxford Road Hostel room 7	per week	Non Business		£127.30	<b>£131.40</b>
Oxford Road Hostel room 8	per week	Non Business		£116.70	<b>£120.40</b>
Oxford Road Hostel room 9	per week	Non Business		£143.30	<b>£147.90</b>
Grovelands a	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands b	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands c	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands d	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands e	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park f	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park g	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park h	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park i	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park k	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands Park l	per week	Non Business		£93.30	<b>£96.30</b>
Grovelands plot fees	per week	Non Business		£40.70	<b>£42.00</b>
Groveland Garages - tenants - non-vatable x 2	per week	Non Business		£8.10	<b>£8.40</b>
Groveland Garages - non-tenants - vatable x 16	per week	Standard		£11.50	<b>£11.90</b>
Bed & Breakfast - family room	room per week	Non Business		£21.10	<b>£21.80</b>
Bed & Breakfast - single room	room per week	Non Business		£12.60	<b>£13.00</b>
Bed & Breakfast (non HB charge)	room per week	Non Business		£155.40	<b>£160.40</b>
Storage costs	per week	Non Business		£8.50	<b>£8.80</b>

## Customer &amp; Locality Services - Building Control

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
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## Building Control Residual

Demolition notice	Each	Non business	Cost recovery & contribution towards income generation	£242.40	<b>£250.00</b>
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## Building Control Solutions

**Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use.**

To professionals for commercial purposes or owners/buyers	per hour	Non business		£30.00	<b>£31.00</b>
48 hour response	per hour	Non business		£60.10	<b>£62.00</b>
Research and response to enquiry per property where no documentation is supplied	per hour	Non business		£30.00	<b>£31.00</b>
First issue of Completion Certificates on archive applications		Standard		£81.80	<b>£84.00</b>
Provide pre-application advice (first hour free of charge)	per hour	Standard		£81.80	<b>£84.00</b>
Subsequent Building Regulation Charges may be reduced accordingly to reflect the advice.					
<b>Research, retrieval and examination of Building Regulation record</b>					
To professionals for commercial purposes	per hour	Non business		£30.00	<b>£31.00</b>
Letter confirming exemption		Non business		£40.40	<b>£42.00</b>
Letter confirming enforcement action will not be taken		Non business		£40.40	<b>£42.00</b>
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance		Standard		£81.80	<b>£84.00</b>
This payment will be credited against an application made for this property within the next twelve months.					
Submission of a Demolition Application		Non business		£242.40	<b>£250.00</b>
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work	per hour	Standard		£81.80	<b>£84.00</b>

Scaffold licence	Each	Non business	Cost recovery & contribution towards income generation	£187.50	<b>£194.00</b>
Scaffold licence extension	Each	Non business	Cost recovery & contribution towards income generation	£117.10	<b>£121.00</b>

Building Regulations Application charges are set separately as they are required to be set as self financing

**Customer and locality services - Planning DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
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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		£95.30	N/A
House Holder – Enhanced (includes site visit)	Per application	Standard		£158.50	N/A
Non-householder < 200m2	Per application	Standard		£608.10	£729.72
Non-householder > 200m2 but < 500m2	Per application	Standard		£683.80	£820.56
Non-householder > 500m2 but < 1000m2	Per application	Standard		£860.90	£1,033.08
Non-householder > 1000m2 but < 2000m2	Per application	Standard		£1,064.00	£1,276.80
Non-householder > 2000m2 but < 3000m2	Per application	Standard		£1,241.10	£1,489.32
Non-householder > 3000m2 but < 5000m2	Per application	Standard		£1,494.90	£1,793.88
Non-householder > 5000m2	Per application	Standard		£7,598.00	£9,117.60
New-dwellings 1 to 9 units	Per Dwelling	Standard		£207.20	£248.64
New-dwellings 10 to 30 units	Per application	Standard		£2,061.60	£2,473.92
New-dwellings 31 to 50 units	Per application	Standard		£3,436.40	£4,123.68
New-dwellings > 51+ units	Per application	Standard		£6,873.90	£8,248.68
Change to S106 agreement- minimum	Per application	Non-business			£1,000.00
Change to S106 agreement- maximum	Per application	Non-business			£2,000.00

**Copying Charges:**

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

**General Photocopying:**

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

## Customer and locality services - Planning DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>Plan Printing:</b>					
Reprographics service charge - single charge levied per batch of plan printing		Standard	Statutory constraints / Guidance	£3.20	<b>£3.30</b>
A2		Standard	Statutory constraints / Guidance	£1.00	<b>£1.00</b>
A1		Standard	Statutory constraints / Guidance	£2.10	<b>£2.20</b>
A0		Standard	Statutory constraints / Guidance	£3.20	<b>£3.30</b>
Ordnance Survey extracts	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£34.20	<b>N/A</b>
Ordnance Survey (1:1250 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£28.00	<b>£28.90</b>
Ordnance Survey (1:500 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£7.50	<b>£7.70</b>
High Hedges Legislation		Non Business		£885.80	<b>£914.10</b>
Copy of a Tree Preservation Order		Non Business		£0.10	<b>£0.10</b>
Highways Design Guide - paper copy of document		Standard	Demand Driven	£109.80	<b>£113.30</b>

Customer and locality  
services -  
Transportation

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17	CHARGE from 1.12.17	CHARGE from 1.12.18	CHARGE from 1.12.18
				Peak Incl VAT (if applic) £	Off-Peak Incl VAT (if applic) £	Peak Incl VAT (if applic) £	Off-Peak Incl VAT (if applic) £
Park & Ride User		standard	Full cost recovery	£1.00	£1.00	<b>£1.00</b>	<b>£1.00</b>
<b>Winnesh Station Parking</b>							
Train User		standard	Full cost recovery	£4.00	£4.00	<b>£4.00</b>	<b>£4.00</b>
Day Parking		standard	Full cost recovery	£4.00	£4.00	<b>£4.00</b>	<b>£4.00</b>

## Customer and locality services - Cemeteries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.4.19 Incl VAT (if applic) £
<b>CEMETERIES / BURIAL &amp; CREMATION:</b>					
<b>Interment fees:</b>					
Under 1 month		Non Business	Not applicable	FREE	FREE
Under 1 month out of Borough		Non Business		£105.70	£109.10
1 month - 12 years		Non Business		FREE	FREE
1 month - 12 years out of Borough		Non Business	To cover maintenance cost	£211.30	£218.10
Over 12 years*		Non Business		£834.00	£860.70
Cremated remains*		Non Business		£348.10	£359.20
Columbaria - ashes interment for 10 years only*		Non Business	To provide an additional service	£897.20	£925.90
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business		£158.50	£163.60
Renewal fee for the above (at end of 10 year period) per year		Non Business		£44.50	£45.90
<b>Exclusive Rights of Burial:</b>					
Burial*		Non Business	To cover maintenance cost	£908.60	£937.70
Cremated Remains*		Non Business		£408.20	£421.30
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£68.40	£70.60
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		£79.80	£82.40
<b>Memorial Benches</b>					
Memorial Bench (provided by WBC) with plaque 5-10 year lease (outside Cemeteries)		Standard		POA	POA
Renewal of lease for a further 5 years		Standard		£422.70	£436.20
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£259.00	£267.30
<b>Memorial Trees</b>					
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£994.60	£1,026.40
Renewal of lease for a further 10 years		Standard		£422.70	£436.20
Replacement/additional plaque		Standard		POA	POA
<b>Right to erect Memorials</b>					
For the right to erect any headstone or monument on a burial grave space		Standard		£255.90	£264.10
For the right to erect a temporary marker on a grave		Standard		£26.90	£27.80
<b>Memorial Mushroom</b>					
Memorial Mushroom or similar for period of 10 years (with 3 disks for inscription)		Standard	To cover maintenance and administration cost	£429.90	£443.70
Renewal of lease for further 10 years		Standard		£232.10	£239.50
<b>Other</b>					
Additional Inscription or works (on headstone)		Standard		£81.80	£84.40
Cremation Tablet		Standard		£126.40	£130.40
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£37.30	£38.50
Family History Search of Burial Records		Standard	Full Cost	£12.40	£12.80
*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 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>Car Parking @ California Country Parks and Dinton Pastures</b>					
Coach Parking per day		Standard	Full cost plus	£16.00	<b>£16.00</b>
Charge per Visit -per hour off peak Mon-Friday 1st Oct - 1st March		Standard		£1.20	<b>£1.20</b>
Charge per hr peak Sat & Sun all year, weekdays 2nd March- 30th Sept	per hr	Standard		£1.50	<b>£1.50</b>
Charge per Visit - over 4 hours		Standard		£6.00	<b>£6.00</b>
Annual Season Ticket - 6 month		Standard		£75.00	<b>£75.00</b>
Annual Season Ticket - 12 month		Standard		£150.00	<b>£150.00</b>
Annual Season Ticket - 6 month concessionary		Standard		£56.00	<b>£56.00</b>
Annual Season Ticket - 12 month concessionary		Standard		£112.00	<b>£112.00</b>
Out of hours car park unlocking		Standard		£85.00	<b>£88.00</b>
Mobility Scooter Joining Fee					£20.00
<b>Angling Fishing Syndicates</b>					
White Swan Lake	per person	Standard	Full cost plus	£570.00	<b>£590.00</b>
White Swan winter	per person	Standard		£228.00	<b>£235.30</b>
Black Swan Lake	per person	Standard		£570.00	<b>£590.00</b>
River Loddon	per person	Standard		£145.00	<b>£140.00</b>
Longmoor Lake	per person	Standard		£210.00	<b>£220.00</b>
Gold Ticket	per person	Standard		£1,000.00	<b>£1,150.00</b>
Twyford Reserve	per person	Standard		£210.00	<b>£230.00</b>
Guest ticket	per person	Standard		£20.00	<b>£20.00</b>
Day season tickets full	per person	Standard		£70.00	<b>£72.20</b>
Day season discount	per person	Standard		£50.00	<b>£51.60</b>
waiting list deposit non refundable , taken off first y	per person	Standard	£20.00	<b>£20.00</b>	
Day ticket per rod	per rod	Standard	Full cost plus	£5.00	<b>£5.00</b>
<b>CALIFORNIA COUNTRY PARK</b>					
Paddling Pool		Exempt	Full cost	£2.50	<b>£2.50</b>
<b>Public Rights of Way</b>					
Processing statutory Declarations	per item	non business	Cost	£559.40	<b>£559.40</b>

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

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17	CHARGE from 1.12.17	CHARGE from 1.12.18	CHARGE from 1.12.18
				Member Incl VAT (if applic) £	Non Member Incl VAT (if applic) £	Member Incl VAT (if applic) £	Non Member Incl VAT (if applic) £

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	£64.00
Concession	pp	Standard		N/A	£29.00	N/A	£35.00
Family	4 people	Standard		N/A	£86.00	N/A	£92.00

**Annual Boat Storage Fees - members only**

Kayak, Canoe, Board Storage and Parking	per boat	Standard	full cost plus	£30.00	N/A	£31.00	N/A
Small Boat Storage and Parking	per boat	Standard		£70.00	N/A	£73.00	N/A
Large Boat Storage and Parking	per boat	Standard		£120.00	N/A	£124.00	N/A

**Event / Course**

**Activities for Adults :**

Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	N/A	£181.00	N/A	£200.00
<del>Adult Sailing Refresher Course (4 days or equivalent)</del>	pp	<del>Exempt</del>		<del>N/A</del>	<del>£95.00</del>	<del>N/A</del>	<del>NA</del>
Adult Powerboat Course (2 days or equivalent)	pp	Exempt		N/A	£240.00	N/A	£250.00
Adult Paddlesport Course (2 days or equivalent)	pp	Exempt		N/A	£110.00	N/A	£115.00
Adult Evening Sailing Course (6 evenings or equivalent)	pp	Exempt		N/A	£181.00	N/A	£200.00
Fitness Classes (6 sessions)	pp	Exempt		N/A	N/A	N/A	£60.00

**Instructor Training:**

RYA Assistant Instructor / Paddlesports Leader Course	pp	Exempt	Full cost plus	N/A	£130.00	N/A	£130.00
RYA Dinghy Instructor Pre-Assessment	pp	Exempt		N/A	£95.00	N/A	£98.00
RYA Dinghy Instructor Course	pp	Exempt		N/A	£345.00	N/A	£350.00
BCU FSRT	pp	Exempt		N/A	£70.00	N/A	£70.00
<del>BCU Level 4 Coach Course</del>	pp	<del>Exempt</del>		<del>N/A</del>	<del>£240.00</del>	<del>N/A</del>	<del>N/A</del>
BCAB Paddle Sports Instructor Award	pp	Exempt		N/A	N/A	N/A	£200.00
Emergency First Aid	pp	Exempt		N/A	£100.00	N/A	£103.00

**Activities for Juniors (8yrs +):**

Junior / Teen Sailing Course (5 days or equivalent)	pp	Exempt	Full cost plus	N/A	£240.00	N/A	£255.00
<del>Junior Evening Paddling Course (6 evenings or equivalent)</del>	pp	<del>Exempt</del>		<del>N/A</del>	<del>£95.00</del>	<del>N/A</del>	<del>NA</del>
<del>Junior Evening Sailing Course (6 evenings or equivalent)</del>	pp	<del>Exempt</del>		<del>N/A</del>	<del>£165.00</del>	<del>N/A</del>	<del>NA</del>
Multi Activity Days Ages 8+ (1 day or equivalent)	pp	Exempt		N/A	£37.00	N/A	£40.00
Multi Activity Days Ages 6+ (1 day or equivalent)	pp	Exempt		N/A	£47.00	N/A	£45.00

**10% Discount for booking a full week of Multi Activity Days**

**10% Sibling Discount for multiple bookings in the same transaction**

**10% Discount for October Half Term**

**Activity Clubs:**

Junior Clubs Per Session	pp	Exempt	Full cost plus	N/A	£14.00	N/A	£20.00
Junior Clubs Per Six Session Booking	pp	Exempt		N/A	N/A	N/A	£108.00
Family Clubs	pp	Exempt		N/A	£12.00	N/A	£12.00

**Days Out:**

Promotional Events	pp	Exempt	Full cost plus	N/A	£3.00	N/A	£3.00
Themed Events	per Adult	Exempt		N/A	£8.00	N/A	£8.00
Themed Events	per Junior	Exempt		N/A	£6.00	N/A	£6.00
<del>Themed Land Events</del>	pp	<del>Exempt</del>		<del>N/A</del>	<del>£9.00</del>	<del>N/A</del>	<del>NA</del>
Nature Events	pp	Exempt		N/A	£10.00	N/A	£10.00
Guided Nature Paddles	per Adult	Exempt		N/A	£15.00	N/A	£17.00
Guided Nature Paddles	per Junior	Exempt		N/A	£10.00	N/A	£12.00
Guided Night Paddles	per Adult	Exempt		N/A	£15.00	N/A	£19.00
Guided Night Paddles	per Junior	Exempt		N/A	£10.00	N/A	£14.00
Themed Guided Night Paddles	per Adult	Exempt		N/A	£15.00	N/A	£20.00
Themed Guided Night Paddles	per Junior	Exempt		N/A	£10.00	N/A	£15.00

**Personal Tuition:**

1:1 Tuition	pp 2hrs	Exempt	Full cost plus	N/A	£65.00	N/A	£68.00
2:1 Tuition	2ppl 2hrs	Exempt		N/A	£105.00	N/A	£108.80
Small Group Tuition (up to 6:1)	pp 2hrs	Exempt		N/A	N/A	N/A	£47.60

**Taster Sessions:**

Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	N/A	£20.00	N/A	£25.00
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Customer and locality services - Activity Centre  
**DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17	CHARGE from 1.12.17	CHARGE from 1.12.18	CHARGE from 1.12.18
				Member Incl VAT (if applic) £	Non Member Incl VAT (if applic) £	Member Incl VAT (if applic) £	Non Member Incl VAT (if applic) £
<b>School and Youth Group Activities:</b>							
One Activity (min group size 20) EVENINGS ONLY	pp 1hr30	Exempt	Full cost plus	N/A	£15.00	N/A	£17.00
Two Activities (min group size 20)	pp 3hrs	Exempt		N/A	£18.00	N/A	£20.00
Three Activities (min group size 20)	pp 6hrs (day)	Exempt		N/A	£22.00	N/A	£26.00
Regular Sessions (min group size 12)	pp 2hrs	Exempt		N/A	£13.00	N/A	£15.00
Season Ticket (max group size 20)	per WBC Term	Standard		N/A	£250.00	N/A	£258.00
Envior Education One Activity - Self Led	pp for upto 3 hours	Exempt		N/A	£4.00	N/A	£4.00
Envior Education Two Activities - Self	pp upto 6 hours	Exempt		N/A	£6.00	N/A	£7.00
Envior Education Ranger to lead package	per Ranger /per hour	Exempt		N/A	£25.00	N/A	£30.00
<b>Adult Group Activities:</b>							
Two Activities (min group size 10)	half day	Exempt	Full cost plus	N/A	£30.00	N/A	£31.00
Three Activities (min group size 10)	full day	Exempt		N/A	£45.00	N/A	£46.00
<b>Junior Group Activities / Childrens Parties:</b>							
One Activity (min group size 10)	pp 1hr30	Exempt	Full cost plus	N/A	£20.00	N/A	£23.00
Two Activities (min group size 10)	pp 3hrs	Exempt		N/A	£23.00	N/A	£26.00
Three Activities (min group size 10)	pp 4hrs30	Exempt		N/A	£27.00	N/A	£32.00
Junior Rangers Party. Includes ranger and garden	upto 20 for 2hrs	Exempt		N/A	£158.00	N/A	£200.00
Premium Package (min group size 10) - includes room hire, lunch, cake and party bag	pp	Exempt		N/A	£13.00	N/A	N/A
<b>Rock Climbing Wall Private Hire:</b>							
Wall Only	per day	Standard	Full cost plus	N/A	£450.00	N/A	£465.00
wall + 3 ins + equip + delivery + PL	half day / evening	Exempt		N/A	£500.00	N/A	£520.00
wall + 3 ins + equip + delivery + PL	day	Exempt		N/A	£700.00	N/A	£720.00
Delivery Charge outside of borough per mile	per mile	Standard		N/A	£3.00	N/A	£3.50
<b>Room Hire: DAC and Loddon Emmbrook rooms</b>							
Commercial Rate Half Day / Evening	per 3 hours	Exempt	Full cost plus	N/A	£69.00	N/A	£72.00
Commercial Rate Full Day	per 7 hours	Exempt		N/A	£161.00	N/A	£167.00
Commercial Rate per hour	per hour	Exempt		N/A	£25.00	N/A	£26.00
Youth/Education/WBC Rate per hour	per hour	Exempt		N/A	£21.00	N/A	£22.00
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£21.00	N/A	£22.00
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£18.00	N/A	£19.00
Late lock up fee (after 6pm)	one off charge	Standard		N/A	£52.00	N/A	£54.00
BBQ Hire	per day	Standard		N/A	£65.00	N/A	£65.00
<b>Pay &amp; Play:</b>							
Single Handed Dinghy	1 hour	Standard	Full cost plus	N/A	£16.00	N/A	£17.00
Double Handed Dinghy	1 hour	Standard		N/A	£23.00	N/A	£24.00
Day Ticket (launch your own boat)	per boat, per day	Standard		N/A	£16.00	N/A	£16.00
Boat Hire (canoe, kayak, kata-kanu etc)	pp per half hour	Standard		N/A	£6.00	N/A	£7.00
Boat Hire (canoe, kayak, kata-kanu etc) Under 8's	pp per half hour	Standard		N/A	£6.00	N/A	£5.00
<b>Staff Resources:</b>							
Senior Instructor	per hour	Exempt	Full cost plus	N/A	£39.00	N/A	£40.00
Lead Instructor	per hour	Exempt		N/A	£26.00	N/A	£27.00
Instructor	per hour	Exempt		N/A	£21.00	N/A	£22.00
<b>Activity Equipment Hire:</b>							
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	N/A	£4.00	N/A	£4.00
<b>Land Hire</b>							
Commercial up to 5 acre	per day	Standard	Full cost plus	N/A	£200.00	N/A	£210.00
Commercial up to 10 acre	per day	Standard		N/A	£300.00	N/A	£320.00
Commercial up to 40 acre	per day	Standard		N/A	£1,000.00	N/A	£1,050.00
Non- Commercial up to 5 acre	per day	Standard		N/A	£150.00	N/A	£160.00
Non- Commercial up to 10 acre	per day	Standard		N/A	£250.00	N/A	£270.00
Non- Commercial up to 40 acre	per day	Standard		N/A	£800.00	N/A	£840.00
WBC, Charity, Sch, Youth up to 5 acre	per day	Standard		N/A	£120.00	N/A	£130.00
WBC, Charity, Sch, Youth up to 10 acre	per day	Standard		N/A	£200.00	N/A	£220.00
WBC, Charity, Sch, Youth up to 40 acre	per day	Standard		N/A	£640.00	N/A	£672.00
Use of park land for filming	per day	Standard		N/A	N/A	N/A	£650.00
Charge for removing bag of event litter		Standard		N/A	£3.00	N/A	£3.00
Charge for removing bin of event litter		Standard		N/A	£20.00	N/A	£20.00
Charge for provision of water for event		Standard		N/A	£75.00	N/A	£75.00
Charge for water use for event		Standard		N/A	£10.00	N/A	£15.00
Additional grass cutting required for event		Standard		N/A	£70.00	N/A	£80.00
All of the above 20% discount for low season Oct-end Mar							
Camping Pitch, Grass no electric per 2 man tent	per day	Standard		N/A	£10.00	N/A	£10.00
<b>All Land hire is at Budget Manager discretion to amend to meet commercial aspirations</b>							

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

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>SPORTS PITCH HIRE:</b>					
<b>Artificial Pitch, Cantley Park, Wokingham - these charges will alter from 1st April 2017 due to VAT Regulations</b>					
Full Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Demand Driven. Also to recover service cost	£81.80	<b>£84.40</b>
Half Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard		£53.90	<b>£55.60</b>
Full Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£49.70	<b>£51.30</b>
Half Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£22.80	<b>£23.50</b>
<b>Artificial Five a Side Pitch various locations</b>					
Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Cost plus	£46.60	<b>£48.10</b>
Off peak per hr (Off peak - Weekdays before 7pm & all day Sunday)	Per hour	Standard	Cost plus	£22.80	<b>£23.50</b>
Multi Use Games Area (MUGA) Off peak per hr (Off peak - Weekdays before 7pm & all day Sunday)	Per hour	Standard	Cost plus	£20.00	<b>£20.60</b>
Multi Use Games Area (MUGA) Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Cost plus	£40.00	<b>£41.30</b>
<b>Grass Pitch All sites:</b>					
Senior Pitch (90 x 60 & above) per game	Per game	Standard	Demand Driven. Also to recover service cost	£47.70	<b>£49.20</b>
Junior Pitch (80 x 50 & smaller) per game	Per game	Standard		£22.80	<b>£23.50</b>
<b>SPORTS PAVILION HIRE:</b>					
<b>Ashridge room inc kitchen, &amp; upstairs toilets only, Cantley:</b>					
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)	Per hire	Standard	To cover service cost plus overheads	£13.50	<b>£13.90</b>
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)	Per hire	Standard		£16.60	<b>£17.10</b>
Standard overrun charge per booking based on 50% of hourly rate	Per hire min	Standard		£7.25	<b>£7.50</b>
Standard overrun charge per booking based on 50% of hourly rate	Per hire max	Standard		£7.87	<b>£8.10</b>

**Customer and locality services - Cleaner & Greener**

**DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>HIRE OF CHANGING ROOMS / SHOWER FACILITIES:</b>					
Cantley - per game		Standard		£29.00	<b>£29.90</b>
<b>Netball</b>					
<b>EVENTS *rates negotiable with WBC Service Managers consent. Labour rates &amp; extras upon request and negotiable. Deposit of 10% required.</b>					
Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)	Minimum	Standard	Bespoke needs will determine charge	£52.83	<b>£54.50</b>
Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)	Maximum	Standard		£161.62	<b>£166.80</b>
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)	Minimum	Standard		£211.34	<b>£218.10</b>
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)	Maximum	Standard		£422.69	<b>£436.20</b>
Hire of field/open space for event - Large (Corporate event with 70-120 with restricted access to facility for other users)	Minimum	Standard		£528.36	<b>£545.30</b>
Hire of field/open space for event - Large (Corporate event with 70-120 with restricted access to facility for other users)	Maximum	Standard		£791.50	<b>£816.80</b>
Hire of field/open space for event - Extra Large (Any event above 120 restricting use of facility for others)		Standard		£792.50	<b>£817.90</b>
<b>MISCELLANEOUS GROUNDS MAINTENANCE FEES:</b>					
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£31.10	<b>£32.10</b>

**Customer and locality services - Acorn  
Centre**

**DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17	CHARGE from 1.12.18
				Incl VAT (if applic) £	Incl VAT (if applic) £
Hall (until 10pm)	1 hour	Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£22.80	<b>£23.50</b>
Hall (until 10pm) concessionary rate	1 hour	Exempt		£20.70	<b>£21.40</b>
Hall (10pm-12am)	1 hour	Exempt		£41.40	<b>£42.70</b>
Meeting Room1 or Meeting Room 2	1 hour	Exempt		£9.30	<b>£9.60</b>
Meeting Room1 or Meeting Room 2 concessionary rate	1 hour	Exempt		£8.30	<b>£8.60</b>
Meeting Rooms 1 & 2 combined	1 hour	Exempt		£16.60	<b>£17.10</b>
Meeting Rooms 1 & 2 combined concessionary rate	1 hour	Exempt		£15.50	<b>£16.00</b>
Meeting Room 3	1 hour	Exempt		£11.40	<b>£11.80</b>
Meeting Room 3 concessionary rate	1 hour	Exempt		£10.40	<b>£10.70</b>
Art Room	1 hour	Exempt		£11.40	<b>£11.80</b>
Art Room concessionary rate	1 hour	Exempt		£10.40	<b>£10.70</b>
Sensory Room	1 hour	Exempt		£16.60	<b>£17.10</b>
Sensory Room concessionary rate	1 hour	Exempt		£15.50	<b>£16.00</b>

## Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
Licence to Plant in the Highway	Non Business	Recovery of costs (Ref Highways Act S.142)	£317.00	<b>£327.10</b>
<b>Technical Approval of Highways Structures</b>				
Cat 0	Non Business	To recover service costs	£844.90	<b>£871.90</b>
Cat 1			£950.50	<b>£980.90</b>
Cat 2			£1,636.40	<b>£1,688.80</b>
Cat 3			Based on quote	<b>Based on quote</b>
<b>Street Naming &amp; Numbering:</b>				
Change of Property Name	Standard	Recovery of administration costs	£79.80	<b>£82.40</b>
To alter the address if plans altered by developer	Standard		£27.50	<b>£28.40</b>
Research into archives (where not part of statutory function) Per hour set as minimum.	Standard		£27.50	<b>£28.40</b>
To rename a street when requested by residents	Standard		£432.00	<b>£445.80</b>
Confirmation of address to solicitors, agents etc	Standard		£27.50	<b>£28.40</b>
<b>New Developments:</b>				
First Address	Non Business	Recovery of administration costs	£105.20	<b>£108.60</b>
Additional addresses	Non Business		£44.00	<b>£45.40</b>
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)	Non Business		£50.70	<b>£52.30</b>
NRSWA Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Non Business	To recover service costs	£443.41	<b>£458.00</b>
NRSWA Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Non Business		£2,210.84	<b>£2,285.00</b>
Provisional Advance Authorisation	Non Business		£84.00	<b>£84.00</b>
	Non Business		£74.00	<b>£74.00</b>
Major Activity over 10 days and all major works requiring a traffic regulation order	Non Business		£219.00	<b>£219.00</b>
	Non Business		£143.00	<b>£143.00</b>
Permit Variation	Non Business		£45.00	<b>£45.00</b>
	Non Business		£35.00	<b>£35.00</b>
Major Activity (4-10 days)	Non Business		£127.00	<b>£127.00</b>
Major Activity (up to 3 days)	Non Business		£63.00	<b>£63.00</b>
Standard Activity	Non Business	£127.00	<b>£127.00</b>	
Minor Activity	Non Business	£63.00	<b>£63.00</b>	
Minor Activity (carried out wholly outside traffic sensitive times)	Non Business	£51.00	<b>£51.00</b>	
Immediate Activity	Non Business	£54.00	<b>£54.00</b>	
Immediate Activity (carried out wholly outside traffic sensitive times)	Non Business	£44.00	<b>£44.00</b>	
Skip Licence (max 2 weeks, additional fee per week)	Non Business	Recovery of costs (Ref Highways Act S.139)	£43.30	<b>£44.70</b>
Skip Licence (max 2 weeks, additional fee per week)	Non Business	Recovery of costs (Ref Highways Act S.139)	£33.77	<b>£34.90</b>
Rechargeable works on the highway including accident damage - charges depend on actual value of the works	Non Business	Full cost plus	Variable	<b>Variable</b>

## Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	VAT Type	SERVICE POLICY	CHARGE from 1.12.17  Incl VAT (if applic) £	CHARGE from 1.12.18  Incl VAT (if applic) £
<b>TRAFFIC MANAGEMENT:</b>				
Temporary Order	Non Business	Full cost plus	£2,408.70	<b>£2,486.00</b>
Temporary Notice	Non Business	Full cost plus	£373.00	<b>£385.00</b>
Special Events	Non Business	Subsidised	£1,199.70	<b>£1,240.00</b>
Street Parties (on Non through roads)	Non Business	Subsidised	£93.20	<b>£96.50</b>
Street Parties - Provision of traffic signs (on Non through roads)	Non Business	Full cost recovery	Full Cost - POA	<b>Full Cost - POA</b>
Diversion signing schedule sensitive streets	Non Business	Full cost plus	£532.50	<b>£550.00</b>
Diversion signing schedule non-sensitive streets	Non Business	Full cost plus	£420.60	<b>£435.00</b>
Tourist Signing - formal application	Non Business	Full cost recovery	£108.80	<b>£112.30</b>
Tourist Signs - actual cost + admin	Non Business	Full cost recovery	£249.20	<b>£257.20</b>
Supervision of erection of signs	Non Business	Full cost recovery	£114.00	<b>£117.60</b>
Traffic light operations - per hour	Non Business	Full cost recovery	£192.20	<b>£198.40</b>
Traffic light operations - off peak/bank holidays	Non Business	Full cost recovery	£320.10	<b>£330.30</b>
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)	Non Business	Full cost plus	£469.80	<b>£484.80</b>
Traffic Signal Switch off / on requests - follow up site visit as part of original request	Non Business	Full cost plus	£199.90	<b>£206.30</b>
Access Protection Markings	Non Business	Full cost plus	£135.20	<b>£139.50</b>
Developer signing application	Non Business	Full cost recovery	£169.90	<b>£175.30</b>
<b>Accident data requests:</b>	Standard	Full cost recovery	£166.80	<b>£172.10</b>
	Standard	Full cost recovery	£209.30	<b>£216.00</b>
	Standard	Full cost recovery	£251.20	<b>£259.20</b>
	Standard	Full cost recovery	£293.20	<b>£302.60</b>
Traffic data request-Automated Traffic Counter Site / Junction Count Data	Non Business	Full cost plus	£153.30	<b>£158.20</b>
Diversion signing schedule sensitive streets	Non Business	Full cost plus	£532.50	<b>£549.50</b>
Diversion signing schedule non-sensitive streets	Non Business	Full cost plus	£420.60	<b>£434.10</b>
Cycle Helmets (Schools)	Standard	Full cost recovery	£9.30	<b>£10.00</b>
Cycle Helmets (Rural Schools)	Standard	Full cost recovery	£5.00	<b>£5.00</b>
Cycling Level 1/2 Training (3 day session)	Standard	Full cost recovery	£20.00	<b>£20.00</b>
Cycling Level 3 Training (2 day session)	Standard	Full cost recovery	£10.00	<b>£10.00</b>
<b>HIGHWAYS INFORMATION &amp; TRAFFIC SCHEME INFORMATION:</b>				
Highways information - ordnance survey extract	Standard	Demand Driven	£97.40	<b>£100.50</b>
Each additional query	Standard	Demand Driven	£25.90	<b>£26.70</b>
Traffic Scheme Information	Standard	Demand Driven	£96.30	<b>£99.40</b>
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)			Price on Application (POA)	<b>POA</b>

## Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>HIGHWAY DEVELOPMENT</b>				
Combined S38/S278 works agreement - 10% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	Non Business	Demand Driven	POA	POA
S38 adoption of highways - 10% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	Non Business	Demand Driven	POA	POA
S278 works to existing highways - 10% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	Non Business	Demand Driven	POA	POA
Minor works agreement - works to existing highways.	Non Business	Demand Driven	£3,000.00	<b>£3,100.00</b>
<b>COMMUTED SUMS (payable prior to issue final certificate):</b>				
Highway Structures (per structure)	Non Business	Demand Driven	POA	POA
Structural & Non Structural Retaining Walls	Non Business	Demand Driven	POA	POA
Structural or Non Structural Noise Reducing Fences	Non Business	Demand Driven	POA	POA
Vehicle Road Restraint Systems	Non Business	Demand Driven	POA	POA
Soakaways (per soakaway)	Non Business	Demand Driven	£4,247.60	<b>£4,383.50</b>
Catchpit (per Catchpit) (30 years)	Non Business	Demand Driven	£4,247.60	<b>£4,383.50</b>
Road Gullies (per Gully)	Non Business	Demand Driven	£518.00	<b>£534.60</b>
Petrol Interceptors (per interceptor) (30 years)	Non Business	Demand Driven	£5,574.70	<b>£5,753.10</b>
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water	Non Business	Demand Driven	POA	POA
Balancing Pond (per item)	Non Business	Demand Driven	POA	POA
Carriageway (per m2)	Non Business	Demand Driven	£155.40	<b>£160.40</b>
Anti Skid (per m2)	Non Business	Demand Driven	POA	POA
Footway (per m2)	Non Business	Demand Driven	£51.80	<b>£53.50</b>
Verge (per m2)	Non Business	Demand Driven	£51.80	<b>£53.50</b>
Landscaped area within or adjacent highways (per m2)	Non Business	Demand Driven	£26.90	<b>£27.80</b>
Trees within or adjacent highways (per tree)	Non Business	Demand Driven	£207.20	<b>£213.80</b>
Traffic Signal Junction	Non Business	Demand Driven	POA	POA
Pedestrian Crossing (Pelican/Toucan)	Non Business	Demand Driven	POA	POA
Zebra Crossing	Non Business	Demand Driven	POA	POA
Street Lighting	Non Business	Demand Driven	£777.00	<b>£801.90</b>
Illuminated Road Signs/Traffic Bollards	Non Business	Demand Driven	£518.00	<b>£534.60</b>
Non Illuminated Traffic Bollards	Non Business	Demand Driven	£259.00	<b>£267.30</b>
Traffic Calming (per item)	Non Business	Demand Driven	POA	POA
Bus Shelters with Real Time Information	Non Business	Demand Driven	POA	POA

## Customer and locality services - Highways DISCRETIONARY FEES AND CHARGES

CHARGE	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>FOOTWAY CROSSINGS:</b>				
Application fee (includes site assessment)	Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£158.50	<b>£163.60</b>
Site supervision fee where works undertaken by Term Contractor	Non Business		£40.40	<b>£41.70</b>
Site supervision fee where works undertaken by Other Contractor	Non Business		£103.60	<b>£106.90</b>
Charge per crossing where carried out by residents to an approved specification under council supervision	Non Business	Recovery of Administration costs	POA	<b>POA</b>
Charge for licensing tables and chairs on public highway	Non Business	Demand Driven	£523.20	<b>£539.90</b>
<b>CIVIL PARKING ENFORCEMENT</b>				
Parking suspensions & Dispensations	Non Business	Recovery of Administration costs		<b>£15.00</b>

## Customer and locality services - Libraries DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>OVERDUE CHARGES:</b>					
Adult books	per item per day min	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.26	<b>£0.30</b>
Adult books	maximum charge	Non Business		£11.40	<b>£12.00</b>
Children's Books	per item per day min	Non Business		£0.05	<b>£0.05</b>
Children's Books	maximum charge	Non Business		£3.11	<b>£3.25</b>
CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day min	Non Business		£0.26	<b>£0.30</b>
CD's / Cassettes (No overdue charges for people with visual impairment)	maximum charge	Non Business		£10.57	<b>£11.10</b>
DVD	per item per day min	Non Business		£1.55	<b>£1.60</b>
DVD	maximum charge	Non Business		£20.72	<b>£22.40</b>
<b>AUDIO VISUAL LOAN CHARGES :</b>					
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	£1.30	<b>£1.35</b>
Concessionary Groups		Non Business		£0.60	<b>£0.65</b>
Cassettes [3-6 tape sets] :		Non Business		£1.60	<b>£1.65</b>
Concessionary Groups		Non Business		£0.60	<b>£0.65</b>
Cassettes [4 or more tapes] :		Non Business		£2.30	<b>£2.40</b>
Concessionary Groups		Non Business		£1.30	<b>£1.35</b>
Compact discs [1 disc in the item]		Non Business		£2.30	<b>£2.40</b>
Concessionary Groups		Non Business		£1.30	<b>£1.35</b>
Compact discs [7 disc in the item]		Non Business		£3.90	<b>£4.00</b>
Children's compact discs		Non Business		£1.20	<b>£1.25</b>
Children's cassettes		Non Business		£0.70	<b>£0.75</b>
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.30	<b>£2.40</b>
<b>AUDIO-VISUAL LOAN CHARGES:</b>					
DVD	per week min	Non Business	Tiered pricing system based on title popularity	£2.17	<b>£2.25</b>
DVD	per week max	Non Business	Tiered pricing system based on title popularity	£3.83	<b>£3.95</b>
<b>RESERVATIONS:</b>					
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	<b>£0.60</b>
Any item not currently in Borough stock	per item	Non Business		£3.40	<b>£3.50</b>
Photocopies from British Library	per item	Non Business		£3.32	<b>£3.50 plus British Library Charge</b>
Photocopies from British Library	per sheet	Non Business		£0.24	<b>£0.25</b>
British Library Urgent Action Service	per item	Non Business		£7.77	<b>£8.00</b>
British Library charge		Non Business		+ British Library Charge	<b>+ British Library Charge</b>
Bookclub Reservations	per annum	Non Business		£31.10	<b>£32.10</b>
Forget-Me-Not Service	per annum	Non Business		£29.50	<b>£30.45</b>

## Customer and locality services - Libraries DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>LOST AND DAMAGED ITEMS:</b>					
<b>BOOKS:</b>					
Books on loan from British Library	per volume	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£7.77	<b>£8.00</b>
British Library charge				+ British Library Charge	<b>+ British Library/Lending Library Charge</b>
Lost items available for re-purchase from Library stock supplier				Replacement charge + £2.00 admin fee	<b>Replacement charge + £2.00 admin fee</b>
Lost items not available for repurchase from Library stock supplier				Replacement charge for comparable item + £2.00 admin fee	<b>Replacement charge for comparable item + £2.00 admin fee</b>
Items in print	per volume	Non Business		The greater of £7.77 or full cost of replacement	<b>The greater of £7.77 or full cost of replacement</b>
Items in print	per volume	Non Business		£7.77	<b>£8.02</b>
Out of print books lost or so damaged as to necessitate withdrawal	per volume	Non Business		£4.80	<b>£4.95</b>
Books in Indic languages	per volume	Non Business		The greater of £7.77 or full cost of replacement	<b>The greater of £7.77 or full cost of replacement</b>
Books in Indic languages	per volume	Non Business	£7.77	<b>£8.02</b>	
<b>AUDIO-VISUAL ITEMS:</b>					
1-2 Tape Set	per set	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£12.00	<b>£12.38</b>
3-6 Tape Set	per set	Non Business		£23.80	<b>£24.56</b>
7+ Tape Sets	per set	Non Business		£35.70	<b>£36.84</b>
Compact Discs	per set	Non Business		£19.20	<b>£19.81</b>
<b>DVDs &amp; Music CDs</b>					
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 £21.86 or full cost of replacement	<b>The greater of £21.86 or full cost of replacement</b>
Loss or damage necessitating withdrawal of item	per item	Non Business		£21.86	<b>£22.56</b>
Inlays	per item	Non Business		£2.10	<b>£2.17</b>
Cassette cases	per item	Non Business		£1.30	<b>£1.34</b>
CD & CD-ROM cases	per item	Non Business		£1.30	<b>£1.34</b>
<b>LOST TICKETS:</b>					
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	£2.10	<b>£2.20</b>

## Customer and locality services - Libraries DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
<b>PHOTOCOPIING:</b>					
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	<b>£0.20</b>
A3	per sheet A3	Standard		£0.40	<b>£0.40</b>
Copies supplied by post	per sheet	Standard		Copy cost + £3.21	<b>Copy cost + £3.21</b>
Copies supplied by post	additional charge	Standard		£3.21	<b>£3.31</b>
<b>FAXES:</b>					
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.50	<b>£1.55</b>
	Each additional sheet thereafter	Standard		£0.60	<b>£0.65</b>
Outside UK	1st sheet	Standard		£4.90	<b>£5.05</b>
	Each additional sheet thereafter	Standard		£3.10	<b>£3.20</b>
<b>WITHDRAWN STOCK:</b>					
Adult Fiction / Non-fiction	per volume	Zero Rated	Fees & Charges need to be flexible to respond to the demand of market forces	£1.50	<b>£1.55</b>
Children's & Paperbacks	per volume	Zero Rated		£0.60	<b>£0.65</b>
Reference Books	per volume	Standard		Min 15% of Cover price	<b>Min 15% of Cover price</b>
Cassettes	per item	Standard		£1.50	<b>£1.55</b>
CD	per item	Standard		£4.90	<b>£5.05</b>
CD-ROM	per item	Standard		£8.00	<b>£8.25</b>
<b>REFERENCE LIBRARY SERVICES:</b>					
<b>PRINTING FROM ELECTRONIC INFORMATION SOURCES:</b>					
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	<b>£0.30</b>
<b>EVENTS (WHERE CHARGED):</b>					
Adult Events	per event min	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.49	<b>£2.60</b>
Adult Events	per event max	Standard		£13.68	<b>£14.15</b>
Children's Events	per event	Standard		£1.20	<b>£1.25</b>
Woodley Library Room Booking (non community & commercial)		Standard			<b>£8.00</b>
Wokingham Library Room Booking (non community & commercial)	maximum per hour	Standard		£17.20	<b>£17.75</b>

**Concessions** It is proposed that 'pensioners' are no longer maintained as a concessionary

**Customer and locality services - Cleaner & Greener**

**DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.17 Incl VAT (if applic) £	CHARGE from 1.12.18 Incl VAT (if applic) £
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Green Waste 240L Wheelie Bin	Per annum	Non Business	Full cost	£60.00	<b>£60.00</b>
Green Waste 75L Compostable Sacks	Each	Non Business	Full cost	£1.00	<b>£1.00</b>
Provision of extra residual waste bags in rolls of 10	Per roll	Non Business	Full cost	£4.00	<b>£4.00</b>
Bulky / White Goods Collection (up to 5 items) without appointment	Per collection	Non Business	Full cost	£32.10	<b>£33.10</b>
Bulky / White Goods Collection (up to 5 items) with appointment	Per collection	Non Business	Full cost	£38.30	<b>£39.50</b>
Collection of fridge / freezers (without appointment)	Per collection	Non Business	Full cost	£25.90	<b>£26.70</b>
Collection of fridge / freezers (with appointment)	Per collection	Non Business	Full cost	£31.10	<b>£32.10</b>

EPA 1990, s45(1)(b) - Commercial Waste Collection	<b>Contractor deals direct with Business</b>				
EPA 1990, s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)	<b>Contractor deals direct with Charity</b>				

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## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Environmental Protection</b>				
<b>Prevention of Damage by Pests</b>				
Pest Site survey		N/A	see note	Hourly rate and / or cost recovery where WID
Rat treatment		N/A	see note	Hourly rate and / or cost recovery where WID
Any other Pest treatment		N/A	see note	Hourly rate and / or cost recovery where WID
<b>Dog Warden Services</b>				
Stray Dogs - Not taken to Kennel		£70.00	£71.75	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		£88.00 + overnight kenneling fees	£88.00 + overnight kenneling fees	Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00	£75.00	Set in FPN policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£55.00	£56.40	Plus cost recovery on charges
<b>Abandoned Vehicles</b>				
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00	£150.00	Set by statute
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00	£20.00	Set by statute
Enforcement disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00	£75.00	Set by statute
Fixed penalty notice	Reduced to £120 if paid within 7 days	£200.00	£200.00	Set by statute
Enforcement invoice costs		£77.00	£77.00	Set by statute
<b>Trading Standards</b>				
Weights and Measures Fees (per hour)		£61.00	£62.55	Discretionary
Explosives Licenses / Registrations - set by statute				Set by statute
Varying the name of licensee or address of site				Set by statute
Petroleum Licensing Fees - set by statute				Set by statute
<b>Primary Authority</b>				
Primary Authority Work hourly chargeable rate		£55.00	£56.40	
Annual charge - previous year usage 10 hours or less		£500.00	£512.50	
Annual charge - previous year usage 20 hours		£1,000.00	£1,025.00	
Anything likely to be in excess of 20 hours		POA	POA	Individually assessed
<b>Support with Confidence</b>				
Application fee	1-5 employees	£58.00	£59.45	All disbursements charged at cost
	6-20 employees	£116.00	£118.90	As above except fee reduced to £50 if registered with confidence
	21+ employees	£291.00	£298.30	As above except fee reduced to £50 if registered with confidence

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Buy with Confidence</b>				
Members from 2017/18 Application Fee	1-5 employees	£125.00	£125.00	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£167.00	£167.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£208.00	£208.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£250.00	£250.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£375.00	£375.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£500.00	£500.00	Nationally agreed with 'Buy with Confidence' scheme holder
Members before 2017/18 Application /Annual Fee	1-5 employees	£123.33	£123.35	Applicable only to legacy Bracknell members
	6-20 employees	£185.00	£185.00	Applicable only to legacy Bracknell members
	21+ employees	£246.67	£246.70	Applicable only to legacy Bracknell members
<b>Commercial</b>				
Food Export Certificates		£55.00	£56.40	Full cost recovery based on officer hourly rate
<b>Anti-Social Behaviour Act:</b>				
High Hedges Fee (Class A – Fee Discretionary)		£1,146.00	£1,174.65	Cost recovery for consultant
<b>Licences, Registrations and Similar Consents</b>				
<i>Licensing Act 2003:</i>				
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)				
Band A – RV up to 4300		£100.00	£100.00	Set by statute
Band B – RV 4300 to 33000		£190.00	£190.00	Set by statute
Band C – RV 33001 to 87000		£315.00	£315.00	Set by statute
Band D – RV 87001 to 125000		£450.00	£450.00	Set by statute
Band E – RV 125001 and above		£635.00	£635.00	Set by statute
Pre-Application Advice, Hourly charge	Min 1 Hr	£55.00	£56.40	
<b>Premises Licence – Annual Fee (Class B – Statutory Fee)</b>				
Band A		£70.00	£70.00	Set by statute
Band B		£180.00	£180.00	Set by statute
Band C		£295.00	£295.00	Set by statute
Band D		£320.00	£320.00	Set by statute
Band E		£350.00	£350.00	Set by statute
Personal Licence - (Class B – Statutory Fee)				
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00	Set by statute
Application for copy licence, change address or club rules		£10.50	£10.50	Set by statute
Application to vary DPS/transfer licence/interim notice		£23.00	£23.00	Set by statute
Application for making a provisional statement		£315.00	£315.00	Set by statute
Minor variation		£89.00	£89.00	Set by statute
Application to disapply mandatory DPS condition		£23.00	£23.00	Set by statute
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.40	

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Gambling Licenses</b>				
Casinos (regional)	New Application	£15,000.00	£15,000.00	100% of Statutory Maximum
	Provisional Statement	£15,000.00	£15,000.00	100% of Statutory Maximum
	Application with Prov Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Variation	£7,500.00	£7,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00	£6,500.00	100% of Statutory Maximum
	Annual Fee	£15,000.00	£15,000.00	100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00	£10,000.00	100% of Statutory Maximum
	Provisional Statement	£10,000.00	£10,000.00	100% of Statutory Maximum
	Application with Prov Statement	£5,000.00	£5,000.00	100% of Statutory Maximum
	Variation	£5,000.00	£5,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£2,150.00	£2,150.00	100% of Statutory Maximum
	Annual Fee	£10,000.00	£10,000.00	100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00	£8,000.00	100% of Statutory Maximum
	Provisional Statement	£8,000.00	£8,000.00	100% of Statutory Maximum
	Application with Prov Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Variation	£4,000.00	£4,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00	£1,800.00	100% of Statutory Maximum
	Annual Fee	£5,000.00	£5,000.00	100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00	£3,500.00	100% of Statutory Maximum
	Provisional Statement	£3,500.00	£3,500.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,750.00	£1,750.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Betting Premises	New Application	£3,000.00	£3,000.00	100% of Statutory Maximum
	Provisional Statement	£3,000.00	£3,000.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,500.00	£1,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£600.00	£600.00	100% of Statutory Maximum
Tracks	New Application	£2,500.00	£2,500.00	100% of Statutory Maximum
	Provisional Statement	£2,500.00	£2,500.00	100% of Statutory Maximum
	Application with Prov Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,250.00	£1,250.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Family Entertainment Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Prov Statement	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£750.00	£750.00	100% of Statutory Maximum
Adult Gaming Centres	New Application	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00	£40.00	Set by statute
	Annual Fee	£20.00	£20.00	Set by statute

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>All Licences</b>	Notification of change	£37.50	£37.50	100% of Statutory Maximum
	Copy of Licence	£37.50	£37.50	100% of Statutory Maximum
<b>Pre-Application Advice, hrly charge</b>	Min 1 Hr	£55.00	£56.40	
<b>Club Gaming Machines</b>				
Club Gaming or Machine Permit	New Application	£200.00	£200.00	Set by statute
Club Gaming or Machine Permit	Existing holder	£100.00	£100.00	Set by statute
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00	Set by statute
Club Gaming or Machine Permit	Renewal	£200.00	£200.00	Set by statute
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00	Set by statute
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00	Set by statute
Club Gaming or Machine Permit	Variation	£100.00	£100.00	Set by statute
Club Gaming or Machine Permit	Copy of Licence	£15.00	£15.00	Set by statute
<b>Licensed Premises Notifications</b>				
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50.00	£50.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	Set by statute
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	Set by statute
Pre-Application Advice, hrly charge	Min 1Hr	£55.00	£56.40	
<b>Sex Establishments – (Class A – Fee Discretionary)</b>				
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	No change
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.40	

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Street Trading Consents – (Class A – Fee Discretionary)</b>				Leave the fees as per individual authorities to be reviewed 2019 with a view to unifying 2020/21
	Monthly Rate	£218.00	£218.00	
	6 months	£765.00	£765.00	
	Annual Fee	£765.00	£765.00	
Assistant's badges		£27.50	£28.20	New
Variation fee		86.00	£88.15	
Community Events				50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£110.00	£112.75	
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.40	
<b>Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)</b>				
Individual		£175.00	£179.40	Cost recovery
Premises		£273.00	£279.85	Cost recovery
Joint Application		£437.00	£447.95	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£55.00	£56.40	
<b>Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable</b>				3 year / multi year licences / annual fee x number of years
Dog Breeding Establishments *		£382.00	£391.55	Cost recovery
Animal Boarding Establishments*		£437.00	£448.00	Cost recovery
Home Boarding - New*		£275.00	£281.85	Cost recovery
Home Boarding - Renewal *		£192.00	£196.80	Cost recovery
Pet Shops - New & Renewal		£437.00	£448.00	Cost recovery
Dangerous Wild Animal Consent	2 years	£437.00	£448.00	Cost recovery
Zoo Licenses (new and renewals)	Up to 6 Years	£1,965.00	£2,014.00	Cost recovery
Riding Establishments *	1 to 5 Horses	£546.00	£559.65	Cost recovery
	Each additional 10 horses	£136.00	£139.40	Based on cost recovery
Provisional - New		£292.00	£299.30	
Provisional - Renewal		£149.00	£152.75	
<b>Performing Animals</b>	New Registration	£110.00	£112.75	2 hours
	Re-registration under 2018 regulations		£112.75	2 hours
	Renewal		£112.75	2 hours
<b>Scrap Metal</b>				
Scrap Metal Site - New	3 Years	£476.00	£487.90	Cost recovery
Scrap Metal Site - Renewal	3 Years	£476.00	£487.90	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£254.00	£260.35	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£254.00	£260.35	Cost recovery
Scrap Metal -Variation of Licence		£350.00	£358.75	Cost recovery
Scrap Metal-Change of Site Manager		£65.00	£66.65	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.30	Cost recovery
Scrap Metal- Change of Name		£34.00	£34.85	Cost recovery
Pre-Application Advice, hrly charge		£55.00	£56.40	

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Private Water Supplies (Statutory Maximums stated)</b>				
Risk Assessment	Carried out every 5 years	£55.00	£56.40	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£55.00	£56.40	Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	Includes cost of testing		£0.00	
Investigation		£103.00	£105.60	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Analysis - Regulation 10		£26.00	£26.65	Where a supply provides <10m <sup>3</sup> /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters		POA	POA	Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters		POA	POA	Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
<b>Environmental Permitting (E&amp;W) Regulations 2016</b>				
Scheduled Processes - (Class B – Statutory Fee)				
Standard Process		£1,650.00	£1,650.00	Set by statute
Service Stations (PVI & PVII)		£257.00	£257.00	Set by statute
Dry Cleaners		£155.00	£155.00	Set by statute
Vehicle Refinishers		£362.00	£362.00	Set by statute
Mobile screening & crushing plant		£1,650.00	£1,650.00	Set by statute
for the third to seventh applications		£985.00	£985.00	Set by statute
for the eighth and subsequent applications		£498.00	£498.00	Set by statute
<b>Substantial Changes</b>				
Standard Process		£1,050.00	£1,050.00	Set by statute
Reduced Activities		£102.00	£102.00	Set by statute
<b>Annual Subsistence Charge</b>				
Standard Process	LOW	£772.00	£772.00	Set by statute
	MEDIUM	£1,161.00	£1,161.00	Set by statute
	HIGH	£1,747.00	£1,747.00	Set by statute
Service Stations PVR2	LOW	£113.00	£113.00	Set by statute
	MEDIUM	£226.00	£226.00	Set by statute
	HIGH	£341.00	£341.00	Set by statute
VRs and other reduced fees	LOW	£228.00	£228.00	Set by statute
	MEDIUM	£365.00	£365.00	Set by statute
	HIGH	£548.00	£548.00	Set by statute
Dry Cleaners /PVR1	LOW	£79.00	£79.00	Set by statute
	MEDIUM	£158.00	£158.00	Set by statute
	HIGH	£237.00	£237.00	Set by statute
Mobile Screening & Crushing Plant	LOW	£646.00	£646.00	Set by statute
	MEDIUM	£1,034.00	£1,034.00	Set by statute
	HIGH	£1,506.00	£1,506.00	Set by statute
For the second permit	LOW	£646.00	£646.00	Set by statute
	MEDIUM	£1,034.00	£1,034.00	Set by statute
	HIGH	£1,506.00	£1,506.00	Set by statute
For the third to seventh permit	LOW	£385.00	£385.00	Set by statute
	MEDIUM	£617.00	£617.00	Set by statute
	HIGH	£924.00	£924.00	Set by statute
For the eighth & subsequent applications	LOW	£198.00	£198.00	Set by statute
	MEDIUM	£316.00	£316.00	Set by statute
	HIGH	£473.00	£473.00	Set by statute
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00	Set by statute

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Transfer &amp; Surrender</b>				
Transfer		£169.00	£169.00	Set by statute
Partial Transfer		£497.00	£497.00	Set by statute
Surrender		£0.00	£0.00	Set by statute
Transfer Reduced fees		£0.00	£0.00	Set by statute
Partial Transfer Reduced fees		£47.00	£47.00	Set by statute
<b>Private Sector Housing</b>				
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£382.00	£391.55	
Enforcement Notices served under Housing Act 2004		£110.00	£112.75	Activities as prescribed
HMO Licence NEW - assisted application		£1,145.00	£1,173.65	Fees aligned June 2018
HMO Licence RENEWAL		£765.00	£784.15	
Civil Penalties housing offences - maximum			£30,000.00	
<b>Caravan Site Licence annual Licence (Option 2 of DCLG Guide for Charging)</b>				
Site licence new		£418.00	£428.45	Amalgamate across all areas
New licence per pitch		£16.00	£16.40	Amalgamate across all areas
Transfer of licence		£177.00	£181.45	Amalgamate across all areas
Alteration of conditions		£324.00	£332.10	Amalgamate across all areas
Annual fee per pitch		£14.00	£14.35	Amalgamate across all areas
Enforcement action -per hour		£55.00	£56.40	Hourly rate as for activity as prescribed. Amalgamate across all areas
Deposit, vary or deleting site rules		£111.00	£113.80	Amalgamate across all areas
Variation of licence		£110.00	£112.75	Amalgamate across all areas
<b>Other Fees for Information</b>				Hourly rate applies minimum for 2 hours
Environmental Info Individual, Non Commercial		£110.00	£112.75	Cost recovery
Commercial and Government		£110.00	£112.75	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£110.00	£112.75	Cost recovery
Safety Certification and administration	Minimum 2 hours	£110.00	£112.75	Cost recovery
Pre-Application Advice, hourly charge		£55.00	£56.40	
<b>Resident and Business Advice</b>				Hourly rate applies
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£55.00	£56.40	New cost recovery model - refer to officer guidance
Request for Advice		£55.00	£56.40	New cost recovery model - refer to officer guidance
Primary Authority Advice		£55.00	£56.40	New cost recovery model - refer to officer guidance
<b>Hackney Carriage / Private Hire Licensing</b>				
<b>Vehicle Licences</b>				Consideration 2019 for new environmental standard vehicles eg electric, low emission taxis
Hackney Carriage Vehicle New / Renewal		£275.00	£281.90	
Private Hire Vehicle New / Renewal		£275.00	£281.90	
Private Hire Vehicle with Dispensation		£320.00	£328.00	Cost recovery process of checking records add 1 hour time
Temporary Vehicle licence	Issue up to 3 months maximum	£220.00	£225.50	

## Public Protection Partnership

Description	Unit	Wokingham 2018/19 (Excl VAT) £	Wokingham 2019/20 (Excl VAT) £	Notes
<b>Private Hire Operators</b>				
Operator 1 vehicle	1 year	£179.00	£183.50	
Operator 2-5 vehicles	1 year	£310.00	£317.75	
Operator 6-10 vehicles	1 year	£520.00	£533.00	
Operator 11-15 vehicles	1 year	£720.00	£738.00	
Operator 16-20 vehicles	1 year	£975.00	£999.40	
Operator more than 20 vehicles	1 year	£1,175.00	£1,204.40	
Operator 1 vehicle	3 years	£428.00	£438.70	
Operator 2-5 vehicles	3 years	£753.00	£771.85	
Operator 6-10 vehicles	3 years	£1,248.00	£1,279.20	
Operator 11-15 vehicles	3 years	£1,730.00	£1,773.25	
Operator 16-20 vehicles	3 years	£2,341.00	£2,399.55	
Operator more than 20 vehicles	3 years	£2,819.00	£2,889.50	
Operator 1 vehicle	5 years	£545.00	£558.65	
Operator 2-5 vehicles	5 years	£900.00	£922.50	Based on £36 per vehicle per year on top figure
Operator 6-10 vehicles	5 years	£1,800.00	£1,845.00	Based on £36 per vehicle per year on top figure
Operator 11-15 vehicles	5 years	£2,700.00	£2,767.50	Based on £36 per vehicle per year on top figure
Operator 16-20 vehicles	5 years	£3,600.00	£3,690.00	Based on £36 per vehicle per year on top figure
Operator more than 20 vehicles	5 years	£4,419.00	£4,529.50	
Transfer of Operator Licence		£47.00	£48.20	
<b>Driver Licences</b>				
Driver – New / Renewal	3 years	£258.00	£264.45	Three Year Licence
Conversion of driver licence to another type		£76.00	£77.90	
<b>Other Charges</b>				
Transfer of vehicle to new owner		£110.00	£112.75	2 hours
Change of vehicle		£71.00	£72.80	
Replacement licence		£39.00	£40.00	
Replacement badge		£39.00	£40.00	
Replacement Vehicle licence Plate		£55.00	£56.40	
Meter test - retest after failure			£0.00	
Knowledge Test			£0.00	
Missed Appointments		£35.00	£35.90	
Disclosure and Barring Service Check (DBS)		£65.00	see note	Actual cost of DBS + half an hour admin £27.50
Advertising on a Hackney Carriage Initial		£45.00	£46.15	
Change of Address (PH & HC)		£14.00	£14.35	
Backing Plate		£24.00	£24.60	
Medical Exemption from carrying assistant dog		£21.00	£21.55	
Refund processing fee		£55.00	£56.40	
Change of vehicle registration		£55.00	£56.40	
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£56.40	New. Refer to officer guidance
Missed Appointments		£35.00	£35.90	
Age of vehicle retest		£55.00	£56.40	New
Disability Awareness Training Course				Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Safeguarding Training				Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
First Aid training for drivers		£27.00		Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£56.40	