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TO THE CHAIRMAN AND MEMBERS OF THE **EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive to be held on Thursday, 17 November 2022 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. The broadcast will be stopped when the confidential/Part II item on the agenda is reached. Generally, the public seating areas are not filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed.

The Chairman of the meeting has the discretion to terminate or suspend filming, if in his/her opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming might infringe the rights of any individual.

As cameras are linked to the microphones, could Members ensure they switch their microphones on before they start to speak and off when finished and do not remove the cards which are in the microphones.

The agenda for the meeting is set out below.

JULIE FISHER
Chief Executive

AGENDA

PART I - PRESS AND PUBLIC PRESENT

1. Minutes

To approve the minutes of the meeting of the Executive held on 6 October 2022 as published.

2. Apologies for Absence

3. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

4. Declarations of Interest (Pages 5 - 6)

- (i) To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.
- (ii) In accordance with the Officer Employment Procedure Rules, the Chief Executive, Julie Fisher, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Fisher may advise on those items.
- (iii) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Corporate Resources, Kevin Foster declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Foster may advise on those items.
- (iv) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Place, Giorgio Framalitto, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Framalitto may advise on those items.
- (v) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Communities, Louise Strongitharm, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Strongitharm may advise on those items.

Questions

5. To deal with any written questions submitted under Section 3 of the Executive Procedure Rules. Copies of the questions and draft replies will be laid upon the table.

Notices of Motion

At its meeting on 13 October 2022, the Council referred the following Notice of Motion to the Executive for consideration.

6. Notice of Motion - Cllr J Morley - Fair Tax EXE22-076 (Pages 7 - 12)
Reporting Person – Corporate Leadership Team

Matters for Recommendation

7. Victoria Place Update EXE22-054 – to follow
Reporting Person – Giorgio Framalitto
8. Woking Strategic Partnerships EXE22-059 – to follow
Reporting Person – Giorgio Framalitto

9. Review of Fees and Charges 2023-24 EXE22-062 (Pages 13 - 124)
Reporting Person – Leigh Clarke
10. Calendar of Meetings 2023-24 EXE22-063 (Pages 125 - 128)
Reporting Person – Joanne McIntosh

Matters for Determination

11. Cost of Living Crisis Update EXE22-070 (Pages 129 - 142)
Reporting Person – Louise Strongitharm
12. Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2023-24 EXE22-064 – to follow
Reporting Person – Leigh Clarke
13. Draft Housing Revenue Account Budget Update 2023-24 EXE22-065 (Pages 143 - 152)
Reporting Person – Leigh Clarke
14. Draft Investment Programme 2022-23 to 2026-27 EXE22-066 (Pages 153 - 178)
Reporting Person – Leigh Clarke
15. Affordable Housing Delivery Supplementary Planning Document (SPD) EXE22-053 (Pages 179 - 230)
Reporting Person – Giorgio Framaliccio
16. Property Management EXE22-073 (Pages 231 - 238)
Reporting Person – Giorgio Framaliccio

Performance Management

17. Performance and Financial Monitoring Information
Please bring to the meeting your copy of the latest Performance and Financial Monitoring Information (Green Book).

Exclusion of the Press and Public

18. The Chairman will move and the Vice-Chair will second:-
“That the press and public be excluded from the meeting during consideration of item 19 in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.

Paragraph 1 – Information relating to any individual.

Paragraph 2 – Information which is likely to reveal the identity of an individual.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

PART II – PRESS AND PUBLIC EXCLUDED

Matters for Determination

19. Property Management EXE22-074 (Pages 239 - 242)
Reporting Person – Giorgio Framalitto

AGENDA ENDS

Date Published - 9 November 2022

For further information regarding this agenda and arrangements for the meeting, please contact Julie Northcote on 01483 743053 or email julie.northcote@woking.gov.uk



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Agenda Item 4.

Schedule Referred to in Declaration of Interests

Council-appointed directorships

Julie Fisher, Chief Executive	
Brookwood Cemetery Limited	Thameswey Guest Houses Limited
Brookwood Park Limited	Thameswey Housing Limited
Energy Centre for Sustainable Communities Ltd	Thameswey Limited
Rutland Woking (Carthouse Lane) Limited	Thameswey Maintenance Services Limited
Rutland Woking (Residential) Limited	Thameswey Solar Limited
Rutland (Woking) Limited	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	VSW Hotel Limited
Thameswey Developments Limited	Victoria Square Residential Limited
Thameswey Energy Limited	Victoria Square Woking Limited
Woking Necropolis and Mausoleum Limited	

Kevin Foster, Strategic Director – Corporate Resource	
Brookwood Cemetery Limited	Thameswey Housing Limited
Brookwood Park Limited	Thameswey Limited
Energy Centre for Sustainable Communities Ltd	Thameswey Maintenance Services Limited
Thameswey Central Milton Keynes Limited	VSW Hotel Limited
Thameswey Energy Limited	Victoria Square Residential Limited
Thameswey Guest Houses Limited	Victoria Square Woking Limited
Woking Necropolis and Mausoleum Limited	

Giorgio Framallico, Strategic Director - Place	
Brookwood Cemetery Limited	Thameswey Developments Limited
Brookwood Park Limited	Thameswey Energy Limited
Export House Limited	Thameswey Limited
LAC 2021 Limited (Dormant)	Thameswey Solar Limited
Kingfield Community Sports Centre Limited	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	Woking Necropolis and Mausoleum Limited
Woking Shopping Limited	

Louise Strongitharm, Strategic Director – Communities	
Rutland Woking (Carthouse Lane) Limited	Thameswey Developments Limited
Rutland Woking (Residential) Limited	Thameswey Guest Houses Limited
Rutland (Woking) Limited	Thameswey Housing Limited
Thameswey Limited	

EXECUTIVE – 17 NOVEMBER 2022

NOTICE OF MOTION – CLLR J MORLEY – FAIR TAX

Executive Summary

At its meeting on 13 October 2022, the Council referred the following Notice of Motion to the Executive.

Councillor J Morley

“This Council notes that:

1. The pressure on organisations to pay their fair share of tax has never been stronger.
2. Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.
3. Two thirds of people (66%) believe the Government and local councils should at least consider a company’s ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies.
4. Around 17.5% of public contracts in the UK have been won by companies with links to tax havens.
5. It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17 billion per annum in lost corporation tax revenues.
6. The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.

This Council believes that:

1. Paying tax is often presented as a burden, but it should not be.
2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.
3. As recipients of significant public funding, local authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property.
4. Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned.
5. More action is needed, however, as current and proposed new UK procurement law significantly restricts councils’ ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services.

Notice of Motion – Cllr J Morley – Fair Tax

6. UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

The Council recognises the importance of delivering the Council's Key Priorities for the residents of Woking whilst acting within the confines of the law and balancing the budget. With this in mind, the Council resolves to:

1. Support the Councils for Fair Tax Declaration.
2. This commits the Council to promoting responsible tax conduct through:
 - Leading by example and demonstrating good practice in our tax conduct, right across the Council's activities.
 - Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes.
 - Discouraging the use of offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
 - Undertaking appropriate due diligence to ensure that not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and if necessary take appropriate action within the confines of the procurement regime.
 - Seeking clarity, when appropriate, on the ultimate beneficial ownership of major suppliers UK and overseas and their consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.
3. Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.
4. Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax. .
5. Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies."

Officer Comment

"By supporting the Councils for Fair Tax Declaration, councils can demonstrate alignment to their values and encourage responsible tax practice through:

- Leading by example on their own tax conduct;
- Demanding to know who owns and profits from businesses the Council buys from – United Kingdom (UK) and overseas – and their full financial reports; and
- Joining calls for UK public procurement rules to change so that councils can do more to tackle tax avoidance and award points to suppliers that demonstrate responsible tax conduct.

As a political declaration, the declaration is seemingly uncontroversial. However, some of the details regarding the specific resolutions need to be clarified within the legislative and financial framework the Council must operate within. For ease of reference, the specific resolutions are taken in turn below.

Leading by example and demonstrating good practice in our tax conduct, right across the Council's activities.

The Council sets a high standard in how it administers its own tax affairs. The Council's Finance Director oversees the Council's finance affairs and benefits from specialist tax advice in such matters. The Council has a clean record in all its dealings with the Government's tax agencies. The Council also does its best to ensure that its suppliers operate high standards in carrying out their business activities. The Council's Financial Regulations and procurement approach is in line with statutory requirements, good practice and national policy.

Ensure IR35 is implemented robustly, and contract workers pay a fair share of employment taxes.

There are robust IR35 procedures in place. Any such appointment which might sit outside IR35, is referred to the Human Resources. The team carry out the IR35 checks via the governments online checking process, delivering a verdict which is then documented as part of the request.

Discouraging the use of offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.

The utilisation of offshore holding companies is common practice amongst property owners but the Council has not acquired any new properties since it purchased Dukes Court in November 2017 and has no intention to do so at the present time.

Undertaking appropriate due diligence to ensure that not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and if necessary take appropriate action within the confines of the procurement regime.

It is important to note that the Council must operate within the confines of the procurement regime and that actions available to the Council to penalise poor tax conduct are currently limited by a matter of law. This is clearly recognised by the fact that the resolution calls for support for *"urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies."*

Currently, financial appraisals of prospective suppliers focus purely on an organisation's financial viability and do not normally take an ethical view. It is extremely challenging to investigate tax affairs as part of this appraisal, given there is no readily available information on how companies pay their taxes, other than in the financial press. The Public Contracts Regulations 2015 (PCR 2015, regulation 57) provide for contracting authorities to exclude a supplier if they are aware it is in breach of its obligations relating to the payment of taxes or social security contributions, and where the breach has been established "by a judicial or administrative decision having final and binding effect".

Issues concerning tax avoidance, defined by the Government as bending the rules of the tax system to try to gain a tax advantage that Parliament never intended are, however, significantly more complex. The PCRs do not make provision for discretionary exclusion based on concerns about matters such as tax arrangements or beneficial ownership. Current legislation only allows exclusion in very limited circumstances – that is if a mandatory exclusion is triggered around a breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision. Offshoring or other legal (but morally dubious) grounds to minimise tax are not legitimate grounds to exclude a company from a procurement and would rightly result in a legal challenge as companies have the right to organise their tax affairs how they like, provided they are lawful.

Barring suppliers on this basis would therefore expose the Council to the risk of legal challenges and, accordingly, risk financial compensation being awarded to the very companies we wished to exclude from being in receipt of funds. Hence, whilst we can undertake appropriate due diligence the Council must take a pragmatic approach to the declaration and acknowledge that information

Notice of Motion – Cllr J Morley – Fair Tax

available to the Council may be limited and recognise that any actions that flow from the due diligence must be within the constraints of current legislation.

Furthermore, the Council needs to ensure that the resolution does not inadvertently cause any risk to the delivery of core services in areas where there is the most potential for the existence of complex beneficial ownership structures and sub-optimal tax arrangements. For example, areas serviced by large multinational corporations with complex tax arrangements, such as Microsoft or Amazon, who are known to have non UK based headquarters to benefit from alternative taxation regimes and complex beneficial ownership and offshore activities.

It is also difficult to argue that ‘poor tax conduct’ can be taken into consideration as a factor during the stages of the procurement decision making process, i.e. the technical specification stage, the award stage, or as a contract performance condition. This is because a company’s tax conduct is not ‘linked to the subject matter of the contract’, but it instead constitutes general commercial policy. It is therefore not possible to construct a convincing way in which authorities could devise criteria that could satisfy the relevant legal test that the criteria ‘linked to the subject matter’.

There are however opportunities to evolve in this area along the ethos of the proposed resolutions: The new regulations and supporting infrastructure proposed by Central Government will enhance access to relevant supplier data, which may allow contracting authorities to employ this data to make more informed decisions regarding which suppliers to contract with. Current assessment of what data this central platform will hold includes: central debarment list, central register of complaints and register of legal challenges.

The Council can review the supplier questionnaire and consider including enhanced self-declaration/self-assessment as part of the financial checks (on a pass/fail basis), shifting the burden to the suppliers to prove that their tax conduct is in accordance with UK legislation. Going further, we could consider the appropriateness of incorporating the Fair Tax Mark into tenders, or ask for proof that suppliers are working towards it (noting it would be advisable to offer an “or equivalent” type option, and/or give the Fair Tax Mark as simply an indication of how good tax conduct could be evidenced, rather than favour a sole indication which carries a cost for the supplier).

Promote Fair Tax Mark certification especially for any business in which we have a significant stake and where corporation tax is due.

The Council can promote (but, as outlined above, not necessarily reward) Fair Tax Mark certification to businesses.

Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses are proud to promote responsible tax conduct and pay their fair share of corporation tax.

The Fair Tax Foundation’s website describes Fair Tax week as:

“A UK-wide recognition of the companies and organisations that are proud to promote responsible tax conduct and pay their fair share of corporation tax. Using #CelebratingFair, the week will highlight digital events and provide a platform to explore the positive contribution corporation tax makes to society.” The Council shall consider what activities planned for Fair Tax week 2023 it would be acceptable to support when they are published next year and promote these accordingly.

Support calls for urgent reform of UK procurement law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.”

The Council can support calls for reform and utilises existing channels such as our membership of the Local Government Association and District Council Network.

The Council can support the Notice of Motion recognising the intention of the Fair Tax Mark and the legislative and financial framework we must adhere to.”

Notice of Motion – Cllr J Morley – Fair Tax

Background Papers: None.

Reporting Person: Councillor John Morley
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Date Published: 9 November 2022

EXECUTIVE – 17 NOVEMBER 2022

REVIEW OF FEES AND CHARGES 2023-24

Executive Summary

It is the Council's policy to review its discretionary fees and charges at least once a year.

Schedules of proposed charges for 2023/24 are attached at Appendix 1 (Communities), Appendix 2 (Place), Appendix 3 (Corporate Resources) and Appendix 4 (Rhoda McGaw Theatre).

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) **the discretionary fees and charges, as set out in Appendices 1 – 4 of the report, be approved;**
- (ii) **delegated authority be given to the Green Infrastructure Manager and Strategic Director - Place, in consultation with the Greener Woking and Planning and Regulation Portfolio Holders, to finalise the proposed street naming and numbering fees before implementing these from 1 April 2023;**
- (iii) **delegated authority be given to the Strategic Director – Place, in consultation with the Portfolio Holder for Planning and Regulation, to revise charges for the stray dogs service following the commencement of the new service contract to be effective from 1 January 2023; and**
- (iv) **delegated authority be given to the Strategic Director – Place, in consultation with the Portfolio Holder for Planning and Regulation, to agree charging fees in respect of electric vehicle charging.**

Reasons for Decision

Reason: The regular review of discretionary charges ensures that the Council maintains its income base and generates additional resources for the provision of services.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

Reporting Person: Leigh Clarke, Finance Director
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Date Published: 9 November 2022

1.0 Introduction

- 1.1 In accordance with Council Policy, fees and charges which are at the discretion of the Council are reviewed at least annually.
- 1.2 The fees and charges for 2022/23 were approved by the Council on 2 December 2021 and the forecast yields were incorporated in the budget approved by the Council on 10 February 2022.
- 1.3 As was the case when the 2022/23 fees and charges were agreed, service areas have been asked to look at ways of increasing yield through increased activity, revised charging or new charging opportunities. This process has been considered alongside the Council's Fit for the Future efficiency programme and has focussed particularly on those areas where charges are below comparable rates and where the cost of providing the services is not recovered.
- 1.4 Schedules of proposed charges for 2022/23 are attached at Appendix 1 (Communities), Appendix 2 (Place), Appendix 3 (Corporate Resources) and Appendix 4 (Rhoda McGaw Theatre).
- 1.5 The Council's "Strategy for Applying and Setting Fees and Charges for Services" sets out a broad and transparent approach to setting fees and charges. All charges are reviewed against this strategy and charges will be set in line with the framework outlined.
- 1.6 A commentary on any specific service issues arising from the review follows. The name of the relevant Officer contact has also been provided.

2.0 Communities

Housing Standards (Jacqui Dixon)

- 2.1 Housing Standards is a statutory service responsible for ensuring that private rented and sometimes housing association stock in the borough meets minimum property standards. The team aims to work informally with landlords through education but has powers to enforce where persuasion has failed or if there is an immediate danger.
- 2.2 The Housing Standards Team administers and enforces the Houses in Multiple Occupation (HMO) licences and the Canalside area Selective Licensing scheme. The Selective Licensing scheme ends in March 2023, it does not automatically renew in April 2023. Officers recommended to the Executive that a new scheme is not proposed and should be replaced by an Amenity Standard to cover the whole borough.
- 2.3 For 2023/24 it is recommended that all fees increase by 10%. Fees increased for the first time in 5 years in 2022/23 and the 2022/23 fees are in the lower half of HMO application fees in Surrey.

District and Borough	2022/23 standard HMO fee
Guildford	£912
Spelthorne	£776
Mole Valley	£728.78
Reigate & Banstead	£730
Waverley	£665

Woking	£660
Runnymede	£650
Elmbridge	£600
Tandridge	£450
Surrey Heath	unknown

- 2.4 No increase to fees has been proposed or activity has been forecast for Selective Licensing fees in 23/24 due to the Executive agreeing not to apply for a new Selective Licensing scheme in 2023/24.
- 2.5 The total reduction in income is due to the end of Selective Licensing scheme, however as noted in the Selective Licensing Review EXE22-060 report the lifetime cost of the scheme far outweighed the income.
- 2.6 Predicted MEES income has reduced from the previous year due to the limitations of enforcement action and focus on landlord education. The MEES funded project has now ended and will become part of the day to day Housing Standards work.
- 2.7 A new £50.00 fee has been introduced for a landlord not attending a pre-arranged appointment with the Housing Standards team. This is to encourage landlords not to waste Officer time and to appreciate the seriousness of the investigations to be undertaken.

Community Meals Service - Julie Meme

- 2.8 The Community Meals Service is a vital service for many elderly, vulnerable and disabled residents of Woking. There are two elements to the service:
 - o Community Meals Delivery Service
 - o Lunch and café provision in Community Centres and extra care schemes (Brockhill and Hale End Court)
- 2.9 Community Meals is a discretionary service and receives only £25,649 pa funding from SCC via a Service Level Agreement to provide the service.

Community Meals Delivery Service

- 2.10 Community meals currently delivers 1424 meals a week and finished 21/22 with an overall 18.7% increase in growth for all meals from 20/21 with 199 regular clients. For lunch time meals there was a 16.6% increase.
- 2.11 The menu offer has been adapted over the past 12 months and will continue to change to offer variety and flexibility to cater for all health needs. Community Meals now has a varied client base with an increase in clients with complex support needs due to mental health, alcohol, or drug related issues.
- 2.12 The Community Meals Service is more than a meal. By regular and often daily contact with our most vulnerable and isolated residents our staff can monitor their client's health and condition of the home and make the necessary referrals to other services and agencies to get involved when needed. Many of our clients have no family or visitors other than the Meals

Delivery Officer, our officer might be the only person they see, therefore reducing isolation and relieving pressures on other services. Most client's properties are entered by keysafe and lunch is plated up and presented to the client as they have severe mobility issues. The charge for a meal must therefore remain affordable and cost should not be a barrier to our most vulnerable residents.

- 2.13 Frozen meals are now being delivered alongside the hot lunch service to ensure client's needs are met and charged the same rate as the hot lunch service. This means we can deliver meals to clients who may have to attend appointments or would prefer to cook the meals themselves later in the day. The service is flexible and adaptable to meet the needs of the client.
- 2.14 The past 12 months has seen a consistent number of residents needing assistance from the Meals Service, many clients remaining with the service who joined in the pandemic.
- 2.15 The cost in relation to food and resources needed to maintain the service has increased annually. There are still price uncertainties due to how the cost of living, fuel and food prices will impact and potentially cause additional price increases. Apetito is the contracted food supplier and their price % increases over the past two years are shown below.

Apetito Price increase	
Year	Meal increase
2023	???
2022	9.8%
2021	2.3%

- 2.16 The Apetito 9.8% price increase in April 2022 (notified March 22) effectively wiped out the 10% price increase agreed by the Council last year and did not enable the deficit to be reduced in providing the service.
- 2.17 The Council's current two course lunch and frozen charge of £4.84 remains low across Surrey, with only Spelthorne, Guildford, Runnymede and Surrey Heath offering a service at a lower price. All District and Boroughs use the same supplier for the meals.
- 2.18 The 2022/2023 charges from some Surrey district and boroughs are:

Council	Cost Lunch 2022/23	
	Weekday Price	Weekend Price
Epsom and Ewell	£5.25	£5.25
Mole Valley	£5.80	£5.90
Elmbridge	£5.40	£5.50
Runnymede	£4.40	£5.05
Surrey Heath	£4.40	£5.35
Guildford	£4.50	£4.50
Spelthorne	£4.00	£4.00
Tandridge	no service	no service
Woking	£4.84	£4.84

Reigate and Banstead	no service	no service
Waverley	£7.00	£7.00
*2023/24 charges are not known but many are expected to increase.		

- 2.19 Woking does not have a different charge for weekend delivery although the staffing costs are higher which is why some D&Bs charge more. An option is to start charging more for weekend meals.
- 2.20 By introducing an additional 10p weekend charge for main lunch meal only at current client numbers and price could increase income by £2,070 pa with no additional costs. The introduction of a 10p increased weekend rate is recommended for lunch meal only.
- 2.21 The past 18 months costs have been exceptional. The pandemic did increase the number of clients, but it also significantly increased staffing costs and transportation in addition to food prices rising sharply. Prior to 2021/22 the charges for meals had not been increased for four years. Now the cost of food, fuel etc continues to rise.
- 2.22 The predicted deficit for the meals delivery service for 2022/23 is expected to be approx £82,000. Considerable efficiencies have recently taken place, both in processes and staffing and further changes are planned to further reduce the deficit. Different models of delivery are also being considered with partners and neighbouring authorities.

The Community Meals Delivery Service is discretionary and is subsidised.

Financial Year	Income Delivery Service	Expenditure	Staffing plus on costs	Deficit
2019/20	£200,026	£163,276	NA	
2020/21	£311,518	£128,499	NA	
2021/22	£285,444	£171,562	£202,288	£88,406
Est 2022/23	£280,000	£170,152	£192,015	£82,167

- 2.23 The past few years have been challenging for the meals delivery service. Although the pandemic saw a large increase in clients there were associated additional staffing, vehicle, food and fuel costs. Now with the “cost of living crisis” again food costs, fuel and increased staffing costs are making an impact on the viability of the service. There is uncertainty on client numbers going forward, but a marketing campaign and promotional offers are planned for this winter to increase up take.
- 2.24 In April 2023 the current meals delivery van contract ends. Procurement work is already under way to consider more cost-effective models of delivery with the intention to move away from the diesel vans to hybrid electric cars delivering via hot boxes. Current evaluations of other service models have provided us with an estimated saving of £18,000 per annum, if we move over to the hybrid model, but this is yet to go through procurement. This will reduce costs further from 2023.
- 2.25 An increase in meals cost is recommended to reduce the deficit and start moving towards the Community Meals Service covering its costs.
- 2.26 The table below indicates the potential increased income from the differing percentage price increase options, with the bottom row showing income, with the likely 10% increase in costs from the supplier.

Review of Fees and Charges 2023-24

Meal Type	Current Price	5% price increase	10% price increase	15% price increase	20% price increase
2 course Main	£233,946.00	£245,643.30	£257,340.60	£269,037.90	£280,735.20
Tea bag	£37,659.07	£39,542.02	£41,424.98	£43,307.93	£45,190.88
Breakfast	£2,272.80	£2,386.44	£2,500.08	£2,613.72	£2,727.36
Total	£273,877.87	£287,571.76	£301,265.66	£314,959.55	£328,653.44
Additional income generated	0	£13,693.89	£27,387.79	£41,081.68	£54,775.57
Additional income take away apetito raise in prices by 10%	0	£3,493.89	£17,187.79	£30,881.68	£44,575.57

2.27 The table below indicates the new charges if a 5%,

10%, 15% or 20% increase is applied.

Community Meals Delivery Price Increase 23/24					
Meal Type	Current Price	5% increase	10% increase	15% increase	20% increase
2 course lunch	£4.84	£5.08	£5.32	£5.57	£5.81
Tea	£2.42	£2.54	£2.66	£2.78	£2.90
Breakfast	£1.21	£1.27	£1.33	£1.39	£1.45

2.28 It is therefore recommended to increase the meals charges by 20% to reduce the deficit and bring the cost of a meal in line with other D&B services.

Lunch and Café Provision at Community Centres and Extra Care Scheme

2.29 Historically the Community Meals Team provided food in all community centre dining rooms and cafes. This model has changed in order to reduce costs and discussion are on going with the voluntary/private sector to transfer the responsibility of all the kitchens and cafes in the Community Centres to them, making further cost savings to the community meals service and expanding the offer for residents. This model has already proved successful, with the transfer of St Marys kitchen and café to Freshstart CIC in September 2022 and Moorcroft to Dramatize from 2 January 2023. Discussions are underway with partners considering taking on The Vyne café.

2.30 Since the pandemic clients requiring meals at the centres have not returned in the same numbers. This plus food and fuel costs have made taking on the cafes uncertain for the voluntary sector.

2.31 Whilst the meals at The Vyne are still provided in house, the cost of a two course hot lunch for extra care and those residents arriving via community transport is recommended to also increase by 20% from £5.50 to £6.60 per meal. The two course meal at the venues for day visitors not using Woking Community Transport would also increase by 20% from £6.60 to £7.92 per meal.

Centre Lunch Price Increase					
Meal Type	Current Price	5% increase	10% increase	15% increase	20% increase
The Vyne lunch (come by Bustler) or extra care	£5.50	£5.78	£6.05	£6.33	£6.60
Any Other User	£6.60	£6.93	£7.26	£7.59	£7.92

Careline - Julie Meme

- 2.32 Careline is a vital service for our residents who need extra reassurance to enable them to live independently at home.
- 2.33 As of 1st September 2022 there were 1,087 Careline clients. In Woking. There are currently 2 rates of weekly rental charges:
- £4.94 full rental - 845 clients
 - £4.20 reduced rental for those clients in receipt of means tested benefits - 242 clients
- 2.34 2021/22 saw the first increase (10%) in charges for 4 years.
- 2.35 The predicted income for 2022/23 is £216,996 from full rental clients and £52,852 from those on means tested benefits totalling £269,818. Income should exceed expectations but the trend over the past six months is that we have more cancellations mostly due to death and moving to care homes than new clients so there is a downward trend in number of clients. Then there is the impact of the cost of living crisis to consider.
- 2.36 The table below indicates the current rental charges of District and Boroughs in Surrey. It is not known what the other D&BS are recommending for 23/24 but increases are expected.

District and Borough	Weekly charge 2022/23
Woking	£4.94 or £4.20 if means tested benefit received
Spelthorne	£4.30
Waverley	£4.55
Surrey Heath	£4.90
Mole Valley	£4.60
Elmbridge	£3.92
Guildford	£4.60
Runnymede	£4.90

- 2.37 The Careline charge it also entitles the resident to the free falls response service, the only such service offered in Surrey.

Increase rental charges

- 2.38 The table below indicates the current Careline weekly rental charges and resulting income generated from different increase charge scenarios on current client numbers. Although Woking is the only district and borough in Surrey to have a reduced rental rate for those clients in receipt of means tested benefits it is not recommended to remove this lower rate all together. However, it is recommended to increase the lower rate by 50% of the difference between the lower and full rate after uplift.

	22/23 current charge pw	5% inc	10% inc	15% inc	20% inc
Full Rate 845 clients	£4.94	£5.19	£5.43	£5.68	£5.93
Additional income pw		£211.25	£414.05	£625.30	£836.55

Review of Fees and Charges 2023-24

Total income with increase pa	£217,064	£228,048	£238,594	£247,382	£260,564
Lower Rate 242 clients	£4.20	£4.82	£5.05	£5.28	£5.51
Additional income pw		£150.04	£205.70	£261.36	£317.02
Total income with increase pa	£52,853	£60,655	£63,549	£66,444	£69,338

Careline Full Rate

- 2.39 It is recommended to increase the Careline full rate weekly rental cost by 20% an increase of £0.99p per week bringing the weekly charge to £5.93.

Careline Lower Rate

- 2.40 It is recommended to gradually remove the two tier charge over the next two financial years, so that from 2025/25 there will be one full rate only in line with all other Surrey D&Bs. The difference at assumed increase by 20% to £5.93 from £4.20 current lower rate is a 50% difference increase of 87p pw to £5.07 pw. This will affect 242 residents.
- 2.41 These increases are necessary to cover the increased cost in capital outlay of purchasing the equipment and increased staffing costs and overheads.

GSM/Digital Alarm

- 2.42 The number of clients that do not have a telephone landline is increasing. Also, with the digital switch underway and due to be completed by 2025, moving forward all community alarms will run from a SIM card within the alarm unit. There are annual costs for the SIM card in a digital alarm.
- 2.43 The current charge for a SIM card in a GSM unit is £1.65 per week it is proposed to keep this charge the same and introduce this for all new clients or clients being upgraded to a digital hub as part of the upgrade process.

OwnFone

- 2.44 OwnFones were introduced during the pandemic and were used for clients who were Covid positive. As there is no connection to phone lines, it could simply be handed to the client on the doorstep without the need of a member of staff entering the home. The option to change it to a standard alarm was offered at the end of the free trial period but a small number of clients decided to keep the OwnFone. Like the traditional alarm the OwnFone will work within home and garden and when activated will connect to the Monitoring Centre in the normal way. OwnFones are not compatible with any other telecare, including a linked smoke alarm and the client needs to have the capacity to charge it on a regular basis, similar to a mobile phone.
- 2.45 When introduced a separate charge was agreed at £4.95. The table below indicates the charges with 5%, 10% 15% or 20% increase.

	22/23 current charge pw	5% inc	10% inc	15% inc	20% inc
OwnFone	£4.95	£5.20	£5.45	£5.70	£5.94

- 2.46 The proposal is to increase the weekly charge by 20%. There are 4 clients at present renting the OwnFone. The OwnFone does not allow for additional telecare peripherals to be added.

However, it gives clients choice over their finances by offering a basic alarm that can be used to summon help if required.

Smoke Alarms

2.47 For some time it has been policy to provide a Careline linked smoke alarm free of charge when you become a Careline client. This is good practice and recommended by the Fire and Rescue Service. The cost of a linked smoke alarm is £42.43 and is fitted by our Handyperson service. It is proposed to continue with this service free of charge to our clients because a free offer will encourage all clients to have a smoke alarm fitted, to minimise fire risk.

2.48 Summary New Recommended Charges

Type	Cost per week
Alarm – Full Rate (20% Increase)	£5.93
Alarm – Lower Rate – 50% difference	£5.07
OwnFone (20% Increase)	£5.94

Brockhill Extra Care - Julie Mémé

2.49 Brockhill has a guest room available for relatives/friends of tenants to rent when they visit Brockhill tenants. It is recommended that this charge is increased from £40 per night to £50.00 per night. Most visitors stay in the guest flat for one night only in order to visit a relative when they live far away. If they choose to stay in a hotel in Woking the charge would be considerably higher.

2.50 The hair saloon can be hired by an external hairdresser to benefit the tenants of Brockhill and visitors to the day centre to whom they charge for the haircuts etc. It is proposed to increase the hire charge for the hair dressing saloon, as customers have increased, from £45 to £50 per day or £25 to £30 per half day. The actual charges for the haircut, wash, perm etc is determined by the hairdresser providing the service but it is considerably cheaper than a High Street hairdressers.

2.51 It is recommended that a new charge be introduced at £15 per hour to hire rooms as one offs exclusively for parties, wakes etc.

Hale End Court Extra Care - Julie Mémé

2.52 Hale End Court extra care scheme's fees for renting the hairdressing saloon will follow the same pricing pattern as Brockhill i.e. £45.00 per day or £30 per half day.

2.53 There is no guest facility at Hale End Court however the dining room can also be hired exclusively for parties and wakes at the recommended £15.00 ph.

Homelink - Julie Mémé

2.54 Homelink is part of the NW Surrey Home Improvement Agency (HIA) Hub with Spelthorne, Runnymede and Surrey Heath BC's. Woking takes the lead role designed to provide a more consistent approach across the area and to provide efficiencies and savings in service provision.

2.55 The NW Surrey Hub has agreed to maintain the management fee to carry out major disabled adaptations at 15% of the adaptation cost of the works. Any increase reduces the amount available to spend on the actual disabled adaptations.

Handyperson Service - Julie Mémé

- 2.56 Homelink now operates the Handyperson service for the four boroughs. The proposed Handyperson charges will apply across all boroughs. Any income generated will benefit Woking and goes back into the running of the Handyperson service.
- 2.57 Most of the work carried out by the Handyperson service is to assist hospital discharge and to enable residents to remain safe and secure in their homes for as long as possible. There is no charge to the residents for this type of work. The volume of this work is increasing due to the aging population, the effect of the pandemic and our growing ties with Adult Social Care, Health and through the Alliance Integrated Care Partnership. The Handyperson Service is part funded by the Better Care Fund and the grant for 22/23 remained the same as the previous year. Funding for following years has not been confirmed.

DIY Handyperson Service

- 2.58 As most time available is dedicated to health and safety work, especially to assist hospital discharge, the actual time available for chargeable DIY work is diminishing. There is still a growing need for such a paid for DIY service where a resident wants a simple job like putting up shelves, curtain poles etc which are often too small a job for private contractors to be interested and they have no family/friends to help. There is also trust in our service which is why our clients are willing to wait for us to complete jobs as these DIY jobs are not our priority.
- 2.59 The proposed increase in DIY Handyperson charges is recommended to increase the ability of the service to become self-financing in the long term, cover the increased cost of fuel and material and provide resilience in the current uncertain price climate, whilst at the same time ensuring that the service is accessible for older, disabled or vulnerable residents.
- 2.60 The proposed hourly charges for our traditional Homelink customers (elderly, disabled or vulnerable) are for labour, unlike a private contractor we do not charge a separate call out fee. The cost of any materials purchased is also charged to the customer.

	DIY hourly charge including VAT 22/23	DIY hourly charge including VAT 23/24
Routine DIY	£35	£45
Minor Electrical Work	£50	£60
Minor Plumbing Work	£40	£50
Assisting voluntary organisations	£45	£55

- 2.61 Consideration is being given to the introduction of a dedicated chargeable DIY Handyperson service in order to maximise income with the demand and have the ability to offer the service to our private rented landlords we work with who also struggle to find contractors willing to carry out small repair jobs. This would encourage landlords to have small essential works carried out and provide access to a workman without the need to search for a contractor. This would be charged at a more commercial rate to cover all costs. It is anticipated that should this scheme proceed the charge should be a minimum of £97 per hour (plus VAT) in order to provide an income stream for the council rather than purely covering costs. No call out fee would be charged. This model may be trialled in 2023.

Independent Support Services - Julie Mémé

- 2.62 The Independent Support team provide support to our most vulnerable Council tenants in nine sheltered schemes, some de-designated schemes and some single community properties where elderly, vulnerable tenants are living in general needs properties. The tenants either pay for weekly or monthly support depending on their needs and this is charged in addition to the rent. This charge is mandatory for all new tenants but when the charges were introduced

in 2020 some tenants received protection from the new charges but had no guarantee how long the protection would last.

- 2.63 It is proposed that the support charge is replaced with a new charge called Tenancy Sustainment Charge. This charge will be Housing benefit eligible where applicable.
- 2.64 The new Tenancy Sustainment Charge has been calculated purely on the actual salaries plus on cost of the team charged across the number of tenants receiving the service and the frequency of the visits carried out.
- 2.65 The current weekly charge for a monthly visit in the community or de-designated scheme is £4.00 pw and this is recommended to increase to £5.59 pw. The current weekly charge for a sheltered scheme weekly visit is £11.80 and this is recommended to increase to £15.59.
- 2.66 Discussions are underway with Housing Benefit and Finance Teams to confirm that these charges and the duties carried out by the team can be claimed for by Housing Benefit. This means that any tenant receiving Housing Benefit will not actually pay the support charge but the HRA will receive the payment from Housing Benefit. This could result in an potential £187,000 payment into the Housing Revenue Account.
- 2.67 Of the tenants receiving support from the team there are currently 91 tenants not receiving Housing Benefit and of them 67 are already paying £11.80 pw.
- 2.68 The Independent Support Service Pop In Service was introduced as an additional service for our most vulnerable, elderly and disabled residents of the Borough based on the resident's individual needs and not where they live. This service is tenure neutral.
- 2.69 The service was aimed to support any resident of the borough to live independently at home as long as possible in a safe and secure environment. The tenure neutral service being based on the individual needs which may change over time and will be flexible to cover short periods i.e. hospital discharge, illness or bereavement or when family/carers go on holiday. It provides an hour visit by an Independent Support Officer but does not include any personal care, cleaning or gardening.
- 2.70 The current charge is £18.00 per hour and it is intended to increase this to £25.00 per hour.

Centres for the Community – Adam Thomas

- 2.71 The Centres for the Community are forecast a reduction in income from fees and charges. This is due to the increase in rental income through lease arrangements and therefore the overall income is not reduced. Leasing parts of the Centres enables the Council to sustain regular income and it enables local charitable groups and community interest companies to access affordable space to deliver their services.
- 2.72 A day-care service continues to be popular at St. Mary's in Byfleet and The Vyne in Knaphill and this offer is being expanded to include the supported living sites Brockhill in Goldsworth Park and Hale End Court in Old Woking. Currently, day-guests pay separately for their transport to the Centres and their hot meal. We would like to move to a day-care package arrangement whereby a customer, their family or carer, can pay an inclusive day fee which would include their transport, meal and activities. The exact cost for this is not confirmed due to ongoing discussions with the transport provider and their projected costs for 2023/24. However, the cost would be no more than £20 per person per day. This continues to provide a highly affordable support offer for elderly day-guests and will simplify the booking arrangements making the service more accessible. It is proposed that the Strategic Director for Communities in agreement with the Portfolio Holder for Health and Wellbeing have the delegated authority to approve this request once the detail has been confirmed.

3.0 Place

Building Control Fees (David Edwards, Chief Building Control Surveyor)

- 3.1 Building Control operates in a financially competitive environment; the fees we are allowed to charge are covered by The Building (Local Authority Charges) Regulations 2010 which require us to balance income against expenditure. Due to the major schemes carried out in Woking over the past 6 years the fees have remained unchanged to prevent a surplus accruing. Now, to bring us into line with adjoining boroughs, it is proposed to raise the fees by 10% across the board for 2023/24 and again for 2024/25. However it should be noted that Building Control day to day finances are very much affected by major projects.

Car Park Charges (Mark Tabner)

- 3.2 Car parking income represents a significant income source to the Council and as such has a substantial contribution to make to the Council's longer-term financial sustainability and helping to set and maintain a balanced budget. An effective approach to parking including fee setting is essential to ensure a vibrant mixed use town centre offering retail, public service, leisure, cultural, business and residential facilities that work for local residents and attract visitors and businesses.
- 3.3 The proposed changes set out below are in line with the Council's current Medium Term Plan and the Council Strategy and seeks a balance between factors including economic activity, financial sustainability and the Climate Emergency that the Council had declared.
- 3.4 Activity in the town centre car parks remains around 35% less than pre-pandemic levels. As part of the fees and charges review the forecast activity levels have been reduced by 35% against each tariff. The main points/changes include;
- Retaining the £3 for up to 3 hours on Saturday in Victoria Place Car Park
 - Extending £3 for up to 3 hours on Sundays in all town centre car parks (previously £3 for up to 2 hours)
 - Increasing the charge for up to 1 hour from £1.60 to £1.80.
 - Increasing the overnight charge from £1.50 to £2.20.
 - Increasing the seven-to-24-hour charge from £13 to £15.
- 3.5 The tariffs for out-of-town car parks are increased and the period of free parking at Woking Park is reduced from three hours to two hours.

- 3.6 The £0.70 increase is estimated to generate an additional £385K. Whilst this is a proportionally high increase to the overnight tariff the Council's new car park management system includes functionality which enables retailers, including night-time venues such as the theatre and cinema to offer discounted parking to their customers as part of a promotion. This functionality is being developed into a trial for 2023.

Parking Trial

- 3.7 The tariff trial for Victoria Place car park is based on £3 for up to three hours parking on Saturdays. This means anyone staying for up to one hour will continue to pay £1.60 but anyone staying between 61 minutes to three hours will pay £3 in total. The trial commenced on 3 September, once the 21-day statutory traffic regulation order ended.

- 3.8 The trial seeks to offer cheaper parking and encourage car park users to extend their stay. To measure the effectiveness of the trial, data from 9 April to 27 August was used to establish a pre-trial baseline. This is compared to the data captured during the first ten Saturdays of the trial (latest data available), from 3 September until 5 November. For the purposes of the analysis the night-time charges have been excluded as these cross over from the previous day or into the next day.
- 3.9 During the trial the average number of transactions for stays of up to 2 hours increased by 5% (189) and for three hours increased by 4% (134).
- 3.10 The total number of transactions pre-trial was 2,867. The number of transactions has been above the baseline for each of the last seven weeks of the trial, which indicates a positive direction of travel and amounts to an additional 2,127 transactions. Visitor numbers at the other town centre car parks have remained static, suggesting customers are not moving from those car parks into Victoria Place.
- 3.11 Visitors are staying longer. Anecdotally, Woking businesses have provided a positive response to the car parking pilot. Retailers, restaurants and leisure operators in or near Victoria Place have seen a rise in footfall and turnover and have attributed this to the lower parking charge. As one retailer commented “last Saturday we had a peak in our trading trend and we saw town was buzzing throughout day, which compared to my other branches, Woking did almost 50% more trade than my other stores and that could be partially as result of reduced parking fee.”
- 3.12 The £3 for up to 3 hours is included in the proposed Fees and Charges schedule. A statutory traffic regulation order will need to be published in the local press for 21 days before any changes apply.
- 3.13 The proposed tariffs are estimated to generate an extra £500K. This includes the £400K already included in the Medium Term Financial Strategy plus a further £100K.

Car Park Season Ticket Charges (Mark Tabner)

CO₂ Permits

- 3.14 The CO₂ permit structure was introduced in 2008, incentivising lower emission vehicles by linking the price of a permit to the CO₂ rating of a vehicle. For example, vehicles with a CO₂ rating between 121 to 150g/km would pay £1,920 for a Band C permit. Vehicles with lower emission vehicles would qualify for a discounted A or B permit, whilst vehicles with higher emissions would pay increasingly more for Band D to G permits.
- 3.15 Whilst the permit prices have changed over the years, the upper and lower CO₂ limits for the seven bands have not changed since its introduction. The ban on new petrol and diesel cars, was brought forward by the government to 2030 and by 2035, all new cars and vans will have to have zero emissions at the tail pipe. To keep CO₂ permits in-step with the increasing availability and ownership of ULEV's it is proposed that a combination of adjustments are made to the pricing structure. These adjustments include;
- Adjusting the upper and lower CO₂ limits for each band to continue to incentivise the lowest emission vehicles.
 - Adjusting the percentage discount for Bands A and B and the percentage surcharge for Bands D to G.
 - Adjusting the price of a Band C permit (Band C is the baseline price from which discounts for Bands A, B and surcharges for Bands D to G are calculated).
- 3.16 We currently offer seven permit bands, each with a lower and upper CO₂ ratings as shown in the table below.

Review of Fees and Charges 2023-24

Permit Band	CO ₂ rating	% Discount or Surcharge	Price to Customer
A	0 - 100	-50%	£960
B	101 - 120	-25%	£1,450
C	121 - 150	0%	£1,920
D	151 - 165	+10%	£2,120
E	166 - 185	+15%	£2,220
F	186 - 225	+20%	£2,320
G	226+	+25%	£2,400

3.17 It is proposed a combination of adjustments are made over the next three years. As shown in the table below, for 2023/24 the price of a Band C permit is increased by £280, from £1,920 to £2,200. The discounts for Band A and B permits are adjusted from -50% to -40% and from -25% to 20% respectively.

2023/24			
Permit Band	CO ₂ rating	% Discount or Surcharge	Price to Customer
A	0 - 100	-40%	£1,320
B	101 - 120	-20%	£1,760
C	121 - 150	0%	£2,200
D	151 - 165	+10%	£2,420
E	166 - 185	+15%	£2,530
F	186 - 225	+20%	£2,640
G	226+	+25%	£2,750

3.18 For 2024/25 it is proposed the discounts for Band A and B permits are adjusted to -25% and -10% respectively. The upper and lower CO₂ limits are adjusted for Bands C to G and the surcharge for Bands D to G are each increased by 5%.

2024/25			
Permit Band	CO ₂ rating	% Discount or Surcharge	Price to Customer
A	0 - 100	-25%	£1,650
B	101 - 120	-10%	£1,980
C	121 - 135	0%	£2,200
D	136 - 150	+15%	£2,530
E	151 - 165	+20%	£2,640
F	166 - 180	+25%	£2,750
G	181+	+30%	£2,860

3.19 For 2025/26 the discount for a Band A permit is adjusted to -20% and the surcharge for a Band G permit is increased by 5%. The upper and lower CO₂ limits are adjusted for all Bands.

2025/26			
Permit Band	CO ₂ rating	% Discount or Surcharge	Price to Customer
A	0 - 49	-20%	£1,760
B	50 - 100	-10%	£1,980
C	101 - 120	0%	£2,200
D	121 - 130	+15%	£2,530
E	131 - 140	+20%	£2,640
F	141 - 165	+25%	£2,750
G	166+	+35%	£2,970

3.20 These changes are estimated to generate an additional £59,523 (ex VAT) in 2023/24, an additional £42,128 in 2024/25 and a further £41,824 in 2025/26.

	Income (Ex VAT)	Increase revenue from 2022/23 (Ex VAT)
2022/23	£298,371	/
2023/24	£357,894	£59,523
2024/25	£400,022	£101,651
2025/26	£441,846	£143,475

The cost impact on CO₂ permit users is smoothed more evenly across a three-year period. The annual impact on users is between £110 and £360 (inc VAT). Changing the upper and lower CO₂ limits of the permit bands realigns the pricing structure to the increasing shift towards ULEV's and the government's zero emission target.

Resident 24 Hour Permit

3.21 Residents living in Woking town centre Controlled Parking Zone (CPZ) area 1 can apply for a residents' 24-hour discounted car park permit. It allows unrestricted use of either the Victoria Place, Victoria Way or Heathside Crescent car parks. It is proposed the price of this permit is increased from £780 to £860. This would generate an additional £11K p.a.

EV Charging (David Loveless)

3.22 There is currently no payment system for the Council's EV charging points within the Town Centre car parks, so users can currently charge their vehicles for free. Council officers are currently considering a number of suppliers to install and operate a payment and usage monitoring system and to maintain the EV chargers. This proposal to install a payment system has already been approved by the Executive in its November 2021 meeting.

3.23 The EV chargers create an ongoing cost to the Council in terms electricity usage and maintenance costs, and this cost will likely rise further if the expected increase in electric vehicle ownership takes place. This long-term cost can be off-set via a payment system. The back-office telemetry to be installed will also allow for monitoring of EV charger usage, and for active monitoring of the chargers' performance in order proactively maintain them.

- 3.24 A rate per Kilowatt hour to charge the end users has not yet been finalised, and discussions are ongoing with the energy provider Thameswey and with potential EV charging operators over the most suitable rate to charge. It is proposed that delegated authority is given to the Strategic Director of Place, in consultation with the Portfolio Holder, to agree charging fees. The intention is to have the payment system fully operational by March 2023 at the latest, but a sooner date is being aimed for.
- 3.25 The public will be notified very soon about the intention to put in a payment system, via a marketing campaign, then the pricing levels will be communicated to the public at a later date, nearer to the time that the chargers become operational.

Garden Waste Collection Subscription Charges (Mark Tabner)

- 3.26 The garden waste collection service resumed in April 2022, following a period of reduced service caused by the HGV driver shortage. Subscribers have been provided with a six-month extension before being asked to renew. The current subscription fee has remained unchanged for over five years at £45 for the 1st bin, £30 for additional bins and concessionary rates at 50%. For 2023/24 it is recommended that all subscribers are charged the same flat rate of £50 per bin. This removes the discounted additional bin charge and concessionary discount. A key rationale for charging for providing a garden waste service is that not all residents require the service. Those producing garden waste can opt to subscribe, take material to the Community Recycling Centre (FOC) or home compost, which is the most environmentally friendly way of dealing with garden waste. Based on existing subscription numbers, this is estimated to generate an additional £155K p.a.

Bulky Waste Collection Charges (Mark Tabner)

- 3.27 The charges are based on a rate for the first item (cost of arriving at the property to make the initial collection) and a lower rate for additional items, up to a maximum of 10 items. It is recommended that the price is increased from £30 to £35 for the 1st item and from £10 to £15 for each additional item, with concessionary rates retained at 50%. This price increase ensures the service continues to cover the contracted collection cost whilst remaining competitive with local commercial operators.

Street Naming and Numbering

- 3.28 Street naming and numbering is a statutory responsibility managed by Woking Borough Council. The management and administration of addressing in the borough prevents the duplication of names and numbers. The Borough Council works with Royal Mail, property owners, property developers and members of the authority to make sure suitable names are chosen for existing properties, new properties, and new streets. These are also circulated to other organisations including the Emergency Services.
- 3.29 The Council's maintenance of the Local Land and Property Gazetteer (LLPG), which feeds daily into the National LPG, ensures emergency services can find properties quickly, post is delivered efficiently, delivery companies can provide a reliable service and service provider records are up to date and accurate.
- 3.30 The Council exceeds the statutorily expected minimum of providing solely a street / property naming service, by delivering additional discretionary street naming and numbering services. These include:
- Naming and numbering new properties, including conversions.
 - Making alterations to the name or numbering of new developments after the initial naming and numbering has been undertaken.
 - Notifying relevant third-party organisations of new official addresses.
 - Providing confirmation of new or altered official addresses.

- Resolving challenges to existing official naming/numbering schemes held within the LLPG.

3.31 These involve processes including:

- Checking of application forms.
- Confirming planning permission is in place, where required.
- Checking locational details are accurate.
- Consulting and liaising with external organisations such as Royal Mail (for approval of a postcode) and the Emergency Services.
- Liaison by email, letter, and telephone with the applicant throughout, including providing formal address confirmation letters / emails.
- Recording of confirmed information on the LLPG.

3.32 The Council has not previously applied fees for these additional services; the costs were instead provided for through the general fund, at a cost to council taxpayers generally. At a time of local rising service delivery costs and in the context of (growing) fees applied by most other local authorities in the county and nationally, it is appropriate for Woking Borough Council to introduce fees for Woking's street naming and numbering services where possible.

3.33 Fees are proposed to be implemented from April 2023. The purposes are to:

- Gather a fair income to cover the costs of providing the addressing service, whilst not making a profit (in accordance with relevant legislation).
- The fees will also contribute towards key corporate and service objectives concerning financial control and the 2022 / 23 priority commitment to consider new approaches to increase income.

3.34 The proposed initial fees are as set out in the accompanying schedule.

3.35 The above fees have been developed having regard to the Council's Strategy for setting Fees and Charges, the full direct and wider costs of the service, the typical range of service users, the average number of applications received each year, and in light of benchmarking with the equivalent fees of other local authorities.

3.36 The proposed fees sit midway within the range of fees charged by other authorities. They also recognise that service users are obliged to address properties through the relevant local authority for the location, and hence this is a non-competitive fee charging environment.

3.37 Street naming and numbering fees are not VAT liable.

3.38 These proposed fees are still subject to:

- Risk analysis and an equalities impact assessment
- Consultation with the Greener Woking and Planning and Regulation Portfolio Holders, and the Strategic Director for Place.

(Any updates to the proposed fee schedule will be reported verbally at the meeting).

3.39 Based on the services provided in 2020 and 2021, as a conservative estimate the proposed fees would contribute an average £20,000 per annum income towards service delivery costs. This is considered an appropriate level at which to pitch this first charging regime for Woking's street naming and numbering services. There is potential to increase these fees in future years if receipts insufficiently cover the costs of service provision.

3.40 It is recommended that these fees are increased each year in line with the Retail Price Index (RPI) to ensure they take account of inflationary impacts on service costs.

- 3.41 Following commencement of fee charging, the street naming and numbering application numbers and process will be monitored, to ensure continued high quality and effective service operation and to gauge real time income receipts and service costs. It should be noted that applications numbers received do already vary annually according to variations in the amount and pace of new developments coming forward.
- 3.42 Should any immediate concerns be identified, the opportunity can be taken during the year to review the fees and, if appropriate, to alter the pricing structure in accordance with changing circumstances: for example, any legislation changes, altered patterns of service use, further benchmarking and other variable costs. Any in-year review will be carried out in consultation with Financial Services, the relevant Portfolio holders, and the Leader of the Council.
- 3.43 Whilst formal consultation with users is not proposed, from 1 January 2023, officers will begin to communicate to current service users through the website and in correspondence the intention to begin charging fees from April. The fee schedule will be published online from early March 2023 and explanatory information and an electronic payment method will be provided. Feedback received in response to fee charging will be recorded and considered as part of the next review of fees and charges.
- 3.44 It is recommended that delegated authority be given to the Green Infrastructure Manager and Strategic Director for Place, in consultation with the Greener Woking and Planning and Regulation Portfolio Holders, to finalise the proposed street naming and numbering fees in light of Legal and other relevant advice before implementing these from 1 April 2023.

Stray Dog Service (Emma Bourne) Appendix 2

- 3.45 The Council will enter a new contract on 21st November 2022 for our stray dogs service. The basis of charges paid by the Council will be changing under the new contract and it is proposed to review the charges levied by the Council to dog owners after implementation of the new contract to determine whether changes are necessary to offset any increase in operational cost. It is recommended that delegated authority be given to the Strategic Director for Place in consultation with the Portfolio Holder for Planning and Regulation to revise charges for the stray dogs service following the commencement of the new service contract to be effective from 1 January 2023.

4.0 Corporate Resources

Local Land Charges (David Ripley) (Appendix 3)

- 4.1 The national Local Land Charges (LCC) Programme will make Her Majesty's Land Register (HMLR) the sole registering authority and official search provider for LLC in accordance with the provisions of the Infrastructure Act 2015. Woking Borough Council is currently going through the migration process to transfer the data from the current LLC registry to the national digital registry and the scheduled completion date is before the start of 2023/24. LLC searches & fee setting will therefore not be carried out by the Woking Borough Council from that date. These will be carried out via the national LLC portal on the GOV.UK website, apart from some non-Surrey CC Con29 questions. Surrey CC increase their fees each year, these will be updated once notification is received.
- 4.2 The current LLC search fees have been carried forward, as these will not be charged or set by the Council once the migration exercise has been completed. However, they have been removed from the cost/income calculation of the standard search fee to reflect the situation once migration has been completed. A reasonable increase has been applied to the remaining non Surrey CC Con29 questions which have not had an increase since 2018/19.

Taxis and Private Hire (Gareth John) (Appendix 3)

- 4.3 A modest increase in respect of the fees and charges schedule for taxi licensing is proposed following the approach taken for the past 2 years. The Licensing Department is running at deficit and until 2 years ago fees had not been increased for a number of years. Due to a continuing challenging trading environment it is proposed that the deficit be eliminated by gradual increases over the coming years rather than by a sudden sharp increase.

5.0 Corporate Strategy

- 5.1 The setting of appropriate Fees and Charges aligns with the Corporate Plan priority for Effective Use of the Council's Resources, achieving best value for taxpayers and enabling the continued provision of services. Individual services, as outlined in the detail of this report, support the Council's key areas of service provision.

6.0 Implications

Finance and Risk

- 6.1 The changes in fees and charges considered in this report are summarised in the following table.

	Budget 2022/23	Estimated Yield 2023/24	Change in Yield	
	£'000	£'000	£'000	%
Communities	1,485,642	1,499,524	13,882	0.9%
Place	1,355,860	1,619,437	263,577	19.4%
Place - Car Parks	7,766,224	7,118,842	-647,382	-8.3%
Place - On Street Parking	672,100	-	-672,100	-100.0%
Corporate Resources	445,117	447,994	2,877	0.6%
Total	11,724,943	10,685,797	-1,039,146	-8.9%

- 6.2 Not all of the fees and charges income in the table above will directly affect the overall position in the Council's General Fund budget also on this agenda. There will also be associated increases in costs for some services where activity has increased.
- 6.3 There is a reduction in income forecast to be generated from the community centres in 2023/24 which is partly offset by new rental income of £46,670 not included in this report. This rent increases the Communities total change in income to 4%.
- 6.4 Car Park budgets were held at pre-Covid levels for 2022/23 with a provision of £1.3m assumed from reserves to reflect forecast activity levels reductions post pandemic. A further £1m risk was recognised in the July 2022 MTFs. The proposed changes to charges, and assumed activity levels, for 2023/24 result in forecast income below 2022/23 budgeted levels but represent a significant contribution towards recovery of income compared to 2022/23.

Equalities and Human Resources

- 6.5 This review forms part of the annual work plan of staff in the Council's service areas. No specific training and development issues have arisen as a result of the review.

Legal

- 6.6 Local authorities have a variety of powers to charge for specific statutory services set out in statute. The Local Government Act 2003 also provides a power to trade and a power to charge

for discretionary service. The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services.

7.0 Engagement and Consultation

- 7.1 Consultation has been undertaken with Freedom Leisure and the Leisure Partnership Board on 20th October 2022 on the 'core' and 'non-core' charges for the Leisure Management Contract.
- 7.2 The Goldsworth Park Angling Club has been consulted on the proposed charges for Fishing. No changes are proposed to the current fees.
- 7.3 Consultation has taken place with Ambassadors Theatre Group in respect of the proposed charges for the Rhoda McGaw Theatre.

REPORT ENDS

COMMUNITIES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED YIELDS 2023/24

	BUDGET 2022/23 £	BUDGET 2023/24 £
<u>Health & Wellbeing and Cultural Development</u>		
Leisure Centres (Woking / Sportsbox / Eastwood)		
Hoe Valley Leisure Centre - Outdoor		
Pool In The Park		
Leisure Centre & Pool In The Park Memberships		
Holiday Activity Camps		
		Part of Leisure Management Contract
<u>Community Support</u>		
The Vyne	38,950	27,106
St Marys	29,583	31,583
Moorcroft	56,217	33,720
Parkview	58,431	16,666
Tubs	1,440	1,760
WITS	68,614	62,168
<u>Housing</u>		
Housing Standards	41,436	23,504
Garage Rents	335,669	360,192
<u>Independent Living</u>		
Home Support Sevices	1,125	4,423
Homelink	148,000	148,000
Careline	289,659	330,958
Community Meals	397,993	441,037
Brockhill	4,850	4,732
<u>Council Housing Services</u>		
Lakeview Social Centre (HRA)	13,540	13,540
References For Lenders (HRA)	135	135
COMMUNITIES DIRECTORATE - TOTAL FEES AND CHARGES	<u>1,485,642</u>	<u>1,499,524</u>

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	LEISURE CENTRES (Woking (WLC) and Sportsbox (SB) and Eastwood (ELC)) All charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually. All income generated will be returned to the Council via the Management Fee arrangements.			
	<u>Fitness Suite</u>			
	Gym Induction (Key Fitness membership includes free induction)			
33.00	Induction - Standard / Member Fitness DD / Annual	36.00	0.00	36.00
30.00	Sign Up Fee (Admin Fee)	33.00	0.00	33.00
22.50	Induction - Status/Concession	25.50	0.00	25.50
22.50	Bravehearts Induction	25.50	0.00	25.50
22.50	Wellness Induction	25.50	0.00	25.50
	Personal Training (1:1 dedicated instruction: not Core Charges)			
42.00	Single session	46.00	0.00	46.00
160.00	4 x Sessions (4 Pack)	175.00	0.00	175.00
320.00	8 x Sessions (8 Pack)	349.00	0.00	349.00
160.00	4 x Sessions (DD Rate)	175.00	0.00	175.00
320.00	8 x Sessions (DD Rate)	349.00	0.00	349.00
0.00	5 x Sessions - No longer offered	No longer offered		
0.00	10 x Sessions - No longer offered	No longer offered		
	Gym Program			
Free	Standard Program Card	Free	Free	Free
20.00	Beginner Tailored Training Program (1-2 Workouts)	22.00	0.00	22.00
40.00	Advanced Tailored Training Program (3-5 Workouts)	44.00	0.00	44.00
0.00	Wellness Key - No longer sold	No longer sold		
	Gym casual price per visit			
0.00	Memberships (Fitness DD/Annual)	0.00	0.00	0.00
9.00	Standard	9.90	0.00	9.90
6.80	Status	7.70	0.00	7.70
4.50	Concession	5.40	0.00	5.40
2.90	Member surcharge for status & concession at Peak Usage (Monday - Friday 6-9pm)	3.00	0.00	3.00

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
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	<u>Health related activities</u> Wellness / Bravehearts / GP Referrals / Lung Rehab			
0.00	Memberships (Fitness DD/Annual)	0.00	0.00	0.00
4.80	Standard (<i>only applicable for first 3 months - then revert to casual gym price</i>)	5.30	0.00	5.30
4.80	Status	5.30	0.00	5.30
2.50	Concession	3.00	0.00	3.00
2.60	Bolt on gym up to 15 minutes in addition to Lung, Wellness, Bravehearts sessions (supervised)	2.90	0.00	2.90
	Health Suite (Woking Leisure Centre only)			
0.00	Memberships (Fitness DD/Annual)	0.00	0.00	0.00
7.50	Standard	8.20	0.00	8.20
5.75	Status	6.45	0.00	6.45
3.75	Concession	4.45	0.00	4.45
	Specialist Fitness classes			
0.00	Memberships (Fitness DD/Annual)	0.00	0.00	0.00
9.00	Standard	9.90	0.00	9.90
6.80	Status	7.70	0.00	7.70
4.60	Concession	5.40	0.00	5.40
4.80	Concession Peak (after 6pm)	5.60	0.00	5.60
	Specialist classes (30 minutes)			
5.00	Standard	5.50	0.00	5.50
3.70	Status	4.20	0.00	4.20
2.60	Concession	3.10	0.00	3.10

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	General Fitness classes			
0.00	Memberships (Fitness DD/Annual)	0.00	0.00	0.00
8.00	Standard	8.80	0.00	8.80
6.00	Status	6.80	0.00	6.80
4.00	Concession	4.80	0.00	4.80
4.20	Concession Peak (after 6pm)	4.40	0.00	4.40
	General classes (30 minutes)			
4.50	Standard	4.80	0.00	4.80
3.00	Status	3.50	0.00	3.50
1.90	Concession	2.50	0.00	2.50
	Virtual Classes (25 minutes) (Woking Leisure Centre only)			
3.00	Standard	3.30	0.00	3.30
2.00	Status	2.30	0.00	2.30
1.50	Concession	1.80	0.00	1.80
	Virtual Classes (45 minutes) (Woking Leisure Centre only)			
4.50	Standard	5.00	0.00	5.00
3.00	Status	3.50	0.00	3.50
2.00	Concession	2.50	0.00	2.50
	Fitness class/health related courses (various)			
50.00	Pilates (specialist) - DD/Annual Key Fitness member	54.50	0.00	54.50
62.50	Pilates (specialist) - pay as you go	68.50	0.00	68.50
45.00	Kettle bell course - DD/Annual Key Fitness member	49.50	0.00	49.50
70.00	Kettle bell course - pay as you go	76.50	0.00	76.50

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	50+ Club per session (Woking Leisure Centre only)			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
7.00	Standard	7.70	0.00	7.70
5.50	Status	6.20	0.00	6.20
3.50	Concession	4.20	0.00	4.20
	Indoor bowling per head/hour (Woking Leisure Centre only)			
5.00	Standard	6.00	0.00	6.00
3.75	Status	4.50	0.00	4.50
2.50	Concession	3.50	0.00	3.50
	Trampolining			
7.00	Standard	7.70	0.00	7.70
5.50	Status	6.20	0.00	6.20
3.80	Concession	4.50	0.00	4.50
	Fun and Bounce			
7.00	Standard	7.70	0.00	7.70
5.50	Status	6.20	0.00	6.20
3.80	Concession	4.50	0.00	4.50
	Creche - 75 minutes (Woking Leisure Centre only)			
2.10	Key Fitness Member	2.30	0.00	2.30
3.65	Standard	4.00	0.00	4.00
2.60	Status	2.90	0.00	2.90
1.65	Concession	1.80	0.00	1.80
5.00	Failure to attend a booked session without notice	5.50	0.00	5.50

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	Pick 'n Mix Playstore (Woking Leisure Centre only) (includes accompanying adults)			
6.00	Playstore 4-12yrs - Standard	6.60	0.00	6.60
4.50	Playstore 4-12yrs - Status	5.10	0.00	5.10
3.00	Playstore 4-12yrs - Concession	3.60	0.00	3.60
4.25	Playstore up to 4yrs - Standard	4.70	0.00	4.70
3.25	Playstore up to 4yrs - Status	3.70	0.00	3.70
2.20	Playstore up to 4yrs - Concession	2.65	0.00	2.65
5.20	Go Banana's Standard	5.70	0.00	5.70
4.10	Go Banana's Status	4.60	0.00	4.60
3.20	Go Banana's Concession	3.70	0.00	3.70
2.00	1 Adult per child free of charge, additional adults required to pay spectator @ £2.00	2.20	0.00	2.20

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	Badminton - 1 hr per head			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
4.50	Standard	5.00	0.00	5.00
4.00	Status	4.50	0.00	4.50
2.40	Concession	2.90	0.00	2.90
	Short tennis - 1 hr per head			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
4.50	Standard	5.00	0.00	5.00
4.00	Status	4.50	0.00	4.50
2.40	Concession	2.90	0.00	2.90
	Badminton Club			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
5.85	Standard	6.40	0.00	6.40
4.40	Status	4.95	0.00	4.95
2.85	Concession	3.40	0.00	3.40
	Basketball - 1 hr, single hoop practice (3 courts min)			
32.50	Standard	35.50	0.00	35.50
25.00	Status	27.30	0.00	27.30
16.50	Concession	18.00	0.00	18.00
	Table tennis - 1 hr per head			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
4.50	Standard	5.00	0.00	5.00
4.00	Status	4.50	0.00	4.50
2.40	Concession	2.90	0.00	2.90

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	Table tennis - 45 mins per head			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
3.80	Standard	4.20	0.00	4.20
3.00	Status	3.40	0.00	3.40
2.20	Concession	2.60	0.00	2.60
	Squash - 45 minutes per head (Woking Leisure Centre only)			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
4.90	Standard	5.40	0.00	5.40
4.00	Status	4.50	0.00	4.50
2.50	Concession	3.00	0.00	3.00
	Woking Squash Club night (Woking Leisure Centre only)			
0.00	Membership (Fitness DD/Annual)	0.00	0.00	0.00
5.75	Standard	6.30	0.00	6.30
4.50	Status	5.05	0.00	5.05
2.50	Concession	3.05	0.00	3.05
	<u>Other activities and Sundry income</u>			
2.20	Spectator	2.40	0.00	2.40
4.50	Shower	5.00	0.00	5.00

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	<u>Sports Courses</u> (Key Card required to access courses)			
6.00	Special needs badminton - Standard	6.60	0.00	6.60
5.70	Special needs badminton - Status	6.30	0.00	6.30
3.25	Special needs badminton - Concession	3.60	0.00	3.60
6.30	Tramps - 1 hr 6-15 years - Status	6.90	0.00	6.90
3.20	Tramps - 1 hr 6-15 years - Concession	3.80	0.00	3.80
4.40	Mini tramps 30 min 3-6 years - Status	4.80	0.00	4.80
2.50	Mini tramps 30 min 3-6 years - Concession	2.90	0.00	2.90
	<u>Birthday Parties</u>			
225.00	Trampolining Party - up to 18 children	245.50	0.00	245.50
275.00	Trampolining Party - additional child 7-30 (per child)	300.00	0.00	300.00
275.00	Trampolining joint Party (2 birthday children) max of 30 children	300.00	0.00	300.00
175.00	Football, Basketball, Netball, Traditional party games	191.00	0.00	191.00
185.00	Tumbling Tots (3-5 years) Structured (replaces Tum Tigers)	191.00	0.00	191.00
180.00	Tumbling Tinies (1-3 years) un structured (replaces Soft Play)	191.00	0.00	191.00
180.00	Mixed Games Party (non traditional games inc Dodgeball)	191.00	0.00	191.00
180.00	Playstore toddlers Party (age 3-4, up to max of 30 children)	196.50	0.00	196.50
180.00	Playstore Adventure Party (shared) for age 5-12 year olds	196.50	0.00	196.50
230.00	Playstore Adventure Party (exclusive) for age 5-12 year olds	250.00	0.00	250.00
	<u>Facility Charge per hour</u>			
200.00	Main Hall (full) - Level 1: Commercial Trader	217.00	0.00	217.00
175.00	Main Hall (full) - Level 2: Commercial Sport	193.00	0.00	193.00
142.00	Main Hall (full) - Level 3: Standard Leisure	155.00	0.00	155.00
100.00	Main Hall (full) - Level 4: Community Leisure	109.00	0.00	109.00

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	<u>Facility Charge per hour (cont.)</u>			
100.00	Main Hall (half) - Level 1: Commercial Trader	109.00	0.00	109.00
90.00	Main Hall (half) - Level 2: Commercial Sport	99.00	0.00	99.00
75.00	Main Hall (half) - Level 3: Standard Leisure	81.80	0.00	81.80
49.00	Main Hall (half) - Level 4: Community Leisure	53.50	0.00	53.50
55.00	WLC Studio 3 (First floor) - Level 1: Commercial Trader	60.00	0.00	60.00
45.00	WLC Studio 3 (First floor) - Level 2: Commercial Sport	49.00	0.00	49.00
35.00	WLC Studio 3 (First floor) - Level 3: Standard Leisure	39.00	0.00	39.00
27.50	WLC Studio 3 (First floor) - Level 4: Community Leisure	30.00	0.00	30.00
80.00	WLC Studio 1 or 2 (Second floor) / HVLC Studios - Level 1: Commercial Trader	87.20	0.00	87.20
65.00	WLC Studio 1 or 2 (second floor) / HVLC Studios - Level 2: Commercial Sport	75.00	0.00	75.00
55.00	WLC Studio 1 or 2 (Second floor) / HVLC Studios - Level 3: Standard Leisure	60.00	0.00	60.00
38.00	WLC Studio 1 or 2 (Second floor) / HVLC Studios - Level 4: Community Leisure	41.50	0.00	41.50
85.00	WLC Wurlitzer Hall - Level 1: Commercial Trader	93.00	0.00	93.00
70.00	WLC Wurlitzer Hall - Level 2: Commercial Sport	76.50	0.00	76.50
55.00	WLC Wurlitzer Hall - Level 3: Standard Leisure	60.00	0.00	60.00
40.50	WLC Wurlitzer Hall - Level 4: Community Leisure	44.20	0.00	44.20
26.00	Badminton - Level 1: Commercial Trader	28.30	0.00	28.30
23.00	Badminton - Level 2: Commercial Sport	25.00	0.00	25.00
18.00	Badminton - Level 3: Standard Leisure	20.00	0.00	20.00
13.50	Badminton - Level 4: Community Leisure	14.00	0.00	14.00

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	Facility Charge per hour (cont.)			
15.00	WLC Squash - Level 1: Commercial Trader	16.40	0.00	16.40
13.00	WLC Squash - Level 2: Commercial Sport	14.20	0.00	14.20
10.00	WLC Squash - Level 3: Standard Leisure	10.90	0.00	10.90
8.00	WLC Squash - Level 4: Community Leisure	8.70	0.00	8.70
95.00	3G 7 a side - Level 1: Commercial Trader	103.50	0.00	103.50
78.00	3G 7 a side - Level 2: Commercial Sport	85.00	0.00	85.00
65.00	3G 7 a side - Level 3: Standard Leisure	71.00	0.00	71.00
50.00	3G 7 a side - Level 4: Community Leisure	54.50	0.00	54.50
38.00	3G 7 a side - Level 5: Off Peak / Education Use	41.40	0.00	41.40
300.00	WLC Playstore - Level 1: Commercial Trader	327.00	0.00	327.00
260.00	WLC Playstore - Level 2: Commercial Sport	283.50	0.00	283.50
230.00	WLC Playstore - Level 3: Standard Leisure (exclusive use)	250.70	0.00	250.70
160.00	WLC Playstore - Level 4: Community Leisure	174.40	0.00	174.40
45.00	New meeting room - Level 1: Commercial Trader	49.00	0.00	49.00
40.00	New meeting room - Level 2: Commercial Sport	43.60	0.00	43.60
30.00	New meeting room - Level 3: Standard Leisure	32.70	0.00	32.70
25.00	New meeting room - Level 4: Community Leisure	27.20	0.00	27.20
70.50	WLC Spin Studio - Level 1: Commercial Trader	70.50	0.00	70.50
59.00	WLC Spin Studio - Level 2: Commercial Sport	59.00	0.00	59.00
48.00	WLC Spin Studio - Level 3: Standard Leisure	48.00	0.00	48.00
35.50	WLC Spin Studio - Level 4: Community Leisure	35.50	0.00	35.50
	<i>Note, this is a room equipped with bikes</i>			

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	LEISURE CENTRES (Woking (WLC) and Sportsbox (SB) and Eastwood (ELC)) All charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually. All income generated will be returned to the Council via the Management Fee arrangements.			
	<u>Equipment Hire</u> 5.00 Hire Equipment - Standard 3.00 Hire Equipment - Status 2.50 Hire Equipment - Concession 10.00 Deposit (returnable)	5.00 3.00 2.50 10.00	0.00 0.00 0.00 0.00	5.00 3.00 2.50 10.00
	<u>Athletics</u> 75.00 Events - per hour (minimum charge 4 hours) 75.00 Events - each additional hour 26.00 Events - Floodlights - per hour 50.00 Training - per hour (minimum charge 1 hours) 26.00 Training - Floodlights per hour 37.50 Community Leisure Rate - per hour 37.50 Key Card Casual Rate - per hour	81.80 81.80 28.40 54.40 28.40 54.40 41.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	81.80 81.80 28.40 54.40 28.40 54.40 41.00
	<u>Events</u> 28.00 Additional staff - Recreation staff per hour (no NPLQ) 46.00 Additional staff - Coach/instructor per hour	30.00 50.00	0.00 0.00	30.00 50.00

NOTES

Standard = Full Rate

Status = Pre-school, Individuals in Full-Time Education (including on government training schemes), people with disabilities, and people 60 and over

Concession = Woking Residents in receipt of: Income Support, Job Seekers Allowance (income based), Employment Support Allowance (income related), Guaranteed Pensions Credit, Working Tax Credit and Child Tax Credit (where household income is £17,005 (2022-23 value) or less) and Universal Credit (income related).

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	HOE VALLEY - OUTDOOR / SCHOOL USE			
	All charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually. All income generated will be returned to the Council via the Management Fee arrangements.			
	ATHLETICS TRACK (Public & School Access)			
75.00	Events - per hour (minimum charge 4 hours)	81.80	0.00	81.80
75.00	Events - each additional hour	81.80	0.00	81.80
26.00	Events - Floodlights - per hour	28.40	0.00	28.40
50.00	Training - per hour (minimum charge 1 hours)	54.40	0.00	54.40
26.00	Training - Floodlights per hour	28.40	0.00	28.40
n/a	3G Pitches (Public Use) - see Leisure Centres Schedule	n/a	n/a	n/a
n/a	Football / Grass Pitches (Public Use) - see Outdoor Sports Schedule	n/a	n/a	n/a
	HOE VALLEY SCHOOL / ACADEMY USE			
	Main Sports Hall			
n/a	Academy Core Time (& Enrichment) - Service Charge paid instead of Hire Rate	n/a	n/a	n/a
	<u>Academy Use : Non-Core Time</u>			
3.30	Court per head / per hour (Status 16-18yrs)	3.60	0.00	3.60
1.70	Court per head / per hour (Concession Under 16yrs)	1.85	0.00	1.85
47.00	Entire Hall per hour	54.50	0.00	54.50
	Changing Rooms 1 & 2 (Indoor) - per session			
n/a	Academy Core Time (& Enrichment) - Service Charge paid instead of Hire Rate	n/a	n/a	n/a
15.00	Academy Use : Non-Core Time	17.50	0.00	17.50
	Changing Rooms 3 to 8 - per session			
11.00	Academy Core Time (& Enrichment)	14.00	0.00	14.00
13.75	Academy Use : Non-Core Time	16.00	0.00	16.00

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	HOE VALLEY - OUTDOOR / SCHOOL USE			
	All charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually. All income generated will be returned to the Council via the Management Fee arrangements.			
	3G Pitches - per hour			
26.00	Per court - Academy Core Time (& Enrichment)	32.00	0.00	32.00
38.00	Per court - Academy Non Core Time	42.00	0.00	42.00
31.00	Per court with Floodlights - Academy Core Time (& Enrichment)	37.00	0.00	37.00
43.00	Per court with Floodlights - Academy Non Core Time	48.00	0.00	48.00
	Fitness Gym - per hour / per session			
	<u>Academy Core Time & Enrichment</u>			
18.50	Induction	20.00	0.00	20.00
6.00	Status (16-18 yrs)	7.70	0.00	7.70
3.50	Concession (Under 16)	5.40	0.00	5.40
	<u>Academy Non Core Time</u>			
33.00	Induction	36.00	0.00	36.00
6.00	Status (16-18 yrs)	7.70	0.00	7.70
3.50	Concession (Under 16)	5.40	0.00	5.40
	Studios - per hour			
31.00	Academy Core Time & Enrichment	35.00	0.00	35.00
38.00	Academy Non Core Time	41.50	0.00	41.50
	Outdoor Use of Pitches - General Activity			
n/a	Academy Core Time (& Enrichment) - Service Charge paid instead of Hire Rate	n/a	n/a	n/a
	Academy Use : Non-Core Time - see Notes below		To be confirmed	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	HOE VALLEY - OUTDOOR / SCHOOL USE			
	All charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually. All income generated will be returned to the Council via the Management Fee arrangements.			
	Grass Pitches			
	<u>Academy Core Time & Enrichment</u>			
29.75	Full Size - Match	29.75	0.00	29.75
20.00	Full Size - Training	22.00	0.00	22.00
36.00	Additional Line markings (subject to specific requirements)	40.00	0.00	40.00
	<u>Academy Non Core Time</u>			
40.00	Full Size - Match	44.00	0.00	44.00
31.50	Full Size - Training	35.00	0.00	35.00
36.00	Additional Line markings (subject to specific requirements)	40.00	0.00	40.00

NOTES

Public Rates will operate: 1 April - 31 March

Academy: above scheduled rates will apply for each Academic year (ie: the 2023/24 rates will be applied from 1 Sept 2023 and run to 31 August 2024). The Rates then agreed for 2024/25 financial year will come into effect at the start of the Academic Year 2024 etc).

The Academy will set the Public Hire Rates to be charged by the Leisure Operator for the Use of the School MUGA's. The Academy is yet to set the rates.

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	POOL IN THE PARK All income generated will be returned to the Council via the Management Fee arrangements.			
	Casual Swimming <i>Carers attending swimming with the person/people they care for gain access to the pools free of charge.</i>			
	Casual Swim (All pools) Off Peak			
5.25	Standard	5.80	0.00	5.80
4.20	Status	4.75	0.00	4.75
2.65	Concession	3.20	0.00	3.20
1.40	Pre-school under 4	1.60	0.00	1.60
	Casual Swim (All pools) Peak			
6.30	Standard	6.90	0.00	6.90
5.00	Status	5.60	0.00	5.60
3.20	Concession	3.80	0.00	3.80
1.40	Pre-school under 4	1.60	0.00	1.60
	Water based fitness sessions			
0.00	Memberships (DD/Annual)	0.00	0.00	0.00
8.00	Standard	8.80	0.00	8.80
6.00	Status	6.80	0.00	6.80
4.00	Concession	4.80	0.00	4.80

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	POOL IN THE PARK All income generated will be returned to the Council via the Management Fee arrangements.			
	<u>Contract Bookings per hour</u>			
	Main Pool			
230.00	Level 1: Commercial Hire	250.70	0.00	250.70
200.00	Level 2: Commercial Sport	218.00	0.00	218.00
160.00	Level 3: Standard Leisure	174.40	0.00	174.40
120.00	Level 4: Community Leisure	131.00	0.00	131.00
	Main Pool Lane Hire			
62.00	Lane Hire - Level 1: Commercial Hire	67.60	0.00	67.60
52.00	Lane Hire - Level 2: Commercial Sport	56.70	0.00	56.70
42.00	Lane Hire - Level 3: Standard Leisure	45.80	0.00	45.80
32.00	Lane Hire - Level 4: Community Leisure	34.90	0.00	34.90
	Teaching Pool			
125.00	Level 1: Commercial Hire	136.30	0.00	136.30
105.00	Level 2: Commercial Sport	114.50	0.00	114.50
85.00	Level 3: Standard Leisure	92.70	0.00	92.70
65.00	Level 4: Community Leisure	70.90	0.00	70.90
	Leisure Lagoon			
470.00	Level 1: Commercial Hire	512.30	0.00	512.30
390.00	Level 2: Commercial Sport	425.10	0.00	425.10
220.00	Level 3: Standard Leisure	348.80	0.00	348.80
260.00	Level 4: Community Leisure	284.00	0.00	284.00

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	POOL IN THE PARK All income generated will be returned to the Council via the Management Fee arrangements.			
	<u>Contract Bookings per hour (cont.)</u>			
	Leisure Lagoon Teaching Space			
175.00	Teaching Space - Level 1: Commercial Hire	180.00	0.00	180.00
150.00	Teaching Space - Level 2: Commercial Sport	155.00	0.00	155.00
120.00	Teaching Space - Level 3: Standard Leisure	125.00	0.00	125.00
90.00	Teaching Space - Level 4: Community Leisure	95.00	0.00	95.00
	Meeting Room (per hour)			
45.00	Level 1: Commercial Hire	49.10	0.00	49.10
40.00	Level 2: Commercial Sport	43.60	0.00	43.60
30.00	Level 3: Standard Leisure	32.70	0.00	32.70
25.00	Level 4: Community Leisure	28.50	0.00	28.50
30.00	Lifeguards - cost p/head (Leisure Lagoon - min 3, max 5 for features) <i>Note: Rates for educational subject to negotiation</i>	32.70	0.00	32.70
	<u>Equipment Hire</u>			
26.00	Hire of play equipment	49.50	0.00	49.50
24.00	Hire of P A per event	49.50	0.00	49.50
17.50	Hire of anti-splash lane ropes per event	28.50	0.00	28.50
48.00	Hire of Gala equipment	52.50	0.00	52.50

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	POOL IN THE PARK All income generated will be returned to the Council via the Management Fee arrangements.			
Membership Only	<u>Key Swim School - Pay as you go</u> Swimming Tuition Standard - 30 minutes Status - 30 minutes Concession - 30 minutes Standard - 45 minutes Status - 45 minutes Concession - 45 minutes <i>Note: For Key Swim School DD/Annual - see Membership section</i>	Moved to Membership only		
	<u>Private swimming lessons</u> Single lessons			
	26.00 Standard	28.40	0.00	28.40
	24.00 Status	26.20	0.00	26.20
	17.50 Concession	19.70	0.00	19.70
	<u>Block booking of 5 lessons</u>			
	115.00 Standard	125.50	0.00	125.50
	140.00 Status	115.20	0.00	115.20
	75.00 Concession	85.50	0.00	85.50
	<u>Teacher courses</u>			
250.00 NPLQ - lifeguard course	272.50	0.00	272.50	
140.00 NRASTC - swim teacher lifesaving course	152.60	0.00	152.60	
105.00 NRASTC - renewal	114.50	0.00	114.50	
2.40 Education swim admission	2.70	0.00	2.70	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	POOL IN THE PARK All income generated will be returned to the Council via the Management Fee arrangements.			
	<u>Other Income</u>			
	<u>Birthday Parties</u>			
165.00	Mini Splash - Teaching Pool un-structured play	180.00	0.00	180.00
180.00	Water Games - Teaching Pool structured games	196.50	0.00	196.50
210.00	Leisure Lagoon - Shared	230.00	0.00	230.00
395.00	Leisure Lagoon - Exclusive	425.00	0.00	425.00
2.20	Spectator Fee - Standard, Status, Concession	2.50	0.00	2.50

NOTES

Standard = Full Rate

Status = Pre-school, Individuals in Full-Time Education (including on government training schemes), people with disabilities, and people 60 and over

Concession = Working Residents in receipt of: Income Support, Job Seekers Allowance (income based), Employment Support Allowance (income related), Guaranteed Pensions Credit, Working Tax Credit and Child Tax Credit (where household income is £17,005 (2022-23 value) or less) and Universal Credit (income related).

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	LEISURE CENTRES AND POOL IN THE PARK - MEMBERSHIPS ALL Memberships are 'Core' Charges - WBC to set fee after consultation with Leisure Operator. Estimated Yield - activity (with exception of basic Key Card) is within Leisure Contract so income will be received via Management Fee.			
	<u>Key Card</u>			
8.50	Standard	8.50	0.00	8.50
8.50	Status	8.50	0.00	8.50
5.80	Concession	5.80	0.00	5.80
6.00	Replacement Key Card - all categories	6.00	0.00	6.00
	<i>NOTE : Looked After Children (under the age of 19 yrs) will be provided free of charge with a Key Card offering discount 'status' rates, as well as a free gym induction (if over 13 yrs) and an Aqua Swim Consultation (if over 8 yrs).</i>			
	<u>Connected Membership - (Core for min Year 1 period)</u>			
	Annual membership (12 months for the price of 10 months)			
638.00	Single - Standard	640.00	0.00	640.00
1,265.00	Joint	1,200.00	0.00	1,200.00
	<u>Direct Debit</u>			
636.00	Single - Standard - Direct Debit (£64.00 per month)	768.00	0.00	768.00
1,380.00	Joint (£120 per month)	1,440.00	0.00	1,440.00
	<u>Key Aqua Plus Memberships</u>			
	Annual membership (12 months for price of 10 months)			
374.00	Single Standard	370.00	0.00	370.00
264.00	Single Status/Concession	250.00	0.00	250.00
660.00	Joint	640.00	0.00	640.00
	<u>Direct Debit membership</u>			
408.00	Single Standard - Direct Debit (£37.00 per month)	444.00	0.00	444.00
276.00	Single Status/Concession - Direct Debit (£25.00 per month)	300.00	0.00	300.00
780.00	Joint Direct Debit (£64.00 per month)	768.00	0.00	768.00

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	LEISURE CENTRES AND POOL IN THE PARK - MEMBERSHIPS ALL Memberships are 'Core' Charges - WBC to set fee after consultation with Leisure Operator. Estimated Yield - activity (with exception of basic Key Card) is within Leisure Contract so income will be received via Management Fee.			
	<u>Key Fitness Memberships</u>			
	Annual membership (12 months for price of 11 months)			
528.00	Single Standard	520.00	0.00	520.00
385.00	Single Status / Concession	380.00	0.00	380.00
990.00	Joint <i>Additional child £25 per month</i>	970.00	0.00	970.00
	Direct Debit membership			
576.00	Single - Standard (£52 per month)	624.00	0.00	624.00
405.00	Single - Status / Concession (£38 per month)	456.00	0.00	456.00
1,056.00	Joint (£97 per month)	1,164.00	0.00	1,164.00
3.15	Member surcharge - status and concession at peak mon-fri 6-9pm	3.50	0.00	3.50
	<u>Key Corporate Membership</u>			
541.20	Connected - Annual (12 months for 10) per head <i>(Minimum of 10 members joining at one time)</i>	550.00	0.00	550.00
590.40	Connected - Direct Debit Membership - £55 per month <i>(Minimum of 10 members joining at one time)</i>	660.00	0.00	660.00
451.00	Key Fitness - Annual (12 months for 10) p/head <i>(Minimum of 4 members joining at one time)</i>	500.00	0.00	500.00
492.00	Key Fitness Direct Debit Membership - £50.00 per month <i>(Minimum of 4 members joining at one time)</i>	600.00	0.00	600.00
180.00	Key Fitness WBC/Freedom Staff Membership Direct Debit (£15 per month)	180.00	0.00	180.00
	<u>Junior membership (Key 2-16 years)</u>			
	Annual (12 months for 11)			
260.00	Single Status	260.00	0.00	260.00
200.00	Single Concession	200.00	0.00	200.00

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	LEISURE CENTRES AND POOL IN THE PARK - MEMBERSHIPS ALL Memberships are 'Core' Charges - WBC to set fee after consultation with Leisure Operator. Estimated Yield - activity (with exception of basic Key Card) is within Leisure Contract so income will be received via Management Fee.			
	<u>Junior membership (Key 2-16 years) (cont.)</u>			
	Direct Debit			
300.00	Single - Status (£26 per month)	312.00	0.00	312.00
219.00	Single - Concession (£20 per month)	240.00	0.00	240.00
	<u>Key Swim School - tuition (includes free access to public swimming sessions)</u>			
	Annual membership (50 weeks for 44 week price)			
378.00	Standard - 30 mins	412.00	0.00	412.00
334.00	Status - 30 mins	264.00	0.00	264.00
211.00	Concession - 30 mins	230.00	0.00	230.00
558.00	Standard - 45 mins	608.20	0.00	608.20
492.00	Status - 45 mins	536.30	0.00	536.30
308.00	Concession - 45 mins	335.80	0.00	335.80
	Direct Debit membership			
412.80	Standard - 30 mins	450.00	0.00	450.00
364.80	Status - 30 mins	396.00	0.00	396.00
230.40	Concession - 30 mins	252.00	0.00	252.00
609.60	Standard - 45 mins	664.80	0.00	664.80
537.60	Status - 45 mins	585.60	0.00	585.60
336.00	Concession - 45 mins	366.00	0.00	366.00

NOTES

Standard = Full Rate

Status = Pre-school, Individuals in Full-Time Education (including on government training schemes), people with disabilities, and people 60 and over

Concession = Working Residents in receipt of: Income Support, Job Seekers Allowance (income based), Employment Support Allowance (income related), Guaranteed Pensions Credit, Working Tax Credit and Child Tax Credit (where household income is £17,005 (2022-23 value) or less) and Universal Credit (income related).

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	CHARGE 2023/24		
		NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)
	HOLIDAY & SUMMER CAMPS LEISURE CENTRE and POOL IN THE PARK (All Charges are Non-Core)			
	<u>CORE DAY</u> (9.00 a.m. to 3.30 p.m.)			
34.00	Standard	37.00	0.00	37.00
27.00	Key Status	30.00	0.00	30.00
17.00	Key Concession	20.00	0.00	20.00
	<i>Note: A 'weekly discount' on the core day price only (of 5 days for the price of 4 1/2) is available where an individual books 5 days in one week (as opposed to 5 single days)</i>			
	<u>EARLY BIRD</u> (One hour prior to 'core day' start time)			
4.35	Standard	4.80	0.00	4.80
4.35	Key Status	4.80	0.00	4.80
4.35	Key Concession	4.80	0.00	4.80
	<u>CHILL OUT</u> (3.30 pm to 6.00 pm.)			
7.75	Standard	8.50	0.00	8.50
7.75	Key Status	8.50	0.00	8.50
7.75	Key Concession	8.50	0.00	8.50
5.50	Late pick up charge (per 15 minutes - up to maximum of £50)	6.00	0.00	6.00
<i>The Leisure Centre & Pool In The Park prices for the 'core day' are higher than the remote/alternative site provision, which reflects the wider sports offer at the Leisure Centre & Pool In The Park, including access to swimming.</i>				

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	THE VYNE					
38.00	<u>Salon</u> Daily Rate (per practitioner)	87	38.00	0.00	38.00	3,306
21.00	Half Day (per practitioner)	0	0.00	0.00	0.00	0
8.00	Additional Hour (per practitioner)	0	0.00	0.00	0.00	0
	<u>Rose Room</u>					
22.00	Standard hourly charge	550	23.00	0.00	23.00	12,650
	<u>Orchard Room</u>					
20.00	Standard hourly charge	400	21.00	0.00	21.00	8,400
	<u>Well Being Centre</u>					
10,000.00	Leased at annual rate	0	0.00	0.00	0.00	0
	<u>Lloyd Room</u>					
10.00	Standard hourly charge	250	11.00	0.00	11.00	2,750
	<i>Non profit making organisations are offered a discretionary 20% discount on the standard rates above Commercial organisations are charged 50% on top of these standard rates</i>					

Note: Additional keyholders required for facilitating hirings equate to approx £80 p/month = £960 pa - to be offset against increased yield.

The Vyne total yield 2023/24

27,106

The Vyne total yield 2022/23

38,950

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ST. MARY'S					
	<u>Salon</u>					
38.00	Daily Rate (per practitioner)	0	38.00	0.00	38.00	0
22.00	Half Day (per practitioner)	160	22.00	0.00	22.00	3,520
8.00	Additional Hour (per practitioner)	0	8.00	0.00	8.00	0
	<u>Health Rooms</u>					
38.00	Daily Rate (per practitioner)	0	38.00	0.00	38.00	0
22.00	Half Day (per practitioner)	60	22.00	0.00	22.00	1,320
8.00	Additional Hour (per practitioner)	0	8.00	0.00	8.00	0
	<u>Inkwell Room</u>					
19.00	Standard hourly charge	197	19.00	0.00	19.00	3,743
	<u>Main Hall Only</u>					
23.00	Standard hourly charge	0	23.00	0.00	23.00	0
	<u>Graduate Lounge</u>					
21.00	Standard hourly charge	1,000	23.00	0.00	23.00	23,000
<i>Non profit making organisations are offered a discretionary 20% discount on the standard rates above Commercial organisations are charged 50% on top of these standard rates</i>						

St Mary's total yield 2023/24
St Mary's total yield 2022/23

31,583
29,583

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOORCROFT					
	<u>Salon</u>					
38.00	Daily Rate (per practitioner)	0	0.00	0.00	0.00	0
22.00	Half Day (per practitioner)	0	0.00	0.00	0.00	0
8.00	Additional Hour (per practitioner)	0	0.00	0.00	0.00	0
	<u>Health Rooms</u>					
38.00	Daily Rate (per practitioner)	0	38.00	0.00	38.00	0
22.00	Half Day (per practitioner)	60	22.00	0.00	22.00	1,320
8.00	Additional Hour (per practitioner)	0	8.00	0.00	8.00	0
	<u>Main Hall</u>					
21.00	Standard hourly charge	1,200	23.00	0.00	23.00	27,600
	<u>Lounges (1&2)</u>					
16.00	Standard hourly charge	300	16.00	0.00	16.00	4,800
	<u>Leased Offices</u>					
12,200.00	Annual charge	1	0.00	0.00	0.00	0
	<i>Non-profit making organisations are offered a discretionary 20% discount on the standard rates above Commercial organisations are charged 50% on top of these standard rates</i>					
	<u>Moorcroft Suite</u>					
14.50	Free rent to deliver Youth Hub project	0	0.00	0.00		0

Moorcroft total yield 2023/24

33,720

Moorcroft total yield 2022/23

56,217

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PARKVIEW					
16.00	<u>Function Room</u> Standard hourly charge	250	13.33	2.67	16.00	3,333
14.00	<u>The Studio</u> Standard hourly charge	250	11.67	2.33	14.00	2,918
7,000.00	<u>Family Centre</u> Annual charge	0	0.00	0.00	0.00	0
25.00	<u>Hall</u> Standard hourly charge	500	20.83	4.17	25.00	10,415
3,000.00	<u>Salon</u> Annual charge	0	0.00	0.00	0.00	0
6,000.00	<u>Well Being 1</u> Annual charge	0	0.00	0.00	0.00	0
6,000.00	<u>Well Being 2</u> Annual charge	0	0.00	0.00	0.00	0

When more than one area is hired the second (cheaper) room is charged at half price

Non-profit making organisations are offered a discretionary 20% discount on the standard rates above

Commercial organisations are charged 50% on top of these standard rates

Parkview total yield 2023/24

16,666

Parkview total yield 2022/23

58,431

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TUBS					
1,440.00	Assisted Bathing service at St Mary's	65	16.00	0.00	16.00	1,040
0.00	Non Assisted Bathing service at St Mary's	60	12.00	0.00	12.00	720

TUBS total yield 2023/24
TUBS total yield 2022/23

1,760
1,440

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	WITS					
	Interpreting Charges - cost per hour (minimum charge of 1 hour)					
	<u>Monday - Friday:</u>					
38.40	7.00-9.00	5	39.40	7.88	47.28	197
31.20	9.00-17.00	730	32.20	6.44	38.64	23,506
45.60	17.00-22.00	10	46.50	9.30	55.80	465
	<u>Weekends & Bank Holidays:</u>					
60.00	9.00-17.00	0	61.00	12.20	73.20	0
72.00	17.00-22.00	0	73.00	14.60	87.60	0
16.80	Travel time - cost per hour (minimum charge of 1 hour) <i>Plus cost of return bus/taxi/train fare, or car mileage at 50p per mile plus parking fees where applicable</i>	750	17.80	3.56	21.36	13,350
60.00	Legal Work - cost per hour (plus travel time & travel expenses)	0	61.00	12.20	73.20	0
12.00	Telephone interpreting - per 15 minutes	175	13.00	2.60	15.60	2,275
24.00	Voluntary Organisations or Registered Charities - cost per hour (plus travel time & travel expenses)	5	25.00	5.00	30.00	125
12.00	Admin fee - cost per booking	1,652	13.00	2.60	15.60	21,476

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	WITS					
	Cancellation fee					
48.00	Less than 24 hours' notice	0	49.00	9.80	58.80	0
24.00	24-48 hours' notice	20	25.00	5.00	30.00	500
	Translating Charges					
26.40	Per 100 words (minimum fee £20)	10	27.40	5.48	32.88	274
	Legal translations					
31.20	Per 100 words	0	32.20	6.44	38.64	0

WITS total yield 2023/24

62,168

WITS total yield 2022/23

68,614

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)	WHEN WAS THE CHARGE LAST INCREASED?
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)		
	HOUSING STANDARDS						
483.00	ENFORCEMENT Service of Housing Act Enforcement Notice (landlords / owners / occupiers)	6.00	531.30	0.00	531.30	3,188	22-23
-	Administration charge where the Council completes works in default of legal notices or takes emergency remedial action		20% of cost of works			0	2021
-	Interest payable on debts resulting from the completion of works in default of legal notices		Bank of England base rate plus 2%			0	2021
-	Late Payment Costs (where works are carried out in default of legal notices)		20% of charge			0	2021
661.50	HOUSES IN MULTIPLE OCCUPATION LICENSING Licence application (valid for 3 years)	8.00	727.65	0.00	727.65	5,821	22-23
210.00	Licence application (Accredited landlord)	1.00	231.00	0.00	231.00	231	22-23
483.00	Licence renewal	16.00	531.00	0.00	531.00	8,496	22-23
210.00	Licence renewal (Accredited landlord)	1.00	231.00	0.00	231.00	231	22-23
210.00	Application from a non for profit organisation or charity	2.00	231.00	0.00	231.00	462	22-23
	SELECTIVE LICENSING						
200.00	Application for Licence - Stage One	0.00	200.00	0.00	200.00	0	n/a
100.00	Application for Licence - Stage One (Accredited Landlord)	0.00	100.00	0.00	100.00	0	n/a
100.00	Application for Licence - Stage One (Non profit/Charity)	0.00	100.00	0.00	100.00	0	n/a
360.00	Final Licence - Stage Two	0.00	360.00	0.00	360.00	0	
100.00	Final Licence - Stage Two (Accredited Landlord)	0.00	100.00	0.00	100.00	0	
100.00	Final Licence - Stage Two (Non profit/Charity)	0.00	100.00	0.00	100.00	0	n/a
420.00	Licence renewal	0.00	420.00	0.00	420.00	0	n/a
200.00	Licence renewal (Accredited landlord)	0.00	200.00	0.00	200.00	0	n/a
	MEES ENFORCEMENT						
2000.00	NEW Penalty Notice for failure to comply with Compliance Notice under the Energy Efficiency (Private Rented Property) Regulations	2	2,000.00	0.00	2,000.00	4,000	n/a

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)	WHEN WAS THE CHARGE LAST INCREASED?
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)		
	HOUSING STANDARDS						
	OTHER FEES						
31.50	Request for replacement copies of documents including letters, notices and licences	5.00	34.65	0.00	34.65	173	n/a
126.00	Request for a pre-application inspection under the HHSRS and/or inspection for a new HMO	2.00	138.60	0.00	138.60	277	n/a
50.00	Change of property owner, freeholder, mortgage or leaseholder details	2.00	55.00	0.00	55.00	110	n/a
50.00	Change in number of households/occupiers/room information	2.00	55.00	0.00	55.00	110	n/a
50.00	HMO or Selective Licence investigation. Not reported to the Council but found through officers investigations	3.00	55.00	0.00	55.00	165	n/a
NEW	NEW No access for arranged visit (provided at least 24 hours notice was given to the landlord / agent by the council)	3.00	80.00	0.00	55.00	240	n/a

Housing Standards total yield 2023/24

23,504

Housing Standards total yield 2022/23

41,436

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NO. OF GARAGES	NET CHARGE (£ - p)	V.A.T. (£ - p)	
13.63	Garage Rents Let to WBC tenants	279.00	13.63	0.00	13.63	197,744
20.10	Let Privately	176.00	17.75	3.55	21.30	162,448
	Void	0.00	13.63	0.00	21.30	0

Garages rent total yield 2023/24
Garages rent total yield 2022/23

360,192
335,669

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	Independent Support Services					
	Independent Support Services					
4.00	Monthly Visit Scheme (Weekly Charge) *	72.00	4.62	0.93	5.55	333
11.80	Weekly Visit Scheme (Weekly Charge) *	289.00	12.71	2.54	15.25	3,673
18.00	Pop In One Off Visits (per occasion)	20.00	20.83	4.17	25.00	417
	* (£0 if in receipt of Means Tested Benefit)					

Independent Support total yield 2023/24

4,423

Independent Support total yield 2022/23

1,125

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	HOMELINK					
15%	Building Works Fee Works costing more than £1,500 Works costing between £200 and £1,499 Works costing less than £200	Takeup of the service and the type of work required varies from year to year	15% of finished cost of works, excluding V.A.T.			} 134,000
35.00	Handyperson Labour Fee (material costs also charged) Hourly charge of £29.17 plus VAT for routine DIY type works		37.50	7.50	45.00	
50.00	Hourly charge of £41.67 plus VAT for electrical works		50.00	10.00	60.00	
40.00	Hourly charge of £33.33 plus VAT for skilled plumbing type works		41.67	8.33	50.00	
45.00	Hourly charge of £37.50 plus VAT for assisting voluntary organisations or corporate work		45.83	9.17	55.00	

Homelink total yield 2023/24

148,000

Homelink total yield 2022/23

148,000

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CARELINE Tenure neutral service applicable for New Vision Homes tenants and private residents					
4.94	Weekly charge for full paying service users	845	5.95	0.00	5.95	261,443
4.20	Weekly charge for service users on income support or benefits	242	5.04	0.00	5.04	63,423
1.65	Additional roaming SIM card for residents with no landline (per	35	1.65	0.00	1.65	3,003
4.95	OwnFone Mobile Alarm	10	5.94	0.00	5.94	3,089
	Careline total yield 2023/24					330,958
	Careline total yield 2022/23					289,659

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£-p)	V.A.T (£-p)	TOTAL CHARGE (£-p)	
	COMMUNITY MEALS					
	Meals on Wheels					
0.00	Lunch hot or frozen Sat/Sunday	14,000	5.91	0.00	5.91	82,740
4.84	Lunch hot or frozen Monday to Friday	39,000	5.81	0.00	5.81	226,590
2.42	Tea	16,000	2.90	0.00	2.90	46,400
1.21	Breakfast	2,300	1.45	0.00	1.45	3,335
	Centre Meals					
6.60	Day Visitor meal	2,000	7.92	1.32	7.92	15,840
5.50	Extra Care tenant or Day centre via WCT provided as part of package of care - Non VAT)	10,000	6.60	0.00	6.60	66,000
5.50	Transported Centre Meals to external organisations eg lunch	20	6.60	1.10	6.60	132

Community Meals total yield 2023/24

441,037

Community Meals total yield 2022/23

397,993

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	BROCKHILL AND HALE END COURT					
	Salon/Health Room					
45.00	Daily Rate	0	50.00	0.00	50.00	0
25.00	Half Day	104	30.00	0.00	30.00	3,120
10.00	Additional Hour	2	15.00	0.00	15.00	30
	Hourly rates - Conservatory/Dining room					
	Full day	2	45.00	0.00	45.00	90
20.00	Half Day	10	30.00	0.00	30.00	300
	One off hour per hour	10	15.00	0.00	15.00	150
	Daily rates					
40.00	Guest room in Brockhill	25	41.67	8.33	50.00	1,042

Brockhill total yield 2023/24

4,732

Brockhill total yield 2022/23

4,850

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LAKEVIEW					
	<u>Ground Floor Hall (Hourly)</u>					
21.00	Monday - Friday up to 5pm	65	17.50	3.50	21.00	1,138
23.00	Monday - Friday 5pm-10pm	40	19.17	3.83	23.00	767
25.00	Saturday or Sunday - up to 5pm	20	20.83	4.17	25.00	417
28.00	Saturday 5pm-10pm	12	23.33	4.67	28.00	280
28.00	Sunday & Bank Holiday 5pm-9pm	12	23.33	4.67	28.00	280
	<u>1st Floor Hall (Hourly)</u>					
14.00	Monday - Friday up to 5pm	175	11.67	2.33	14.00	2,042
18.00	Monday - Friday 5pm-10pm	175	15.00	3.00	18.00	2,625
19.00	Saturday or Sunday - up to 5pm	175	15.83	3.17	19.00	2,770
21.00	Saturday 5pm-10pm	175	17.50	3.50	21.00	3,063
21.00	Sunday & Bank Holiday 5pm-9pm	0	17.50	3.50	21.00	0
	<u>1st Floor Meeting Room (Hourly)</u>					
9.00	Monday - Friday up to 5pm	10	7.50	1.50	9.00	75
10.00	Monday - Friday 5pm-10pm	10	8.33	1.67	10.00	83
11.00	Saturday or Sunday - up to 5pm	0	9.17	1.83	11.00	0
12.00	Saturday- 5pm-10pm	0	10.00	2.00	12.00	0
12.00	Sunday & Bank Holidays 5pm-9pm	0	10.00	2.00	12.00	0

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LAKEVIEW					
	Whole Centre (Hourly, unless stated otherwise)					
50.00	Monday - Friday up to 5pm	0	41.67	8.33	50.00	0
55.00	Monday - Friday 5pm-10pm	0	45.83	9.17	55.00	0
55.00	Saturday or Sunday - up to 5pm	0	45.83	9.17	55.00	0
60.00	Saturday- 5pm-10pm	0	50.00	10.00	60.00	0
60.00	Sunday & Bank Holidays 5pm-9pm	0	50.00	10.00	60.00	0
500.00	Day (Saturday & Sunday 7am to 9pm/10pm inclusive)	0	416.67	83.33	500.00	0

**Looking to lease to a charity to run on WBC's behalf in
2022/23**

Non-profit making organisations are offered a discretionary 20% discount on the standard rates above

Commercial organisations are charged 50% on top of these standard rates

Planning Restrictions on Opening Hours: Monday-Saturday 7.00am-10.00pm Sundays & Bank Hoildays:7.00am-9.00pm

Lakeview Community Action Group - receive 50% discount on Hire Rates

Lakeview total yield 2023/24

13,540

Lakeview total yield 2022/23

13,540

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	REFERENCES FOR LENDERS					
81.00	Reference	2	67.50	13.50	81.00	135

References for Lenders total yield 2023/24

135

References for Lenders total yield 2022/23

135

PLACE DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED YIELDS 2023/24

	BUDGET 2022/23	BUDGET 2023/24
	£	£
<u>Place Making</u>		
Supplementary Planning Fees	53,438	82,284
Green Infrastructure	0	20,000
Building Control Fees (previously considered separately)	414,750	456,085
Property Services	0	900
<u>Environment Quality</u>		
Environmental Services		
Trade Waste	0	0
Household Waste	733,305	889,050
Special Refuse	35,000	33,063
Food Waste	2,270	2,270
WEEE	3,225	3,225
Textiles	1,725	1,725
Wheeled Bins	47,450	47,450
Prescribed Household Waste Schedule 2	0	0
Cesspool Emptying	0	0
C.C.T.V.	1,170	1,690
Parks and Open Spaces	2,950	7,160
Outdoor Sports	10,133	11,637
Multi-Use Games Areas (MUGAs)	0	0
	837,228	997,269
Licensing		
Personal Services	1,330	1,530
Motor Salvage	0	0
Animals	14,102	15,626
Water Course Consent	500	500
	15,932	17,656
Town Centre Management Agreement	8,628	9,462
Pest Control	21,942	25,752
Dog Control/Animal Welfare	1,520	4,275
Food Safety & Communicable Diseases	1,500	2,700
Environmental Health Administration	105	525
Private Water Supplies	0	0
Scrap Metal	236	914
Mobile Homes	581	716
Property Services	0	900
<u>Sustaining the Local Economy</u>		
Car Parks		
Parking Fees	6,393,301	5,745,893
Season Tickets	1,372,923	1,372,949
	7,766,224	7,118,842
Controlled Parking Zones - function transferring to SCC 1/4/23		
Parking Fees	434,100	0
Parking Vouchers	61,600	0
Residents Permits	176,400	0
	672,100	0
PLACE DIRECTORATE - TOTAL FEES AND CHARGES	9,794,184	8,738,279

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	SUPPLEMENTARY PLANNING FEES					
<p>Requests for up to 20 copies (A3 or A4 pages) of environmental information - no charge</p> <p>Requests for 21 copies or over to be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet</p> <p>Multiple requests for documents will be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet where the total number of sheets exceeds 20 copies</p> <p>(the exception to this are the LDD - see below)</p>	<p>Decision Notices</p> <p>Plans A1 / A3 / A4</p> <p>Letters of Representation</p> <p>TPO's (except exceptionally long TPO nos. 132, 423 & 426)</p> <p>TPO's 132, 423 & 426</p> <p>General Documents and Copying</p> <p>Section 106 (Copies) per side</p> <p>Specific Research</p> <p>Monitoring of legal agreements and planning benefits</p> <p>The Heritage of Woking (Historic Conservation Compendium 2001)</p> <p>Supplementary Planning Guidance (per publication)</p>	Minimal	<p>Requests for up to 20 copies (A3 or A4 pages) of environmental information - no charge</p> <p>Requests for 21 copies or over to be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet</p> <p>Multiple requests for documents will be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet where the total number of sheets exceeds 20 copies</p> <p>(the exception to this are the LDD - see below)</p>	Minimal		

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	SUPPLEMENTARY PLANNING FEES					
	Pre-application advice fees					
	Residential - written enquiry					
	various 20+ dwellings		----- advice provided by meeting only -----			-
1,500.00	10-19 dwellings	2	2,083.33	416.67	2,500.00	4,167
625.00	6-9 dwellings ((new charge - previously 3-9 dwellings)	10	1,250.00	250.00	1,500.00	12,500
300.00	1-5 dwellings (new charge - previously 1-2 dwellings)	20	833.33	166.67	1,000.00	16,667
	Replacement dwelling (new charge)	20	250.00	50.00	300.00	5,000
125.00	Householder	60	116.67	23.33	140.00	7,000
	Residential - meeting					
5,000.00	20+ dwellings (bespoke fee, assume £5,000 average)	2	4,166.67	833.33	5,000.00	8,333
2,000.00	10-19 dwellings	2	2,500.00	500.00	3,000.00	5,000
850.00	6-9 dwellings (new charge previously 3-9 dwellings)	6	1,666.67	333.33	2,000.00	10,000
350.00	Replacement dwelling and 1-5 dwellings- new charge previously 1-2 dwellings)		Advice provided in writing only - see above			-
	Non-residential - written enquiry					
	various 2,000+ sq m		----- advice provided by meeting only -----			-
1,500.00	1,000 - 2,000 sq m	2	2,083.33	416.67	2,500.00	4,167
625.00	600 - 999sq.m (new charge previously 200-999 sq m)	1	1,250.00	250.00	1,500.00	1,250
300.00	50 - 599 sq.m (new charge previously 50-200 sq m)	1	833.33	166.67	1,000.00	833
125.00	up to 50 sq m	6	116.67	23.33	140.00	700
	Non-residential - meeting					
5,000.00	2,000+ sq m (bespoke fee, assume £5,000 average)	0	4,166.67	833.33	5,000.00	0
2,000.00	1,000 - 2,000 sq m	2	2,500.00	500.00	3,000.00	5,000
850.00	600 - 999 sq.m (new charge previously 200-999 sq m)	1	1,666.67	333.33	2,000.00	1,667
350.00	0 - 599 sq.m (new charge previously 50-200 sq m)		Advice provided in writing only - see above			-

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	SUPPLEMENTARY PLANNING FEES					
20.00	Tree Strategy and Tree Management Policies	} Minimal				} Minimal
	Tree strategy document		20.00	0.00	20.00	
25.00	Tree management policies document		25.00	0.00	25.00	
	High hedges complaint fee					
500.00	Non concessionary charge		500.00	0.00	500.00	
250.00	Concessionary charge		250.00	0.00	250.00	
	Local Development Documents					
30.00	Development Management DPD		29.17	5.83	35.00	
30.00	Core Strategy		29.17	5.83	35.00	
20.00	Core Strategy Proposals Map		20.83	4.17	25.00	
5.00	Social and Communities Facilities Audit		6.25	1.25	7.50	
5.00	5 Year Housing Land Supply Position Statement		6.25	1.25	7.50	
20.00	Standard charge for all other evidence based documents <i>(Where documents are cheaper to print, or only a part of a document is requested, a lower charge may be applied)</i>		33.33	6.67	40.00	
17.00	Green Belt Boundary Review report		16.67	3.33	20.00	
90.00	Site Allocation DPD	79.17	15.83	95.00		
-	Draft Town Centre Masterplan SPD *NEW*	79.17	15.83	95.00		

Supplementary Planning Fees total yield 2023/24
Supplementary Planning Fees total yield 2022/23
Supplementary Planning Fees increase in total yield

82,284
53,438
54.0%

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24	
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)	
	GREEN INFRASTRUCTURE						
25.00	Climate Change Strategy Climate change strategy document	} Minimal	25.00	0.00	25.00	} Minimal	
10.00	Climate change summary document		10.00	0.00	10.00		
5.00	Single Use Plastics policy		5.00	0.00	5.00		
	Biodiversity and Green Infrastructure Strategy and Supporting Information - Natural Woking						
20.00	Natural Woking strategy document		20.00	0.00	20.00		
30.00	Natural Woking supporting information		30.00	0.00	30.00		
	Street Naming and Numbering Policy						
20.00	Street Naming and Numbering Policy		20.00	0.00	20.00		20,000
	Street Naming and Numbering Fees						
	<u>New buildings</u> (including conversions):						
	Flat rate + first plot	200.00	0.00	200.00			
	Plots 2-9 (e.g. £200 + £30 per further plot)	30.00	0.00	30.00			
	Plots 10-49 (e.g. £200 + £25 per further plot)	25.00	0.00	25.00			
	Plots 50+ (e.g. £200 + £20 per further plot)	20.00	0.00	20.00			
	New street (fee per new street)	300.00	0.00	300.00			
	Building name change/addition/removal (applies to all such requests)	70.00	0.00	70.00			
	Street name change (applies to all such requests)	450.00	0.00	450.00			

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	GREEN INFRASTRUCTURE					
	Street Naming and Numbering Fees (cont.)					
	Amendments after confirmation/ changes to builds (fee per plot, applies to all such requests)		20.00	0.00	20.00	
	Confirmation of addressing letter (fee charged per letter per application, except where already included in the above-mentioned fees)		35.00	0.00	35.00	
	Duplicate letter or address schedule (fee per schedule copy)		35.00	0.00	35.00	
	Other requests – for example, research:					
	Flat rate + first hour		60.00	0.00	60.00	
	Additional half hour (e.g. £60 + £20)		20.00	0.00	20.00	
	Other documents					
0.00	Size A4 1 to 20 pages		0.00	0.00		
0.10	Size A4 21+ pages (per page)		0.10	0.00	0.10	
0.00	Size A3 1 to 20 pages		0.00	0.00		
0.20	Size A3 21+ pages (per page)		0.20	0.00	0.20	
	Green Infrastructure total yield 2023/24					20,000
	Green Infrastructure total yield 2022/23					0

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24 *	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
Combined plan and inspection charge (average)	BUILDING CONTROL FEES					
263.37	Domestic Alterations Building Notice	81	289.71	57.94	347.65	23,466.44
241.39	Domestic Alterations - BN - Telephone	26	265.52	53.10	318.63	6,903.63
251.94	Domestic Alteration Full Plans	7	277.13	55.43	332.56	1,939.92
291.85	Domestic Alterations Regularisation	5	321.04	64.21	385.24	1,605.18
502.29	Domestic Extensions Building Notice	90	552.52	110.50	663.02	49,726.44
463.43	Domestic Extensions - BN - Telephone	60	509.77	101.95	509.77	30,586.26
547.98	Domestic Extensions Full Plans	112	602.78	120.56	723.34	67,511.38
547.38	Domestic Extensions Regularisation	4	602.12	120.42	722.54	2,408.48
1,046.80	New Dwellings Building Notice	4	1,151.48	Exempt	1,151.48	4,605.90
383.92	Domestic & New Dwellings Full Plans	79	422.31	84.46	506.78	33,362.86
681.39	Multiple Domestic Building Notice	28	749.53	149.91	899.43	20,986.73
752.78	Multiple Domestic - BN - Telephone	4	828.05	165.61	993.66	3,312.21
748.61	Multiple Full Plans	34	823.47	164.69	988.16	27,997.89
395.84	Other (Non-Domestic) Full Plans	8	435.42	87.08	522.51	3,483.37
970.50	All other non Domestic Full Plans	6	1,067.55	213.51	1,281.06	6,405.28
343.90	Partnership income from external borough	10	378.29	75.66	453.95	3,782.90
152,665.00	Individually quoted major projects	1	168,000.00	33,586.30	201,517.80	168,000.00
	<i>* Forecast activity based on previous years</i>					

Building Control Fees total yield 2023/24
Building Control Fees total yield 2022/23

456,085
414,750

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	ENVIRONMENTAL SERVICES					
n/a	TRADE WASTE		ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			
n/a	Eurobin (Emptied once a week for 52 weeks) per annum					
n/a	Trade Refuse Sacks - each					
n/a	Trade Refuse Sacks - 25 collected					
	PRESCRIBED HOUSEHOLD WASTE					
45.00	Garden Refuse Subscription - 1 bin/sack - charge per bin	17,757	50.00	0.00	50.00	887,850
30.00	Cancelled subscription renewed within 6 months (extra on top of subscription charge)	25	30.00	0.00	30.00	750
45.00	Replacement of wheeled bin container (damaged/lost/stolen/swap size)	10	45.00	0.00	45.00	450
0.00	Provide replacement reusable sacks (per sack)	5	0.00	0.00	0.00	0
30.00	Special Collection - 1st Item - non-concessionary charge	538	35.00	0.00	35.00	18,830
15.00	Special Collection - 1st Item - concessionary charge	230	17.50	0.00	17.50	4,025
10.00	Special Collection - additional Items - non-concessionary charge	560	15.00	0.00	15.00	8,400
5.00	Special Collection - additional Items - concessionary charge	241	7.50	0.00	7.50	1,808

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	ENVIRONMENTAL SERVICES					
	PRESCRIBED HOUSEHOLD WASTE (cont.)					
20.00	New Development - Provision set of indoor and outdoor caddies	20	20.00	0.00	20.00	400
17.00	New Development - indoor silver food waste caddy (inc. delivery)	10	17.00	0.00	17.00	170
2.00	New Development - additional silver food waste caddies	200	2.00	0.00	2.00	400
65.00	New Development - food 2 wheeled bin (inc. delivery)	20	65.00	0.00	65.00	1,300
215.00	New Development - WEEE cage (inc. delivery)	15	215.00	0.00	215.00	3,225
115.00	New Development - textile cage (Inc. delivery)	15	115.00	0.00	115.00	1,725
200.00	New Development - recycling signage	10	200.00	0.00	200.00	2,000
45.00	Replacement recycling 2 wheeled bin (resident misuse)	5	45.00	0.00	45.00	225
45.00	Replacement/swap/additional residual 2 Wheeled Bin - New - non-concessionary charge	100	45.00	0.00	45.00	4,500
22.50	Replacement/swap/additional residual 2 Wheeled Bin - New - concessionary charge	50	22.50	0.00	22.50	1,125
30.00	Replacement/swap residual 2 Wheeled Bin - Used	20	30.00	0.00	30.00	600
300.00	Replacement/swap residual 660 litre Wheeled Bin - New / Used	5	300.00	0.00	300.00	1,500
300.00	Recycling 660 litre Wheeled Bin for new development - New / Used	5	300.00	0.00	300.00	1,500
300.00	Replacement residual 1,100 litre Wheeled Bin - New / Used	60	300.00	0.00	300.00	18,000
300.00	Recycling 1,100 litre wheeled bin for new development - New / Used	60	300.00	0.00	300.00	18,000
10.00	Empty contaminated recycling/food 2 wheeled bin (collection only)	0	10.00	0.00	10.00	0
14.00	Empty contaminated recycling 4 wheeled bin (collection only)	0	14.00	0.00	14.00	0

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	ENVIRONMENTAL SERVICES					
	PRESCRIBED HOUSEHOLD WASTE (schedule 2)					
10.00	Empty residual 2 wheeled bin (schedule 2 collection only)	0	10.00	0.00	10.00	0
12.50	Empty residual 2 wheeled bin (schedule 2 property collection & disposal)	0	12.50	0.00	12.50	0
14.00	Empty residual 4 wheeled bin (schedule 2 collection only)	0	14.00	0.00	14.00	0
21.00	Empty residual 4 wheeled bin (schedule 2 property collection & disposal)	0	21.00	0.00	21.00	0
5.00	Empty recycling/food 2 wheeled bin (schedule 2 property)	0	5.00	0.00	5.00	0
8.00	Empty recycling 4 wheeled bin (schedule 2 property)	0	8.00	0.00	8.00	0
	CESSPOOL EMPTYING					
n/a	Cesspool Emptying - max 4,500 litres weak					
n/a	Cesspool Emptying - max 6,750 litres weak					
n/a	Cesspool Emptying - max 9,000 litres weak					
n/a	Cesspool Emptying - max 4,500 litres strong					
n/a	Cesspool Emptying - max 6,750 litres strong					
n/a	Cesspool Emptying - max 9,000 litres strong					
			ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			

Environmental Services total yield 2023/24

976,783

Environmental Services total yield 2022/23

822,975

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	CCTV					
96.00	INVESTIGATION AND SUPPLY OF CCTV DATA first hour includes disc costs and delivery	16	88.00	17.60	105.60	1,690
96.00	per additional hour or part thereof	minimal	88.00	17.60	105.60	minimal

CCTV data total yield 2023/24
CCTV data total yield 2022/23

1,690
1,170

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	PARKS AND OPEN SPACES					
	PARKS & OPEN SPACES (per Day)					
			Activity excluded from Leisure Contract - WBC to set charge			
350.00	Above 3 acre sites - Level 1: Commercial		350.00	0.00	350.00	0
300.00	Above 3 acre sites - Level 2: Commercial Sport & Leisure	1	300.00	0.00	300.00	300
225.00	Above 3 acre sites - Level 3: Standard Leisure		225.00	0.00	225.00	0
125.00	Above 3 acre sites - Level 4: Community Sport & Leisure		125.00	0.00	125.00	0
200.00	Under 3 acre sites - Level 1: Commercial		200.00	0.00	200.00	0
175.00	Under 3 acre sites - Level 2: Commercial Sport & Leisure		175.00	0.00	175.00	0
125.00	Under 3 acre sites - Level 3: Standard Leisure		125.00	0.00	125.00	0
50.00	Under 3 acre sites - Level 4: Community Sport & Leisure Hourly charge based on appropriate rate / 8 hrs	3	50.00	0.00	50.00	150
	PRIVATE HIRE OF RECREATION GROUND / SPACES FOR COMMERICAL GAIN					
			Activity excluded from Leisure Contract - WBC to set charge			
30.00	Per month - based on 1 session per week	12	27.50	5.50	33.00	330
60.00	Per month - based on 2 sessions per week	26	55.00	11.00	66.00	1,430
90.00	Per month - based on 3 or more sessions per week	60	82.50	16.50	99.00	4,950
	Last year's yield was £125 but potential exists for small increase based on enquiries received					

Activity Income excluded from Leisure Contract:

Parks and Open Spaces total yield 2023/24

7,160

Parks and Open Spaces total yield 2022/23

2,950

CHARGE 2022/23 (inc. VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	OUTDOOR SPORTS Unless otherwise indicated, the charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually, with all income generated being returned to the Council via the Management Fee arrangements.					
	HIRE PAVILION ONLY (non-match use)					
33.00	minimum 2 hour booking	n/a	36.00	0.00		n/a
11.00	Per hour	n/a	12.00	0.00		n/a
70.00	Day Rate (5-10 hours)	n/a	76.30	0.00		n/a
50.00	Half-Day Rate (Up to 4 hours)	n/a	54.50	0.00		n/a
20.00	Key Deposit (returnable)	n/a	21.80	0.00		n/a
10.00	Pre school day charge per hour	n/a	10.90	0.00		n/a
	<i>Hire of pitches for tournaments will be on the basis of a single pavilion charge plus a charge for the number of pitches marked out.</i>					
Non core	MINIATURE GOLF (per Round)					
4.50	Standard	n/a	4.50	0.00		n/a
2.50	Status	n/a	2.50	0.00		n/a
1.50	Concession	n/a	1.50	0.00		n/a
5.00	Deposit (returnable)	n/a	5.00	0.00		n/a
	TENNIS (Individual Bookings per court - chargeable all year round)					
39.00	Woking Household Membership	100	45.00	0.00		4,500
8.00	Woking Park Courts Pay and Play	500	9.50	0.00		4,750
	TENNIS - Licence Agreements	Activity excluded from Leisure Contract - WBC to set charge				
1,100.00	Horsell Club (2 Court) (Based on 1.5ct value of £700 p/ct)	1	1,180.00	0.00		787
1,500.00	Woking Park (new agreement, increasing each year over 5 years)	1	1,600.00	0.00		1,600

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	OUTDOOR SPORTS Unless otherwise indicated, the charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually, with all income generated being returned to the Council via the Management Fee arrangements.					
	BOWLING GREENS Activity excluded from Leisure Contract - WBC to set charge					
99.00	Season Tickets Standard (public)	n/a	0.00	0.00		Income retained by the Bowls Clubs
7.50	Adult Session Tickets (per rink per hour)	n/a	0.00	0.00		
3.75	Key Status Card	n/a	0.00	0.00		
2.50	Key Concession Card	n/a	0.00	0.00		
	FISHING <i>Excluded from Leisure Contract and managed by Goldsworth Park Angling Club, who keep the income to offset bailiff responsibilities. WBC retain the right to set charges in consultation with club.</i>					
	<u>Goldsworth Park Lake</u>					
52.00	Season Ticket - Adult	n/a	52.00	0.00	52.00	Income retained by the Angling Club
26.00	Season Ticket - Adult - OAP / Disabled	n/a	26.00	0.00	26.00	
26.00	Season Ticket - Junior (12-18yrs)	n/a	26.00	0.00	26.00	
13.00	Season Ticket - Junior (12-18yrs Disabled)	n/a	13.00	0.00	13.00	
0.00	Season Ticket - Junior (Under 12yrs)	n/a	0.00	0.00	0.00	
48.00	Night Permit	n/a	48.00	0.00	48.00	
	<i>Season Ticket - Half price from 1st Oct to 31 Mar (excludes Night Permits)</i>					

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	OUTDOOR SPORTS					
	Unless otherwise indicated, the charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually, with all income generated being returned to the Council via the Management Fee arrangements.					
	<u>Goldsworth Park Lake (cont.)</u>					
8.00	Day Ticket - Adult	n/a	8.00	0.00	8.00	Income retained by the Angling Club
4.00	Day Ticket - Adult Concession (OAP/Disabled)	n/a	4.00	0.00	4.00	
4.00	Day Ticket - Junior (12 to 18yrs)	n/a	4.00	0.00	4.00	
2.00	Day Ticket - Junior (12 to 18yrs Disabled)	n/a	2.00	0.00	2.00	
0.00	Day Ticket - Junior (Under 12yrs)	n/a	0.00	0.00	0.00	
	<i>Half price tickets for evening visitors will be available from 1st April to 30th September, from 6pm till dusk.</i>					
	<u>Brookwood Ponds</u>					
4.00	Day Ticket - Adult	n/a	4.00	0.00	4.00	
2.00	Day Ticket - Adult / (OAP/Disabled)	n/a	2.00	0.00	2.00	
2.00	Day Ticket - Junior (12 to 18 years)	n/a	2.00	0.00	2.00	
2.00	Day Ticket - Junior (12 to 18 years Disabled)	n/a	2.00	0.00	2.00	
0.00	Day Ticket - Junior under 12	n/a	0.00	0.00	0.00	

Activity Income excluded from Leisure Contract:

Outdoor Sports total yield 2023/24

11,637

Outdoor Sports total yield 2022/23

10,100

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MULTI-USE GAMES AREAS (MUGA's) Charges per hour					
	SHEERWATER MUGA		Activity excluded from Leisure Contract - WBC to set charge			
15.00	Adults, juniors : with lights	minimal	15.00	0.00	15.00	minimal
10.00	Adults, juniors : without lights	minimal	10.00	0.00	10.00	minimal
	OMEGA ROAD / VYNE FIELD MUGA					
15.00	Adults & juniors with lights	minimal	15.00	0.00	15.00	minimal
10.00	Adults & juniors without lights	minimal	10.00	0.00	10.00	minimal

Charges are set for organised group use, but no yield forecast as facilities are usually "casually" hired.

MUGA total yield 2023/24

0

MUGA total yield 2022/23

0

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	LICENSING					
	PERSONAL SERVICES					
130.00	Skin Piercing Registration - operator	4	160.00	0.00	160.00	640
40.00	Tattoo Artist - Guest	4	40.00	0.00	40.00	160
295.00	Skin Piercing Registration - premises	2	325.00	0.00	325.00	650
15.00	Replacement Certificate	4	20.00	0.00	20.00	80
	MOTOR SALVAGE OPERATORS					
135.00	Initial Registration Fee (valid for 3 years)	0	135.00	0.00	135.00	n/a
135.00	Renewal Fee (valid for 3 years)	0	135.00	0.00	135.00	n/a
	ANIMAL LICENSING					
351.00	Dangerous Wild Animals *	0	351.00	0.00	351.00	0
296.00	Dog Breeder (new application) *	0	319.00	0.00	319.00	0
255.00	Dog breeder (renewal)	0	297.00	0.00	297.00	0
168.00	Dog Breeder (enforcement) *	0	175.00	0.00	175.00	0
296.00	Selling Animals as Pets Licence (new application) *	0	319.00	0.00	319.00	0
255.00	Selling Animals as Pets Licence (renewal)	10	297.00	0.00	297.00	2,970
168.00	Selling Animals as Pets Licence (enforcement) *	10	175.00	0.00	175.00	1,750
296.00	Animal Boarding Establishment (new application)	0	319.00	0.00	319.00	0
255.00	Animal Boarding Establishment (renewal)	18	297.00	0.00	297.00	5,346
168.00	Animal Boarding Establishment (enforcement)	18	175.00	0.00	175.00	3,150
234.00	Home Boarding for Dogs (new application)	0	254.00	0.00	254.00	0
214.00	Home Boarding for Dogs (renewal)	0	232.00	0.00	232.00	0
127.00	Home Boarding for Dogs (enforcement)	0	132.00	0.00	132.00	0
	* additional vet fees to be recovered where applicable					

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	LICENSING					
	ANIMAL LICENSING (cont.)					
336.00	Hiring Out Horses (new application - up to 10 horses) *	0	362.00	0.00	362.00	0
316.00	Hiring Out Horses (renewal - up to 10 horses) *	2	341.00	0.00	341.00	682
18.00	Each additional horse over a maximum of 10 = £18 per horse	7	20.00	0.00	20.00	140
188.00	Hiring Out Horses (enforcement) *	2	197.00	0.00	197.00	394
98.00	Hiring of Horses Annual Inspection	2	103.00	0.00	103.00	206
234.00	Day Care for Dogs (new application)	0	254.00	0.00	254.00	0
214.00	Day Care for Dogs (renewal)	0	232.00	0.00	232.00	0
127.00	Day Care for Dogs (enforcement)	0	132.00	0.00	132.00	0
296.00	Keeping / Training Animals for Exhibition (new application) *	2	319.00	0.00	319.00	638
255.00	Keeping / Training Animals for Exhibition (renewal)	0	297.00	0.00	297.00	0
168.00	Keeping / Training Animals for Exhibition (enforcement) *	2	175.00	0.00	175.00	350
129.00	Each additional licensable activity after greatest applicable tier is	0	135.25	0.00	135.25	0
151.00	Animal Licence Re-Rating Request *	0	159.00	0.00	159.00	0
213.00	Hiring of Horses Re-Rating Request *	0	223.00	0.00	223.00	0
151.00	Animal Advisory Visit	0	159.00	0.00	159.00	0
50.00	Licence Transfer / Variation	0	55.00	0.00	55.00	0
15.00	Copy of Licence or Licence Conditions	0	20.00	0.00	20.00	0
	* additional vet fees to be recovered where applicable					
	WATER COURSE CONSENT					
50.00	Application	10	50.00	0.00	50.00	500

Licensing total yield 2023/24

17,656

Licensing total yield 2022/23

15,932

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	LICENSING					
	TOWN CENTRE MANAGEMENT AGREEMENT					
73.00	Place building materials on the highway (Valid for 28 days)	1	73.00	0.00	73.00	73
73.00	Place building materials on the highway (Extention)	1	73.00	0.00	73.00	73
102.00	Place scaffolding/hoarding on the highway (Valid for 28 days)	5	104.00	0.00	104.00	520
104.00	Place scaffolding/hoarding on the highway (Extention)	5	104.00	0.00	104.00	520
145.00	Place a crane on the highway (No limit)	2	145.00	0.00	145.00	290
70.00	Skips placed on the highway (Maximum of two weeks)	2	70.00	0.00	70.00	140
95.00	Skips placed on the highway (Maximum of 28 days)	1	95.00	0.00	95.00	95
	Pavement Café annual fee - Setting out private furniture on the highway:					
0.00	- Under 3sqm (application must be submitted.)	5	0.00	0.00	0.00	0
104.00	- 3sqm - 10sqm	10	104.00	0.00	104.00	1,040
52.00	- Additional sqm	5	52.00	0.00	52.00	260
725.00 to	Traffic Regulations (Temporary notice (Emergency) section 14		725.00 to		725.00 to	
734.00	(3) and 5, Day notice section 14(2))	5	734.00	0.00	734.00	0
734.00	Traffic Regulations (Temporary traffic order, section 14(1))	4	734.00	0.00	734.00	2,936
719.00	Traffic Regulations (Recovery of administrative costs)	2	719.00	0.00	719.00	1,438
120.00	Bus stop suspensions (Per day, max charge £240)	0	120.00	0.00	120.00	0
181.00	Application to create a vehicle crossover / dropped kerb	0	181.00	0.00	181.00	0
75.00	Initial assessment of suitability for a crossover	0	75.00	0.00	75.00	0
342.00	Planting a tree on the highway	1	342.00	0.00	342.00	342
347.00	Damage to Council Property (administrative costs)	5	347.00	0.00	347.00	1,735

Licensing total yield 2023/24

9,462

Licensing total yield 2022/23

8,628

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	PEST CONTROL					
94.50	Disinfestation (domestic)*	25	82.50	16.50	99.00	2,063
58.50	Wasps nest destruction (domestic)*	90	58.33	11.67	70.00	5,250
10.00	Wasps - additional nest as same address (at same time)*		29.17	5.83	35.00	0
38.00	Mice*	75	54.17	10.83	65.00	4,063
38.00	Rats*	250	54.17	10.83	65.00	13,543
0.00	Squirrels (inside premises - domestic)	10	83.33	16.67	100.00	833
90.00	Squirrels (proofing advice visit only - domestic)	0	83.33	16.67	100.00	0
	* Half price treatments are provided for those on means tested benefits					

Pest Control total yield 2023/24

25,752

Pest Control total yield 2022/23

21,942

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	DOG CONTROL/ANIMAL WELFARE					
	STRAY DOGS - KENNELING					
40.00	Collection Fee - dog returned to owner before kennel	24	75.00	0.00	75.00	1,800
80.00	Delivery to kennel and £25 statutory fine (including first night)	15	140.00	0.00	140.00	2,100
20.00	Each additional night	15	25.00	0.00	25.00	375

Dog Control and Animal Welfare total yield 2023/24

4,275

Dog Control and Animal Welfare total yield 2022/23

1,680

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	FOOD SAFETY & COMMUNICABLE DISEASES					
51.00	Food Export Licence	0	65.00	0.00	65.00	0
150.00	Food Hygiene Re-visit Inspection Fee	12	225.00	0.00	225.00	2,700

Food Safety & Communicable Diseases total yield 2023/24
Food Safety & Communicable Diseases total yield 2022/23

2,700
1,500

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	ENVIRONMENTAL HEALTH ADMINISTRATION					
10.00	Copy of Food Register Entry	0	15.00	0.00	15.00	0
24.00	Copy of Authorisation of Specified Industrial Processes	0	30.00	0.00	30.00	0
12.00	Certified copy of entry in register of motor salvage operators	0	15.00	0.00	15.00	0
79.70	Environmental Health Search (per hour)	0	66.42	13.28	79.70	0
126.00	Contaminated Land Search (per hour)	5	105.00	21.00	126.00	525
350.00	Assisted Funeral Arrangement Fee (charge will only apply where funds are available within the estate)	5	350.00	0.00	350.00	1,750
175.00	Environmental Information Regulations (EIR) Search fee	5	175.00	0.00	175.00	875

Environmental Health total yield 2023/24

525

Environmental Health total yield 2022/23

105

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	PRIVATE WATER SUPPLIES					
500.00	Risk assessment (each assessment)	0	708.33	141.67	850.00	0
100.00	Sampling (each visit)	0	125.00	25.00	150.00	0
100.00	Investigation (each investigation)	0	125.00	25.00	150.00	0
100.00	Granting an authorisation (each authorisation)	0	125.00	25.00	150.00	0
	Analysing a sample –					
25.00	Taken under regulation 10	0	20.83	4.17	25.00	0
100.00	Taken during check monitoring	0	83.33	16.67	100.00	0
500.00	Taken during audit monitoring	0	416.67	83.33	500.00	0

Private Water Supplies total yield 2023/24

0

Private Water Supplies total yield 2022/23

0

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	SCRAP METAL					
	Scrap Metal Licences					
446.00	Site Licence	1	556.00	0.00	556.00	556
236.00	Collector licence	1	358.00	0.00	358.00	358

Scrap metal total yield 2023/24
Scrap metal total yield 2022/23

914
236

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
	Fit and Proper Person Application					
335.00	Fit and Prpoer Person application fee	1	371.55	0.00	371.55	372
114.00	Fit and Proper Person annual fee (where applicable)	0	126.25	0.00	126.25	
	Issue of first licence for Mobile Home Sites					
8.50	Enquiry received and service request entered on computer system. 15 (A)	0			8.50	
5.70	Make up new file and attach above documentation. 10 (A)	0			5.70	
5.70	Send out site application form with covering letter or email with link and enter action on computer worksheet. 10 (A)	0			5.70	
5.70	Contact applicant and make appointment to carry out initial site inspection. 10 (A)	0			5.70	
11.30	Enter particulars on application form on computer system. Scan and save application form to computer system. 20 (A)	0			11.30	
27.30	Check application valid e.g. all compulsory questions completed and correct fee included. Check all particulars entered on computer premises record correctly. 40 (O)	0			27.30	
10.20	Carry out LRS to verify applicant is owner of land. 15 (O)	0			10.20	
20.50	Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet. 30 (O)	0			20.50	
20.50	Carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities. 30 (O)				20.50	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
47.80	Prepare draft site licence and send to applicant/Planning and Fire Service. In covering letter to applicant, include any recommendations and works required resulting from initial site inspection. 70 (O)	0			47.80	
20.50	Discuss any feedback with applicant on proposed site licence conditions. 30 (O)	0			20.50	
20.50	Upon expiry of consultation period amend site licence if required . Print out two copies of site licence and proof read. 30 (O)	0			20.50	
8.50	Site licence to be checked and signed by line manager. 10 (M)	0			8.50	
6.80	Send out site licence to applicant with covering letter. 10 (O)	0			6.80	
8.50	Scan and save signed copy of site licence to system and add hard copy of licence to file. 15 (A)	0			8.50	
5.70	Update public register of licensed sites. 10 (A)	0			5.70	
6.80	Upon occupation of site, contact site owner to make appointment for licensing inspection. 10 (O)	0			6.80	
10.20	Complete risk assessment to determine next routine visit. 15 (O)	0			10.20	
41.00	Travel time x 2. 60 (O)	0			41.00	
61.50	Record details of visit on computer worksheet, download Send letter to applicant notifying them of outcome of licensing visit.photos etc. 90 (O)	0			61.50	
353.20	Base Cost				353.20	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required:					
31.00	1 - 5 pitches 45 (O)	0			31.00	
41.00	6 - 24 pitches 60 (O)	0			41.00	
61.00	25 - 100 pitches 90 (O)	0			61.00	
	Carry out revisit to check on completion of works:					
10.00	1 - 5 pitches 15(O)	0			10.00	
21.00	6 - 24 pitches 30(O)	0			21.00	
41.00	25 - 100 pitches 60(O)	0			41.00	
	Total Cost:					
394.20	1 - 5 pitches 45 (O)	Minimal	394.20	0.00	394.20	Minimal
415.20	6 - 24 pitches 60 (O)	Minimal	415.20	0.00	415.20	Minimal
455.20	25 - 100 pitches 90 (O)	Minimal	455.20	0.00	455.20	Minimal
	Application to vary a site licence					
8.50	Enquiry received and service request entered on computer system. 15 (A)	0			8.50	
5.70	Send out application form and covering letter detailing fee required. 10 (A)	0			5.70	
8.50	Upon receipt of application form, scan and save to computer system. Attach hard copy to paper file. Generate acknowledgement letter and send to applicant. 15 (A)	0			8.50	
5.70	Enter particulars on application form on to on computer system. 10 (A)	0			5.70	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
27.30	Check application is valid e.g. all compulsory questions completed and correct fee included, computer record correct. 40(O)	0			27.50	
6.80	Contact applicant to arrange site visit. 10 (O)	0			6.80	
20.50	Travel time. 30 (O)	0			20.50	
20.50	Record details of visit on computer, download photos. 30 (O)	0			20.50	
47.80	Prepare draft site licence and send to applicant with covering letter/Planning/Fire Service. 70 (O)	0			47.80	
20.50	Discuss any feedback with applicant. 30 (O)	0			20.50	
20.50	Amend if necessary and print ready for signing. 30 (O)	0			20.50	
8.50	Site licence checked and signed by manager. 10 (M)	0			8.50	
10.20	Look up records of outstanding historic breaches, outstanding notices etc. 15 (O)	0			10.20	
6.80	Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet. 10 (O)	0			6.80	
5.70	Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file. 10 (A)	0			5.70	
8.50	Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file. 15 (A)	0			8.50	
5.70	Amend public register of park home site licences. 10 (A)	0			5.70	
237.70	Base Time / Cost 365 mins (6hr 5min)				237.90	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
	Carry out full site inspection and make note of any works required:					
31.00	1 - 5 pitches 45 (O)	0			31.00	
41.00	6 - 24 pitches 60 (O)	0			41.00	
61.00	25 - 100 pitches 90 (O)	0			61.00	
	Total Cost:					
268.70	1 - 5 pitches 45 (O)	Minimal	268.70	0.00	268.70	Minimal
278.70	6 - 24 pitches 60 (O)	Minimal	278.70	0.00	278.70	Minimal
298.70	25 - 100 pitches 90 (O)	Minimal	298.70	0.00	298.70	Minimal
	Application to Transfer Licence					
8.50	Enquiry received and service request entered on computer system. 15 (A)	0			8.50	
5.70	Send out application form and covering letter detailing fee required. 10 (A)	0			5.70	
8.50	Upon receipt of application form, scan and save to computer system. Attach hard copy to paper file. Generate acknowledgement letter and send to applicant. 15 (A)	0			8.50	
8.50	Enter particulars on application form on to on computer system. 15 (A)	0			8.50	
27.30	Check application valid e.g. all compulsory questions completed and correct fee included, computer record correct. 40 (O)	0			27.30	

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	MOBILE HOMES					
20.50	Carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities. 30 (O)	0			20.50	
8.50	Carry Out Land Registry Search. 15 (A)	0			8.50	
20.50	Amend site licence and print out ready for signing. 30 (O)	0			20.50	
8.50	Site licence checked and signed by Manager. 10 (M)	0			8.50	
5.70	Send out licence with covering letter. 10 (A)	0			5.70	
5.70	Scan and save signed copy of site licence to computer record and add hard copy to file. 10 (A)	0			5.70	
5.70	Update public register of licensed sites. 10 (A)	0			5.70	
133.60	Total Cost 210 mins (3hrs 30min)	Minimal	133.60	0.00	133.60	Minimal
	Annual Fee					
	Number of Pitches / Inspection Interval Years (Officer £43p/h)					
82.00	1 - 5 pitches 150 mins (O) 107.50 divided by 4	0	108.00	0.00	108.00	
164.00	6 - 24 pitches 240mins (O) 172 divided by 3	0	172.00	0.00	172.00	
246.00	25 - 100 pitches 480 mins (O) 344 divided by 2	1	344.00	0.00	344.00	344

Mobile homes total yield 2023/24

716

Mobile homes total yield 2022/23

581

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	Property Services					
	Garden Licence					
	50-100m²:	2	100.00	0.00	200.00	200
	101-200m²:	0	125.00	0.00	0.00	0
	201-300m²:	1	150.00	0.00	150.00	150
	>300m²:		POA			
	<i>*a one-off legal fee applies upon completion</i>		250.00			
	Vehicular Access*					
	£50/year	11	50.00	0.00	550.00	550
	<i>*a one-off legal fee applies upon completion</i>	0	250.00	0.00	0.00	0

Scrap metal total yield 2023/24

900

Scrap metal total yield 2022/23

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	VICTORIA PLACE, VICTORIA WAY, HEATHSIDE CRESCENT AND BREWERY ROAD CAR PARKS					
	MONDAY TO SATURDAY INCLUDING BANK HOLIDAYS (EXCEPT CHRISTMAS DAY = FREE)					
1.60	Up to one hour	283,100	1.50	0.30	1.80	424,650
3.20	Up to two hours	276,432	2.92	0.58	3.50	806,260
4.80	Up to three hours	87,253	4.17	0.83	5.00	363,554
6.40	Up to four hours	55,412	5.42	1.08	6.50	300,148
7.60	Up to five hours	23,366	6.67	1.33	8.00	155,773
7.60	Up to six hours	23,366	6.67	1.33	8.00	155,773
12.00	Up to seven hours	32,860	10.00	2.00	12.00	328,600
13.00	Seven to twenty four hours	119,781	12.50	2.50	15.00	1,497,263
1.50	Any period - 18.00 to 05.59 next day	500,341	1.83	0.37	2.20	917,292
	SATURDAYS IN VICTORIA PLACE ONLY (EXCEPT CHRISTMAS DAY = FREE)					
1.6	Up to one hour	36,400	1.50	0.30	1.80	54,600
3	Up to three hours	83,200	2.50	0.50	3.00	208,000
4.5	Up to four hours	8,320	3.75	0.75	4.50	31,200
6	Up to five hours	2,080	5.00	1.00	6.00	10,400
7.6	Up to six hours	2,080	6.67	1.33	8.00	13,867
12	Up to seven hours	1,040	10.00	2.00	12.00	10,400
13	Up to twenty four hours	2,080	12.50	2.50	15.00	26,000
1.5	Any period - 18:00 to 05:59 next day	50,000	1.83	0.37	2.20	91,667
	SUNDAYS (EXCEPT CHRISTMAS DAY = FREE)					
1.60	Up to one hour	40,922	1.50	0.30	1.80	61,383
3.00	Up to two hours	0		Remove		

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
						(£)
NEW 3.30	Up to three hours	70,928	2.50	0.50	3.00	177,320
	Over two hours	0		Remove		
NEW 1.50	Over three hours	13,450	3.75	0.75	4.50	50,438
	Any period - 18.00 to 05.59 next day	5,285	1.83	0.37	2.20	9,689

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	OTHER CAR PARKS					
	WEEKDAY (8.00 - 18.00)					
	SHEER HOUSE					
0.00	Up to one hour	0	0.00	0.00	0.00	0
0.00	Up to two hours	0	0.00	0.00	0.00	0
0.00	Up to three hours	0	0.00	0.00	0.00	0
0.00	Up to four hours (maximum stay)	0	0.00	0.00	0.00	0
	WOODLANDS AVENUE					
0.70	Up to four hours	1,089	1.25	0.25	1.50	1,361
1.00	Up to six hours	2,277	2.50	0.50	3.00	5,693
1.80	All day from 9.30am	1,089	3.75	0.75	4.50	4,084
	SATURDAYS, SUNDAYS AND BANK HOLIDAYS					
	SHEER HOUSE AND WOODLANDS AVENUE					
free	Charge per visit			----- free -----		

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	WOKING PARK					
	WEEKDAYS, SATURDAYS AND BANK HOLIDAY MONDAYS					
free	Up to two hours			----- free -----		
NEW 1.30	Up to three hours	6,000	1.50	0.30	1.80	9,000
1.30	Up to four hours	5,000	2.50	0.50	3.00	12,500
6.00	Up to six hours	1,000	5.83	1.17	7.00	5,833
9.00	Up to seven hours	614	8.33	1.67	10.00	5,117
10.00	Seven to twenty four hours	614	10.00	2.00	12.00	6,140
1.30	Any period - 18.00 to 05.59 next day	396	1.83	0.37	2.20	726
	SUNDAYS (EXCEPT CHRISTMAS DAY = FREE)					
free	Up to three hours			----- free -----		
1.30	Over three hours			----- free -----		
1.30	Any period - 18.00 to 05.59 next day			----- free -----		
	WOKING PARK COACH PARKING (Monday to Sunday)					
free	Mini-buses/coaches using Woking Park / LC&PitP / Community Building facilities			----- free -----		
free	Mini-buses/coaches where re-directed by Parking Services from Town Centre			----- free -----		
20.00	Mini-buses/coaches not using Woking Park / LC&PitP / Community Building facilities	40	16.67	3.33	20.00	667
	EVENT PARKING					
2.50	Daily charge for exhibitors	198	2.50	0.50	3.00	495

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	VICTORIA WAY					
1,920.00	Annual Season Ticket	176	1,600.00	320.00	1,920.00	281,600
1,920.00	Annual Season Ticket Direct Debit	84	1,600.00	320.00	1,920.00	134,400
590.00	Quarterly Season Ticket	159	491.67	98.33	590.00	78,176
215.00	Monthly Season Ticket	20	179.17	35.83	215.00	3,583
180.00	Off Peak Area 1 Residents Permit	3	150.00	30.00	180.00	450
780.00	WCPZ Residents Car Park Permit	18	716.67	143.33	860.00	12,900
200.00	Quarterly WCPZ Residents Car Park Permit	4	166.67	33.33	200.00	667
	PEACOCKS BLUE					
1,920.00	Annual Season Ticket	85	1,600.00	320.00	1,920.00	136,000
1,920.00	Annual Season Ticket Direct Debit	22	1,600.00	320.00	1,920.00	35,200
590.00	Quarterly Season Ticket	63	491.67	98.33	590.00	30,975
215.00	Monthly Season Ticket	45	179.17	35.83	215.00	8,063
180.00	Off Peak Area 1 Residents Permit	1	150.00	30.00	180.00	150
780.00	WCPZ Residents Car Park Permit	8	716.67	143.33	860.00	5,733
200.00	Quarterly WCPZ Residents Car Park Permit	4	166.67	33.33	200.00	667
	WOLSEY PLACE					
1,920.00	Annual Season Ticket	42	1,600.00	320.00	1,920.00	67,200
1,920.00	Annual Season Ticket Direct Debit	36	1,600.00	320.00	1,920.00	57,600
590.00	Quarterly Season Ticket	7	491.67	98.33	590.00	3,442
215.00	Monthly Season Ticket	1	179.17	35.83	215.00	179
180.00	Off Peak Area 1 Residents Permit	8	150.00	30.00	180.00	1,200
780.00	WCPZ Residents Car Park Permit	18	716.67	143.33	860.00	12,900
200.00	Quarterly WCPZ Residents Car Park Permit	4	166.67	33.33	200.00	667

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	BREWERY ROAD (Season tickets not available in this car park)					
	HEATHSIDE CRESCENT					
1,920.00	Annual Season Ticket	90	1,600.00	320.00	1,920.00	144,000
1,920.00	Annual Season Ticket Direct Debit	49	1,600.00	320.00	1,920.00	78,400
590.00	Quarterly Season Ticket	22	491.67	98.33	590.00	10,817
215.00	Monthly Season Ticket	3	179.17	35.83	215.00	538
180.00	Off Peak Area 1 Residents Permit	24	150.00	30.00	180.00	3,600
780.00	WCPZ Residents Car Park Permit	35	716.67	143.33	860.00	25,083
200.00	Quarterly WCPZ Residents Car Park Permit	7	166.67	33.33	200.00	1,167
	WOODLANDS AVENUE					
240.00	Annual Season Ticket	14	200.00	40.00	240.00	2,800
70.00	Quarterly Season Ticket	17	58.33	11.67	70.00	992

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	(£)
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	WOKING PARK					
750.00	Annual Season Ticket	69	625.00	125.00	750.00	43,125
750.00	Annual Season Ticket Direct Debit	75	625.00	125.00	750.00	46,875
200.00	Quarterly Season Ticket	4	166.67	33.33	200.00	667
75.00	Monthly Season Ticket	13	62.50	12.50	75.00	813
	PUBLIC SERVICE CAR PARK					
780.00	Public Service Car Park	210	650.00	130.00	780.00	136,500
	BLUE BADGES					
15.00	Renewal Fee	388	15.00	0.00	15.00	5,820

Season Ticket total yield 2023/24

1,372,949

Season Ticket total yield 2022/23

1,372,923

EXTENSION OF VARIABLE RATE CHARGES

Comparisons			2016/17 Annual	2015/16 Annual	2016/17 Quarterly	2015/16 Quarterly	2016/17 Monthly	2015/16 Monthly	WBC Band
A	-100	-25%	£1,425.00	£900.00	£450.00	£275.00	£165.00	£100.00	A
B	101-110	-20%	£1,520.00	£1,350.00	£480.00	£413.00	£175.00	£150.00	B
C	111-120	-15%	£1,615.00	£1,350.00	£510.00	£413.00	£185.00	£150.00	
D	121-130	-10%	£1,710.00	£1,800.00	£540.00	£550.00	£200.00	£200.00	C
E	131-140	-5%	£1,805.00	£1,800.00	£570.00	£550.00	£210.00	£200.00	
F	141-150	0	£1,900.00	£1,800.00	£600.00	£550.00	£220.00	£200.00	D
G	151-165	5%	£1,995.00	£1,980.00	£630.00	£605.00	£230.00	£220.00	
H	166-175	10%	£2,090.00	£2,070.00	£660.00	£633.00	£240.00	£230.00	E
I	176-185	15%	£2,185.00	£2,070.00	£690.00	£633.00	£255.00	£230.00	
J	186-200	20%	£2,280.00	£2,160.00	£720.00	£660.00	£265.00	£240.00	F
K	201-225	25%	£2,375.00	£2,160.00	£750.00	£660.00	£275.00	£240.00	
L	226-255	30%	£2,470.00	£2,250.00	£780.00	£688.00	£285.00	£250.00	G
M	255-	40%	£2,660.00	£2,250.00	£840.00	£688.00	£310.00	£250.00	

CORPORATE RESOURCES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED YIELDS 2023/24

	BUDGET 2022/23 £	BUDGET 2023/24 £
	<hr/>	<hr/>
<u>Customer Support Services</u>		
Local Land Charges	213,217	263,689
Taxis And Private Hire	223,820	184,305
<u>Licensing</u>		
Sex Establishment	0	0
Gambling Act	8,080	0
	<hr/>	<hr/>
	8,080	0
	<hr/>	<hr/>
US - TOTAL FEES AND CHARGES	<hr/> 445,117 <hr/>	<hr/> 447,994 <hr/>

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2022/23	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LOCAL LAND CHARGES					
21.63	LLC1 */***	1,225	21.63	0.00	21.63	26,497
165.00	Con 29 Part 1 */**	1,225	165.00	33.00	198.00	202,125
49.20	SCC Fee *	1,000	45.50	9.10	54.60	45,500
0.00	Con 29 Part 1 - Question 3.7 (5 sub questions)	0		0.00	0.00	0
0.00	Con 29 Part 1 - Question 3.9 (14 sub questions)	0		0.00	0.00	0
3.00	Con 29 Part 1 - Any single sub question	1,270	3.33	0.67	4.00	4,229
1.15	LLC1 Additional parcel fee ***	110	1.15	0.00	1.15	127
78.00	Con 29 Additional parcel fee	25	70.00	14.00	84.00	1,750
21.00	Con 29 Part 2 (printed question)	500	19.17	3.83	23.00	9,585
24.00	Con 29 Part 3 (own question)	20	25.00	5.00	30.00	500

*The cost for a standard search fee is calculated as follows:

LLC1	n/a
Con 29 Part 1	£198.00
Fee Payable to Surrey County Council	£54.60
	<u>£252.60</u>

** Some Con 29 Part 1 searches are submitted as requests under the Environmental Information Regulations 2004 i.e. under the "Freedom of Information" regime. The fee for dealing with these requests (calculated in accordance with the statutory provisions) is £175.00

*** LLC questions will migrate to the national digital Land Register before April 2023 and will no longer be a WBC charge. These have been removed from the assumed standard search fee for 2023/24

Local Land Charges total yield 2023/24
Local Land Charges total yield 2022/23

263,689
213,217

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TAXIS AND PRIVATE HIRE VEHICLES					
	TAXIS/HACKNEY CARRIAGES					
210.00	Vehicle Licences	119	225.00	0.00	225.00	26,775
290.00	Drivers Licence - Valid for 3 years	75	305.00	0.00	305.00	22,875
	PRIVATE HIRE					
315.00	Operator's Licence	61	330.00	0.00	330.00	20,130
210.00	Vehicle Licences	340	225.00	0.00	225.00	76,500
290.00	Drivers Licence - Valid for 3 years	100	305.00	0.00	305.00	30,500
	TRANSFER TO VEHICLE ALEADY LICENSED BY WBC					
75.00	Change/transfer to vehicle already licensed with WBC	50	80.00	0.00	80.00	4,000
	GENERAL					
60.00	New Licence Application Charge (not renewals) (This is in addition to the cost of CRB, medical and driving licence checks)	25	65.00	0.00	65.00	1,625
45.00	Replacement Plate	10	50.00	0.00	50.00	500
30.00	Replacement Badge / Upgrade from Private Hire	10	35.00	0.00	35.00	350
25.00	Additional Knowledge Test Fees	30	35.00	0.00	35.00	1,050

Taxis and Private Hire Licences total yield 2023/24 (excluding Vehicles)

81,030

Estimated Yield from Vehicles 2023/24

103,275

184,305

Taxis and Private Hire Licences total yield 2022/23

97,820

Estimated Yield from Vehicles 2022/23

126,000

223,820

CHARGE 2022/23 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2023/24			ESTIMATED YIELD 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					
13,430.00	SEX ESTABLISHMENTS Licence application		13,430.00	0.00		0
13,430.00	Annual renewal of licence		13,430.00	0.00		0
-	GAMBLING ESTABLISHMENTS (inc machine permits)		FEES SHOWN ON SEPARATE SCHEDULE			0
210.00	LOADING CONTROL AREA CONSENT Consent		210.00	0.00		0

Licensing total yield 2023/24
Licensing total yield 2022/23

0
8,080

Gambling Act 2005

Fees for the application for a gambling premises licence in the Borough of Woking from 1st April 2016 until further notice

	<i>Current numbers of premises</i>	Annual Fee £	New Application £	Application to Vary £	Application to Transfer £	Application for Reinstatement £	Application for Provisional statement £	Convert Provisional Statement to Full Licence £	Copy of Licence £	Notification of Change £
Betting Premises excl Tracks			2,250	1,250	950	950	2,250	950	25	50
Bingo Club			2,750	1,400	950	950	2,750	950	25	50
Tracks			3,000	1,600	1,250	1,250	3,000	1,250	25	50
Family Entertainment Centre			1,600	850	950	950	1,600	950	25	50
Adult Gaming Centre (AGC)			1,600	850	950	950	1,600	950	25	50
Casino (Small)			6,500	2,250	1,500	1,500	6,500	1,500	25	50
Casino (Large)			7,500	3,750	1,800	1,800	7,500	1,800	25	50

Projected yield

0

Rhoda McGaw Theatre - Hire Charges

I September 2022 - 31 August 2023 (Proposed 2% increase)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,028.50	1,234.20	1,538.50	1,846.20	2,458.20
Day Hire	9am - 11pm	408.00	489.60	612.00	734.40	979.20
Hourly Hire	Between 9am - 11pm	40.80	48.96	61.20	73.44	244.80
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	81.60	97.92	122.40	146.88	489.60

I September 2023 - 31 August 2024 (Proposed 20% increase for Accredited and Negotiated and 25% increase for commercial)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,234.20	1,481.04	1,846.20	2,215.44	3,072.75
Day Hire	9am - 11pm	489.60	587.52	734.40	881.28	1,224.00
Hourly Hire	Between 9am - 11pm	48.96	58.75	73.44	88.13	306.00
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	97.92	117.50	146.88	176.26	612.00

I September 2024 - 31 August 2025 (Proposed 20% increase for Accredited and 20% Negotiated and 25% increase for commercial)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,481.04	1,777.25	2,215.44	2,658.53	3,687.30
Day Hire	9am - 11pm	587.52	705.02	881.28	1,057.54	1,468.80
Hourly Hire	Between 9am - 11pm	58.75	70.50	88.13	105.75	367.20
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	117.50	141.00	176.26	211.51	734.40

Arts Development - WBC Steve May, Rose Blackley, ATG JJ Almond

1.1 - The Substantive increases for 2024 to 2025 are still significantly below what ATG need to charge for the largest pool of users (Accredited Rate users are those affiliated to the Woking Drama Association) to even consider getting close to break even. These increases will be very challenging for the community groups, but with the reduction in funding from WBC to Rhoda operations, such an increase is needed to keep the venue operational

1.2 - Under the existing partnership agreement with the Ambassadors Theatre Group (ATG) it currently manages and operates the Rhoda McGaw Theatre on the Council's behalf, with all the operating costs met by it and respective income generated from the hires of the Theatre remaining with ATG. The current agreement does, however, provide for the Council to retain the control over setting the hire rates for the Rhoda McGaw Theatre in consultation with ATG and Woking Drama Association

1.3 - Due to bookings for the theatre being taken up to two years in advance, the hire rates up to and including 31 August 2025 are attached.

EXECUTIVE – 17 NOVEMBER 2022

CALENDAR OF MEETINGS 2023-24

Executive Summary

The proposed Calendar of Meetings for 2023/24 is attached as Appendix 1. In preparing the Calendar, consideration has been given to Bank Holidays, school holidays, annual conferences and party conferences, as far as possible. The Calendar for 2023/24 has been prepared on the same basis as in past years.

There are two changes recommended for the year ahead. The first is to reduce the number of meetings of the Planning Committee from 14 to 11 each year, which would enable a more appropriate number of applications to be received by the Committee at each meeting and provide a small operational cost saving to the Council. The second is to reduce the number of annual meetings of the Licensing Committee from 4 to 2, as there tends to be insufficient business due to the work undertaken by Licensing Sub-Committees A and B and the Taxi Licensing Sub-Committee. The two meetings would be held in October and March. An extra meeting of the Full Committee could be organised if required and a mandatory training session for Committee Members is held separately at the start of each Municipal Year.

Group Leaders, Deputy Group Leaders, Chairman and Vice-Chairman of the Overview and Scrutiny Committee, Licensing Committee and Planning Committee have been consulted on the proposed Calendar.

(NOTE: Following the above consultation, it was agreed to add dates for meeting of the Shareholder Advisory Group to the Calendar for the year ahead, which are also set out in Appendix 1. Although the meetings are non-statutory and not open to the public, for matters of openness and transparency the dates have been included in the Calendar.)

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That the Calendar of Meetings 2023/24 be approved as set out in Appendix 1 to the report.

Reasons for Decision

Reason: In accordance with Standing Order 1.2 of the Constitution, which states that “The date of the annual (Council) meeting and those of ordinary meetings shall be fixed by the Council in or about December of the preceding municipal year”.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

Reporting Person: Joanne McIntosh, Director of Legal and Democratic Services
Email: joanne.mcintosh@woking.gov.uk, Extn: 3038

Contact Persons: Frank Jeffrey, Head of Democratic Services
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Becky Capon, Democratic Services Manager
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Portfolio Holder: Councillor Ann-Marie Barker
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Shadow Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Date Published: 9 November 2022

CALENDAR OF MEETINGS 2023/24
All Meetings start at 7pm unless otherwise stated

COUNCIL

Meetings on Thursday unless otherwise stated.

18 May 2023 (Mayor Making)
 22 May 2023 (Monday)
 20 July 2023
 28 September 2023 (Accounts)
 12 October 2023
 30 November 2023
 8 February 2024
 28 March 2024
 16 May 2024 (Mayor Making)
 20 May 2024 (Monday)

EXECUTIVE

Meetings on Thursday.

15 June 2023
 13 July 2023
 14 September 2023
 5 October 2023
 16 November 2023
 18 January 2024
 1 February 2024
 21 March 2024

PLANNING COMMITTEE

Meetings on Tuesday.

6 June 2023
 27 June 2023
 25 July 2023
 5 September 2023
 3 October 2023
 7 November 2023
 12 December 2023
 16 January 2024
 20 February 2024
 19 March 2024
 16 April 2024

OVERVIEW & SCRUTINY COMMITTEE

Meetings on Monday.

5 June 2023
 10 July 2023
 11 September 2023
 16 October 2023
 20 November 2023
 22 January 2024
 19 February 2024
 18 March 2024

LICENSING COMMITTEE

Meetings on Tuesday.

17 October 2023
 5 March 2024

STANDARDS & AUDIT COMMITTEE

Meetings on Thursday.

6 July 2023
 21 September 2023
 23 November 2023
 29 February 2024

Selection Panel: 16 May 2023 and 14 May 2024 at 7.00pm.

Members Induction (CLT & Member Services): 10&11 May 2023 and 8&9 May 2024 at 6.30pm.

Planning Committee Induction: 23 May 2023 and 21 May 2024 at 6.30pm.

SHAREHOLDER ADVISORY GROUP (not open to the public)

Meetings on Tuesday unless otherwise stated, beginning at 6.30pm.

THAMESWEY

29 June 2023 (Thursday)
 26 September 2023
 21 November 2023
 27 February 2024

VICTORIA SQUARE

20 June 2023
 19 September 2023
 28 November 2023
 7 March 2024 (Thursday)

OTHER L.A. COMPANIES

13 June 2023
 12 September 2023
 5 December 2023
 12 March 2024

EXECUTIVE – 17 NOVEMBER 2022

COST OF LIVING CRISIS UPDATE

Executive Summary

The Cost-of-Living Summit on the 27th September 2022 had a positive turnout. Those that attended from the Council included the Leader and Deputy Leader, Cllr Nicholson the Portfolio Holder for Health and Wellbeing, Cllr Akberali, Cllr Aziz and Cllr Raja. Officers included representation from Communities, representing Health and Wellbeing, Community Development, Communications, Revenue and Benefits, Volunteer Woking and Business Liaison.

Wider representation included the Lighthouse, Surrey Coalition of Disabled People, Woking Environment Action, Surrey Minority Ethnic Forum, Welcome Church, Thamesway, Christians Against Poverty (CAP), Police, Surrey County Council, Freedom Leisure, DWP, Citizen's Advice, Ashford and St. Peter's Hospital, Sheerwater Together, Foodwise, Woking Foodbank and Knaphill Community Fridge.

During the day, guests worked collaboratively to identify the needs of the Woking communities, particularly those who may be overlooked, the current strengths, gaps in provision and areas for development.

The Council and partners acknowledge that we cannot solve all problems but by working together we can strengthen our offer to support those who are vulnerable this Winter and beyond. Positive progress is already being made because of the Summit and the Borough has more designated 'warm hubs' than in any other part of the County which will help residents this Winter. The food supply for households in need will be more coordinated and resilient, and residents will all have current information online and in print to signpost them to local and national support.

The action plan should be read in conjunction with the Council's Health and Wellbeing Action Plan, reported to the Health and Wellbeing Task Group. This covers a wide range of activity to support residents in line with the Council's Health and Wellbeing priorities.

Recommendations

The Executive is requested to:

RESOLVE That

the success of the Cost-of-Living Summit be noted and the Executive to receive regular reports on progress against the action plan.

Reasons for Decision

Reason: To ensure Woking residents access the support they need this Winter with the Cost of Living and to monitor progress against the action plan.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

Reporting Person: Louise Strongitharm, Strategic Director - Communities
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Contact Person: Adam Thomas, Head of Family and Community Services
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Portfolio Holder: Councillor Ann-Marie Barker
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Shadow Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Date Published: 9 November 2022

1.0 Introduction

- 1.1 On the 27th September 2022 Woking Borough Council facilitated the Cost-of-Living Summit at Eastwood Leisure Centre in Sheerwater. Seventy people attended representing a breadth of organisations across sectors. They included Members and Officers from Woking Borough Council, Officers from Surrey County Council, the DWP, Police, Health, and many from the faith and voluntary sector including Surrey Minority Ethnic Forum, Surrey Coalition of Disabled People, The Lighthouse, Woking Environment Action and MASCOT Hub.
- 1.2 The summit was opened by the Leader of the Council and Chief Executive who shared the vision and purpose for the day, in line with the Council's strategic priorities. The themes focussed on the need to come together, not to try to solve all the challenges of the cost of living but to work in partnership to strengthen the local offer for residents, through collaboration and defining outcomes through an action plan.
- 1.3 The action plan is to be reviewed regularly by the Executive and is the focus of this report. It is a dynamic document and will evolve to include new initiatives as they arise.

2.0 Cost of Living Summit

- 2.1 The Council's Corporate Leadership Team facilitated the exercises throughout the day. Time was given to allow for conversations around tables to define the concerns and the needs of Woking communities. The discussion was informed by presentations from the Woking Foodbank and Citizen's Advice Woking, who set the national and local context, highlighting the increase in requests for support across all Wards in the Borough.
- 2.2 Participants spent time discussing what is already strong in Woking, regarding support for food, energy, wellbeing and finances. The gaps were then mapped which led into action-planning. The focus of the plan was to identify realistic developments that could be made locally, to strengthen community support during the next six months and beyond. The attendees worked together to identify what more could be done and ways to work together better regarding these critical areas.
- 2.3 The overriding themes for development included boosting local community support offers by providing accessible spaces for warmth and essential needs, including information and guidance on energy-saving, in line with the national 'warm hub' initiative. These need to be spaces where people can seek support but without stigma, building on existing support networks across the Borough.
- 2.4 Participants highlighted the need to ensure that communication is clear and readily accessible for residents throughout the Winter period. This needs to be available digitally, and in an accessible format for those residents who are not online. Representatives from the local food banks, community fridges and community shops were keen to collaborate and following the summit there will be a focus groups specifically for these providers to work together intentionally, led by the Woking Foodbank Manager. Information was also shared on local funding opportunities including supporting donations from the private sector to the Woking Community Fund.
- 2.5 The action plan should be read in conjunction with the Council's Health and Wellbeing Action Plan that covers a wide range of activity to support residents in line with the Council's Health and Wellbeing priorities. The Health and Wellbeing Action Plan is reported to the Health and Wellbeing Task Group, for further information.

3.0 Corporate Strategy

3.1 The Council is committed to supporting Healthier Communities. The Cost-of-Living Summit was a positive and pragmatic way to bring local support networks together to strengthen the local offer for residents for this Winter and beyond.

4.0 Implications

Finance and Risk

4.1 The action plan does not increase financial risks on the Council and seeks to strengthen support for vulnerable residents through collaboration and early intervention.

Equalities and Human Resources

4.2 The summit included representation from a range of communities who inputted into the day.

Legal

4.3 There are no significant legal implications.

5.0 Engagement and Consultation

5.1 The Cost-of-Living Summit was a successful way to bring local stakeholders together, to collectively identify what can be done to strengthen the local offer. Feedback from the event was positive and one representative wrote, "I wanted to drop you a note to say thank you for a fruitful day at the Cost-of-Living Crisis Summit. There was good content, and the different sessions and conversations across the day were encouraging."

REPORT ENDS

Appendix 1

Cost of Living Action Plan

	Activities	Lead Person & wider stakeholders	Target date	Progress	Date Completed
1.	<p><u>Communication</u> <i>Ensure that communication is clear, accessible and updated for residents and partners throughout the period.</i></p> <p><i>This was key area highlighted at the Cost-of-Living Summit and participants stressed the importance of connecting the local offer both digitally and for those without regular access to the internet.</i></p>				
1.1	<p>Woking Borough Council to ensure information from national and County sources are updated on website.</p>	<p>Andy Denner (WBC) SCC</p>	<p>Initially October 2022- Ongoing</p>	<p>The Council's website includes a range of support for households. This includes:</p> <ul style="list-style-type: none"> • Financial payments • Preventing homelessness • Help for families • Foodbanks and ways to reduce food costs • Bill saving advice • Managing debt and mental health • Local helpful organisations <p>www.woking.gov.uk/costofliving</p> <p>This is an important 'go-to' place for Woking residents, linking with the countywide offer, and will be continually updated.</p> <p>SCC are currently developing a COL online tool for residents. This will advise any resident which benefits they are entitled to during this period. When the tool is launched, it will be promoted through WBC channels and support given to residents to use the tool in the Warm Hubs across the borough.</p>	<p>October 2022 – ongoing</p> <p>TBC</p>

1.2	Woking magazine to include support for residents in Winter edition, supporting those who are unable to access online services.	Andy Denner (WBC)	October 2022	<p>Cost of Living support services included in Woking Magazine Winter Edition, delivered to c,50,000 households. This is important so that all residents have access to the information they need, including those who do not regularly use the internet.</p> <p>The central spread in the magazine consists of a wide range of support for residents. The information has been sent to Woking households and complements the Surrey County Council Cost of Living brochure delivered to all Surrey residents.</p> <p>Winter 2022 edition: www.woking.gov.uk/council-and-democracy/about-council/woking-magazine</p>	October 2022
1.3	Volunteer Woking to ensure the website links to the key areas and information is shared to the local voluntary and faith sector through newsletter.	Elspeth Andrews (WBC)	Ongoing	<p>Volunteer Woking has created a Wellbeing section on website. Ongoing update required. This complements the wider information available to residents, providing another access point for information.</p> <p>Volunteer Woking: Health & Wellbeing – Volunteer Woking</p> <p>Volunteer Woking will include the SCC COL tool in its regular newsletter and briefings for Woking charities when the tool is available. It will also promote the need to support residents who may be 'digitally excluded', in conjunction with the Council's local health and wellbeing partnerships.</p>	October 2022 – ongoing TBC
1.4	Explore using the 'Hello Lamp Post' to promote the COL support services across the borough.	Lynette Lawson-Tyers (WBC)	December 2022	The 'Hello Lamp Post' initiative refers to the 'talking lamp posts' and/or statues across the borough. It was successful in promoting the Town Centre Master Plan consultation. It enables residents in the town centre and across the borough to scan a QR code and interact digitally with the statue/lamp post. The COL information including the COL tool could be promoted using this mechanism.	TBC

	Activities	Lead Person & wider stakeholders	Target date	Progress	Date Completed
2.	<p>Warm Hubs <i>Support residents with affordable local places to spend time this Winter, providing support and guidance for household needs. Warm Hubs were an important discussion point in the Cost-Of-Living Summit. The need for these to be accessible, engaging and without stigma was highlighted. This action plan incorporates mapping, promotion, training and additional funding for Warm Hubs in Woking.</i></p>				
2.1	<p>Map warm hub spaces in areas of need across the borough including community, leisure and charity venues.</p>	<p>Jack Gallop (WBC) & Jess Lee (SCC)</p>	<p>November 2022</p>	<p>‘Warm Hubs’ have been mapped across the borough including MASCOT Hub in Sheerwater, The Lighthouse in the town centre and St. Andrew’s café in Goldsworth Park. These are identified as providers for targeted areas of need.</p> <p>Wider support is provided in the Centres for the Community, Eastwood Leisure Centre (free family activity on Sundays) and various faith centres.</p> <p>Map of ‘Warm Hubs’ launched 1st November 2022: www.surreycc.gov.uk/health-and-welfare/support/welfare-support/everyday-living/warm-hubs/list-of-warm-hubs-in-surrey#Woking</p> <p><i>***Updated information and corrections have been shared with SCC 01/11/22 to ensure Woking’s list covers all the provision planned across the borough, as described above.</i></p>	<p>October 2022</p> <p>November 2022</p>
2.2	<p>Ensure energy advice training is completed.</p>	<p>Jess Lee (SCC)</p>	<p>November 2022</p>	<p>Expert training is available to a representative within each District and Borough to support the Warm Hubs. The Community Link Officer (SCC) for Woking, will ensure this training is available for the hubs and administer this.</p>	<p>TBC</p>

2.3	Promote energy and finance support in all warm hub spaces and wider leisure and community venues using SCC promotion material.	Andy Denner (WBC) Jess Lee (SCC)	November 2022	WBC have produced banners promoting support for households, outlining the areas within this action plan. These are being promoted at the Working Together for Woking event (volunteer fair) at the Leisure Centre 03/11/22. Following the above, the banners will be displayed in public places, once the wider SCC promotion material including the COL Tool has been confirmed.	November 2022 TBC
2.4	Ensure warm hubs are funded where required, through SCC available funding.	Jack Gallop (WBC) & Jess Lee (SCC)	November 2022	Funding from SCC to be confirmed for providers, if required to support additional resource including utilities and provisions.	TBC

	Activities	Lead Person & wider stakeholders	Target date	Progress	Date Completed
3.	<p>Food <i>Develop a cohesive food support offer across the borough.</i></p> <p><i>It was highlighted at the Cost-Of-Living Summit that there is a well-stocked, central Foodbank that is connected across the borough. There is scope to develop the offer further and to bring the different providers together to achieve a local offer that is even better connected, sharing good practice and increasing resilience.</i></p>				
3.1	<p>Create a food focus group to bring together the Foodbank, Community Store, Community Fridge and wider support together; to share ideas and resources and innovate together.</p>	<p>Alison Buckland (Woking Foodbank) & boroughwide partners</p>	<p>December 2022</p>	<p>Creating this food focus group, led by the voluntary sector, will make it easier to connect resources and link with wider health and wellbeing priorities. The Foodbank approach is to support crisis needs and to signpost to wider support where appropriate. Updates from this group will be included as they develop over the Winter period.</p>	<p>TBC</p>
3.2	<p>Explore options for a town centre 'Grocery' store managed and funded by Welcome Church.</p>	<p>Dub Everitt (Welcome Church) & Ian Tomes (WBC)</p>	<p>Q4 2022/23</p>	<p>Welcome Church are committed to delivering a 'Community Grocery' store. This initiative is similar to the 'Shopwise' store in Sheerwater run by Foodwise. Customers have a membership and can use the store to purchase a range of items at discounted prices; 10 items for 3 pounds.</p> <p>The membership element enables the customers to be supported to engage in various courses including debt advice and employment support. The initiative is based on a 'hand-up not hand-out' principle rather than crisis support so complements the wider offer.</p> <p>Welcome Church and WBC Estates are exploring potential venues to run the Community Grocery.</p>	<p>TBC</p>

3.3	Explore options for a Surrey food distribution hub, bringing Fareshare food stock (unused wholesale food) into the area to be distributed.	Martin Vodden (Foodwise) & Adam Thomas (WBC)	Q4 2022/23	<p>The purpose of this initiative is to increase the supply chain of food into the County using food stock that would otherwise be wasted by wholesalers. The stock is not near its sell-by date; it may be wasted due to a supply/demand issues or a packaging defect.</p> <p>Fareshare Sussex (www.faresharesussex.org.uk) are the supplier and local Woking/Guildford charity Foodwise (www.foodwisetlc.care) are the conduit to using and distributing the food stock across the County.</p> <p>WBC Officers have been working with Foodwise to support the initiative. It will benefit Woking residents through local food provision, plus stock for wider Surrey D&Bs and the voluntary and faith sector to use. Currently all Fareshare stock is transported to Surrey from Brighton which is not efficient.</p> <p>Start-up capital funding for this project is being explored by Surrey County Council.</p> <p>Foodwise and Fareshare are exploring a warehouse in Sheerwater to lease from WBC, plus wider larger venues.</p>	<p>October 2022</p> <p>TBC</p>
3.4	Expand cooking classes for vulnerable residents delivered by Foodwise.	Martin Vodden (Foodwise) & Nicola Norman (WBC)	November 2022	<p>This action supports vulnerable families to learn to cook healthily on a budget. It therefore also supports the Council's health and wellbeing priority of reducing obesity.</p> <p>A new cooking class commenced 02/11/22 at Parkview Centre for the Community, delivered by Foodwise and supported by the Family Centre. Another new class commenced in Knaphill during half term in partnership with the Knaphill Community Fridge. Outcomes from the courses to be updated.</p>	November 2022 - ongoing

	Activities	Lead Person & wider stakeholders	Target date	Progress	Date Completed
4.	<p>Financial Support <i>Support resident to access direct financial support through Central Government schemes. Support local funding initiatives for the voluntary sector and employment support services.</i></p>				
4.1	Distribute the Household Support Fund to households who are eligible.	Adam Thomas (WBC)	March 2023	<p>In 2022/23 to date, £201,187 has been distributed to households through the 2nd tranche of the Household Support Fund. This targeted pensioners and vulnerable families and was successfully spent within the Q2 deadline.</p> <p>A further £192,105 to be distributed this financial year from tranche 3, with a particular focus on supporting people with disabilities. Initial planning meeting scheduled 03/11/22 with the DWP to explore options for distribution and targeting households. Residents will also be able to apply to the Council (or partners) themselves for support.</p>	September 2022 TBC
4.2	Woking Works to promote the Woking Community Fund to local businesses, to increase donations from the private sector to the fund.	Chris Norrington (WBC) & Taravat Taher-Zadeh (Community Foundation for Surrey)	March 2023	<p>Promoting the Woking Community Fund is a way to encourage local businesses to donate to the endowment, to increase sustainable community grants to the voluntary sector in Woking. Details of the fund can be found here: www.cfsurrey.org.uk/fund/woking-community-fund/</p> <p>A joint planning meeting with Woking Works, Volunteer Woking and the Community Foundation for Surrey was completed in October. Actions form the meeting include recruiting new panel members who will actively promote this to local businesses across the Woking communities.</p> <p>Updates and progress to follow.</p>	October 2022 TBC
4.3	Support young people (16-25) in receipt of benefits to secure employment. The Woking Youth Hub to meet its 2022/23	Cathy Leamon (Surrey Care Trust)	March 2023	The Woking Youth Hub is funded through the DWP and delivered by Surrey Care Trust, based from Moorcroft Centre for the Community. To date since its inception in April 2021 it has supported 95 young people to successfully move off benefits and into employment.	

target of supporting 150 young people.			At the end of Q2 this year the Woking Youth Hub had supported 86 young people and achieved 30 job outcomes which is a good achievement.	September 2022
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EXECUTIVE – 17 NOVEMBER 2022

DRAFT HOUSING REVENUE ACCOUNT BUDGET UPDATE 2023-24

Executive Summary

Housing Services were brought back in-house on 1 April 2022. This report represents an interim stage of the Housing Revenue Account (HRA) Business Planning process of the Council.

In 2019, the government set a rent policy for social housing that would permit rents to increase by up to CPI plus 1 percentage point ('CPI+1%') per annum and made clear its intention to leave this policy in place until 2025. CPI was 10.1% in September 2022. This would permit social housing rent increases from 1 April 2023 to 31 March 2024 of 11.1%. This much higher than expected rate of inflation is already placing considerable pressure on many households. In the face of these exceptional challenges, Department for Levelling Up, Housing & Communities (DLUHC) consulted on a temporary amendment to the CPI+1% policy next year to impose a ceiling on rent increases. The draft direction is based on setting the ceiling at 5%. However, within this consultation, the Government sought views on 3%, 5% and 7% as ceiling options.

(Source:- [Social housing rents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/social-housing-rents))

As a prudent measure, the budgeted rents have been prepared on this basis and rents have been increased by 5%.

On 13 February 2020, Council approved the full Sheerwater Regeneration Scheme under which the HRA will lose the rental income from the dwellings within the regeneration red line. As discussed later in the report, many dwellings within the Regeneration Red Line are now being held as vacant as they become void. This is necessary to minimise moving tenants and will allow the regeneration to be carried out efficiently. However, the HRA is foregoing the rental income from these dwellings whilst still incurring costs and the financial implications arising from the Regeneration continue to create an HRA deficit which will be funded by a transfer from reserves in 2023/24.

The Housing Revenue Account (HRA) is forecast to be significantly impacted by rising costs from energy (net £1.3 million pressure) and contractual inflation (c.£500k), which will not be adequately matched by increased rental income (due to the proposed Government rent cap). The HRA was already facing considerable financial challenges as a result of losing homes and associated rental income to the Sheerwater regeneration project and the legacy impact of 4 years' of rent cuts.

Whilst current forecasts indicate that the Council can set a balanced budget for 2023/24, it is marginal and not sustainable beyond this period. A number of urgent actions will need to be taken over the coming months, including:

- Looking at the inter-relationship between the HRA and Sheerwater financial model
- Considering further efficiency savings for the HRA, noting the service is already lean
- Reviewing the allocation of corporate recharges to the HRA
- Exploring revised service offer to residents
- Approaching the Government with the Council's concerns around the ongoing sustainability of the HRA

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the draft Housing Revenue Account budgets for 2023/24, as set out in Appendix 1 to the report, be agreed; and
- (ii) Managers, Corporate Leadership Team and Portfolio Holders continue detailed budget preparation for consideration by the Executive in February 2023.

Reasons for Decision

Reason: Consideration of these proposals will enable the preparation of the Council's Housing Revenue Account budgets for 2023/24 to proceed.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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Shadow Portfolio Holder: Councillor Kevin Davis
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Date Published: 9 November 2022

1.0 Introduction

- 1.1 This paper sets out the Council's draft Housing Revenue Account (HRA) budgets (Appendix 1) for 2023/24.
- 1.2 Detailed explanations of the changes and pressures within the different elements of the budget are set out in the sections below. The HRA is forecast to make an estimated deficit of £1,823,094 with a £1,700,000 contribution from reserves being required to maintain a working balance per property of £63. A range of £100 to £150 per property is considered prudent.

2.0 Forecast Outturn

- 2.1 Adjustments to the revised estimates for 2022/23 have been made to reflect variations identified during the year to date.
- 2.2 The income collection figure for the HRA is around 1.5% down on last year at this same point in the financial year. In addition, the arrears rate is also slowly increasing. If the income collection continues at this rate, the arrears could increase to around 5.7% with the total arrears value increasing by approximately £290k over the whole financial year to £1.08m. All debts that are over 6 years old will be reviewed during the coming months to ensure that these are being written off where they are now statute barred. The overall arrears position for the HRA has remained static and currently sits at approximately £797k.
- 2.3 The income team have experienced several issues with delays in Universal Credit (UC) arrears payments and verification of UC payments following the annual rent increases effective from the beginning of April. The tenancy management team have also had resource issues with several staff leaving in the past 6 months and this has had a knock-on effect to the income team as they have had to deal with an increase in general enquiries that would normally have been dealt with by the Customer Service team or Housing Managers. Cost of living is likely to add further pressures to arrears as more tenants struggle to pay bills.
- 2.4 The New Vision Homes contract ended on 31 March 2022 and the Housing Services were brought in-house. The new team Housing Landlord Services is now in place in the Council.

3.0 Approach to Budget Setting 2023/24

Assumptions

- 3.1 The draft budgets in this paper should be considered alongside the draft Investment Programme report elsewhere on the agenda which will influence the overall budget position.
- 3.2 Salary and other central costs have been allocated to the HRA in accordance with normal accounting rules to show the full cost of the service. The budgets are set and monitored in a pre-allocated format to make it possible to see the overall impact rather than just a proportion of the overall cost/variance which may be allocated to an individual service. This allocation will be reviewed for the final budget to ensure the apportionment reflects the current structure. Inflation in staff costs have not been considered while setting these budgets, but they are likely to be offset by the capitalisation of some staff posts to the Asset Management Plan.

4.0 Rents and Other Charges

- 4.1 The current CPI+1% limit on annual rent increases is expected to be subject to a Government imposed ceiling from 1 April 2023 to 31 March 2024. DLUHC's draft direction is based on setting the ceiling at 5%. The budgeted rents have been prepared on this basis and rents have been increased by 5%.

Recovery of Charges

- 4.2 Service charges, including energy charges, are based on the cost of the service being provided. The Chief Finance Officer has delegated authority to vary service charges in line with external factors.
- 4.3 Energy charges are levied on a per block basis based on cost. This allows energy costs to be recharged to tenants on a more detailed basis. Some properties are on a fixed price contract until October 2023, after which, energy costs are expected to increase. However, the income recovery may be restricted to be in line with the wholesale price cap currently being applied by the Government. This poses a potential risk of under-recovery of energy charges.
- 4.4 An energy charge review will be carried out in January 2023 to incorporate the amended charges.
- 4.5 Housing related support charges were reviewed. Up to 31st March 2018, Surrey County Council fully subsidised the housing related support charges for council tenants in receipt of a means tested benefit. This funding ceased in 2017-18. From 1st April 2023, these will be considered as tenancy support charges (reflecting the work now undertaken by the Independent Support team) and will be eligible for Housing Benefit /Universal Credit. Careline charges have had the uplift applied in line with the Fees and Charges report. It is no longer intended to apply any subsidy from the HRA towards any of these charges from 1st April 2023. Tenants will however receive HB where applicable. This should bring savings to the HRA of approximately £184,000.

Implementation Date

- 4.6 The new rents will be applied from the first Monday in April (i.e. 3 April 2023).
- 4.7 Service charges are usually increased from August each year. However, several new contractual changes will take place from April 2023. Officers are reviewing whether the new service charges should be applied from 4 April 2023 (in line with the new contractual arrangements) or from 1 August 2023.

5.0 Prudential Borrowing

- 5.1 The HRA requires certainty and accuracy of costs wherever possible especially following government policy changes, rent reductions/caps, and the impact of the Sheerwater regeneration project. HRA interest charges for pre 2016/17 borrowing are fixed at the Council's average borrowing rate on 31 March 2016. HRA borrowing from April 2017 onwards are charged at the annual average 50-year PWLB borrowing rate. This ensures that General Fund investment decisions made by the Council do not impact the HRA.
- 5.2 The updated forecast for HRA interest costs are £5,498,195 in 2022/23 and £5,463,712 in 2023/24. It is assumed that future acquisitions and new developments of HRA homes will be funded from capital receipts associated with Sheerwater land transfers as opposed to additional borrowing.
- 5.3 The 2023/24 Draft Budget makes no allowance for repayment of the debt taken on for Self-Financing or for the repayment of the borrowing relating to new build developments completed up to 2022/23. The borrowing relates to long life assets which are fully maintained.

6.0 Robustness of the Budget and Risks

- 6.1 It is important to consider the robustness of the budget and the adequacy of reserves for the purpose of maintaining the financial health of the Housing Revenue Account. The key risks are set out in the following paragraphs.

Draft Housing Revenue Account Budget Update 2023-24

- 6.2 The Covid Crisis has had a significant impact on HRA rent collection as tenants were faced with financial hardship. The collection rates have stabilised, but are still down on pre-pandemic levels, due to many tenants struggling with the financial impact of Covid-19 and due to a back log in the courts. The number of tenants in receipt of Universal Credit continues to grow which is an additional challenge to rent collection due to the way the Universal Credit is paid (monthly in arrears). Cost of living pressure is likely to add further risks to the HRA rent collection.

HRA New Build Developments

- 6.3 The Draft Housing Investment Programme Report elsewhere on the agenda lists new build development schemes. The Draft Budget has been prepared on the basis that the Corner of Rydens\Sundridge Road project will complete in 2022/23 and Bonsey Lane in late 2023/24. Old Woking Independent Living (Hale End Court) is completed.
- 6.4 Historically, HRA dwellings have been let at Social rent levels. Social rents are calculated using a prescribed complex formula which takes 70% of the national average rent and adjusts it based on how the property value and local earnings (using the relative county earnings) compare to the national average. Both the property value and relative county earnings are at 1999 levels and the outcome can only be adjusted by 5 or 10%. This formula is applied nationally and makes no further allowance for local circumstances.
- 6.5 The additional rental income generated by the new build units is unlikely to cover the management, maintenance, and interest costs attributable to the new build dwellings at social rent level. The net cost of these developments will therefore need to be subsidised by HRA surpluses and/or grants. For future new builds, officers will consider charging higher Affordable Rents (up to 80% of market rates).

Retained One for One Replacement Receipts

- 6.6 Local Authorities can retain an element of Right to Buy receipts locally to be used on one for one replacement housing. These receipts can currently be used to fund up to 40% of the cost of the replacement housing and must be used within 5 years or passed to the Government with interest charged at 4% above the base rate.
- 6.7 The HRA developments and acquisitions detailed in the Housing Investment Programme will utilise all of the existing retained one for one receipts balance and there is a risk the HRA will not be able to build up enough receipts to fully finance 40% of the scheduled developments at the time of construction. If there is a short fall in retained receipts, the HRA will have to borrow to fund 100% of the development until sufficient receipts have been received.

Repairs, Maintenance, and Management and Contractual Inflation

- 6.8 Housing Services were brought in house from 1 April 2022. The HRA contractual costs, such as responsive repairs, will increase by CPI. However, rental income is likely to be capped at 5%. Therefore, it is likely that the Council face a potential deficit in terms of paying higher for the costs and not recovering the same. In addition, it is unlikely the Council will be able to recover the full extent of energy cost increases.
- 6.9 A major cost pressure is seen on account of the increasing energy prices, which is anticipated to add a net cost pressure of £1.3 million to the HRA in 2023/24. The district heating costs have not changed to date, but are expected to increase significantly when the current energy contract is renewed in October 2023. The cost of communal electricity has seen the largest increase, rising from approximately 16p per Kwh to 89p per Kwh.
- 6.10 The recovery of these charges have been assumed at the wholesale price cap in order to manage the increase incurred by tenants. However, this creates a deficit to the HRA if the

wholesale cap ends in March 2023. Officers will continue to monitor Government proposals around energy costs with more detail expected in early 2023.

Major Repairs Contribution

- 6.11 As per the 1 April 2017 Item 8 Determination, depreciation is to be charged to the HRA with effect from 1 April 2017 in accordance with proper accounting practices. The depreciation replaces the Major Repairs Contribution and is transferred to the Major Repairs Reserve to be used on capital works to the stock or repaying debt. HRA depreciation is calculated by dividing the total asset value of Council Dwellings by their average useful economic life. Based on the 31 March 2021 asset value, the depreciation amount is estimated to be £3,956,449 in 2023/24. The depreciation will fund the Annual Maintenance Plan to for 2023-24, including capitalised staff costs.

Sheerwater Regeneration

- 6.12 Under the Sheerwater Regeneration project, approximately 426 HRA dwellings will be demolished. The vacant land will be transferred to Thameswey Developments Ltd and the replacement affordable housing dwellings transferred to Thameswey Housing Ltd. The HRA will therefore lose the rental income from these 426 dwellings. This places pressure on the HRA and an annual transfer from reserves is forecast to be required in order to sustain the HRA in the earlier years of the regeneration. The financial impact of the regeneration is already significant as dwellings which become void within the red line are being held as vacant. The HRA therefore loses the rental income from these dwellings but there is no offsetting saving.
- 6.13 Currently there are 361 void HRA dwellings within the red line. It is assumed that there will be a further 50% reduction in occupied homes (and therefore rental income) within the Sheerwater red line for the 2023/24 budget.
- 6.14 The financing of the Sheerwater Regeneration Project allows for a capital receipt to be made from the Project to the HRA to compensate it for the historic HRA debt relating to the demolished dwellings as land is transferred to Thameswey. These capital receipts will assist with funding new acquisitions and developments identified in the Investment Programme without the need for additional HRA borrowing.

Reserves and Balances

- 6.15 The balance on the HIP Reserve was £2,607,836 on 31 March 2022 and is forecast to be £105,128 on 31 March 2024 after transfer from reserves to HRA. This is not sustainable on an ongoing basis.

7.0 Conclusion

- 7.1 As detailed in the report it is estimated that the HRA will use reserves of £1,700,000 to maintain the working balance per property of £63 in 2023/24.
- 7.2 The Housing Revenue Account (HRA) is forecast to be significantly impacted by rising costs from energy (net £1.3 million pressure) and contractual inflation (c.£500k), which will not be adequately matched by increased rental income (due to the proposed Government rent cap). The HRA was already facing considerable financial challenges as a result of losing homes and associated rental income to the Sheerwater regeneration project and the legacy impact of 4 years' of rent cuts.
- 7.3 Whilst current forecasts indicate that the Council can set a balanced budget for 2023/24, it is marginal and not sustainable beyond this period. A number of urgent actions will need to be taken over the coming months, including:

Draft Housing Revenue Account Budget Update 2023-24

- Looking at the inter-relationship between the HRA and Sheerwater financial model
- Considering further efficiency savings for the HRA, noting the service is already lean
- Reviewing the allocation of corporate recharges to the HRA
- Exploring revised service offer to residents
- Approaching the Government with the Council's concerns around the ongoing sustainability of the HRA

8.0 Corporate Strategy

8.1 The report sets out the draft budgets for managing and maintaining the Council's housing stock during 2023/24. Provision of housing is a key priority within the Council's Corporate Plan.

9.0 Implications

Finance and Risk

9.1 The financial implications are explicit in the report.

9.2 Risks to budgets have been identified throughout the year and will be reported in the Performance and Financial Monitoring Information booklet (the "Green Book"). Specific risks have been set out in the report.

Equalities and Human Resources

9.3 No equalities implications noted.

9.4 There are no additional human resources or training and development implications arising as a direct result of this report.

Legal

9.5 None identified at this time.

10.0 Engagement and Consultation

10.1 No public consultations have been undertaken in preparing this report.

REPORT ENDS

HOUSING REVENUE ACCOUNT

	REVISED ESTIMATE 2022/23	ORIGINAL ESTIMATE 2023/24
<u>EXPENDITURE</u>		£
SUPERVISION & MANAGEMENT		
Estate Management	4,517,573	6,496,662
Rent Accounting/Collection	271,400	271,400
Home Support Service	799,880	799,880
Tenant Participation	54,517	54,517
Repairs Admin	713,248	713,248
Democratic Process	1,665,704	1,665,704
Savings Target		
	8,022,322	10,001,411
DEPRECIATION	3,956,449	3,956,449
MAINTENANCE		
Day to Day Repairs	2,028,766	2,272,332
Planned Maintenance	591,650	892,113
	2,620,415	3,164,445
Debt Management Expenses	36,000	36,000
TOTAL EXPENDITURE	14,635,186	17,158,305
<u>INCOME</u>		
GROSS RENTS & SERVICE CHARGES	19,322,718	20,797,773
INTEREST COUNCIL HOUSE MORTGAGES	1,150	1,150
TOTAL INCOME	19,323,868	20,798,923
NET (COST)/SURPLUS OF SERVICES	4,688,681	3,640,618
Interest Payable and Similar Charges	5,463,712	5,463,712
Amortisation of Premiums and Discounts	29,817	0
Revenue Contribution to Capital Outlay		0
Surplus (Deficit) for Year	-804,848	-1,823,094
<u>WORKING BALANCE STATEMENT</u>		
Surplus (Deficit) brought forward	339,341	337,200
Surplus (Deficit) for Year	-804,849	-1,823,094
Energy Refund To Tenants		
Interest on Working Balances	0	
Surplus (Deficit) carried forward	-465,508	-1,485,894
TRANSFER TO (FROM) RESERVES (HIP Reserve)	-802,708	-1,700,000
Surplus (Deficit) carried forward	337,200	214,106
No. of Dwellings @ 31 March	3,372	3,377
WORKING BALANCE PER PROPERTY	100	63

EXECUTIVE – 17 NOVEMBER 2022

DRAFT INVESTMENT PROGRAMME 2022-23 TO 2026-27

Executive Summary

The Investment Programme sets out the capital and one off investments required to deliver the Council's key strategies and objectives.

The Covid pandemic has had a considerable impact on local government finances. Whilst the economy has reopened, the financial impact on the Council will take much longer to recover. The Council was particularly affected by reductions in parking income and commercial rents. The financial pressures the Council faces are detailed in the General Fund\HRA Budget Reports and Medium Term Financial Strategy (MTFS) Report elsewhere on the agenda.

The Fit For The Future Programme is ongoing and aims to achieve the £11m MTFS savings target. Officers also continue to work constructively with the Department of Levelling Up Housing and Communities (DLUHC) in their review of the Council's borrowing.

The above factors have been key considerations in the preparation and review of the 2022/23 Investment Programme.

This paper is the first formal iteration in the process of updating the Investment Programme for 2023/24 onwards. This will continue to be refined and the plans challenged.

The detail of the Investment Programme is included in appendices attached to this report and the impact reflected in draft General Fund and Housing Revenue Account budgets also on this agenda. The financial forecast continues to be uncertain and there will be a need to use reserves to meet revenue losses as the economy recovers from the pandemic.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the draft Investment Programme for 2022/23 to 2026/27 be received; and
- (iii) Managers, Corporate Leadership Team and Portfolio Holders be asked to review the Programme considering project costs and timing.

Reasons for Decision

Reason: To agree the draft Investment Programme for consultation before submission for final approval to the Council in February 2023.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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Date Published: 9 November 2022

1.0 Introduction

1.1 The Investment Programme sets out the capital and one off investment necessary to support the achievement of the Council’s strategies and objectives.

2.0 Approach to updating the Investment Programme

2.1 As detailed in the budget papers elsewhere on the agenda, the economic conditions following the Covid pandemic have had a considerable impact on local government finances. Whilst the economy has reopened, the financial impact on the Council will take much longer to recover. The Council was particularly affected by reductions in parking income and commercial rents.

2.2 The Fit For The Future Programme is ongoing and aims to achieve the £11m MTFs savings target. Officers also continue to work constructively with the Department of Levelling Up Housing and Communities (DLUHC) in their review of the Council’s borrowing.

2.3 These factors have been key considerations in preparing and reviewing the latest Investment Programme.

3.0 Overview of the Investment Programme

3.1 The Investment Programme lists all the Council’s projects. The estimated costs of the funded projects are shown in total in Appendix 1 and in more detail in Appendices 3 and 4.

3.2 For each project a proposed source of funding is identified (for example capital receipts, grant, development contributions, borrowing or use of revenue reserves). Actual funding decisions will be taken at the end of the year to optimise use of resources. The Investment Programme in itself is not a source of funding; it is the list of projects together with a summary of the implications on the resources available.

3.3 The following appendices are attached to this report:

Appendix	Title	Description
1	IP Summary	Sets out the total funded projects in the Investment Programme.
2	Financing summary	A summary of how the General Fund and Housing Investment Programme projects will be financed.
3	Housing Investment Programme	A breakdown of the projects included in the Housing Investment Programme (HIP) where allowance will be made in the General Fund or HRA revenue budgets.
4	General Fund Projects	A list of projects included in the Investment Programme (allowance made in the General Fund budget).
5	Glossary	An explanation of the technical terms used in the IP.
6	Housing Investment Programme slippage	A summary of expenditure slipped from 2021/22 to 2022/23.
7	General Fund Projects slippage	A summary of expenditure slipped from 2021/22 to 2022/23.

4.0 General Fund Investment Programme

4.1 The current and committed project details are set out in Appendix 4.

- 4.2 Where external funding is expected towards the cost of a project this is indicated against each project in the programme. If the external funding is specific to a project or type of project those external resources cannot be made available to fund other Investment Programme projects. External resources mean that some projects have been able to continue despite the need to preserve reserves.
- 4.3 Where the project is to be funded by revenue, this is indicated as this expenditure must be taken directly from revenue reserves in the year in which it is incurred.

5.0 Housing Investment Programme

- 5.1 Works on the Council's housing stock through to 2026/27 are reflected in the Housing Investment Programme.
- 5.2 The breakdown of the Woking Borough Council Homes Section of the Housing Investment Programme (Appendix 3) is illustrative and priorities will be agreed. The Asset Management Plan is based on stock condition surveys and is continually reviewed to develop the Asset Management Strategy for the stock.
- 5.3 The total Asset Management Plan budget is £3,700,000 for 2023/24. This is funded by a contribution to the Major Repairs Reserve which is the value of depreciation charged on Council Dwellings. This charge is being reviewed and will be updated for the final estimates.
- 5.4 The Mandatory Disabled Facilities Grant (DFG) items on the Housing Investment Programme is funded by a £1,338,000 grant provided as part of the Department of Health's Better Care Fund.

Provision of New Housing

- 5.5 Local Authorities can retain an element of Right to Buy receipts locally to be used on one for one replacement housing. Currently these receipts can be used to fund up to 40% of the cost of the replacement housing and must be used within 5 years or passed to the Government.
- 5.6 Officers have reviewed the land assets held by the authority, and other potential development sites around the Borough, to identify suitable new build affordable housing developments. The Housing Investment Programme lists these schemes which are mostly funded by 40% retained receipts and 60% HRA\General Fund Borrowing. The developments detailed in the Housing Investment Programme will utilise all of the existing retained one for one receipts balance and there is a risk the HRA will not be able to build up enough receipts to fully finance 40% of the scheduled developments at the time of construction. If there is a short fall in retained receipts the HRA will have to borrow to fund 100% of the development until sufficient receipts have been received.
- 5.7 The Council has secured Homes England Investment Partner Status. Officers will continue to work with Homes England to access grant for other affordable housing schemes to deliver this programme.
- 5.8 The HRA new build developments include the Corner of Rydens Way\Sundridge Road sites. and Bonsey Lane.
- 5.9 As a result of Government imposed rent cuts/caps combined with the financial impacts of the Sheerwater regeneration, the amount of development the HRA can carry out is limited. The level of borrowing taken to carry out new build schemes and market purchases needs to be proportionate to the size of the HRA and financial pressures will limit the amount of new build schemes going forward. The HRA Market purchases budget has been reduced from £3m per annum to £1m in the latest version of the Investment Programme.

Sheerwater Regeneration

- 5.10 In February 2020 the Council approved the updated Sheerwater Regeneration project and financing arrangements. It was noted that close monitoring and further work would be required to seek to improve the financial position of the project. Project financing remains within the approvals set by Council. The Council on 30 July 2020 authorised the use of Compulsory Purchase Order (CPO) powers for the scheme.
- 5.11 The new Eastwood Leisure Centre has been open to the public since October 2021 and the initial 'Purple' phase of residential properties have now been let. Work is underway on Red, Copper, and Yellow phases. Financial risks remain in the current climate, as inflation and interest rate changes will impact the financial modelling.
- 5.12 The allowance for Sheerwater Social Support remains in the funded Investment Programme, recognising the need to support the community through this project. This item is funded from revenue has been reduced from £125,000 to £50,000.

6.0 Reserves Forecast and Resources Statements

- 6.1 The Council has established a number of reserves which reflect funds set aside to manage the Council through its Medium Term Financial Strategy, including the town centre regeneration. Post Covid the economic recovery may require the use of a significant proportion of these to manage the impact of lost income.
- 6.2 The Reserves section of the Investment Programme will show the effect of the spending on HIP and GF Committed projects on the Council's reserves. At the current time it is critical that reserves are maintained to meet the temporary, and potentially ongoing, reductions in income as a result of the Covid pandemic.
- 6.3 The reserves forecast will be presented with the next version of the Investment Programme once expenditure plans and forecasts have been reviewed and refined.
- 6.4 The Investment Programme contains some projects which are of a revenue nature. In accounting terms these projects do not produce an asset and so they cannot be funded from capital sources such as capital receipts or borrowing. The cost of these projects fall on revenue sources and are included in the Investment Strategy Reserve (General Fund) and HIP Reserve (Housing Revenue Account). Details of the General Fund and HRA impacts are included in other reports on the agenda.
- 6.5 All of the costs relating to the Investment Programme are built into the General Fund and Housing Revenue Account estimates. However, given the ongoing pressures on revenue reserves and the current economic uncertainty, the Council's financial position will be considered before projects commence, and further delaying projects remains an option.

7.0 Priorities

- 7.1 The projects are included within the Investment Programme using the priorities established by the Capital Strategy. The use of capital resources are prioritised in the Capital Strategy as follows:
- schemes that are essential to comply with Health and Safety or security obligations;
 - schemes that are essential to enable the Council to carry on its business with economy, efficiency and effectiveness, including electronic service delivery;
 - schemes that are for essential maintenance of assets;
 - schemes that enable the Council to further the objectives of the Community Strategy;
 - schemes that secure or enhance the income base; and
 - schemes that secure reductions in the cost base.

7.2 Prioritisation of the use of capital resources has regard to the Council's priorities, as determined at least annually as part of the budget process.

8.0 Reporting of Project Progress

8.1 The Executive receives a quarterly report of progress on projects. The report focuses on active projects and shows the project progress and assesses overall project risk as well as the total cost of projects (including costs incurred in previous years).

8.2 When a project is planned, a project mandate is prepared and these mandates are used to update the Investment Programme. Spending should only commence on a project once it has been through an authorisation process and the budget released.

8.3 Supporting detail for projects will be presented with the final Investment Programme in February. This is generated from project data on SharePoint and provides further information on the project objectives. The inclusion of the project reference also enables cross reference to the quarterly progress report.

9.0 Schemes included within the Investment Programme

9.1 The Investment Programme includes the following new schemes which have been added since the Investment Programme was approved in February 2022.

- Decarbonisation Improvement
- River Wey flood Prevention
- Old Woking Community Centre Project
- Digital Centre of Excellence - Incubator Support Service
- Midas House - Reconfiguration of two vacant floors areas

Victoria Square

9.2 The Victoria Square Update Report elsewhere on the agenda provides the latest position of the Victoria Square project. The loan facility in the Investment Programme is based on the original £700m facility approved. The previous Investment Programme published in February 2022 included £58m for the acquisition of the Victoria Square Car Park. As set out in the update report, the Car Park currently remains held by the company. The implications of the decisions made in respect of the report will be reflected in the final Investment Programme.

Housing Infrastructure Fund (HIF)

9.3 In July 2019 the Council was awarded a £95 million grant from the Ministry of Housing, Communities and Local Government Housing Infrastructure Fund. The investment will be used to address inadequacies of the A320 Guildford Road and Victoria Arch, to improve pedestrian and cycle routes and replace the railway bridge.

9.4 The terms of the funding were agreed in early 2020 and the Council has received £31,273,103 to date.

9.5 The Council's element of the project funding depends on developers contributions from the development sites which will benefit from the infrastructure improvements. The economic conditions following the pandemic, particularly significant construction inflation, have had a major impact on the financial position of the project. The project is under review and a Housing Infrastructure Fund (HIF) Update report is due to go to the December Executive and will detail the latest project position.

Opportunity Purchases

- 9.6 The Investment Programme included a budget allowance for Opportunity Purchases. This was for property which became available and which would assist in progressing the Council's long term objectives. In the backdrop of the Fit For The Future savings exercise, and working with DLUHC in reviewing the level of Council borrowing, this item has been removed from the Investment Programme.

Celebrate Woking

- 9.7 The Celebrate Woking programme of events was temporarily suspended in preparing the Investment Programme in 2020. A Celebrate Woking revenue resource is now included in the base revenue budget but this does not appear on the Investment Programme.

River Wey Flood Prevention

- 9.8 The above project has been added to the Investment Programme as approved by the Executive as part of the March 2022 MTFS Report. The Council's contribution to the project will be made up as follows;

- The flood scheme land that is already in the council's possession following investment programme funding for land management in Byfleet back in November 2018.
- Contributions in kind.
- General Fund land maintenance costs (costed over 100 years).

Fit for the Future External Support

- 9.9 External support will be required to help achieve savings and drive transformation under the Fit For The Future Programme. This expenditure will be revenue and not capital. Usually revenue expenditure cannot be financed by capital resources such as borrowing or capital receipts.
- 9.10 On 6 February 2018 the Secretary of State issued a direction under Section 16(2)(b) of the Local Government Act 2003 and guidance under section 15(1)(a) of the Local Government Act 2003 to allow local authorities to spend capital receipts on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs/produce savings. The Fit For The Future Programme is likely to fit this criteria and therefore this item is financed by capital receipts on the Investment Programme.
- 9.11 In order to us these receipts Council approval is required and the Government need to be notified of the planned approach. This is discussed in the detailed report elsewhere on the agenda.

10.0 Schemes in excess of £1m

- 10.1 In accordance with the Notice of Motion agreed by Council on 12 July 2007 the final Investment Programme report will set out the schemes where costs exceed £1m, not all of which have been contractually committed.

11.0 Funding requirements – Thamesway Group

- 11.1 The loan facilities included in the Investment Programme for the Thamesway Group will be updated for the final budget papers presented in February. These changes will incorporate the latest Thamesway Business plans. The figures in the Draft Investment Programme for TEL

and TCMK are based on the forecasts prepared as part of the Ernst and Young review. The figures for THL and Sheerwater are based on existing Thamesway Business Plans.

12.0 Release of funding

12.1 The Council's Capital Strategy sets out the arrangements for managing the initiation and approval of projects and includes a delegated arrangement for the Executive to agree new schemes which fall within the following parameters:

"Where the scheme is a new scheme the proposal will be scheduled for consideration by the Executive. The Executive will be granted delegated authority to agree schemes which can be contained within the following parameters set by the Council:

- the capital cost of each individual project does not exceed £5m;
- the aggregate capital cost of schemes approved by the Executive under this delegation does not exceed £10 million in any one financial year; and
- the cost can be contained within the authorised borrowing limits.

The setting of the Authorised and Operational borrowing limits is reserved to the Council. Where the scheme is expected to be outside of the above parameters the scheme will need the approval of the Council."

12.2 The use of this delegated authority is reported in the Green Book.

13.0 Corporate Strategy

13.1 Projects included within the Council's Investment Programme support the Working for All Corporate Strategy priorities.

14.0 Implications

Finance and Risk

14.1 The financial implications of the Investment Programmes have been incorporated in the draft General Fund and Housing Revenue Account estimates. The Prudential Borrowing implications will be built into the Treasury Management Estimates.

14.2 The draft Investment Programme will continue to be reviewed for the timing, scope and funding of projects during the budget process to identify any further possible savings. The status of those projects currently suspended will also be considered.

14.3 The Reserves Forecasts and Resource statements will be presented with the next version of the Investment Programme.

14.4 The project management arrangements provide for risk analysis as part of the improved control of Investment Programme projects; this seeks to minimise and manage risk.

Equalities and Human Resources

14.5 The Council has core resources to manage the Investment Programme but relies upon third party consultants to implement a number of its major projects. This is considered the most cost effective way of managing a varied programme.

Legal

14.6 None identified at this time.

15.0 Engagement and Consultation

15.1 No general public consultations have been undertaken in connection with this report. The Investment Programme will be reviewed by Managers, Corporate Leadership Team and Portfolio Holders, considering project costs and timing.

REPORT ENDS

INVESTMENT PROGRAMME SUMMARY
2022/23 - 2026/27

APPENDIX 1

	APPENDIX & PAGE REFERENCE	PLANNED EXPENDITURE				
		22/23	23/24	24/25	25/26	26/27
		£'000	£'000	£'000	£'000	£'000
General Fund	Appendix 4	153,468	32,296	19,190	10,893	13,593
Housing Investment Programme	Appendix 3	93,031	119,824	86,369	31,071	50,076
Total Investment Programme		246,499	152,121	105,559	41,964	63,669

**INVESTMENT PROGRAMME SUMMARY
2022/23 - 2026/27**

APPENDIX 2

	FINANCING SUMMARY												
	CHARGE TO GEN. FUND (Revenue) £'000	BORROWING			CAPITAL RECEIPTS £'000	RESERVES					COMMUNITY FUND £'000	GRANTS & CONTRIBS £'000	
GENERAL FUND £'000	HRA £'000	TO FUND EXTERNAL LOANS £'000	IT RESERVE £'000	HIP RESERVE £'000		GENERAL RESERVE £'000	MAJOR REPAIRS £'000	SECTION 106 £'000					
2022/2023	434	18,678	1,366	145,573	2,379	0	396	682	3,700	639	0	72,652	TOTAL 246,499
2023/2024	120	14,901	2,250	110,558	2,232	0	348	353	3,700	550	0	17,109	152,121
2024/2025	100	2,888	500	84,611	490	0	0	200	3,700	50	0	13,020	105,559
2025/2026	100	2,273	500	33,113	490	0	0	200	3,700	50	0	1,538	41,964
2026/2027	100	2,273	500	54,818	490	0	0	200	3,700	50	0	1,538	63,669

**HOUSING INVESTMENT PROGRAMME
2022/23 - 2026/27**

APPENDIX 3

DETAILS OF PROJECT	Expenditure £'000					Total	Financing £'000		
	22/23	23/24	24/25	25/26	26/27		Borrowing	Contribution Grant	Revenue
	£'000	£'000	£'000	£'000	£'000			Other Grant	
Provision of New Homes									
Affordable Housing - Thamesway Housing Ltd									
Provision of New Homes	11,789	42,060	71,464	2,037	43,718	171,068	171,068	0	0
Medium Term Financial Strategy Additional Provision	0	0	0	0		0	0	0	0
Total Thamesway Housing Ltd	11,789	42,060	71,464	2,037	43,718	171,068	171,068	0	0
Sheerwater Implementation Costs									
Capital Expenditure Funded By WBC Borrowing:									
Sheerwater Regeneration - Loan to TDL (During Construction)	68,931	65,098	8,547	22,676		165,252	165,252	0	0
Project Management\Revenue Expenditure Originally Financed From The Sheerwater Regen Reserve:									
Sheerwater Regen Staff Costs	232	0				232	0	0	232
Removal Costs	18	18				36	0	0	36
Equalities Survey	18	18				36	0	0	36
Miscellaneous Costs Including Subsidy to the Doctor's Surgery & 3rd Party Legal Fees	117	117				235	0	0	235
Other Regeneration Expenditure\Additional Housing Purchases:									
Home Loss and Disturbance Payments	348	348				696	0	0	696
Total Sheerwater Implementation Costs	69,664	65,599	8,547	22,676	0	166,486	165,252	0	1,235
General Fund Housing Developments									
Hostel Feasibility (funded from revenue)									
New Hostel Provision (funded from capital receipts/borrowing)	3,308	3,307				6,615	4,631	1,985	0
Temporary Accommodation Acquisition and Conversion	817					817	506	311	0
Total General Fund Housing Developments	4,125	3,307	0	0	0	7,432	5,137	2,295	0
Total Non HRA Homes	85,578	110,966	80,011	24,713	43,718	344,987	341,457	2,295	1,235

**HOUSING INVESTMENT PROGRAMME
2022/23 - 2026/27**

APPENDIX 3

DETAILS OF PROJECT	Expenditure £'000					Total	Financing £'000		
	22/23	23/24	24/25	25/26	26/27		Borrowing	Contribution Grant	Revenue
	£'000	£'000	£'000	£'000	£'000			Other Grant	
HRA Housing Developments:									
Monument Way	77	0				77	54	23	0
Bonsey Lane	355	2,500				2,855	1,999	857	0
Corner Of Rydens Way\ Sundridge Road	615					615	431	185	0
Stock Conversions									
HRA Property Purchases:									
HRA Market Purchases	1,000	1,000	1,000	1,000	1,000	5,000	2,633	2,367	0
Total HRA Homes	2,047	3,500	1,000	1,000	1,000	8,547	5,116	3,431	0
Total Provision of Homes	87,625	114,466	81,011	25,713	44,718	353,534	346,573	5,726	1,235
Renovation & Improvements									
<u>Woking Borough Council Homes</u>									
<u>Council Homes AMP</u> (Illustrative breakdown)									
Communal Works	953	953	953	953	953	4,767	0	4,767	0
Lifecycle Dwelling Investment	948	948	948	948	948	4,739	0	4,739	0
Disabled Adaptations/Extensions	197	197	197	197	197	983	0	983	0
Works Arising From Cyclical Inspections	1,068	1,068	1,068	1,068	1,068	5,338	0	5,338	0
Capitalised Responsive Enhancements	44	44	44	44	44	221	0	221	0
Energy Reduction Programme	295	295	295	295	295	1,474	0	1,474	0
Development Projects	29	29	29	29	29	146	0	146	0
Fees & Consultancy	167	167	167	167	167	833	0	833	0
<u>Clientside Renovation & Improvements Projects</u>									
Communal Heating and Hot Water Systems	48					48	0	0	48
Sub Total - Woking Borough Council Homes	3,748	3,700	3,700	3,700	3,700	18,548	0	18,500	48

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**HOUSING INVESTMENT PROGRAMME
2022/23 - 2026/27**

APPENDIX 3

DETAILS OF PROJECT	Expenditure £'000					Total	Financing £'000		
	22/23	23/24	24/25	25/26	26/27		Borrowing	Contribution Grant	Revenue
	£'000	£'000	£'000	£'000	£'000			Other Grant	
Private Sector Homes									
Mandatory Grants									
Mandatory Disabled Facilities	988	988	988	988	988	4,940	0	4,940	0
Fast Track Disabled Adaptation Grant	300	300	300	300	300	1,500	0	1,500	0
Palliative Care/end of Life Assistance	50	50	50	50	50	250	0	250	0
Discretionary Grants									
Discretionary Disabled Facilities Grant	80	80	80	80	80	400	400	0	0
Disabled Facilities Top-Up Grant	50	50	50	50	50	250	250	0	0
Moving Home Grant	20	20	20	20	20	100	0	100	0
Safe At Home Assistance	50	50	50	50	50	250	0	250	0
Warm At Home Assistance	100	100	100	100	100	500	0	500	0
Empty Homes Assistance	20	20	20	20	20	100	0	100	0
Sub Total - Private Sector Homes	1,658	1,658	1,658	1,658	1,658	8,290	650	7,640	0
Total Renovation & Improvement	5,406	5,358	5,358	5,358	5,358	26,838	650	26,140	48
TOTAL HOUSING INVESTMENT PROGRAMME	93,031	119,824	86,369	31,071	50,076	380,372	347,223	31,866	1,283

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**INVESTMENT PROGRAMME 2022/23 - 2026/27
GENERAL FUND PROJECTS
(Finance cost included in revenue budget)**

REVENUE/ CAPITAL	PROJECT REFERENCE	DETAILS OF PROJECT	Expenditure £'000						Financing £'000		
			22/23	23/24	24/25	25/26	26/27	Total	Borrowing	Contribution Grant Other Grant	Revenue
			£000	£000	£000	£000	£000	£000			
		<u>Group/External Loans and Share Capital</u>									
C	n/a	Loans to Thamesway Central Milton Keynes	3,100	3,400	2,600	4,400	3,600	17,100	17,100	0	0
C	n/a	Poole Road Energy Centre - Loan to Thamesway Energy Ltd	7,615	0	2,000	4,000	7,500	21,115	21,115	0	0
C	n/a	Victoria Square Phase 2 - Loan to Victoria Square Woking Ltd	50,300					50,300	50,300	0	0
C	n/a	Loan re Greenfield School	2,838					2,838	2,838	0	0
C	n/a	Loan re Dukes Court (funded by borrowing)	1,000					1,000	1,000	0	0
			64,853	3,400	4,600	8,400	11,100	92,353	92,353	0	0
		<u>Woking Borough Council</u>									
		Place									
C	Appendix 6(a)	Asset Management Plan - Wolsey Place/Export House (funded by borrowing)	485	0				485	485	0	0
C	n/a	Wolsey Place Refurbishment and Reconfiguration (funded from contribution)	1,861	200				2,061	0	2,061	0
C	TMP1	Wolsey Place Mall Refurbishments (funded by VSWL)	250					250	0	250	0
C	n/a	Opportunity Purchases For Regeneration (funded by borrowing) *	0	0	0	0	0	0	0	0	0
C	TMP2	Dukes Court Refurbishment (funded by borrowing) *	374					374	374	0	0
R	TMP8	Victoria Square Financial Modelling (funded by Victoria Square Reserve)	20					20	0	0	20
R	10297	Local Development Framework (funded by revenue)	72					72	0	0	72
C	10207	Suitable Alternative Natural Green Space (SANG) Maintenance (S106 funded)	50	50	50	50	50	250	0	250	0
C	20226	Victoria Arch and Integrated South Side Works (funded from grant \ CIL \ Interim Borrowing)	58,891	24,311	93			83,295	9,192	74,103	0
C	20226	Housing Infrastructure Fund (HIF) Land Acquisition Strategy (funded by grant \ interim borrowing) *	4,755					4,755	4,755	0	0
C	10889	Town Centre Planned Maintenance (funded from reserves)	150	150	150	150	150	750	0	0	750
R	20067	Developing a Favourable Conservation Status Licence (funded from New Homes Bonus)	7					7	0	0	7
C	TMP12	Acquisition of Car Parks from Victoria Square Woking Ltd (funded by borrowing)	0					0	0	0	0
C	TMP13	Car Park Management System (funded by borrowing)	1,033					1,033	1,033	0	0
R	TMP14	We Are Woking (funded from VSWL/Victoria Square reserve)	0					0	0	0	0
C	10917	River Wey Flood Prevention - Byfleet (funded by borrowing & grant/contribution)	280	0	10,500			10,780	0	10,780	0
C	20041	Brookwood Cemetery - Grant for capital works (funded by borrowing)	100	0				100	100	0	0
C	TMP15	Syrian Refugee Resettlement Programme (funded by grant)	1,796					1,796	0	1,796	0
R	20234	Planet Woking (funded from revenue)	42					42	0	0	42
C	n/a	SEN School at Brookwood Farm (funded from Grant)	0					0	0	0	0
C	n/a	Economic Regeneration (funded from borrowing)	282					282	282	0	0
C	n/a	HIF FF A320 Woking Town Centre Scheme (funded by HIF Capacity Support Grant - Homes England)	339					339	0	339	0
C		Decarbonisation for Export House and Midas House (funded by Grant/Service Charges)	4,419	116				4,535	1,480	3,055	0
C	20270	Woking Town Centre Masterplan (funded by revenue)	100					100	0	0	100
C	20275	Victoria Way Central Reservation (funded from contribution)	750					750	0	750	0
C	n/a	Town Centre Help points (funded by borrowing)	110					110	110	0	0
C	20120	Rainwater Gardens Project (funded by Grant)	280	240	345			865	0	865	0
C	n/a	Digital Centre of Excellence - Incubator Support Service	45	12	394			451	0	451	0
C	20272	Midas House - Reconfiguration of two vacant floors areas (Part 2nd and 3rd Floor)	300					300	300	0	0
C	20280	Decarbonisation improvement (funded by Grant)	3,000					3,000	0	3,000	0
R	n/a	Woking Park Footpath Refurbishment (funded by revenue)	35					35	0	0	35
R	n/a	Woking Park Car Park Fencing (funded by revenue)	30					30	0	0	30
R	n/a	St Johns Lye Road Repairs (funded by revenue)	15					15	0	0	15

**INVESTMENT PROGRAMME 2022/23 - 2026/27
GENERAL FUND PROJECTS
(Finance cost included in revenue budget)**

REVENUE/ CAPITAL	PROJECT REFERENCE	DETAILS OF PROJECT	Expenditure £'000						Financing £'000				
			22/23	23/24	24/25	25/26	26/27	Total	Borrowing	Contribution Grant Other Grant	Revenue		
			£000	£000	£000	£000	£000	£000					
		Communities											
C	10206	Playground Improvements Phase 4 (S106 & grant funded)	10							10			
C	20233	Playground Improvements - Horsell Moor (funded by borrowing)	55							55			
C	20233	Playground Improvements - Oakfield (funded by borrowing)	35							35			
C	20233	Playground Improvements - Sutton Green (funded by borrowing)	0	45						45			
C	20233	Playground maintenance / surfacing repairs (funded by borrowing)	50	100	150					300			
R	20158	Celebrate Woking (funded from reserves)	0	0	0	0	0	0		0			
C	n/a	Eastwood Leisure Centre (funded by borrowing)			100					100			
R	n/a	Buzz Theatre (funded by revenue)	40	20						60		60	
C	20264	Old Woking Community Centre Project (Woking College) (funded from grant/contribution)	1,289	500						1,789			
C	n/a	Pool in the Park - Accessibility Upgrades (new pool hoists - funded from equipment reserve)	70							70		70	
R	TMP17	Sheerwater Social Support (funded from reserves - Investment Strategy Reserve)	50	50	50	50	50			250		250	
		Corporate Resources											
C	n/a	Asset Management Plan (funded by borrowing/revenue)	1,914	1,000	1,000	1,000	1,000			5,914		500	
C	Various	IT Programme (funded by borrowing)	2,985	860	515					4,360			
C	10615	I T Infrastructure (funded by borrowing)	180	180	180	180	180			900			
C	20122	CCTV Infrastructure Upgrade and Formation of Town Centre Control Room (funded by borrowing/grant)	731							731			
C	TMP23	Capitalised salary costs for projects (funded by borrowing)	1,063	1,063	1,063	1,063	1,063			5,315			
R	n/a	Fit for the Future External Support (funded by capital receipts)	272							272			
			88,615	28,896	14,590	2,493	2,493			137,087			
		Total	153,468	32,296	19,190	10,893	13,593			229,440	127,579	99,911	1,951

* Capitalisation/other mitigation of interest costs to apply

INVESTMENT PROGRAMME - GLOSSARY OF TERMS

INVESTMENT PROGRAMME	A plan of the capital and one-off investment required to deliver the Council's key strategies and objectives. Projects/schemes will proceed only if resources permit.
CAPITAL EXPENDITURE	Expenditure that has a benefit exceeding a year (as opposed to revenue expenditure where the benefit is used up in the year).
FUNDS	Money resources needed to finance the Investment Programme. Funds will only be released to enable a project to proceed once the Chief Finance Officer is satisfied that the project is affordable and the resources are available.
REVENUE IMPLICATIONS	The ongoing costs such as maintenance and loan charges arising from capital investment.
HOUSING INVESTMENT PROGRAMME (HIP)	Planned spending on housing projects .
GENERAL FUND INVESTMENT PROGRAMME	All other projects.
CURRENT AND COMMITTED SCHEMES	Schemes which are currently underway, for which funds have been released or for which it is imperative that they proceed to achieve key objectives.
NEW PROPOSALS	Schemes for which resources have not been released and, probably, have yet to be fully scoped.
RESERVES	Money set aside to cover expenditure in the future (excluding provisions for future liabilities or losses).
IT IP RESERVE	Money set aside specifically for Information Technology schemes.
HIP RESERVE	Money set aside specifically for Housing Investment Programme (HIP) schemes.
INVESTMENT STRATEGY RESERVE	Money set aside for schemes not covered by other reserves, mainly General Fund Investment Programme schemes.
MAJOR REPAIRS RESERVE	Money set aside mainly from the Major Repairs Allowance paid annually by the Government to finance work on Council houses.
SECTION 106	Contributions received from developers as part of the Town Planning process to finance projects in the community.
BORROWING	Borrowing money from external sources in accordance approved borrowing limits and tests of affordability.
HOUSING CAPITAL RECEIPTS	Proceeds from the sale of housing assets, such as sales under Right to Buy.

APPENDIX 5

GF CAPITAL RECEIPTS	Proceeds from the sale of assets other than Housing assets. No pooling is required.
GF REVENUE	Funding provided by the General Fund budget to finance one off revenue type Investment Programme projects.
COMM FUND	Community Fund – money set aside to provide financial assistance to local organisations for the provision of new or improved facilities for the benefit of the community.
GROUP COMPANY	Funding by Group Company.
PFI	Private Finance Initiative – a Government programme to bring private investment into social housing by allowing local authorities to work with a partnership of specialist organisations to build new homes or improve properties already owned by the Council.
OTHER	Funding from National Lottery, Government departments and other organisations.

HOUSING INVESTMENT PROGRAMME SLIPPAGE 2022/23

Description	2021/22			2022/23		
	2021/22	2021/22 Actual	2021/22 Variation	2022/23 Original	2021/22 Proposed Slippage	2022/23 Revised Budget
	(A)	(B)	(C)	(D)	(E)	(F)
	£'000	£'000	£'000	£'000	£'000	£'000
Provision of New Homes						
Affordable Housing - Thamesway Housing Ltd						
Provision of New Homes	20,687	25,188	4,501	11,789		11,789
Total Thamesway Housing Ltd	20,687	25,188	4,501	11,789	-	11,789
Sheerwater Implementation Costs						
Capital Expenditure Funded By WBC Borrowing:						
Sheerwater Regeneration - Loan to TDL (During Construction)	59,437	20,849	-38,588	68,931		68,931
Sheerwater Regeneration - Loan to Thamesway Energy Ltd	5,250		-5,250			
Project Management\Revenue Expenditure Originally Financed From The Sheerwater Regen Reserve:						
Sheerwater Regen Staff Costs	232	247	15	232		232
Removal Costs	18	26	8	18		18
Equalities Survey	18	6	-12	18		18
Miscellaneous Costs Including Subsidy to the Doctor's Surgery & 3rd Party Legal Fees	117	227	110	117		117
Other Regeneration Expenditure\Additional Housing Purchases:						
Mortgages Of Last Resort	300	122	-178	-		
Home Loss and Disturbance Payments	348	497	149	348		348
Total Sheerwater Implementation Costs	65,721	21,974	-43,747	69,664	-	69,664
General Fund Housing Developments						
New Hostel Provision (funded from capital receipts/borrowing)	-			3,308		3,308
Sythwood Residential Units (funded from capital receipts/borrowing)		384	384	-		-
Temporary Accommodation Acquisition and Conversion	2,491	1,674	-817	-	817	817
Rough Sleeping Accommodation Programme (RSAP) Acquisitions - £1,514,000 (all in 21/22)	1,514		-1,514			
Grant/ General Fund Borrowing						
Total General Fund Housing Developments	4,005	2,058	-1,947	3,308	817	4,125
Total Non HRA Homes	90,413	49,220	-41,193	84,761	817	85,578
HRA Housing Developments:						
Woodhatch Grove (Rydens Way)		80	80	-		-
Old Woking Independent Living Scheme				-		-
Old Woking Independent Living Scheme (Flat 1 to 23) (Part Funded by Retained Receipts)	3,254	3,352	98	-		-
Old Woking Independent Living Scheme (Flat 24 to 48) (Part Funded by Homes England Grant)	2,435	2,509	74	-		-
Monument Way	250	173	-77	-	77	77
Bonsey Lane	30	25	-5	350	5	355
Corner Of Rydens Way\ Sundridge Road	460	312	-148	467	148	615
Stock Conversions				-		-
HRA Property Purchases:						
HRA Market Purchases	3,000	5,769	2,769	1,000		1,000
				-		-
Total HRA Homes	9,429	12,220	2,791	1,817	230	2,047
Total Provision of Homes	99,842	61,440	-38,402	86,578	1,047	87,625

HOUSING INVESTMENT PROGRAMME SLIPPAGE 2022/23

Description	2021/22			2022/23		
	2021/22	2021/22 Actual	2021/22 Variation	2022/23 Original	2021/22 Proposed Slippage	2022/23 Revised Budget
(A)	(B)	(C)	(D)	(E)	(F)	(G)
	£'000	£'000	£'000	£'000	£'000	£'000
Renovation & Improvements						
Woking Borough Council Homes						
<u>Council Homes AMP (Illustrative breakdown)</u>						
Communal Works	953	3,181	-519	953		953
Lifecycle Dwelling Investment	948			948		948
Disabled Adaptations/Extensions	197			197		197
Works Arising From Cyclical Inspections	1,068			1,068		1,068
Capitalised Responsive Enhancements	44			44		44
Energy Reduction Programme	295			295		295
Development Projects	29			29		29
Fees & Consultancy	167			167		167
Statutory Inspections	-			-		-
<u>Clientside Renovation & Improvements Projects</u>						
Communal Heating and Hot Water Systems	90	142	52	100	-52	48
Sub Total - Woking Borough Council Homes	3,790	3,323	-467	3,800	-52	3,748
Private Sector Homes						
Mandatory Grants						
Mandatory Disabled Facilities	988	1,689	351	988		988
Fast Track Disabled Adaptation Grant	300			300		300
Palliative Care/end of Life Assistance	50			50		50
Discretionary Grants						
Discretionary Disabled Facilities Grant	80		-80	80		80
Disabled Facilities Top-Up Grant	50		-50	50		50
Moving Home Grant	20		-20	20		20
Safe At Home Assistance	50		-50	50		50
Warm At Home Assistance	100		-100	100		100
Empty Homes Assistance	20		-20	20		20
Sub Total - Private Sector Homes	1,658	1,689	31	1,658	-	1,658
Total Renovation & Improvement	5,448	5,012	-436	5,458	-52	5,406
TOTAL HOUSING INVESTMENT PROGRAMME	105,290	66,452	-38,838	92,036	995	93,031

INVESTMENT PROGRAMME SLIPPAGE 2022/23

Description	2021/22			2022/23		
	2021/22	2021/22 Actual	2021/22 Variation	2022/23	2021/22 Proposed Slippage	2022/23 Revised Budget
	(A)	(C)	(D)	(E)	(F)	(G)
	£'000	£'000	£'000	£'000	£'000	£'000
Group/External Loans and Share Capital						
Loans to Thameswey Central Milton Keynes	3,400	3,102	-298	3,100		3,100
Poole Road Energy Centre - Loan to Thameswey Energy Ltd	20,517	11,134	-9,383	7,615		7,615
Victoria Square Phase 2 - Loan to Victoria Square Woking Ltd	174,567	124,267	-50,300	-	50,300	50,300
Loan to Freedom Leisure - Pool Changing Rooms	15		-15	-		-
Loan to Freedom Leisure - Leisure Centre Dry Change	57		-57	-		-
Loan to Rutland - Robin Hood Pub	368		-368	-		-
Loan re Greenfield School	7,700	4,862	-2,838	-	2,838	2,838
Loan re Wolsey Place	1,850	1,722	-128	-		-
Loan re Dukes Court (funded by borrowing)	1,000		-1,000	-	1,000	1,000
	209,474	145,087	-64,387	10,715	54,138	64,853
Woking Borough Council						
Place						
Asset Management Plan - Wolsey Place/Export House (funded by borrowing)	-			485		485
Wolsey Place Refurbishment and Reconfiguration (funded from contribution)	1,675	14	-1,661	200	1,661	1,861
Wolsey Place Mall Refurbishments (funded by VSWL)	250		-250	-	250	250
Opportunity Purchases For Regeneration (funded by borrowing) *	3,000	106	-2,894	-		-
Dukes Court Refurbishment (funded by borrowing) *	374		-374	-	374	374
Dukes Court Plaza (funded by borrowing)	3,495	3,990	495	-		-
Woking Shopping Food Court & Vertical Circulation (funded from borrowing)	1,918	2,411	493	-		-
Victoria Square Financial Modelling (funded by Victoria Square Reserve)	20	20	0	20		20
Local Development Framework (funded by revenue)	174	102	-72	-	72	72
Suitable Alternative Natural Green Space (SANG) Maintenance (S106 funded)	50	28	-22	50		50
Woking Integrated Transport Package (funded from S106 and grant)	-	-9,314	-9,314	-		-
Woking Sustainable Transport Package (funded from grant/contribution)	4,400		-4,400	-		-
Victoria Arch and Integrated South Side Works (funded from grant \ CIL \ Interim Borrowing)	16,930	4,221	-12,709	46,182	12,709	58,891
Housing Infrastructure Fund (HIF) Land Acquisition Strategy (funded by grant \ interim borrowing) *	4,755		-4,755	-	4,755	4,755
Town Centre Planned Maintenance (funded from reserves)	150		-150	150		150
Westfield Common Management (funded from S106)	47		-47	-		-
Developing a Favourable Conservation Status Licence (funded from New Homes Bonus)	13	6	-7	-	7	7
Acquisition of Car Parks from Victoria Square Woking Ltd (funded by borrowing)	-		0	-		-
Car Park Management System (funded by borrowing)	1,756	723	-1,033	-	1,033	1,033
We Are Woking (funded from VSWL/Victoria Square reserve)	-	73	73	-		-
River Wey Flood Prevention - Byfleet (funded by borrowing & grant/contribution)				280		280
Brookwood Cemetery - Revenue Grant for Backlog Maintenance & Repairs (funded by New Homes Bonus/Investment Strategy)	150	422	272	-		-
Brookwood Cemetery - Grant for capital works (funded by borrowing)	300		-300	100		100
Syrian Refugee Resettlement Programme (funded by grant)	1,872	414	-1,458	338	1,458	1,796
Planet Woking - Climate Emergency Funding (funded from revenue)	91	49	-42	-	42	42
SEN School at Brookwood Farm (funded from Grant)	-	16	16	-		-
Economic Regeneration (funded from borrowing)	600	318	-282	-	282	282
Green Homes Grant Local Authority Delivery scheme (funded from Grant)	-		0	-		-
HIF FF A320 Woking Town Centre Scheme (funded by HIF Capacity Support Grant - Homes England)	339		-339	-	339	339
Railway Underpass (funded by borrowing)	28	27	-1	-		-
Decarbonisation for Export House and Midas House (funded by Grant/Service Charges)	3,338	93	-3,245	1,174	3,245	4,419
E-commerce platform for independent retailers in Woking Project (funded by borrowing)	30	30	0	-		-
Woking Town Centre Masterplan (funded by revenue)	100		-100	-	100	100
Victoria Way Central Reservation (funded from contribution)	750		-750	-	750	750
Leisure Centre & 3G Car Park in Woking Park Alterations (funded by borrowing)	13	12	-1	-		-
31-33 Commercial Way - Standalone funding for asbestos free estate. (funded by borrowing)	20		-20	-		-
Town Centre Help points (funded by borrowing)				110		110
Rainwater Gardens Project (funded by Grant)				280		280
Re-deployable CCTV (funded from equipment reserve)	10		-10	-		-
Digital Centre of Excellence - Incubator Support Service				45		45
Midas House - Reconfiguration of two vacant floors areas (Part 2nd and 3rd Floor)				300		300
Decarbonisation improvement				3,000		3,000
Woking Park footpath refurbishment				35		35
Woking Park car park fencing				30		30
St Johns Lye road repairs				15		15
People						
Playground Improvements Phase 4 (S106 & grant funded)	121	111	-10		10	10
All Weather Pitch - Cardinals in the Community (S106, grant and borrowing funded)	187	319	132			
Playground Improvements - Horsell Moor (funded by borrowing)				55		55
Playground Improvements - Oakfield (funded by borrowing)				35		35
Playground Improvements - Sutton Green (funded by borrowing)				-		-
Playground maintenance / surfacing repairs (funded by borrowing)		33	33	50		50
Celebrate Woking (funded from reserves)				-		-
Eastwood Leisure Centre (funded by borrowing)				-		-
Buzz Theatre (funded by revenue)				40		40
Old Woking Community Centre Project (Woking College) (funded from grant/contribution)		211	211	1,500	-211	1,289
Rhoda McGaw Theatre Refurbishment (funded by borrowing)	91		-91	-		-
Playing Pitch and Outdoor Facility Strategy Action Plan (funded from grant/contribution)	-		0	-		-
Personalisation and Prevention Fund - Over-arching project (funded from grant)	45	69	24	-		-
Community Meals - Kitchen Equipment Replacement (funded from equipment reserve)	7		-7	-		-
Pool in the Park - Accessibility Upgrades (new pool hoists - funded from equipment reserve)	-		0	70		70
Transit Site Project (funded by borrowing)	127		-127	-		-
Sheerwater Social Support (funded from reserves - Investment Strategy Reserve)	125	51	-74	50		50
Maybury Centre Café (funded by borrowing)				-		-

INVESTMENT PROGRAMME SLIPPAGE 2022/23

Description	2021/22			2022/23		
	2021/22	2021/22 Actual	2021/22 Variation	2022/23	2021/22 Proposed Slippage	2022/23 Revised Budget
(A)	(B)	(C)	(D)	(E)	(F)	(G)
	£'000	£'000	£'000	£'000	£'000	£'000
Us						
Asset Management Plan (funded by borrowing/revenue)	1,922	8	-1,914	1,000	914	1,914
IT Programme (funded by borrowing)	863	479	-564	2,985		2,985
IT Infrastructure (funded 180k from IT reserve)	180			180		180
CCTV Infrastructure Upgrade and Formation of Town Centre Control Room (funded by borrowing/grant)	850	387	-463	268	463	731
Capitalised salary costs for projects (funded by borrowing)	884		-884	1,063		1,063
Fit for the Future External Support (funded by borrowing)	500	228	-272	-	272	272
	52,550	5,657	-46,893	60,090	28,525	88,615
	262,023	150,744	-111,279	70,805	82,663	153,468

EXECUTIVE – 17 NOVEMBER 2022

AFFORDABLE HOUSING DELIVERY SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Executive Summary

The report describes the draft revised Affordable Housing Delivery Supplementary Planning Document (SPD), presented as Appendix 1, and recommends the Executive to publish the SPD for public consultation.

Delivery of Affordable Housing in the Borough has been below the Core Strategy target of 35% of dwelling completions for most of the past twelve years. It is considered that this is due to a combination of factors, including changed national policy and issues of viability and viability assessments. The existing Affordable Housing SPD was adopted several years ago in a very different context, and requires an update to ensure the Council's position can fully support the delivery of affordable housing.

A revised version of the Affordable Housing SPD has been considered by both the LDF Working Group and Housing Task Group and updated following feedback. It is proposed to publish the document for public consultation in from November 2022. Comments received and an updated SPD will be presented to Executive and Council in 2023 with a view to adoption.

Given its significance as set out above, Members of the Executive are recommended to approve the SPD for consultation.

The SPD will be used by:

- Planning Officers as guidance against which to assess affordable housing provision in development proposals when determining applications and offering preapplication advice;
- Council Members when assessing development proposals in advance of and at Planning Committee meetings; and
- applicants and developers when preparing their development schemes, as guidance to indicate how to meet the requirements of policy CS12.

Officers are satisfied that the contents of the revised SPD are sufficiently robust and at the same time allow scope for flexibility to apply its key principles to the merits of individual applications and should therefore be supported for adoption. Overall, it will make the assessment of applications easier and increase the provision of affordable housing contributions.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the contents of the draft Affordable Housing Delivery Supplementary Planning Document (SPD), attached at Appendix 1 to the report, be noted and approved for public consultation between 21 November 2022 and 19 December 2023; and

Affordable Housing Delivery Supplementary Planning Document (SPD)

- (ii) delegated authority be given to the Strategic Director - Place, in consultation with the Portfolio Holders for Planning and Regulation, to approve any minor amendments to the SPD before it is published for public consultation.

Reasons for Decision

Reason: To give the public an opportunity to comment on the draft revised Affordable Housing Delivery SPD and for their comments to be considered before the SPD is adopted.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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Date Published: 9 November 2022

Affordable Housing Delivery Supplementary Planning Document (SPD)

1.0 Introduction

- 1.1 The report describes the draft revised Affordable Housing Delivery SPD, presented as Appendix 1, and recommends the Executive to publish the SPD for public consultation.
- 1.2 Delivery of Affordable Housing in the Borough is below the Core Strategy target of 35% of dwelling completions. That target has only been met in two years since 2010. In only four years has affordable housing delivery exceeded 20% of dwelling completions, and in six years it has been below 10%.
- 1.3 Some of the factors behind this low delivery of affordable housing are due to changes in national policy - for example, the Council is no longer able to require affordable housing contributions from most developments under 10 dwellings, and a large percentage of dwelling completions in recent years have been from permitted development change of use schemes, on which the council has no way of requiring affordable housing. Another factor is the ability of developers to argue that their developments are not viable, under the terms set out in Core Strategy policy CS12: Affordable Housing. This policy position could only be addressed by a change to the Local Plan, which would have to be supported by a revised Viability Assessment carried out in accordance with the new national policy on such assessments, which is intended to reduce the scope for such arguments.
- 1.4 The existing Affordable Housing Delivery SPD was adopted in October 2014, eight years ago, to inform the implementation of policy CS12. Since its adoption there have been many changes to the field of Affordable Housing, in national policy, in case law, in the funding and delivery framework, and in the local need context. A few of these changes were addressed by the publication of a guidance note on National Affordable Housing Threshold and Vacant Building Credit in in 2016, revised in 2019, but there are many more which have emerged and cause increasing questions to arise in the decision-making process around the implementation of CS12.
- 1.5 A revised version of the Affordable Housing SPD has therefore been drafted to address these discrepancies and gaps, and bring the document up to date in order to fully support the delivery of affordable housing.
- 1.6 The draft document was shared and discussed with the LDF Working Group and also the Housing Task Group. The Housing Task Group requested a number of minor changes to the document. It is proposed to take the document to public consultation from 21 November 2022 – 19 December 2023, and then a revised version to the Executive and Council in 2023 with a view to adoption.

2.0 Summary of changes between existing and proposed draft versions of the Affordable Housing Delivery SPD

- 2.1 Structure: The existing version begins with a chapter on affordable housing need, followed by chapters on policy context, issues around the definition of affordable housing, when and how much affordable housing is required, the planning process, delivery of affordable housing on- and off-site, financial contributions, delivery and management and monitoring.
- 2.2 The new version has chapters on planning and housing policy context, affordable housing need (discussing categories of affordable housing required), delivery of affordable housing on- and off-site and financial contributions, when and how much affordable housing is required, and the planning process. The summary of changes below is set out in the order of topics in the existing SPD.
- 2.3 'Affordable housing need' chapter: Statistics on house prices, incomes, affordability and the Housing Register are updated (fewer statistics are provided, but the new version includes a link to a fuller report). These are now included in the introduction.

Affordable Housing Delivery Supplementary Planning Document (SPD)

- 2.4 The recent rate of affordable housing construction is now discussed under the section on the Annual Monitoring Report, where these figures are reported.
- 2.5 Updated information on property type and size targets to inform planning applications is now included in the new Chapter 3, 'Local Evidence of Housing Need'.
- 2.6 'Policy Context' chapter: An expanded section on the National Planning Policy Framework and PPG signposts to relevant parts of these documents, to avoid confusion which has sometimes occurred in the past. The section on the Core Strategy has been reduced to avoid repetition. A section has been inserted (2.11) on how to interpret differences in wording between the NPPF and Core Strategy, which will secure greater clarity.
- 2.7 The information on other Planning Policy documents has been updated. This has allowed for a significant reduction in text since in many cases those documents have been adopted with little or no policy relevant to this topic. The information on non-planning Council policy has also been reduced, now restricted to the Housing Strategy.
- 2.8 'Affordability' chapter: The definition of 'Affordable Housing' at the start of this chapter is replaced by references in the new Policy Context chapter to the definitions of Affordable Housing in the NPPF and Core Strategy, and the relationship between them. This approach is considered to be more flexible in the event of changes being made to either the NPPF or Core Strategy.
- 2.9 The description of the social rented housing category has been expanded slightly, to include 'encourage[ment of] this tenure where circumstances allow' and 'prioritise[ation]... where possible'. The section on affordable rent has been removed, since it related closely to the specific funding and national policy circumstances when it was written.
- 2.10 Sections have been added on the new Shared Ownership model (2021-26); First Homes; and affordable housing on Build to Rent schemes. These are all new types of affordable housing that have been introduced nationally since the original guidance was adopted. Applicants are directed to review the national guidance for details of these schemes. Amendments were made to each of these sections following Housing Task Group to provide greater clarity.
- 2.11 Under the First Homes section, it is explained that the Council is not seeking to set a higher minimum discount or lower price cap for First Homes than the national standard discount and price cap. All other Surrey authorities with published guidance take the same position. The reason for us avoiding this is that doing so would (still further) take away from the viability of providing social and affordable rented dwellings, which is considered a higher priority than making First Homes slightly more affordable. However, the Council will be applying a local connection test and keyworker priority to the buyers of First Homes (within the terms allowed by national policy). About half of other Surrey authorities with published guidance are also applying a local connection test. The details of the local connection test have been amended following input from the Housing Task Group.
- 2.12 The national guidance on First Homes states that 'Once a minimum of 25% of First Homes has been accounted for, social rent should be delivered in the same percentage as set out in the local plan. The remainder of the affordable housing tenures should be delivered in line with the proportions set out in the local plan policy.' The proposed SPD interprets this guidance regarding social rent as applying to the category in our Strategic Housing Market Assessment described as "social/affordable rent", so the planning authority will continue to require 71% of affordable dwellings to be social/affordable rent. The proportion of 'intermediate' affordable tenures other than First Homes will decline from 29% to 4%. About half of Surrey authorities with published guidance are taking a similar approach. Following Housing Task Group, a table has been inserted (including a worked example) to make the interpretation of these proportions clearer.

Affordable Housing Delivery Supplementary Planning Document (SPD)

- 2.13 The next section deals with 'Affordable Private Rent', the category of affordable introduced in 2018 specifically for Build to Rent schemes. It directs readers to the in depth national guidance on this topic. Developers are encouraged to provide more than the 20% of dwellings required by national policy to be Affordable Private Rent, and the Council may consider increasing this requirement through Local Plan policy when that is revised. The SPD sets out a requirement for Section 106 agreements to secure units as Affordable Private Rent for 15 years, and a mechanism for the Council to claw back money if the tenure is changed in that time.
- 2.14 Requirements for affordable housing provision: The existing SPD exempts Class C2 (residential accommodation and care) and Traveller accommodation from contributing to affordable housing. The proposed new SPD removes this exemption, reverting to the Core Strategy statement that CS12 'applies to all sites where new residential development is proposed... this will include sheltered and extra care accommodation and other forms of residential accommodation where relevant'. This change is targeted at large, institutions, in particular extra care accommodation, which was previously typically assumed to be Class C3 (and therefore would have contributed) but a succession of appeals and judgements have established as often being a C2 use. Affordable housing C2 schemes, and schemes where affordable housing contributions are shown to be genuinely unviable, would still not have to make a contribution. The supply of C2 and, in particular, extra care housing is healthy, in contrast to the supply of affordable housing. With regard to Traveller schemes, the great majority are no longer affected by CS12 since they do not constitute major development, and any major schemes would again be subject to consideration of viability.
- 2.15 The existing reference to an exemption for agricultural worker dwellings is removed; given that the council is no longer allowed to require affordable housing contributions from non-major development, this exemption is no longer relevant.
- 2.16 Regarding site size, the proposed SPD incorporates all the changes covered by our Guidance Note on the National Affordable Housing Threshold and Vacant Building Credit (2016, updated 2019). There is an amendment to remove a previous loophole relating to sites with less than 10 dwellings but an area of 0.5ha or more.
- 2.17 Regarding the nature of sites, the section on defining greenfield land is reduced to remove repetition (both internal, and of national policy). The SPD removes the current explicit allowance for flexibility on sites where the Council wants to encourage development away from the existing building footprint. This will be much less commonly applicable given that affordable housing would come from major site only. This matter would be better dealt with implicitly by planning officers through consideration of the planning balance.
- 2.18 The SPD has removed the previous sections on financial contributions from non-residential development (there is no expectation of this becoming viable again in the near future); on flexibility on Affordable Housing requirements in Priority Places (no longer thought generally suitable given our deficit of Affordable Housing, although in really significant cases this could once again be dealt with through the planning balance); and on exceptional circumstances, and the section defining 'net additional dwellings' (neither of which are considered necessary).
- 2.19 The new SPD has a section on Vacant Building Credit, reflecting our 2016 Guidance Note on that subject, but also introducing a requirement that to qualify for this credit, the building should not have been vacated for the sole purpose of redevelopment (e.g. the developer should be able to show that it has been marketed unsuccessfully).
- 2.20 Delivery of affordable housing on site and on alternative sites: An updated description of the nature of affordable housing need is provided, including a significantly different mix of dwelling sizes (by number of bedrooms) as per the 2015 Strategic Housing Market Assessment (SHMA). The existing table of minimum floor area sizes is excluded; given changes to national policy since the existing document was published, the re-inclusion of any such table would require amendments to the Local Plan.

Affordable Housing Delivery Supplementary Planning Document (SPD)

- 2.21 The requirements on tenure mix have been adjusted to reflect the 2015 SHMA, and the introduction of First Homes.
- 2.22 Specific requirements on the design of affordable housing have been removed. It is considered that the priority is to ensure delivery of affordable housing, that is of a good design in terms of the Council's general design policies. The section on Lifetime Homes has been removed as this largely repeated other policy.
- 2.23 Information about affordable housing development partners and funding has been updated, and that on nominations removed.
- 2.24 The requirement for a separate Affordable Housing Scheme document to accompany planning applications has been removed, as this is not currently used in practice.
- 2.25 Financial contributions: There is only one example provided of a financial contribution calculation.
- 2.26 Viability: Following Housing Task Group the section on Viability has been revised and moved to Chapter 4, with emphasis on linking to national guidance, in particular on existing use value and publication of appraisals.
- 2.27 Appendices: Several appendices have been removed where they are no longer considered relevant.

3.0 Next stages of the process

- 3.1 Subject to the decisions of the Executive, the draft SPD will be published for consultation between 21 November 2022 and 19 December 2022. It is intended that a revised version will be taken to Executive then Council for adoption in 2023. When adopted, the SPD will take immediate effect from the date of adoption.

4.0 Corporate Strategy

- 4.1 The SPD will make a meaningful contribution to the delivery of the Corporate Strategy and its objectives to deliver new affordable homes. It will help create an enterprising, vibrant and sustainable borough by ensuring that development makes more contribution to the provision of affordable housing.

5.0 Implications

Finance and Risk

- 5.1 The Core Strategy was adopted in October 2012 and reviewed. The Site Allocations DPD was adopted in October 2021. Planning applications continue to be submitted to deliver their requirements. It is important that the revised Affordable Housing Delivery SPD is adopted and in reasonable time to provide the necessary framework to ensure better provision of affordable housing on the development coming forward. Failure to support the recommendations of the report could further delay the adoption of the SPD.
- 5.2 There are no additional financial implications for preparing the SPD. The preparation of the SPD has been done in-house, and the cost has been met from the existing Planning Policy and Housing Service budgets.

Equalities and Human Resources

- 5.3 There are no human resources implications for preparing the SPD. The SPD would have positive impacts on equalities by leading to increased provision of affordable housing.

Affordable Housing Delivery Supplementary Planning Document (SPD)

Legal

- 5.4 The SPD should be prepared to be in general conformity with the development plan for the area, in particular, the Core Strategy. Officers will continue to ensure that this requirement is met to avoid the risk of legal challenge.

6.0 Engagement and Consultation

- 6.1 The revised SPD has been prepared with the active involvement of the relevant sections of the Council. In particular, the document was prepared jointly by the Planning Policy and Strategic Housing and Development teams, and the Development Management Team were consulted during its production. The draft SPD is intended be published for consultation between 21 November 2022 and 19 December 2022. This period meets the statutory requirement of a four week consultation for a Supplementary Planning Document.

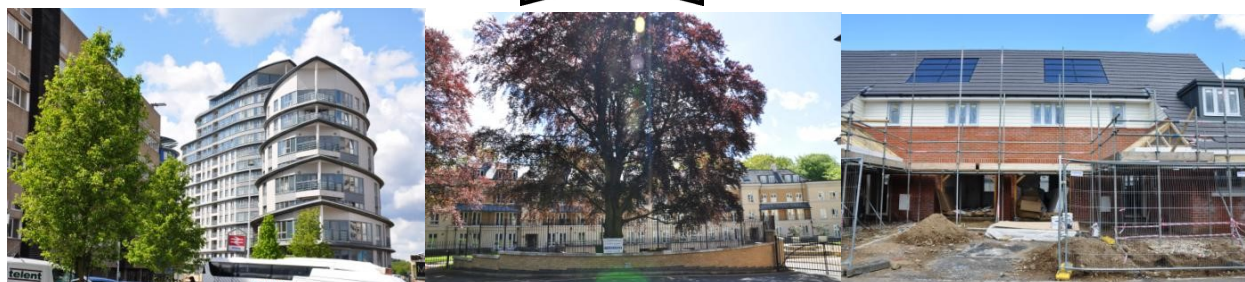
REPORT ENDS



Woking Borough Council Local Development Documents

Affordable Housing Delivery Supplementary Planning Document

November 2022



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1. Summary

This Supplementary Planning Document (SPD) stipulates how the Council's affordable housing policy, as set out in Policy CS12, is to be implemented. [Core Strategy Policy CS12 – Affordable housing](#) is the main planning policy detailing how new affordable housing will be delivered through the planning system in Woking.

This SPD does not introduce any additional requirements, but sets out the detail of how Policy CS12 will be applied in practice. Applicants are advised to read Policy CS12 in full for their development proposal. An SPD does not have the same status as a development plan document (DPD) and is not subject to independent examination.

This document was updated in 2022 and adopted by the Council on (insert date) Consultation was carried out on (insert date) and the consultation and adoption statements for this SPD are available on the Council's 2027 website (insert links here when available).

Woking has an acute need for more affordable housing of all types, sizes and tenures and the demand for affordable housing far exceeds supply due to a number of land constraints, including shortage of developable land. In addition, local house prices and rents create an additional issue of affordability for many.

The following information provides some key facts about affordable housing need and provision in the borough. A regular housing facts and figures report is published [here](#).

- As at July 2022, the average house price in Woking was £482,145, which is considerably higher than the national average of £311,583
- Between July 2012 and July 2022 the average property price in Woking increased by 62.9%, compared with an increase of 75.9% in the South East as a whole and 73.3% nationally.
- According to the Office of National Statistics (ONS) the number of households in Woking was 39,460 in 2018, a number projected to increase by 3.7% to 40,936 households by 2043.
- The median gross annual workplace-based earnings in Woking is £34,176.
- In Woking, the number of people on Universal Credit was 6039 in March 2022 which is at the lowest level since August 2020.
- As of the 1 October 2021, there were a total of 972 applicants on Woking's Housing Register. The Housing Register shows that the greatest need is for 1

bed units at 40%, but there is also a significant need for 2 and 3+ bed homes at 25% and 33% respectively.

In Woking, the affordability ratio of median house price to workplace-based earnings was 13.87 as of March 2022, this is a slight increase in last three-year period. Data published by the Office for National Statistics on 25 March 2022, shows that in England in 2020, full-time employees could typically expect to spend around 7.84 times their workplace-based annual earnings on purchasing a home; this is a slight improvement from 2018, when the ratio was 8.0.

Purchaser affordability table by property type in Woking Borough March 2022.

Property type	Average selling price in the Borough (as of March 2022)	Deposit required (assuming 80% mortgage)	Minimal annual income required (assuming 3.5 times annual salary)
All	£441,848	£88,370	£100,994
Detached	£937,147	£187,429	£214,205
Semi-detached	£482,465	£96,493	£110,278
Terraced	£380,344	£76,069	£86,936
Flat/Maisonette	£253,359	£50,672	£57,911

2. Planning and Housing Policy Context

2.1. National Planning Policy Framework

The [National Planning Policy Framework](#) (NPPF), last revised in July 2021, sets out the Government’s planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced, including for the delivery of affordable homes.

The NPPF includes a definition of affordable homes (Annexe 2) covering affordable housing for rent, starter homes, discounted market sales housing, and other affordable routes to home ownership.

Paragraph 62 states that, with respect to those who require affordable housing, the size, type and tenure of housing needed should be assessed and reflected in planning policies.

Paragraph 63 highlights that planning policies should specify the type of affordable housing required and expect it to be met on-site other than in specific circumstances.

Paragraph 64 sets out the types of site for which affordable housing requirements should be reduced or not sought.

Paragraph 65 sets a requirement for 10% of dwellings on major housing sites to be available for affordable home ownership, with various exceptions.

Annex 2 of the NPPF (the glossary) sets a national definition for affordable housing, including various sub-categories. In addition, the NPPF also stipulates the need for strategic policies to:

- make sufficient provision for affordable housing (Paragraph 20);
- set out the levels and types of affordable housing required (Paragraph 34);
- recommend that affordable housing needs be resolved at pre-application stage (Paragraph 41).

These issues are covered in more detail below.

2.2. National Planning Practice Guidance

Planning Practice Guidance (PPG) on [housing needs of different groups](#) describes how to assess need for affordable housing. There is a dedicated section of PPG on [First Homes](#), a new type of affordable housing as of 2021, containing detailed guidance on how they should be treated in the planning system. The section of PPG on [Build to Rent](#) contains policy on how this type of housing development should be required to contribute affordable housing, specifically through the tenure of 'affordable private rent'. The latter two issues are covered under the chapter on 'Tenure mix' below.

2.3. Woking Core Strategy

The Local Development Documents (LDD) of the Council relevant to the delivery of affordable housing are; the Core Strategy (CS12), the Development Management Policies Development Plan Document (DMPDPD) and the Site Allocations Development Plan Document (SADPD). Also relevant are the three Neighbourhood Plans adopted in the borough to date.

The Woking 2027 Core Strategy was adopted in October 2012 and reviewed in October 2018 (the next review is due in October 2023). This is the strategic vision for the spatial planning and management of development in the Borough up to 2027, setting out the planning policy that seeks to help to deliver affordable housing.

Amongst the key issues and challenges identified by the Core Strategy is the ‘*significant unmet need for affordable housing, which will have to be delivered in a period of severe public sector budget constraint and an economic downturn; the need to balance the priority to secure affordable housing with the viability of development schemes is challenging*’.

The Core Strategy recognises that the need for affordable housing for those who cannot afford to obtain housing on the open market is considerable. It sets an overall delivery target for affordable housing at 35% of all new homes, equivalent to 1,737 new affordable homes, between 2010 and 2027.

This target is substantially below the need identified locally but is one which the council believes it can realistically deliver, having particular regard to:

- overall levels of development in the borough
- the sites, and types of sites, likely to be developed
- financial viability of the policies
- environmental constraints of the area.

2.4. Policy CS12

CS12 requires provision of affordable housing on all new residential developments and, in some cases, on non-residential developments. On-site provision of affordable housing is expected on larger sites. Provision through medium and small sites may be on-site or via an off-site financial contribution towards provision elsewhere in the borough, depending upon the size and nature of the site and the development proposed. The priority is for on-site provision of affordable housing.

Developers should also take into account [other relevant policies](#) of the Core Strategy, including the following housing policies. Affordable housing provision within a wider development will be expected to reflect these requirements.

- [Policy CS10 - Housing provision and distribution](#)
- [Policy CS13 - Older people and vulnerable groups](#)
- [Policy CS14 - Gypsies, Travellers and Travelling Showpeople](#)

In addition, [Policy CS16 - Infrastructure delivery](#) recognises affordable housing is a form of infrastructure (see paragraph 5.132), whilst Section six ([Implementation and monitoring of the Core Strategy](#)) and [Appendix five Delivery and monitoring](#) provide more detail about how affordable housing delivery will be monitored.

2.5. Core Strategy Review 2018

The Core Strategy review in October 2018 found it to still be in general conformity with the NPPF, and to be helping to deliver the council's key priorities and the aims of Woking 2050.

The review concluded there was no immediate need to modify any of the Core Strategy policies. Regarding policy CS12, the review found it to be in line with the NPPF and vital in delivering affordable housing needed in the area. It found that the policy was justified by evidence on recent house price trends and by the viability evidence that supported the adoption of the Community Infrastructure Levy.

The review stated that the council would continue to monitor the situation to determine, in future, whether any action is needed.

2.6. Neighbourhood Planning

Woking has three made Neighbourhood Plans that form part of the Local Plan. Further information on each of them can be found on the [Woking 2027 website](#).

2.7. Site Allocations DPD

In October 2021, the Council adopted the [Site Allocations Development Plan Document \(DPD\)](#), which identifies land and allocates specific sites to enable the delivery of Woking Core Strategy (2012).

The Site Allocations DPD also takes a long term strategic view of the future and safeguards land to meet future development needs beyond the present Core Strategy period (between 2027 and 2040).

The policies on sites allocated for housing include requirements to “contribute to Affordable Housing provision in accordance with Policy CS12”.

2.8. Community Infrastructure Levy

Woking Borough Council has adopted the [Community Infrastructure Levy \(CIL\)](#) as its primary means of securing developer contributions towards infrastructure provision in the borough. CIL is a standardised non-negotiable levy that is charged to new development to raise funds to deliver infrastructure to support development.

The Community Infrastructure Levy (CIL) was adopted by the Council on 23 October 2014 and came into effect from **1 April 2015**.

The CIL will apply to most new buildings, but affordable housing and any development for charitable purposes will be exempt from the charge. Contributions for these will continue

to be sought through a Section 106 planning obligation. On mixed tenure housing schemes, only market dwellings will be liable for the CIL payments.

2.9. Annual Monitoring Report

Delivery against the Core Strategy target is monitored through [Annual Monitoring Reports](#) which have shown that, since 2010, the target of 35% of dwelling completions being affordable housing has been met in only one year. Also evidenced is that, in the same period, affordable housing completions have constituted over 20% of all dwelling completions in just three years. In six out of the ten years monitored seeing affordable housing has constituted less than 10% of dwelling completions.

2.10. [Woking Housing Strategy 2021-2026](#)

The Local Government Act 2003 requires all local housing authorities publish a Housing Strategy setting out a vision for housing in its area, including objectives, targets and policies on how the authority intends to manage and deliver its strategic housing role. The strategy provides an overarching framework against which the authority considers and formulates other policies on more specific housing issues

The Housing Strategy covers the scope of our Housing Services and is designed to complement our other policies, such as the Local Plan and Corporate Plan. The strategic priorities contained in the Housing Strategy are:

- To provide well designed, high quality homes that are affordable and meet local needs;
- To prevent homelessness and help those in housing need;
- To help people to achieve independence and wellbeing;
- To deliver an improved housing service to our tenants and leaseholders;
- To enhance choice, standards and quality within the private rented sector.
-

2.11. Affordability

The Core Strategy contains a locally specific definition of affordable housing compatible with, but expanded on, that in the NPPF. It says that affordable housing must '[meet] the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices'.

Core Strategy Policy CS12 contains terms that differ slightly from those used in national policy. However, each of these has an equivalent, as follows:

- The phrase 'social housing...for rent' in the Core Strategy should be read as per the NPPF category 'Affordable housing for rent', subcategory 'social rent'.

- The phrase 'social housing through shared equity schemes' in the Core Strategy should be read as per the NPPF category 'Other affordable routes to home ownership', subcategory 'shared ownership'.
- The phrase 'subsidised low cost market housing for... rent' in the Core Strategy should be read as per the NPPF category 'Affordable Housing for Rent', subcategories 'affordable rent' and 'affordable private rent'.
- The phrase 'subsidised low cost market housing for sale' in the Core Strategy should be read as per the NPPF term 'discounted market sales housing'. This includes First Homes, as defined in Planning Practice Guidance.

3. Local Evidence of housing need

3.1. Types and sizes of homes

[Policy CS11 - Housing mix](#) requires all residential proposals to provide a mix of dwelling types and sizes to address local needs, reflecting the most recent [Strategic Housing Market Assessment](#) (SHMA, 2015).

The appropriate percentage of different housing types and sizes for each site will depend upon the established character and density of the neighbourhood, as well as the viability of the scheme.

A significant need for more family homes during the plan period has been identified. As such, the Council will not permit the loss of family homes on sites capable of accommodating a mix of residential units unless there are overriding policy considerations to justify any loss.

At an HMA level, the analysis would support policies for the mix of affordable housing of:

- 1-bed properties: 40%
- 2-bed properties: 30%
- 3-bed properties: 25%
- 4-bed properties: 5%

Good quality, decent and affordable homes contribute significantly to good health and wellbeing. Consequently, it is important that affordable homes are well designed and of sufficient size to enable a good living environment.

The [nationally described space standard](#) was implemented in 2015, containing information regarding internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height.

The Council does not wish to be too prescriptive on the floor area of new affordable homes; achieving good design is as important as property size. However properties do need to be of practical proportions.

2.1. Tenure mix

The Core Strategy (Policy CS12) expects developments to provide an appropriate tenure mix that meets the needs of local residents, as evidenced by the latest SHMA, and considered affordable based on local income levels.

The SHMA identifies that there is a need for 71% of new affordable dwellings to be in the rented tenure (social and affordable) and 29% at intermediate level (including shared ownership and First Homes). National policy requires 25% of new affordable dwellings to be First Homes.

2.2. Social rented

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

The Government's rent policy for Social Rent is typically between 50 and 60 per cent of market rents.

Much of Woking's recent development is concentrated in the town centre to promote economic growth and to protect the green belt. However, such sites attract high land values, which in turn reduces the viability of affordable housing within the schemes. It is therefore essential that the Council maximises other land and funding opportunities to meet its annual target of 102 affordable housing units per year.

Social Rent remains a priority rental tenure for the Council, as this offers affordable housing at the most affordable rent levels with the lowest burden on housing benefits. The Council acknowledges that this form of tenure requires significant levels of

subsidy, but encourages this affordable tenure where circumstances allow. The Council will seek to prioritise social rented homes where possible.

2.3. New Shared Ownership model

[Shared Ownership](#) is aimed at helping people in housing need who are unable to afford to purchase a suitable property for their needs on the open market. Applicants are subject to various eligibility and affordability requirements, for example a gross joint income of less than £80,000 and otherwise unable to purchase a suitable property for their housing needs on the open market. Changes to the Shared Ownership model came into effect on 1 April 2021. The new Shared Ownership model applies to all Shared Ownership homes delivered through Homes England's Affordable Housing Programme (AHP) 2021 to 2026, including Home Ownership for people with long-term disabilities (HOLD), Older Persons Shared Ownership (OPSO), homes in rural protected areas and homes purchased through the [Right to Shared Ownership](#).

The major changes proposed to the Shared Ownership model relate to the following:

- the minimum initial share that can be purchased has reduced from 25% to 10%
- the introduction of the option to buy more equity in 1% increments for the first 15 years; larger shares can still be purchased with the minimum reducing from 10% to 5%
- the introduction of a 10-year period during which the costs of any maintenance or repairs will be partly met by the landlord rather than the shared owner
- if a shared owner wishes to sell on the open market, the 'nomination period' in which they first have to offer the home to the landlord can now be ended after four, rather than eight weeks.

2.4. First Homes

[First Homes](#), a new government scheme, is a form of affordable housing available only to first time buyers, sold at a discounted price of at least 30% from market value, and must apply to 25% of all affordable housing on a scheme delivered by developers through planning obligations (or, where relevant, 25% of cash contributions for affordable housing to be used to secure First Homes). At least 50% of the purchase price must be funded by mortgage or home purchase plan (if required to comply with Islamic law).

The details of national policy on First Homes is set out in national [Planning Practice Guidance](#) and should be referred to by applicants. First Homes, like Shared Ownership dwellings, are a form of intermediate housing (which in the NPPF is described as 'affordable routes to home ownership), which is itself a sub-category of Affordable Housing as defined by national and local policy.

There is a price cap of no more than £250,000 on first sales- after taking into account the discount- and an income cap of £80,000 (joint income or individual), with the full discount being retained in perpetuity through restrictive covenants on the title for these properties. LPA's will be responsible for monitoring this, and the tenure will form part of the S106 agreement for a site.

Implementation of First Homes is mandatory from 28th June 2021 for local authorities whose local plan has been submitted for examination or adopted. Existing planning applications, and advanced pre-planning applications where tenure mix has already been negotiated, are exempt for the first 6 - 9 months from the implementation date.

Local planning authorities have discretion to set a higher minimum discount on First Homes (of 40% or 50%), or a lower price cap than £250,000, if justified. Woking Borough Council is not proposing to introduce either of these at this time, but rather to apply the standard discount and threshold set out in national policy. This position can be reassessed when the Core Strategy is next reviewed.

A local connection test will be applied to all First Homes in Woking Borough for the first three months from when a home is first marketed. If a suitable buyer has not reserved a home after three months, the eligibility criteria will revert to those in the Planning Practice Guidance.

For a household to be eligible for a First Home when it is first marketed, in addition to the requirements in PPG, at least one household member must either:

- have lived in the Borough for at least the previous two years; or
- have permanent employment in the Borough for at least 35 hours per week (unless unable to do so on grounds of disability) and have done so for at least the last two years; or
- have close relative who has lived in the Borough for the last five years, and to whom they are connected by a support or welfare need (with either the First Home buyer or the relative having the need); or
- be an active member of the Armed Forces, or a divorced or separated spouse/civil partner of a current member of the Armed Forces, or a spouse or civil partner of a deceased member of the Armed Forces (if their death was wholly or partly caused by their service), or have been a member of the Armed Forces within the last five years.

Keyworkers

Woking will also be applying keyworker priority status to all First Homes in the Borough. Keyworkers are split into two priority categories:

- **Priority one** - typically a public sector employee who is considered to provide an essential service. This definition may also include support staff without whom the above roles may struggle to function.
- **Priority two** - other “essential” workers whose employment supports the local economy i.e. lower income workers such as other public or private sector employees of other bodies operating in the public sector subject to the relevant body being able to demonstrate that the industry’s national wage structure is such that its employees are unable to afford to rent or to buy homes on the open market within the Borough - for example, care workers or nursery staff.

The tenure split requirements of Policy CS12 should be interpreted in the light of the national PPG requirements regarding First Homes. Once the 25% First Homes requirement has been accounted for, social/affordable rent should be delivered at the same proportion as required by the Local Plan, set out in the latest SHMA (currently 71%). The remainder of the homes on site should be other forms of intermediate housing. This is set out in the table below, along with an example of a hypothetical 80-dwelling scheme, to illustrate how the proportions are applied.

Total	Social/affordable rented	First Homes	Other intermediate tenures	Total
Required proportion of affordable housing in each tenure	71%	25%	4%	100%
Example: 80 dwelling scheme on greenfield land	28 dwellings	10 dwellings	2 dwellings	40 affordable dwellings (i.e. 50% of total dwellings)

In Woking, First Homes can make smaller, 1 or 2 bed units, cheaper for purchase and available to more households. However, these properties are also a much needed type of property for people on the housing waiting list needing social and affordable rented accommodation. The cost of 3 and 4 bed units in the borough prohibits their delivery without a discount of higher than 50%.

2.5. Affordable housing provision on Build to Rent schemes

National Planning Practice Guidance (PPG) states that all Affordable Housing provision on Build to Rent schemes should, by default, take the form of Affordable Private Rent and be managed collectively with private market rent units by the Build to Rent landlord.

The PPG is detailed and applicants for Build to Rent development should refer to it in the preparation of their proposals.

The PPG states that '20% is generally a suitable benchmark for the level of affordable private rent homes to be provided...in any build to rent scheme'. Local authorities are permitted to adjust this, if justified, by inclusion in a local plan policy. As such, and if this guidance is still in place at the time, this may be considered as part of the next CS12 review.

In the meantime, the Council will encourage Build to Rent applications to provide a higher proportion of affordable housing, whilst treating 20% as the minimum requirement on such schemes. Any proposal to deliver less than 20% on site on a Build to Rent scheme will need to be justified in the same way as proposals to diverge from the proportions contained in CS12 for standard housing sites. This includes any proposals to provide financial contributions to off-site affordable housing in lieu of Affordable Private Rented dwellings on-site.

The PPG notes that 'circumstances may arise where developers need to sell all or part of a build to rent scheme into owner occupation or to multiple landlords or, exceptionally, to convert affordable private rent units to another tenure.' When preparing Section 106 agreements for Build to Rent schemes, the Council will include a covenant period of at least 15 years for the retention of private market rent homes in that Built to Rent private market rented tenure. This will allow the Council to claw back financial compensation for the difference between the affordable housing provision that would have been required in accordance with Policy CS12 if the development had initially been built as a non-Build to Rent scheme, and that which remains after any tenure switch of private market rented housing.

Two valuations of the proposed development will be required with Build to Rent applications to enable the level of clawback to be calculated should the covenant be broken. The first valuation will be of the development as proposed at application stage, i.e. in build to rent tenure, and the other will be of the development in a 'build for sale scenario', i.e. as if all the units were intended for sale.

15 years is considered a justified length for the covenant period on market rented tenure, taking into account the scale of undersupply of affordable housing in the Borough. If changing market conditions since the date of permission have reduced the viability of providing affordable housing from standard housing development at the levels set out in

Policy CS12, this will be taken into account in calculating the difference between values of the originally permitted and now proposed scenarios.

4. Delivery of Affordable Housing

The key delivery mechanisms for affordable housing in Woking are:

4.1. On-site provision

Affordable homes provided under Core Strategy Policy CS12 Affordable Housing, on a development site by the developer. For more information about on-site developer affordable housing provision, please see section 5.

4.2. Off-site provision

Affordable homes provided under Core Strategy Policy CS12 Affordable Housing, on a site elsewhere in the borough other than the development site. These may be homes built by the developer on the alternative site or built by the Council or a partner organisation on its behalf, funded by the developer's affordable housing financial contribution.

Affordable housing developer financial contributions are employed by the Council to deliver affordable homes in the Borough.

In addition to reviewing local planning policy through the Core Strategy to require higher levels of affordable housing when new development takes place, the Council's other affordable housing delivery mechanisms include:

- Reviewing the suitability of the Council's own land holdings for the delivery of affordable housing.
- Working with private developers and housing associations to build homes which are let to households on the Council's choice based lettings system.
- Working with owners of empty homes to bring them back into use.
- Working with private landlords to secure long-term lets for their properties, such as through the Private Rented Scheme (Lets Rent) and Private Sector Leasing Scheme.
- Working with Thamesway Housing Limited to continue its property acquisition programme, purchasing market properties for use as affordable homes.

- Potentially also work with other organisations that are Registered Providers to deliver affordable homes, through property acquisition or new development.
- Strengthening relationships with housing association partners to achieve 100% affordable housing schemes
- Utilise Investment Partner status with Homes England and bid for funding for pipeline schemes
- Explore new funding models, such as “income-strip” finance i.e. where the Council provides a Loan Guarantee for the finance advanced to a Limited Liability Partnership and is responsible for all day-to-day management and repairing liability. The Council is then, at the end of the finance period, able to buy the asset for a nominal sum, either directly or through a nominated company such as Thameswey Housing.
- Woking Borough Council is regenerating Sheerwater, a project that will provide new private and affordable family and smaller sized homes.
- Working pro-actively to prevent homelessness through our Housing Options team.

4.3. Off-site financial contribution

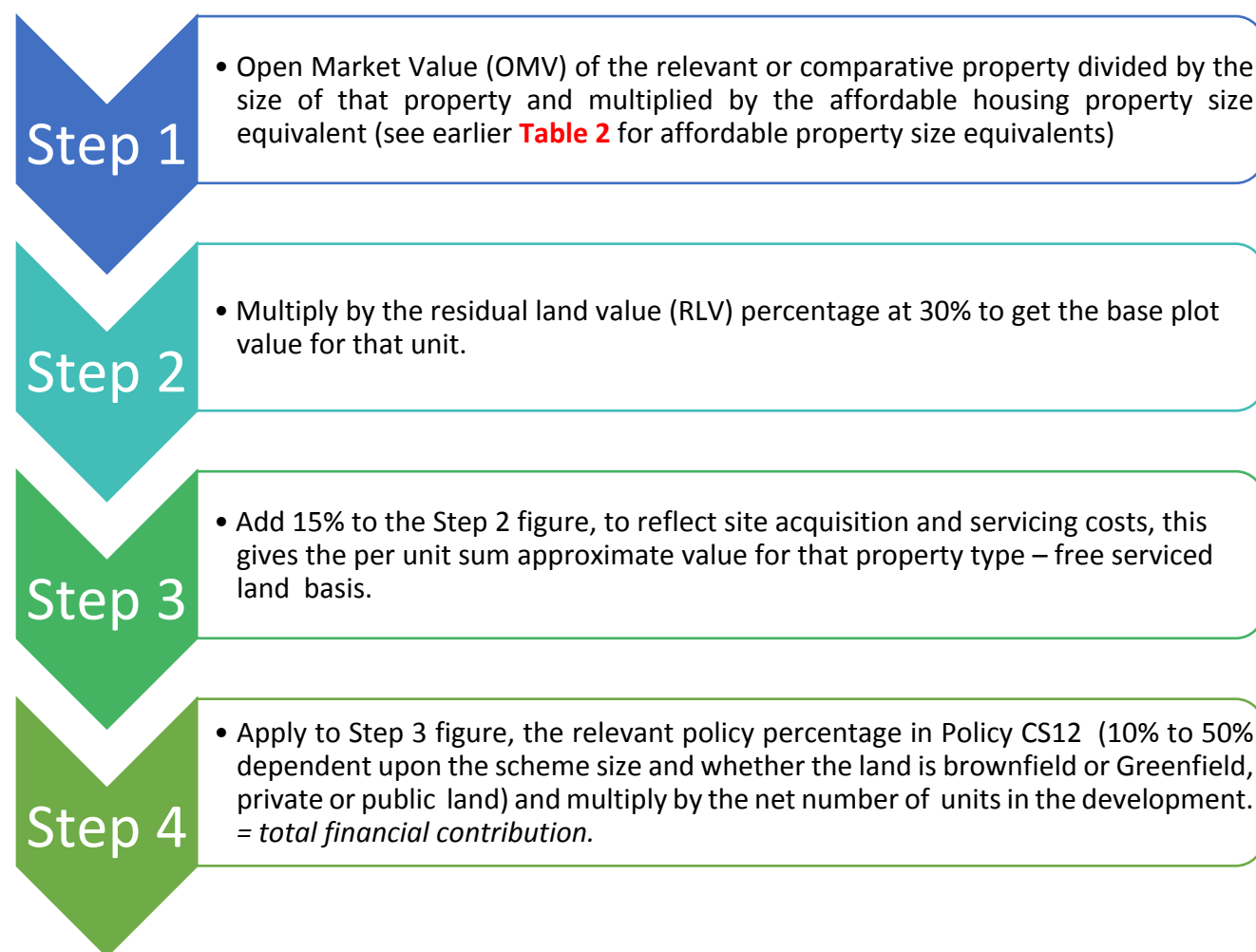
While Woking Borough Council’s preference is for onsite delivery of affordable housing, there may be limited circumstances where it will be appropriate for a scheme that proposes ten or more net additional dwellings to make an off-site affordable housing contribution in lieu of onsite provision. For example, Policy CS12 allows for off-site contributions to be made where there are clear housing management reasons or in the interests of the effective distribution of affordable housing across the Borough.

Contributions will be ring-fenced and used to provide affordable housing elsewhere in Woking Borough. Where possible this will be in the same locality as the development making the contribution, however contributions may be directed to other schemes which make a positive contribution to facilitating delivery of affordable homes through other mechanisms.

4.4. Calculating the financial contribution

The Council will use the following ‘residual land value’ formula to calculate financial contributions where these are required and appropriate. This approach involves approximating the land value that needs to be replaced elsewhere and allowing for the cost of acquiring and servicing that land e.g. providing access and utilities. The applicable affordable housing percentage (according to Policy CS12) is then applied to this figure.

It is recognised that this approach represents only one method of calculating such contributions. It is recommended that you seek advice from a suitably qualified independent surveyor should you wish to put forward an alternative method of calculation. The Council will consider all alternatively calculated contribution figures. Any calculations producing contribution figures less those generated by the Council's formula approach will be questioned. The Council will usually require financial contributions to be paid on commencement of the development.



Example

Calculating the 30% financial contribution required for a brownfield site comprising 5 x 1 bedroom flats and 9 x 2 bedroom flats.

Proposed 14 unit scheme: 5 x 1 bed flats, 9 x 2 bed flats.

5 x 1 bedroom flat (2 bedspaces) size: 50 sqm OMV: £269,000
Guide size for relevant or comparative affordable home –50 sqm

9 x 2 bedroom flat (4 bedspaces) size: 72 sqm OMV: £387,360
Guide size for relevant or comparative affordable home – 70 sqm

Step 1: Open Market Value (OMV) of a relevant or comparative development

Market value of proposed property / size of the property x affordable housing size that would have been required to be provided on-site.

1 bed flat: £269,000 / 50 sqm = £5,380 per sqm

£5,380 x 50 sqm = £269,000 x 5 units = £1,345,000

2 bed flat: £387,360 / 72 sqm = £5,380 per sqm

£5,380 x 70 sqm = £376,600 x 9 units = £3,389,400

Total OMV of relevant or comparative development = (£1,345,000 + £3,389,400) = £4,734,400

Step 2: Multiply the OMV (Step 1) by the residual land value percentage (30%)

£3,321,615 x 30% = £1,420,320

Step 3: Add 15% of the result of Step 2 to reflect site acquisition and servicing costs

£1,420,320 + 15% = £1,633,368 (= base plot/land value of affordable unit)

Step 4: Apply the affordable housing policy percentage from Policy CS12 (i.e. Step 3 x 30% for sites between 10 and 14 units.

£1,633,368 x 30% = **£490,010 Affordable Housing Financial Contribution**

4.5. Calculating number of units – rounding up

In calculating the number of units to be provided by a development, the Council will always round to the nearest number of whole units.

A standard mathematical approach to rounding will be taken. Where applying 30 per cent (or any other target that the development will stand, higher or lower) achieves 0.5 or more of a dwelling, the approach will be to round up. For example, in a scheme of 15 dwellings, applying 30% gives 4.5 dwellings, which would be rounded up to a requirement for 5 affordable homes. Anything below 0.5 will be rounded down. For example, in scheme of 18 dwellings, applying 30% gives 5.4 dwellings, which would be rounded down to 5 homes.

4.6 Viability Appraisals

The Council has tested its affordable housing policy for viability through the Affordable Housing Viability Assessment undertaken by Adams Integra for the Core Strategy, and the Community Infrastructure Levy Viability Study produced by Dixon Searle LLP. However Policy CS12 makes it clear that the application of the policy is subject to the individual site being able to sustain the costs of the affordable housing requirement (either on-site provision or a financial contribution). There may be exceptional circumstances where the application of the Policy in full makes the site financially unviable, in these circumstances the Applicant will need to prove that the site is unviable by submitting a Financial Viability Appraisal (FVA).

Consideration of financial viability appraisals should be in line with the up-to-date national Planning Practice Guidance for decision makers on this topic. In particular:

The EUV+ method (Existing Land Value plus a premium for the landowner) should be used to establish the benchmark land value used in a viability appraisal. Market evidence used for establishing the existing land value should be based on developments which are fully compliant with the affordable housing targets in CS12 or any emerging replacement. Where this evidence is not available plan makers and applicants should identify and evidence any adjustments to reflect the cost of policy compliance. This is so that historic benchmark land values of non-policy compliant developments are not used to inflate values over time. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan.

Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available. Information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. In circumstances where it is deemed that specific details of an assessment are commercially sensitive, the information should be aggregated in published viability assessments and executive summaries, and included as part of total costs figures. An exemption from publication will only be granted where the Council is satisfied that the information to be excluded is commercially sensitive. This might include information relating to negotiations, such as ongoing negotiations over land purchase, and information relating to compensation that may be due to individuals, such as right to light compensation. The aggregated information should be clearly set out to the satisfaction of the Council. Any sensitive personal information should not be made public.

Further detail on financial viability appraisals is contained in Annexe 4.

4.6. Overage clause

Where a viability appraisal successfully shows non-viability of delivering the requirements of CS12, the Council may elect to require an overage clause.

If so, this will be incorporated into a Section 106 Agreement. It will usually be based on the final revenues (Gross Development Value) of the completed development compared with the Financial Viability Appraisal submitted with the application, taking into account

what is generally accepted within the industry to be a reasonable developer profit level, (presently typically 20% of Gross Development Value).

If the development has generated “excess” value the Council will claw back the surplus value above the originally predicted GDV, on a basis of 50% to the Council for affordable housing delivery purposes and 50% basis to the Applicant. This will be up to a ceiling of the full affordable housing requirement.

This is considered the most equitable approach in the circumstances, having regard to the requirements of adopted Policy CS12.

The final values will be independently checked by an external consultant chosen by the Council at the Applicant’s expense.

5. Requirements for Affordable Housing Provision

5.1. Types of site

Paragraph 5.83 of the Core Strategy states (with relation to Policy CS12):

‘This policy applies to all sites where new residential development is proposed, including mixed use schemes and proposals where there is a net increase in the number of units on a site. This will include sheltered and extra care accommodation and other forms of residential accommodation where relevant.’

For clarity, this definition does not make any reference to use class. Sheltered and extra care accommodation, and other forms of residential accommodation, will therefore be covered by Policy CS12 regardless of their use class, except where they constitute affordable housing in themselves, in which case the policy would not be relevant.

The previous version of this SPD expanded on the supporting text to CS12 by disapplying the policy from C2 housing (as well as Traveller sites), on the basis that the Council wishes to encourage the provision of such accommodation where an identified need exists. However, whilst the Council still wishes to encourage C2 and Traveller development, the current position is that Woking has a relatively healthy supply of specialist housing (as set out in the Inspector’s Report on the Site Allocations DPD), but a severe undersupply of affordable housing. In addition, case law since the adoption of the previous version of this SPD has led to developments being classified as C2, which the authors of the SPD might have anticipated to be C3. If an applicant for C2 development considers that providing for affordable housing would make their proposals

unviable, this will be dealt with by the criteria contained within policy CS12 and elsewhere in this SPD.

Traveller sites will, in the great majority of cases, fall below the national size threshold for provision of affordable housing (see below), and some Traveller sites will also come under the definition of affordable housing in themselves.

To support the delivery of affordable homes in accordance with Policy CS12, the Council will expect a site that has been sub-divided into smaller development schemes to provide the appropriate level of affordable housing that would have been achieved had the whole site come forward as a single scheme.

Similarly, the Council will resist development proposals which seek permission for a development lower than that characteristic of the area, where this would fail to make efficient use of land and avoids otherwise greater affordable housing policy requirements under Policy CS12.

5.2 Size of site

Since the adoption of the Core Strategy, national policy and guidance has changed, with the introduction of size thresholds below which affordable housing cannot be required from a residential development site.

In taking account of the change to the NPPF and PPG as a material consideration, the council will therefore no longer require affordable housing or affordable housing financial contributions for sites of less than 10 dwellings unless the site is 0.5ha or larger.

- On previously developed land where sites provide 15 or more dwellings, or on sites of 0.5ha or more (irrespective of the number of dwellings proposed), the Council will require 40% of dwellings to be affordable.
- On previously developed sites of less than 0.5ha and providing between 10 and 14 new dwellings, the Council will require 30% of the dwellings to be affordable.
- On greenfield sites and sites in public ownership, where the development is more than 9 dwellings or the site is 0.5ha or greater, the Council will require 50% of the dwellings to be affordable.

All other parts of the adopted Policy CS12 will remain as before.

The thresholds above differ from those applied by the Council since 2019, providing a stricter interpretation of national policy with regard to contributions from sites of 0.5ha or more but with less than 10 dwellings. This is appropriate in the light of the current severe undersupply of affordable housing.

In theory, a site with an area of exactly 0.5ha and less than 10 dwellings could have been subject another set of criteria using the thresholds in CS12. However, the chances of a site with that exact area existing in practice are vanishingly small, and the Council does not wish to encourage site boundaries to be drawn in an arbitrary fashion specifically to meet that threshold (in line with the eighth paragraph of Policy CS12). For that reason, CS12 will be interpreted using the thresholds set out above.

5.3 Vacant Building Credit

In November 2014 the Government (the Department for Communities and Local Government) introduced a “vacant building credit” (VBC), reducing affordable housing contributions, that could be offered to developers to incentivise them to develop brownfield sites. The guidance has been revised since it was first published, and the principle is included as policy in the NPPF (paragraph 74).

When does vacant building credit apply?

Vacant building credit applies where a vacant building is brought back into any lawful use, or is demolished to be replaced by a new building. The applicability of the policy has limits, as set out below. Applicants who consider that VBC should apply to their site should set out in their Planning Statement or Affordable Housing Statement, to the satisfaction of the Council, how their site meets the below criteria for VBC to be applied.

VBC only applies to buildings. A building is defined as a permanent structure with a roof and walls, which is present on the site during assessment of the planning application by the Local Planning Authority (the Council). This definition excludes open-sided structures and buildings into which people do not normally enter or only enter intermittently for the purposes of inspecting or maintaining fixed plant or machinery.

VBC only applies to vacant property. To be considered vacant, a building shall not have been in continuous use for a period of at least 6 months within the 3 years ending on the day the planning application is made valid. Council tax and rates records may provide evidence when determining if a building is vacant. This and the preceding criterion are based on the definitions of ‘building’ and ‘in-use building’ in the CIL Regulations.¹

VBC does not apply where a building has been abandoned. The meaning of ‘abandoned’ has been addressed by case law and whether a building is ‘abandoned’ should be established on a case by case basis. PPG (Planning Obligations section, paragraph 028)² notes some relevant considerations. The onus will be on the applicant to demonstrate that their building has not been abandoned.

VBC does not apply where a building has been demolished, or is in an advanced state of dilapidation at the point when the application is validated.

¹ <https://www.legislation.gov.uk/uksi/2019/1103/schedule/1/made>, Schedule 1, Part 1, Paragraph 1(10)

² <https://www.gov.uk/guidance/planning-obligations>

VBC will not be applied by the Council to properties made vacant for the sole purpose of re-development. The onus will be on the applicant to demonstrate other reasons why the property has been made vacant, using the definition of ‘vacant’ above, including through the provision of marketing information to show that new occupants could not be found.

PPG (Planning Obligations section, paragraph 028) states that: *“The [VBC] policy is intended to incentivise brownfield development, including the reuse or redevelopment of empty and redundant buildings. In considering how the vacant building credit should apply to a particular development, local planning authorities should have regard to the intention of national policy. In doing so, it may be appropriate for authorities to consider: whether the building has been made vacant for the sole purposes of re-development; whether the building is covered by an extant or recently expired planning permission for the same or substantially the same development.”*

Considering the severe undersupply of affordable housing in Woking, as well as the lower-than-anticipated net delivery of office and industrial space since the adoption of the Core Strategy, it is appropriate to prevent the application of VBC to buildings made vacant for the sole purposes of redevelopment. Given that seven years have elapsed since the introduction of VBC, the lowering of affordable housing provision due to VBC in comparison to extant or recently expired planning permissions is not likely to occur often, but this factor should be considered if it is proposed.

Calculating the vacant building credit

Where VBC is found to apply, the existing vacant gross internal area (GIA) of any buildings proposed to be brought back into lawful use or to be demolished and redeveloped, will be calculated as a percentage of the proposed total GIA, leaving the net increase in floorspace. The required percentage of affordable housing will then be applied only to the net increase in floorspace.

VBC will be calculated as follows:

- Existing vacant floorspace is **A** sq.m
- Proposed total floorspace of new development is **B** sq.m
- Net increase in floorspace (B – A) is **C** sq.m
- Requirement under Core Strategy Policy CS12 Affordable Housing is **D** dwelling units
- To apply the Vacant Building Credit to give a reduced Affordable Housing requirement (**E**):

$$\mathbf{C \times D = E}$$

B

For clarity, a worked example is shown below:

- Existing vacant floorspace is 300 sq.m (A)

- Proposed total floorspace of a mixed use development providing 40 dwelling units is 2,400 sq.m (B)
- Net increase in floorspace (2,400 sq.m. - 300 sq.m) is 2,100 sq.m (C)
- Requirement under Core Strategy Policy CS12 Affordable Housing is 16 dwelling units (D)³
- To apply the Vacant Building Credit to give a reduced Affordable Housing requirement (E):

2,100 (C) x 16 (D) = 14 Affordable Homes (E)
2,400 (B)

Please note that the onus will be on the applicant to demonstrate to the satisfaction of the Local Planning Authority a building's vacancy and to provide accurate GIA floorspace measurements.

6. Requirements for Affordable Housing Provision

6.1. Protection of existing affordable housing stock

The Council will expect that the existing number, and type, of affordable homes on a site will be safeguarded and reflected in any redevelopment. This is predicated on the basis that the Core Strategy seeks to increase the amount of affordable housing in the borough to take account of identified need. Whilst redevelopment of a site which replaces older affordable housing stock with new is often to be welcomed, this cannot be supported at the expense of a reduction in the overall number of affordable homes on the site.

In exceptional circumstances the Council may not require all of the existing units to be replaced, for example:

- Where the location of the site is not considered suitable or sustainable for affordable housing,
- Where the existing affordable housing is vacant and has been for a considerable time and the Council considers there is no reasonable prospect of it coming back into re-use

³ Policy CS12 requires a development of 40 dwellings to make 40% provision for Affordable Housing, which is 16 units.

- Where a better balance of size of affordable units is required.

Where replacement is not required the Council may negotiate a financial contribution in lieu of replacement.

6.2 Previously Developed Land and Greenfield Land

Policy CS12 requires 50% of dwellings to be affordable for residential development on Greenfield land, while various lower thresholds apply to development on Previously Developed Land (PDL). Previously Developed Land is defined in Annex 2 to the NPPF.

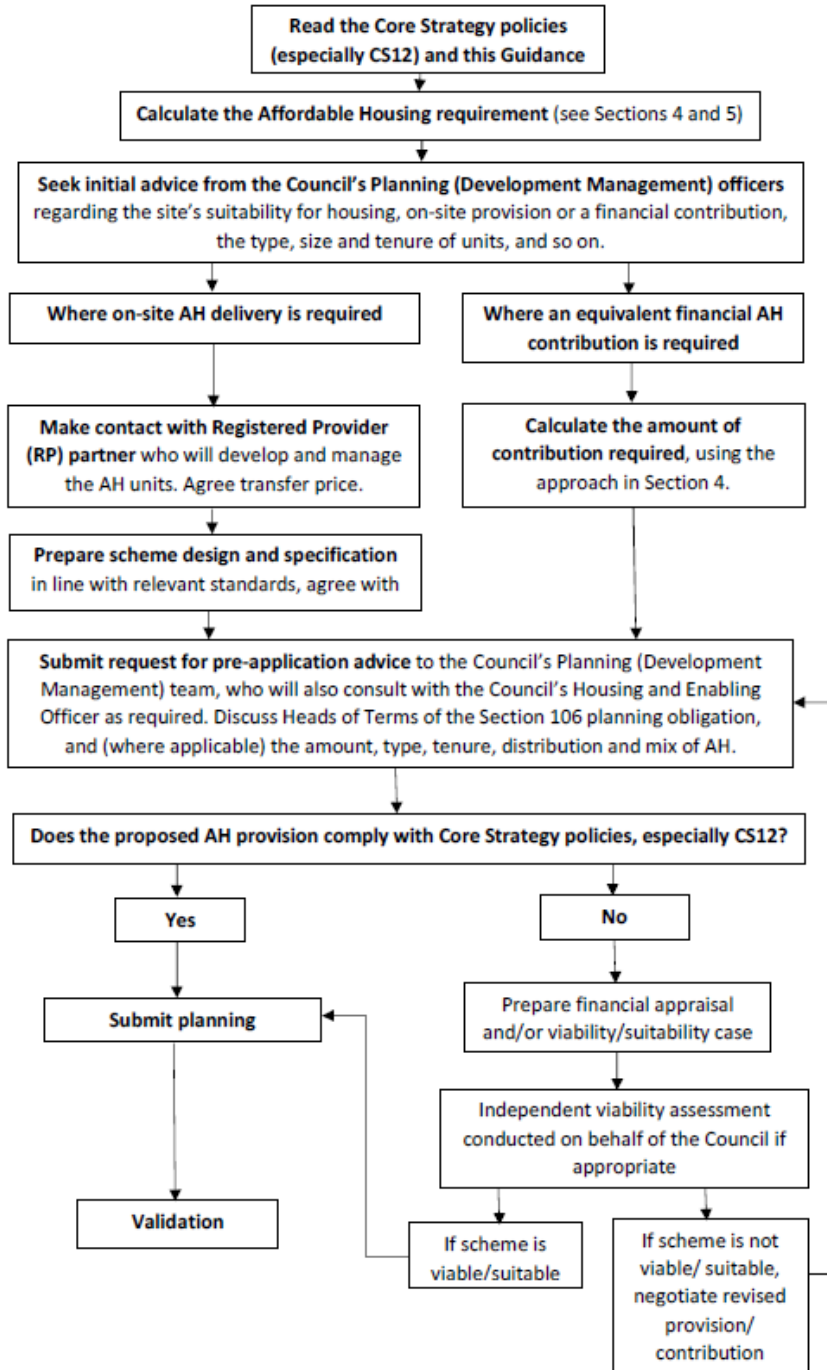
For clarity, the definition of residential gardens, parks etc. (which, within built-up areas, are one of the categories excluded from the PDL definition) will include any hard surfaces, small sheds, summerhouses, greenhouses, temporary residential car ports and similar structures. Land that is hard surfaced with tarmac, aggregate or similar is not considered to be PDL in its own right. The footprint of permanent structures such as dwellings and garages, including where such structures have been largely but not wholly removed, and land over sailed by a permanent structure, are considered to be PDL.

For sites with fewer than 100 dwellings, where a proposed development would sit partly on PDL and partly on Greenfield land, the Council will take a view on which of these the development would predominantly lie. The appropriate affordable housing requirement will then apply to the whole scheme. For example, if 50% or more of the development footprint would be on PDL, the whole development will be treated as PDL for the purposes of applying Policy CS12. Pre application advice should be sought from the Council on this question.

For sites with 100 dwellings or more, the Council will require plans and calculations from the developer showing the extent and percentages across the entirety of the site that are Greenfield and PDL respectively. The same approach will be applied to sites which are partly in public and partly in private ownership. The Council will advise on the level of affordable housing required which it will apply to the whole scheme, having regard to this information and the requirements of Policy CS12. Pre application advice should be sought from the Council on these questions.

7. Planning Process

Affordable housing in the planning process



7.1. Section 106 procedures

The Council will expect the developer to enter into an appropriate Section 106 Agreement covering all aspects of the delivery of affordable housing outlined above.

The content of the agreement can vary considerably from site to site so the Council does not have a standard Section 106 agreement. However, **Annexe 3** lists the main issues that will be included in most agreements.

The Council will draft an appropriate agreement for which a fee is payable. The fee will depend on the complexity of the agreement. An estimate of the fee payable can be obtained from the Council's [Legal Services](#).

7.2. Scheduling of affordable housing delivery

To ensure that the affordable housing is delivered before the market housing is completed; the Council will normally include a number of triggers in the legal agreement.

These may vary from site to site, but would usually be:

- Not to allow or permit occupation of more than 25 per cent of market dwellings until a contract has been entered into with a Registered Provider to deliver the affordable housing in accordance with an Affordable Housing Scheme approved by the Council.
- Not to allow or permit occupation of more than 50 per cent of market dwellings until the affordable housing has been completed and transferred to the Registered Provider and is ready and available for occupation e.g. with all access roads and paths completed and safe for use.

7.3. Maintaining accommodation as affordable housing

The definition of Affordable Housing in the NPPF makes it clear that affordable housing must remain affordable into the future. It therefore follows that there must be safeguards that either preserves the status of the affordable housing, or if it is no longer used for affordable housing, for it to be replaced or for resources to be recycled to replace the dwellings.

Affordable housing provided through the Council's planning policies must be maintained as affordable housing or replaced.

The Council will therefore require provisions in the Section 106 agreement that:

- Keep the units within the definition of affordable housing, and

- Require any purchaser (other than an occupier) to preserve the accommodation as affordable housing, or replace it within the Borough like for like, and
- Require any purchaser to take on the obligations in the nomination agreement or enter into a replacement nomination agreement.

7.4. Recycling of receipts

There are a number of reasons why affordable housing dwellings may be lost, for example a tenant's statutory acquisition of a rented dwelling, shared ownership staircasing to 100%, discharge of the charge on a shared equity dwelling etc. In all cases the Council expects the dwelling to be replaced within the Borough, or at the very least any resources arising from the disposal of the dwelling to be recycled to provide further affordable housing in the Borough.

The Section 106 agreement will contain requirements relating to:

- Continued use of affordable dwellings in perpetuity.
- The retention of obligations relating to the affordable dwellings.
- Requirements to replace the affordable dwellings.
- Requirement to recycle any receipts or Grant arising from the disposal of all or part of an affordable dwelling.

All the above requirements concerning recycling of receipts are subject to there being no conflict with current HCA policies or requirements. In the event of a conflict of these requirements with the HCA, the obligations will be amended as appropriate.

7.5. Affordable housing delivery requirements off site

Policy CS12 allows for off-site contributions to be made in limited circumstances: for example, for clear housing management reasons or in the interests of the effective distribution of affordable housing across the Borough. Changes to thresholds in national policy thresholds mean that financial contributions to affordable housing can no longer be sought from non-major development.

7.6 Viability Appraisals and overage

The Council has tested its affordable housing policy for viability through the Affordable Housing Viability Assessment undertaken by Adams Integra for the Core Strategy, and the Community Infrastructure Levy Viability Study produced by Dixon Searle LLP. However Policy CS12 makes

it clear that the application of the policy is subject to the individual site being able to sustain the costs of the affordable housing requirement (either on-site provision or a financial contribution). There may be exceptional circumstances where the application of the Policy in full makes the site financially unviable, in these circumstances the Applicant will need to prove that the site is unviable by submitting a Financial Viability Appraisal (FVA).

Consideration of financial viability appraisals should be in line with the up-to-date national Planning Practice Guidance for decision makers on this topic.

The EUV+ method (Existing Land Value plus a premium for the landowner) should be used to establish the benchmark land value used in a viability appraisal. Market evidence used for establishing the existing land value should be based on developments which are fully compliant with the affordable housing targets in CS12 or any emerging replacement, including affordable housing requirements at the relevant levels set out in the plan. Where this evidence is not available plan makers and applicants should identify and evidence any adjustments to reflect the cost of policy compliance. This is so that historic benchmark land values of non-policy compliant developments are not used to inflate values over time. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan.

Where a viability appraisal successfully shows non-viability of , the Council may elect to require an overage clause. If the Council decides that an overage claw back arrangement is required this will be incorporated into a Section 106 Agreement and will usually be based on the final revenues (Gross Development Value) of the completed development compared with the Financial Viability Appraisal submitted with the application, taking into account what is generally accepted within the industry to be a reasonable developer profit level, (presently typically 20% of Gross Development Value¹⁵).

If the development has generated “excess” value, then the Council will claw back the surplus value above the originally predicted GDV, on a basis of 50% to the Council for affordable housing delivery purposes and 50% basis to the Applicant. This will be up to a ceiling of the full affordable housing requirement. This is considered the most equitable approach in the circumstances, having regard to the requirements of adopted Policy CS12. The final values will be independently checked by an external consultant chosen by the Council at the Applicant’s expense.

Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available. Information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. In circumstances where it is deemed that specific details of an assessment are commercially sensitive, the information should be aggregated in published viability assessments and executive summaries, and included as part of total costs figures. An exemption from publication will only be granted where the Council is satisfied that the information to be excluded is commercially sensitive. This might include information relating to negotiations, such as ongoing negotiations over land purchase, and information relating to compensation that may be due to individuals, such as right to light compensation. The aggregated information should be clearly set out to the satisfaction of the Council. Any sensitive personal information should not be made public.

Further detail on financial viability appraisals is contained in Annexe 4

ANNEXE 1: Glossary

Adoption	The formal approval or acceptance of planning documents by the Council.
Affordability	The ability of people to get onto the property ladder, whether households can access or sustain costs of private sector housing. Affordability is defined by the relationship between local incomes and the local general housing market.
Affordable housing	Affordable housing, as defined by the National Planning Policy Framework, is housing for sale or rent for those whose needs are not met by the market.
Annual Monitoring Report (AMR)	The Council produces an AMR each year to assess the performance and effects of the Local Development Documents.
Community Infrastructure Levy (CIL)	A standard charge set by a local authority levied on new development. For example, the CIL may be levied as a certain amount per square metre of development. The money would be used to pay for transport, schools and health centres, flood defences, play areas, parks and other green spaces.
Development Plan Document (DPD)	Local Development Documents (LDD) documents containing the core planning policies and proposals. These are subject to independent examination. Woking Borough Council is intending to prepare the following DPDs: Core Strategy, Delivery DPD, and Proposals Map.
Examination	Formal examination of Local Development Document (LDD) documents by an independent inspector appointed by the Secretary of State. SPDs are not subject to examination.

Equalities Impact Assessment	A transparent assessment of the impact of a local authority's decisions on equality.
Equity share	The owner owns a percentage of the property and the remainder is owned by a third party (landowner, developer or employer). No rent is charged on the unsold equity, but the purchaser may be expected to buy at the market value at a specified time in the future.
Extra care	Extra care housing is a type of specialist housing for people with care and support needs, including older or disabled people and those with long term conditions.
Family home	A property with 2 or more bedrooms.
Financial contribution	Payments to the Council through a Section 106 Agreement, usually on completion of a development. A financial contribution (payment) made by the planning Applicant (usually a developer / house builder) under the terms of a planning agreement (section.106 / s.106 agreement).
Gross Development Value (GDV)	The open market value of the completed unit or units. If a certain site has a proposed development scheme containing multiple dwellings/units, the GDV of that property/site will be the figure based upon the total value possible from the sale of all the units within that proposed development
Housing Associations	Also known as Registered Providers, regulated by the Regulator of Social Housing, provide affordable homes for rent or sale.
Housing Register / waiting list	The list on which people in housing need register for affordable housing, and are placed in bands of priority. In Woking the

	register is managed through a Choice Based Lettings system.
Infrastructure	Includes transport, affordable housing, education, health, social and community facilities, public services, utility services, flood alleviation measures, and green facilities such as parks and gardens.
Inspector	Representative from the Planning Inspectorate, which is an impartial government agency. Leads the examination of the Core Strategy.
Leasehold accommodation	Where the purchaser takes a lease on a property rather than acquiring the freehold, and pays a ground rent to the owner for the upkeep of certain common areas.
Let's Rent Scheme	The Let's Rent Scheme offers private landlords long-term tenancies via a range of professional letting services with no fees or commission. There are no hidden charges and net income will be comparable with many letting agents' offers. We offer 3 letting management services – Core, Connect and Complete. The differences between these services can be found on our website .
Local Development Documents (LDD)	Documents providing the framework for planning in the Borough and guiding planning decisions. Comprises development plan documents, supplementary planning documents and Statement of Community Involvement i.e. both statutory and non-statutory documents.
Low cost housing	General term for sub-market housing, including affordable homes.
Market housing	Open market housing for private sale or rent with no subsidy
Mixed tenure:	Developments where there is a mix of units that are for sale or rent on the open market, and units which are affordable usually for rent or shared ownership sale.

Net additional dwellings	The number of net additional dwelling is the number of proposed dwellings less the number of existing dwellings to be demolished. Any dwelling with a separate Council Tax registration is counted as a dwelling.
Nominations	Method by which councils are able to put forward people from their Waiting List for affordable homes, usually provided through means of a section 106 agreement with developers and Registered Providers.
Perpetuity	In an affordable housing context, homes secured as affordable into the future, for example by planning restrictions on the resale of affordable housing so that it cannot be lost to the market.
Planning obligations	Legal agreement between a local planning authority (council) and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. For example, the provision of a certain number of affordable homes at a given time. Sometimes also called Section 106 legal agreements, pursuant to section 106 of the Town & Country Planning Act 1990.
Public ownership	Ownership of an asset (such as land or building) by a part of the Government. For example, ownership by a local authority (Borough / District or County Council) or the Ministry of Defence (MOD).
Open Market Value (OMV)	The price of a home on the open property market, its value on the housing market.
Overage	A type of arrangement incorporated into a Section 106 Agreement that seeks to claw back 'excess' profits generated by a development, in comparison with those estimated in the original financial viability appraisal.

Residual Land Value (RLV)	Meaning land value and referred to as a residual because it is the amount remaining after a calculation that deducts from the Gross Development Value (GDV) the various costs of development (e.g. usually comprising of costs including build costs and contingencies, professional fees, site purchase costs, finance costs, developer's profit, marketing and sales expenses). The amount left over (hence 'residual') indicates the land price that can be justified by the calculation and the assumptions used within it.
Shared ownership	A scheme aimed at providing first time buyers, who cannot afford to buy outright a home suited to their needs. The buyer purchases a part of the equity, paying rent on the remainder, which is usually retained by a Registered Provider
Sheltered housing	Housing specifically for older and/or disabled people. Includes a block or group of homes with resident or visiting warden, and individual homes, bungalows and flats, which receive support from a mobile warden or pendant (emergency) alarm service.
Specialist accommodation	Dwellings for people with special needs, including elderly persons, persons with mental or physical needs or temporary accommodation. There are certain types of residential accommodation, which cater for sectors of the community with specific needs. These are often related to the more vulnerable members of society, or those who would benefit from a higher level of on-site support. This need can be divided into two broad groupings – the growing elderly population, and those who may need specialist social support.
Strategic Housing Market Assessment (SHMA)	An assessment of the estimated demand for market housing and need for

	affordable housing in a defined geographical area, in terms of distribution, house types and sizes and the specific requirements of particular groups and which considers future demographics.
Supplementary Planning Document (SPD)	Non-statutory documents that expand upon policies and proposals in development plan documents (DPDs), guiding the delivery of development and the principles set out in the Core Strategy. Unlike Development Plan Documents, SPDs do not form part of the statutory development plan.
Tenure	The nature of the structure by which people own or rent their home. For example – owner occupied, private rented, Registered Provider or council rented.
Threshold	The number of dwelling units that triggers, for example, the affordable housing requirement on a market housing scheme.
Viability	The economic viability of a scheme, assessed through a financial appraisal process of costs and values.
Universal credit	Universal Credit is a new, single monthly payment merging six benefits into one. It is for working age claimants.

ANNEXE 2: NPPF Affordable housing definition

The glossary to the National Planning Policy Framework (Annex 2), as at May 2022, defines affordable housing as follows:

Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

a) **Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

b) **Starter homes:** is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

c) **Discounted market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households. *[NB 'First Homes' fall into this category of affordable housing]*

d) **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

The glossary to the Core Strategy contains a locally specific definition of affordable housing which is compatible with that in the NPPF, but expands on it, saying that affordable housing must '[meet] the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices'. It also cross- refers to the old Housing Strategy which defines affordable

housing as 'housing which meets and continues to meet the needs of people on low and middle incomes who would otherwise not be able to attain housing locally on the open market. Affordable housing is that which can be afforded where the dwelling has the smallest number of rooms appropriate to meet the needs of a household which cannot afford to buy or rent on the open market without some form of subsidy.'

ANNEXE 3: S106 agreement template

The Council does not use a standard Section 106 agreement as the agreement is tailored to the individual circumstances of the site. However sections 5 and 6 provide the background to the requirements for the provision of affordable housing; the following is intended as an indication of the matters likely to be included in any agreement. This is not a definitive list – other matters may be required depending on the site circumstances. Summary of common matters to be included in Section 106 agreements:

- a) details of the planning application
- b) details all parties with an interest in the land (including mortgagees)
- c) a site location plan
- d) definition of affordable housing
- e) number of affordable dwellings, the mix, size, type and tenure
- f) design, standards and location on-site etc.
- g) affordability criteria
- h) details of the affordable housing Provider
- i) phasing of delivery of the affordable housing
- j) obligation to complete an Affordable Housing Scheme
- k) obligation to enter into a Nomination agreement
- l) triggers for the commencement and completion of the affordable housing m) limitation on occupation of the units, and maintaining them for affordable housing
- n) recycling of receipts from disposal of affordable housing
- o) mortgagee in possession clause
- p) cascade arrangements (if any)
- q) funding issues (if any)
- r) registration of the Agreement as a Local Land Charge
- s) payment of the Council's costs in drawing up the agreement

ANNEXE 4: Financial Viability Appraisals

Background information on financial viability and Financial Viability Appraisals is given in section 4.6. The following requirements should be read in conjunction with that section and with the national Planning Practice Guidance on the topic. The Financial Viability Appraisal should contain, in addition to the requirements of the above mentioned guidance, the following information and data:

- a) the methodology used for the appraisal and details of any appraisal software or toolkits used.
- b) land values, both current and at the time of purchase (if different)
- c) Residual Land Values (RLV) and Gross Development Value (GDV)
- d) gross and net area of development
- e) number size and type of units
- g) build costs (per square metre)(and comparison with appropriate published RISC data)
- h) abnormal or exceptional costs not reflected in the land value/price (and reasons why)
- i) other costs (design, legal, consultants, planning etc.)
- j) cost of any other planning obligations including infrastructure requirements and financial contributions
- k) build programme and phasing
- l) interest rates, cap rates, loan costs, cash flows
- m) developers profit and an explanation of its make up, and any company or financiers requirements
- n) anticipated phasing
- o) marketing and legal costs (and as a % of Gross Development Value (GDV) p) anticipated sales price for each unit type, and current assumed value of each unit type
- q) anticipated phasing of sales
- r) ground rents and services charges payable
- s) proposals for on-site affordable housing if required in meeting the requirements of the SPD
- t) anticipated price to be paid by the affordable housing provider, and the assumption on which this is based.
- u) substitution values and revenues for less or no affordable housing on-site

v) depending on individual site circumstances and the size of the proposed development, further information may be required, this may include:

- developers Market Analysis Report
- copy of cost plan
- details of company overheads
- copy of financing offer/letter
- Board Report on scheme
- letter from Auditors re: land values and write offs
- sensitivity analysis showing different assumption options (e.g. low, medium and high)

For mixed use schemes similar information and data will be required on the non residential uses. All information and data should be evidenced from an independent expert or source, and be benchmarked.

The following should also be noted:

- each cost, value, revenue, assumption etc. must be evidenced from an independent expert or source
- any assumptions must be explained in detail – in line with national Planning Practice Guidance, please provide a written summary in the application correspondence describing the viability figures provided, giving evidence for all assumptions made, and identifying all information sources.
- the Council will assume that:
 - o the cost of meeting the affordable housing requirements in Policy CS12 should be reflected in the price paid, or price to be paid, for the land, and should be based on:
 - o no public subsidy or grant or payment by the provider of the affordable housing should meet current HCA Guidance, i.e. less than market value.
- abnormal site costs should be reflected in the price paid, or to be paid, for the land.

ANNEXE 5: Nominations Agreements

The Registered Provider or Alternative Affordable Housing Provider ('Provider') will be expected to enter into a Nomination Agreement with the Borough Council that shall contain, as a minimum, the following principles:

1. General

1.1 The Provider will give the Borough Council reasonable notice of all vacancies, sales and re-sales.

1.2 The Borough Council will have a reasonable period in which to nominate households.

1.3 All requests for nominations and resulting nominations will be in writing (including email and fax) and contain appropriate information concerning the property, the sale or tenancy terms and the household nominated.

1.4 In many instances the Borough Council will nominate more than 1 (one) household for each property, where this is the case the Borough Council will put the households in priority order and the Provider will only make offers in that priority order.

1.5 The Borough Council may, at its sole discretion, allow other local authorities and/or public organisations to take up some of the Borough Council's nominations. In this case the Borough Council shall notify the Provider of the nomination arrangements.

1.6 In selecting nominees the Borough Council will have regard to the reasonable priorities and policies of the Provider.

1.7 The Provider will not unreasonably refuse to make an offer to a nominee.

1.8 Where the Borough Council fails to make a nomination within a reasonable time, or a reasonable number of nominees for a property have not resulted in a tenancy or sale of the property, the Provider shall be free to let or sell the property to a household of their choice subject to the cascade in paragraph 1.11.

1.9 The Provider will seek the Borough Council's approval of any marketing or publicity material for the units.

1.10 The Provider will have reasonable regard to the Borough Council's policies, in particular policies on waiting lists, nominations, key workers, and choice based lettings etc.

1.11 In any circumstance where the Provider is able to offer a property to someone who is not a nominee of the Borough Council, the Provider will seek to allocate tenancies or sales in the following order:

- Households who reside, work or have close family living in the Borough Council's area.

- Households on the Housing Registers or Waiting Lists of adjacent local authorities in Surrey.
- Households who reside, work or have close family living in the areas of adjacent local authorities in Surrey.
- Any other household with links to the local area.

1.12 The Provider will keep the Borough Council informed during the nomination process including regular updates on the progress of nominees, sales and lettings and the results of nominations.

1.13 The Provider and the Borough Council will agree appropriate arrangements for the monitoring of nomination processes.

2. Social Rented Housing (including any Extra Care Housing)

2.1 The Borough Council will have the right to nominate to 100% of all the initial lettings, and 75% of all re-lets in perpetuity.

3. Shared Ownership Housing (including any Extra Care Housing)

3.1 The Borough Council will have the right to nominate 100% of all sales in perpetuity (or until such time as the property is sold outright).

3.2 The Provider will ensure that the lease (or similar) for each property requires the leaseholder to seek nominations from the Borough Council (via the Provider) if they wish to sell their share of the property.

3.3 The Provider will comply with the affordability criteria set out in the main agreement for initial sales.

4. Similar nomination arrangements will be required for tenures other than those specifically mentioned above.

EXECUTIVE – 17 NOVEMBER 2022

PROPERTY MANAGEMENT

Executive Summary

This report sets out the proposal for the sale of the freehold interests in Cleary Court and 2 Christchurch Way to allow the entire redevelopment of the Cleary Court Island site.

The island site is bounded by Chobham Road, Christchurch Way and Church Street East. Cleary Court is located to the southern end of the site and 2 Christchurch Way at the northern end of the site. Together these properties 'bookend' and constitute 34% of the island site by area. Cleary Court is of an age and condition that warrants significant investment to provide accommodation that will attract good quality tenants. Currently Cleary Court is a financial burden to the Council of approximately £100k per annum as a result of lower than expected rental income, payment of service charge and business rates for void areas.

The proposed purchaser and majority landowner of approximately 49% of the island site owns six late Victorian commercial buildings (Nos, 33, 35, 37, 39, 41 and 41a Chobham Road) which have or are reaching the end of their economic life.

The remaining 17% of the island site (43 and 45 Chobham Road) are owned by individuals who have also agreed sale terms with the majority landowner. Again, these properties have remained part unlet for a number of years and have reached the end of their economic life.

The proposed purchaser's current redevelopment proposal is to deliver a Grade A specification office building over the entire island site. The aim being to create a market leading HQ building for a major new occupier in Woking. This aspiration is supported by the Council's letting agents who believe the supply of Grade A office accommodation will be extremely diminished by 2024 given current letting trends. It is therefore unlikely there will be any self-contained new Grade A office properties over 30,000 sq. ft by this time thus limiting any opportunity for a major corporate business to expand or more importantly relocate to the town.

The proposed sale value for both freehold interests is outlined in the associated Part 2 report.

The Council's external advisors (Vail Williams) have advised that the proposed sale value is an acceptable level and believe the Council should proceed with the sale.

Recommendations

The Executive is requested to:

RESOLVE That

the Council dispose of the freehold interests in Cleary Court and 2 Christchurch Way.

Reasons for Decision

Reason: This sale should allow the progression of a redevelopment scheme which will support the Council's aspirations for the continued regeneration of the town centre and provision of employment opportunities in line with the emerging Town Centre Masterplan whilst also removing an asset which currently represents a financial burden to the Council.

The Executive has the authority to determine the recommendations set out above.

- Background Papers:** None.
- Reporting Person:** Giorgio Framaliccio, Strategic Director - Place
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- Date Published:** 9 November 2022

1.0 Introduction

- 1.1 This report seeks approval to sell the freehold interests in two Council owned properties (Cleary Court and 2 Christchurch Way) located on the Cleary Court island site to the majority landowner of the island site. This sale should allow the progression of a redevelopment scheme which will support the aspirations of the Council to regenerate the town centre.

2.0 Background and Current Position

- 2.1 The Council acquired Cleary Court, a multi-let office building with ground floor retail space, on 31 May 2016 for £3,450,000. The building is located at the southern end of the site, bounded by Chobham Road, Christchurch Way and Church Street East. The building was substantially let at the time it was acquired but was purchased not for investment reasons but as a strategic acquisition for the future redevelopment of the site. That ambition was supported by the policy to only grant short leases when existing tenants vacated.
- 2.2 The Council has owned 2 Christchurch Way since 1981, a small brick building at the northern end of the site, let as a 'Noodle Bar'. Together these properties bookend the site and occupy 34% of the island site by area.
- 2.3 The six late Victorian commercial buildings (Nos, 33, 35, 37, 39, 41 and 41a Chobham Road) which have or are reaching the end of their economic life are owned by the majority landowner and represent approximately 49% of the island site.
- 2.4 The remaining 17% of the island site comprises two late Victorian buildings: 43 and 45 Chobham Road each owned by individuals. Number 43 trades as Horace Smith locksmiths and Number 45 accommodates ABCO Taxis on the first floor above a vacant ground floor retail unit. The retail unit has not let despite being on the market for several years. These buildings are effectively at the end of their economic life.
- 2.5 Appendix A includes a site plan showing the extent of the island site and the various landownerships.
- 2.6 Cleary Court was originally acquired for the purpose of securing a council led comprehensive redevelopment of the whole island site. With that understanding, the Council instructed Vail Williams to undertake a formal valuation of all properties on the island site to identify the redevelopment value and they provided a comprehensive report in early January 2020. The report also identified the existing use values of each building. At that time, Vail Williams identified that a commercial scheme for the entire site would be viable and produce a greater value than the existing use values.
- 2.7 To progress matters, the majority landowner commissioned various detailed designs for a redevelopment of the entire site. However, the onset of the pandemic and its financial implications on the Council, the Council's scale of borrowing and the ambition to secure private sector investment in the town following the Council funded regeneration of the town centre resulted in further discussions with the majority landowner. Subsequently, a proposal to acquire Cleary Court and 2 Christchurch Way from the Council and progress the redevelopment of the whole site themselves was received.
- 2.8 On this basis officers have continued negotiations with the majority landowner regarding the type (for example, retail, office, residential) and scale of development, including a detailed review of the site within the Town Centre Master Plan. The value of the Council freehold interests have been established, reflecting post pandemic market conditions, inflation, interest rates and the principles set out in the Town Centre Master Plan.

3.0 Property Condition / Financial Risks (Cleary Court):

- 3.1 Cleary Court is of an age and condition that clearly warrants significant investment to provide office and retail accommodation that are future proofed in terms of sustainability and condition that will attract tenants at a market rental. Condition concerns include replacement of two lifts (budget cost circa £60k), roof and dormer facing resurfacing, boiler upgrades and energy efficiency works to improve Energy Performance Certificate rating (currently a D).
- 3.2 The poor condition of Cleary Court and constraints in the length of lease periods due to the historical aspirations of the Council to redevelop the site, has resulted in Cleary Court's financial performance not being in line with the original business case. This business case indicated a net budget benefit of £120k. Currently Cleary Court is representing a financial burden to the Council of approximately £100k per annum as a result of lower than expected rental income, payment of service charge and business rates for void areas.

4.0 Development Proposal

- 4.1 The proposed purchaser's current proposal is to deliver an office building across the entire site with an active frontage of circa 120,000 sq. ft. The building will be Grade A specification, with strong health, sustainability and wellbeing features, multiple outdoor spaces and excellent public realm, all with the aim of delivering a market leading HQ building for a major new occupier in Woking. Appendix A of the associated Part 2 report includes a very initial image of the scheme which will be developed with the Council through the Planning Performance Agreement and the pre-planning application process.

5.0 Financial Offer for Sale of Freehold Interests

- 5.1 The proposed sale value for both freehold interests is outlined in the associated Part 2 report.
- 5.2 The offer includes a condition of a 12 month period between exchange and completion with all income and liabilities during this period remaining with the Council.
- 5.3 To provide comfort to the Council that sale of these properties will result in the entire redevelopment of the island site, the majority landowner has confirmed their intentions to incur costs of circa £1.4 million towards professional design fees in the preparation of the planning application during the 12 month period between exchange and completion.
- 5.4 The Council's external advisors (Vail Williams) have advised that the proposed sale value is at an acceptable level and believe the Council should proceed with the sale.
- 5.5 Vail Williams reasoning for this advice is as follows:
- Cleary Court is of an age and condition that it now warrants significant investment to provide offices and retail that are future proofed in terms of sustainability and a condition that will attract tenants at a market rental.
 - The building has been and continues to be a financial liability to the Council.
 - There is limited chance of a Joint Venture (JV) opportunity. The likely level of profit obtained from a JV position would be less than the proposed sale value.
 - The offer is unconditional and therefore not subject to the granting of planning consent.
 - Realistically given the financial position of the Council and indeed the risk of the economy (rising inflation/interest rates/cost of materials/ rising cost of living etc) this deal takes away all these risks should there be the thought to actively redevelop the site by the Council.

- Vail Williams have undertaken limited market testing but given the majority landowners “special purchaser” position Vail Williams do not believe the Council will achieve an unconditional proposal at this level.

5.6 The proposed purchaser has shared with the Council a copy of their consultant’s formal valuation report. These values are outlined in the Part 2 report.

5.7 A red book valuation commissioned by the Council has been undertaken which indicates the market value of the properties is in line with the proposed sale value. Further details are outlined in the Part 2 report. A Red Book valuation involves a RICS Registered Valuer assessing the property and providing a formal report on the current market value of the property. To help calculate this market value, the valuer will look at several comparable properties that have recently been sold in the same or similar area.

6.0 Consideration of this Development on Other Council Assets

6.1 Consideration has been given to whether development of the Cleary Court Island Site will have an impact on redevelopment proposals for other Council owned sites. This is a question of timing; the majority landowner has assembled a strong team of consultants who have carried out a significant amount of due diligence and their ambition is to have a Planning Performance Agreement and the pre-planning application in place by late 2022 and hope to submit a formal planning application by Spring 2023 with the application being determined by the end of 2023. Should the island site be developed this would be a major new asset within the town and the Council’s letting agents believe by 2024 there will be little or no Grade A space within the town. It is therefore felt allowing this development brings an asset to the town at no risk to the Council’s future development aspirations for other Council owned sites.

7.0 Corporate Strategy

7.1 The decision to allowing the sale of these two freeholds to bring forward the redevelopment of the entire Cleary Court island site is underpinned by a number of objectives outlined in the Corporate Strategy. The proposed redevelopment will have a strong emphasis on health, sustainability and wellbeing whilst providing a new office provision to the town centre supporting economic growth and employment opportunities in line with the emerging town centre. The disposal of the asset and securing a capital receipt would support the Council’s financial position as would the removal of an income liability.

8.0 Implications

Finance and Risk

8.1 Consideration has been given to financial risk associated with the retention of the condition of a 12 month period between exchange and completion. This is a question of risk appetite and management; between accepting a greater loss now by reducing the sale value. Based on discussions with the Council’s managing agent (Vail Williams) and the Council’s Facilities Management Team it is felt this burden can be appropriately managed during this period and therefore the Council should proceed with the 12 months condition.

Equalities and Human Resources

8.2 None arising from this report.

Legal

8.3 There are no legal implications, other than those outlined in this report.

9.0 Engagement and Consultation

9.1 None arising from this report.

REPORT ENDS

APPENDIX A – Site planning showing the extent of the island site and the various landownerships.



By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

